



# BLACK LAKE SPECIAL DISTRICT

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Black Lake Special District Meeting  
Monday, December 19, 2022 • 6:15 pm  
7514 Cattail LN SW, Olympia, WA 98512  
[Registration Link](#) for Zoom

## AGENDA:

1. Call to Order
2. Roll Call
  - a. Present
    - i. Lake Stintzi
    - ii. Brian Wilmovsky
3. Approval of Agenda
4. Approval of Consent Agenda

(Funds) Voucher (Warrant)	Total
Invoices #1-4	\$20,961.47

*Attachments:*

*November 21, 2022 Minutes*  
*Resolution 22-03*  
*Invoices #1-4*

5. Resolution 22-03 – 2023 Collection of Assessments and “Rates and Changes”
6. Candidates Submission to Thurston County BOCC for Vacant Board Positions
  - a. Successful candidate would serve until next election, 2024.
7. Annual Report to Department of Ecology – Completed electronically
8. Next Board Meeting
  - a. Proposed for 2/20/2023 instead of 1/16/2023
9. Items from the Floor
10. Public Communication
11. Adjournment of Public Meeting

**Next Meeting:** January 16, 2023



# BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting  
Monday, November 21, 2022 • 6:15 pm

## ACTION ITEMS:

- The board is asked to review the recording of the 10/25 commissioners meeting that is located on YouTube.
- Lake will work with Heather Burgess to draft a letter to the county commissioners regarding Carrie Lerud for board service.
- Lottie will send her new address to OrgSupport.

## MINUTES:

1. Call to Order – **Lake Stinzi called the meeting to order at 6:18 PM.**
2. Roll Call
  - a. Present
    - i. Lake Stintzi
    - ii. Lottie Mosebar
    - iii. Brian Wilmovsky
3. Approval of Agenda – **It was moved by Lake, seconded by Brian, and was unanimously passed to approve the agenda as presented.**
4. Approval of Consent Agenda – **It was moved by Lake, seconded by Brian, and was unanimously passed to approve the consent agenda as presented.**

(Funds) Voucher (Warrant)	Total
numbers: 1-5	\$13,912.03

### *Attachments:*

*October 17, 2022 Minutes*  
*Invoice #1 Lake Stintzi Reimbursement Request \$49.11*  
*Invoice #2 OrgSupport 4725 \$3036.36*  
*Invoice #3 OrgSupport 4508 \$2581.24*  
*Invoice #4 Aquatechnex, LLC 14974 \$5485.32*  
*Invoice #5 Aquatechnex, LLC 14840 \$2760.00*

5. Approval of letter to Phillips Burgess to accompany "Friend of Black Lake" award – Board approves the letter. *OrgSupport will put the Phillips Burgess letter on letterhead and add digital signatures. OrgSupport will deliver the letter to Phillips Burgess.*
6. Approval of "Friend of Black Lake" award and accompanying letter for Tye Menser – Lake discussed the award with the board. Board consensus is not to deliver the letter due to a possible conflict of interest.



# BLACK LAKE SPECIAL DISTRICT

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7. Approval of Resolution 22-02, 2023 Budget, assumes no change to assessments and charges for 2023 – Lake discussed the budget resolution with the board. *OrgSupport will put digital signatures on Resolution 22-02 and will post on the website.*
8. Address notes to BoCC, 10/25/2022 by Lake - Difficulties in forming lake management districts at Offutt and Pattison. – Lake spoke to the county commissioners in October following the community meeting. *The board is asked to review the recording of the 10/25 commissioners meeting that is located on YouTube.*
9. Washington Lake Protection Association annual conference, 10/19-21 – Lake attended, there were not many other users of the lake that attended.
10. Candidates for BoCC to consider for upcoming BLSD board vacancy – Lottie will be moving and will need to leave the board. Candidates for board members need to be presented to the county commissioners. Lake would like to submit Carrie Lerud for board service. *Lake will work with Heather Burgess to draft a letter to the county commissioners regarding Carrie Lerud for board service.*
11. Items from the Floor
  - a. *Lottie will send her new address to OrgSupport.*
12. Public Communication
  - a. Carrie Lerud reported goose hunting has started on the beach at Columbus Park.
  - b. The annual kids fishing day at Columbus Park is resuming this year on April 29<sup>th</sup>. SBL will have an informational booth, BLSD could possibly have one as well.
13. Adjournment of Public Meeting – **Lake Stinzi adjourned the meeting at 6:58 PM.**

**Next Meeting:** December 19, 2022

**Black Lake Special District**  
**Income & Expense Budget vs. Actual**  
**January through December 2022**

Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Rates &amp; Charges</b>	187,321.85	153,000.00	34,321.85	122.4%
<b>Total Income</b>	187,321.85	153,000.00	34,321.85	122.4%
<b>Expense</b>				
<b>Business Expenses</b>				
<b>Treasurer Fees</b>	2,038.38	1,530.00	508.38	133.2%
<b>Total Business Expenses</b>	2,038.38	1,530.00	508.38	133.2%
<b>Contract Services</b>				
<b>Attorney Fees &amp; Charges</b>	23,405.10	2,000.00	21,405.10	1,170.3%
<b>Non-recurring Contract Services</b>	39.39			
<b>Recurring Contract Services</b>	22,500.00	33,222.00	-10,722.00	67.7%
<b>Total Contract Services</b>	45,944.49	35,222.00	10,722.49	130.4%
<b>Election Expenses</b>	0.00	3,895.00	-3,895.00	0.0%
<b>Governing Expenses</b>				
<b>Per Diem</b>	1,408.00	4,320.00	-2,912.00	32.6%
<b>Total Governing Expenses</b>	1,408.00	4,320.00	-2,912.00	32.6%
<b>Lake Management</b>				
<b>Control</b>	1,141.37	50,000.00	-48,858.63	2.3%
<b>Permitting Fees</b>	0.00	500.00	-500.00	0.0%
<b>Total Lake Management</b>	1,141.37	50,500.00	-49,358.63	2.3%
<b>Operations</b>				
<b>Postage, Mailing Service</b>	570.99			
<b>Printing and Copying</b>	72.40			
<b>Supplies</b>	94.01			
<b>Technology &amp; Online Services</b>	2,670.05			
<b>Total Operations</b>	3,407.45			
<b>Other Types of Expenses</b>				
<b>Insurance</b>	100.00	2,981.00	-2,881.00	3.4%
<b>Interest Expense - General</b>	26,668.12			
<b>Other Expenses</b>	266.26			
<b>Total Other Types of Expenses</b>	27,034.38	2,981.00	24,053.38	906.9%
<b>Total Expense</b>	80,974.07	98,448.00	-17,473.93	82.3%
<b>Net Ordinary Income</b>	106,347.78	54,552.00	51,795.78	194.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Interest Income</b>	1,747.32			
<b>Total Other Income</b>	1,747.32			
<b>Net Other Income</b>	1,747.32	0.00	1,747.32	100.0%
<b>Net Income</b>	<b>108,095.10</b>	<b>54,552.00</b>	<b>53,543.10</b>	<b>198.2%</b>

**Black Lake Special District**  
**Statement of Financial Position**  
As of November 30, 2022

Cash Basis

	Nov 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Black Lake Guarantee #6355	40,000.00
Thurston County Treasurer	264,324.87
<b>Total Checking/Savings</b>	304,324.87
<b>Total Current Assets</b>	304,324.87
<b>TOTAL ASSETS</b>	<b>304,324.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Current Portion of Loans	50,156.36
<b>Total Other Current Liabilities</b>	50,156.36
<b>Total Current Liabilities</b>	50,156.36
<b>Long Term Liabilities</b>	
Kitsap Bank Loan	1,258,906.42
<b>Total Long Term Liabilities</b>	1,258,906.42
<b>Total Liabilities</b>	1,309,062.78
<b>Equity</b>	
Unrestricted Net Assets	-1,112,833.01
Net Income	108,095.10
<b>Total Equity</b>	-1,004,737.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>304,324.87</b>

**Black Lake Special District  
Statement of Income and Expense**

November 2022

Cash Basis

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	<u>Nov 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Rates &amp; Charges</b>	13,863.93
<b>Total Income</b>	13,863.93
<b>Expense</b>	
<b>Contract Services</b>	
Attorney Fees & Charges	1,812.50
Non-recurring Contract Services	26.26
Recurring Contract Services	2,500.00
<b>Total Contract Services</b>	4,338.76
<b>Operations</b>	
Postage, Mailing Service	443.76
Printing and Copying	0.60
<b>Total Operations</b>	444.36
<b>Total Expense</b>	4,783.12
<b>Net Ordinary Income</b>	9,080.81
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	335.62
<b>Total Other Income</b>	335.62
<b>Net Other Income</b>	335.62
<b>Net Income</b>	<u><u>9,416.43</u></u>

# Payment Voucher Transmittal

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1. OrgSupport 120 State Avenue NE, #303 Olympia, WA 98501	4629	Contract services, postage, hosting & email	\$2,753.74
2. State Auditor's Office PO Box 40021 Olympia, WA 98504	L151290	Assessment audits	\$2,670.30
3. Phillips Burgess PLLC 111 21st Ave SW Olympia, WA 98501	2551	Response to petition for declaratory relief	\$1037.50
4. AquaTechnex PO Box 30824 Bellingham, WA 98228	14841	Submerged aquatic weed control	\$14,499.93
Total for document:			<hr/> \$20,961.47

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I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against , and that I am authorized to authenticate and certify to said claim.

## Examined and Allowed

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date



**OrgSupport**

120 State Avenue NE, #303  
Olympia, WA 98501

**Invoice**

Date	Invoice #
12/1/2022	4629

Bill To
Black Lake Special District 120 State Avenue NE, #303 Olympia, WA 98501

Description	Qty	Rate	Amount
Contract Services	1	2,500.00	2,500.00
Postage	1	1.71	1.71
Hosting & Email (GoDaddy)	1	252.03	252.03
<b>Total</b>			<b>\$2,753.74</b>



# Invoice Voucher

Remit To: State Auditor's Office  
PO Box 40021  
Olympia, WA 98504-0021  
Federal ID No. 91-6001098



Page: 1 of 1  
Invoice No.: L151290  
Invoice Date: 11/10/2022  
MCAG No.: 3150  
County: Thurston

Black Lake Special District  
120 State Ave NE #303  
Olympia, WA 98501

Now accepting electronic payments  
Send to: Washington State Auditor's Office  
Routing: 123000848 Account: 153911801147  
Account type: Checking  
**Please include invoice number**



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Black Lake Special District

Invoice No.: L151290

Invoice Date: 11/10/2022

Audit No.: 59929

Audit Period: 20 - 21

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
08/22	Assessment Audit	\$116.10	16.5	\$1,915.65	\$0.00	\$1,915.65
09/22	Assessment Audit	\$116.10	5.0	\$580.50	\$0.00	\$580.50
10/22	Assessment Audit	\$116.10	1.5	\$174.15	\$0.00	\$174.15
<b>Sub Total:</b>			<b>23.0</b>	<b>\$2,670.30</b>	<b>\$0.00</b>	<b>\$2,670.30</b>

**Total Due This Invoice:**  
(Hrs rounded to nearest tenth)

**23.0**

**\$2,670.30**

**\$0.00**

**\$2,670.30**

JV Number: 230429

**FULL PAYMENT DUE  
IN 30 DAYS**

I hereby certify the amount listed herein is a  
proper charge for services rendered:

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail [accreceivable@sao.wa.gov](mailto:accreceivable@sao.wa.gov)



# INVOICE

Invoice # 2551  
Date: 12/02/2022

111 - 21st Ave SW  
Olympia, WA 98501  
United States  
Phone: 360-742-3500

Black Lake Special District  
Attn: Lake Stinzi  
120 State Ave NE, #303  
Olympia, WA 98501

## Black Lake Special District.00001

### Response to Petition for Declaratory Relief and APAM Permitting

Date	Timekeeper	Description	Hours	Total
11/22/2022	HLB	Review and respond to client email re replacement of Board member; coordinate with C. Pierce-Wright re same.	0.20	\$85.00
11/30/2022	HLB	Review response to client re appointment of replacement for departing board member.	0.10	\$42.50
11/30/2022	CPW	Review statute for replacement of vacant commissioner position	1.40	\$455.00
11/30/2022	CPW	Review Thurston County Auditor's results as background on timing for commissioner appointment.	0.20	\$65.00
11/30/2022	CPW	Draft proposed letter to Board of County Commissioners addressing commissioner vacancy.	0.80	\$260.00
11/30/2022	CPW	Email client re outline of appointment process and proposed correspondence with Thurston County.	0.40	\$130.00

**Quantity Subtotal 3.1**

Time Keeper	Hours	Rate	Total
Heather Burgess	0.3	\$425.00	\$127.50
Chris Pierce-Wright	2.8	\$325.00	\$910.00

**Quantity Total 3.1**

**Subtotal \$1,037.50**

**Total \$1,037.50**

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
2551	12/02/2022	\$1,037.50	\$0.00	\$1,037.50
			<b>Outstanding Balance</b>	<b>\$1,037.50</b>
			<b>Total Amount Outstanding</b>	<b>\$1,037.50</b>

Please make checks payable to: Phillips Burgess PLLC, 111 - 21st Ave SW, Olympia, WA 98501

Payment due upon receipt.



# Invoice

Date	Invoice #
8/19/2022	14841

Aquatechnex, LLC  
 Aquatechnex, LLC  
 P.O. Box 30824  
 Bellingham WA 98228  
 United States

Bill To
Black Lake Special District 120 State Avenue NE, Suite 303 Olympia WA 98501 United States

Terms	Due Date	PO #	Project	End Date	Shipping Code
	8/19/2022				

Ship Via

Item	Quantity	Description	Rate	Tax	Amount
Washington Service	1	Submerged aquatic weed control and invasive white water lily treatment program including notices equipment and application	13,254.05	Yes	13,254.05
			Subtotal		13,254.05
			Tax (Sales Tax 9.4%)		1,245.88
			Total		\$14,499.93

**RESOLUTION #22-03**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT (BLS D) GOVERNING BOARD REQUESTING COLLECTION OF SPECIAL ASSESSMENTS AND “RATES AND CHARGES” FOR 2023 BY THE THURSTON COUNTY TREASURER**

**WHEREAS**, under RCW 85.38.145, a special district may fix rates and charges payable by owners of real estate within the special district in order to implement authority granted under RCW 85.38.180(3).

**WHEREAS**, Thurston County Ordinance 15930 approves a roll of special assessments for the Black Lake Special District.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

Section 1. A file will be emailed to the Treasure which includes \$103,000 in special assessments and \$83,838 in “rates and charges” for 752 parcels in the BLS D for a total of \$186,838.

Section 2. In the file where a parcel has both special assessments and “rates and charges”, the values are added together for the parcel.

**ADOPTED** by the Black Lake Special District Governance Board this 19th day of December, 2022.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_