



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, December 18, 2023 • 6:15 pm
7514 Cattail LN SW, Olympia, WA 98512

Attendance via Zoom audio is preferred. Contact info@blacklakespecialdistrict.org for instructions.

AGENDA:

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

(Funds) Voucher (Warrant)	Total
Invoices #1-3	\$2,503.09

Attachments:

November 20, 2023 Minutes
Financials
Invoices #1-3

5. Corrections to the 2024 Assessments File
6. Resolution #23-03 Collection Request to Treasurer for 2024
7. Resolution #23-02 2024 Budget with Inflation Contingency
8. Digital Signature Files
9. 2024 Authorized Signature List
10. Board Development
11. Items from the Floor
12. Public Communication – *Limit of 3 minutes per person. Meeting minutes will only reflect the name of the person speaking.
13. Adjournment of Public Meeting



BLACK LAKE SPECIAL DISTRICT

Next Meeting: February 19, 2023



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, November 20, 2023 • 6:15 pm

MINUTES:

1. Call to Order – **Chair Lake Stintzi called the meeting to order at 6:24 PM.**
2. Roll Call
 - a. Present
 - i. Lake Stintzi
 - ii. Kirk Vanlandeghen
 - b. Absent
 - i. Brian Wilmovsky
3. Approval of Agenda – Add 10.5 Elections: Candidate Filing.
 - a. **It was moved, seconded, and was unanimously passed to approve the agenda as amended.**
4. Approval of Consent Agenda – **It was moved, seconded, and was unanimously passed to approve the consent agenda minus the resolutions.**

(Funds) Voucher (Warrant)	Total
Invoices #1-2	\$6,482.24

Attachments:

October 16, 2023 Minutes
Financials
Invoice #1-2

5. Resolution #23-01 Changing Rates and Charges to Parcel Owners – Lake reviewed the draft resolution outlining a 5% Rate increase is in the packet. Lake will send an updated resolution to OrgSupport this week. **It was moved, seconded, and was unanimously passed to approve Resolution #23-01.** *As resolutions are approved, OrgSupport will add board member signatures and post to the website.*
6. Resolution #23-02 Budget for 2024 – Lake reviewed the draft budget. In December, Lake will rework the budget to show a line-item adjustment for inflation. **It was moved, seconded, and was unanimously passed to approve Resolution #23-02.**
7. Draft Resolution #23-03 Collection Request to Treasurer for 2024 – Exact numbers to complete this resolution will not be available until December, the resolution will be finalized at that time.
8. Resolution #23-10 – Cancellation and Reissuance of Checks – **It was moved, seconded, and was unanimously passed to approve Resolution #23-10.**



BLACK LAKE SPECIAL DISTRICT

9. Signatures for Transmittals to Auditors – Last month Kirk and Lake sent in separate signed transmittals through the mail to OrgSupport. *The OrgSupport finance department will verify that the mailed signed transmittals were acceptable.*
10. Calls to Public Works on Ditch – Lake made a few calls to public works and heard back from an individual on the road crew who said the ditch was inspected on July 23rd and crews did not see any beaver dams, however only 1400 feet of the ditch was surveyed.
11. Elections – Candidacy filing period is December 1st – 15th. There are two vacancies on the board. Kirk will be continuing on the board and must file during the filing period. Carrie Lerud was not approved by the TC Legal counsel. Lake knows of a few possible candidates that he will contact.
12. Items from the Floor – None.
13. Public Communication – None.
14. Adjournment of Public Meeting – **Chair Lake Stintzi adjourned the meeting at 7:17 PM.**

Next Meeting: December 18, 2023

Black Lake Special District
Income & Expense Budget vs. Actual
January through December 2023

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	759.29	1,300.00	-540.71	58.4%
Total Investments	759.29	1,300.00	-540.71	58.4%
Rates & Charges	182,600.13	186,800.00	-4,199.87	97.8%
Total Income	183,359.42	188,100.00	-4,740.58	97.5%
Gross Profit	183,359.42	188,100.00	-4,740.58	97.5%
Expense				
Business Expenses				
Treasurer Fees	2,068.38	1,869.00	199.38	110.7%
Total Business Expenses	2,068.38	1,869.00	199.38	110.7%
Contract Services				
Attorney Fees & Charges	2,842.50	8,000.00	-5,157.50	35.5%
Non-recurring Contract Services	2,683.44	100.00	2,583.44	2,683.4%
Recurring Contract Services	27,500.00	30,600.00	-3,100.00	89.9%
Total Contract Services	33,025.94	38,700.00	-5,674.06	85.3%
Governing Expenses				
Per Diem	4,480.00	4,500.00	-20.00	99.6%
Total Governing Expenses	4,480.00	4,500.00	-20.00	99.6%
Lake Management				
Control	14,499.93	30,000.00	-15,500.07	48.3%
Permitting Fees	1,182.00	600.00	582.00	197.0%
Testing and Monitoring	18,171.56	10,000.00	8,171.56	181.7%
Total Lake Management	33,853.49	40,600.00	-6,746.51	83.4%
Operations				
Postage, Mailing Service	1,119.04	550.00	569.04	203.5%
Printing and Copying	4.50	590.00	-585.50	0.8%
Supplies	0.55	50.00	-49.45	1.1%
Technology & Online Services	924.17	400.00	524.17	231.0%
Total Operations	2,048.26	1,590.00	458.26	128.8%
Other Types of Expenses				
Insurance	0.00	200.00	-200.00	0.0%
Interest Expense - General	25,684.66	51,000.00	-25,315.34	50.4%
Other Expenses	560.00			
Total Other Types of Expenses	26,244.66	51,200.00	-24,955.34	51.3%
Total Expense	101,720.73	138,459.00	-36,738.27	73.5%
Net Ordinary Income	81,638.69	49,641.00	31,997.69	164.5%
Other Income/Expense				
Other Income				
Interest Income	3,436.57			
Total Other Income	3,436.57			
Net Other Income	3,436.57	0.00	3,436.57	100.0%
Net Income	85,075.26	49,641.00	35,434.26	171.4%

Black Lake Special District Statement of Income and Expense

Cash Basis

November 2023

	Nov 23
Ordinary Income/Expense	
Income	
Rates & Charges	9,336.98
Total Income	9,336.98
Gross Profit	9,336.98
Expense	
Contract Services	
Recurring Contract Services	5,000.00
Total Contract Services	5,000.00
Lake Management	
Permitting Fees	500.00
Testing and Monitoring	18,171.56
Total Lake Management	18,671.56
Operations	
Postage, Mailing Service	870.68
Printing and Copying	2.50
Technology & Online Services	527.85
Total Operations	1,401.03
Other Types of Expenses	
Other Expenses	560.00
Total Other Types of Expenses	560.00
Total Expense	25,632.59
Net Ordinary Income	-16,295.61
Other Income/Expense	
Other Income	
Interest Income	582.25
Total Other Income	582.25
Net Other Income	582.25
Net Income	-15,713.36

Black Lake Special District
Statement of Financial Position
As of November 30, 2023

Cash Basis

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Black Lake Guarantee #6355	60,000.00
Thurston County Treasurer	239,775.53
Total Checking/Savings	299,775.53
Total Current Assets	299,775.53
TOTAL ASSETS	299,775.53
LIABILITIES & EQUITY	299,775.53

Payment Voucher Transmittal

1. OrgSupport 120 State Avenue NE #303 Olympia, WA 98501	5062	Contract Services	\$2,503.09
Total for document:			\$2,503.09

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



Invoice

Bill To

property_numbl	Field1	charge_amt
12706140903	BL	3.22
12706140903	BL	16.88
12831111200	BL	16.88
12831111200	BL	88.12
12831130304	BL	16.88
12831130304	BL	176.41
12831310202	BL	16.88
12831310202	BL	753.49
46870045800	BL	16.88
46870045800	BL	43.9

Black Lake

Please delete the duplicates with a strike line above.
change in totals will be - \$111.42, - 5 parcels.

New Totals for Black Lake: 747 parcels
\$196,068.01 assessments

Lake Shurt
12/5/2023

TO TC Accounting

property_num	Field1	charge_amt
12706140903	BL	3.22
12706140903	BL	16.88
12831111200	BL	16.88
12831111200	BL	88.12
12831130304	BL	16.88
12831130304	BL	176.41
12831310202	BL	16.88
12831310202	BL	753.49
46870045800	BL	16.88
46870045800	BL	43.9

Resolution 14-03 applies

Black Lake

50ft

\$9,100 market value

122 ft wetland

102 wetland

vacant lot no water front

change -111.42

parcels -5

new total 747 parcels

196,068.01

Corrections to 2024 Special Assessments file

RESOLUTION #23-03

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT (BLSD) GOVERNING BOARD REQUESTING COLLECTION OF SPECIAL ASSESSMENTS AND “RATES AND CHARGES” FOR 2024 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 \$93,068.01 in “rates and charges” for 747 parcels in the BLSD for a total of \$196,068.01.

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 _____ day of December, 2023.

Commissioner

Commissioner

Commissioner

ATTEST:

Attachment to Resolution #23-02**Black Lake Special District Budget for 2024 with Inflation Contingency**

Calendar Year	Budget	Forecast			
	2024	2025	2026	2027	2028
Beginning year balance	\$190,000	169,100	175,286	179,388	207,403
Rates & Charges to parcel owners	93,068	103,947	103,947	103,947	103,947
Special Assessment	102,000	102,000	102,000	102,000	102,000
Interest income	1,300	1,300	1,300	1,300	1,300
County Treasurer fee	-1,960	-2,060	-2,060	-2,060	-2,060
Election cost County Auditor	-4,000	0	-4,000	0	-4,000
State Auditor fees	0	-2000	0	0	-2000
Contract Services					
Attorney Fees & Charges	-4,000	-4,000	-4,000	-4,000	-4,000
Kiosk construction, maintenance	-100	-100	-100	-100	-100
Back office support	-30,600	-31,212	-31,212	-31,212	-31,212
Elected official bond requirement 2/	-200	-200	-200	-200	-200
Governing Compensation 1/	-4,500	-4,500	-4,500	-4,500	-4,500
Lake Management					
Weed Control	-30,000	-30,000	-30,000	-30,000	-30,000
Permitting	-600	-600	-600	-600	-600
Pollutant Monitoring	-15,000		-20,000		
Operations					
Mailing	-550	-550	-550	-550	-550
Printing, copying	-590	-590	-590	-590	-590
Supplies	-50	-50	-50	-50	-50
Technology, Online Services	-400	-400	-400	-400	-400
Inflation Contingency 3/	-2,718	-2,799	-2,883	-2,970	-3,059
Bond Guaranty Fund 4/	-20,000	-20,000	0	0	0
Special Assessment Bond Payment	-102,000	-102,000	-102,000	-102,000	-102,000
Year End Balance	169,100	175,286	179,388	207,403	229,329

1/ Rate specified in RCW 85.38.075 , 13 meetings per year

2/ Thurston County Board of Commissioners, Resolution #14967

3/ Inflation continency, 3% compounded per year for expense items

4/ Fund will accumulate to \$100,000 per terms of bond