



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Work Session
Thursday, December 4, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

AGENDA

1. Roll Call

2. Approval of Agenda

3. Public Communication

(Estimated Time: 0-30 Minutes, Sign-up Sheets are provided)

During this portion of the meeting, citizens may address the board for up to 3 minutes regarding items related to Special District business. In the event testimony exceeds 30 minutes, the commission will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30 minutes.

4. Informational Materials (No Action Required)

*Attachments: Minutes of November 20, 2014
Financials*

5. Transmittal Letter

6. Resolution 14-08 2015 Rates & Charges

Attachments: Resolution #14-08

7. Resolution 14-09 Flood Control District

Attachments: Resolution #14-09

8. Warrant Requests

*Attachments: OrgSupport Invoice #825
BGWP Invoice # 50159
Commissioner Bond Reimbursement*

9. Adjournment

Next meetings:

Thursday, December 18, 2014 – Regular Meeting 5:30pm at OrgSupport offices (third Thursday)

Thursday, **January TBD**, 2015 – Work Session 5:30pm at OrgSupport offices (first Thursday)



BLACK LAKE SPECIAL DISTRICT

Thursday, November 20, 2014 • 5:30 pm • [1520-A Irving St](#), Tumwater

MINUTES

1. Roll Call

Commissioner Stintzi called the meeting to order at 5:40 pm.

Present: Lake Stintzi
Vernon Bonfield
John Henkle

2. Approval of Agenda

Commissioner Henkle moved approval of the Agenda of the November 20th Meeting, second by Commissioner Bonfield; passed unanimously.

3. Public Communication

(Estimated Time: 0-30 Minutes, Sign-up Sheets are provided)

The public shared brief testimony about the conditions they are experiencing on the lake.

4. Approval of Minutes

*Attachments: October 16, 2014 Regular Meeting Minutes
November 6, 2014 Work Session Meeting Minutes*

Commissioner Bonfield moved approval of Item 4, October 16, 2014 Regular Meeting Minutes and November 6, 2014 Work Session Minutes, second by Commissioner Henkle; passed unanimously.

5. Transmittal Letter

- a. The Commissioners discussed the letter and the need to adopt rates and charges and the transmittal by resolution. *Commissioner Stintzi will send draft transmittal language and the key data to OrgSupport for preparation of the draft resolution.*

6. Resolution Preparations

- a. The draft policy manual identifies a number of areas that will require resolutions. There are four resolutions required: indemnification, rate table for public disclosure fees and charges, retention and destruction schedule for records (who retains the records, what kind, and for how long), and annual budget resolution. Data on parcel owners such as addresses, waterfront feet, etc., must be refreshed. The organization must send a letter to the new owner each time there is an owner change outlining the election process. The vendor selection language requires streamlining. Commissioner Stintzi distributed a document outlining resolutions needed to support the policies and procedures manual.
- b. The Secretary of State posts a state records retention schedule.

7. Warrant Requests

*Attachments: OrgSupport Invoice #805
BGWP Invoice # 23124
Commissioner Bond Reimbursements*

Commissioner Henkle moved approval of item 5, Warrant Requests, as presented, second by Commissioner Stintzi; passed unanimously.

8. Reports and Referrals

- a. Commissioner Stintzi reported he submitted a Department of Ecology grant proposal.



BLACK LAKE SPECIAL DISTRICT

9. Continued Public Communication
 - a. Brian Wilmovsky with Tetra Tech reported on his recommendations related to blue-green algae control. Key to the recommendations is a monitoring program and core samples. Brian Wilmovsky recommended pursuing a Department of Ecology Centennial grant.
 - b. The [Washington State Lake Protection Association](#): WALPA is a group BLSD may wish to join. *OrgSupport will obtain membership information from the WSLPS to review at a future work session.*
10. Adjournment of Public Meeting – **With no further business to come before the Special District, Commissioner Stintzi adjourned the meeting at 7:10 pm.**

Next Meetings:

Work Session, Thursday, December 4, 2014, 5:30 pm (OrgSupport office)
Regular Meeting, Thursday, December 18, 2014 5:30pm (OrgSupport office)



Thurston County Treasurer
November 2014 Statement
Black Lake DD #12
Fund 6354 - DD #12 BLACK LAKE

Cash Activity

Date	Description	Amount	Notes
11/01/2014	Beginning Cash Balance	\$72,795.10	
	Receipts/Deposits/Refunds:		
11/30/2014	Tax & Assessment Receipts	3,509.72	
11/30/2014	Interest Paid	35.25	
	Total Deposits	\$3,544.97	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
11/30/2014	Ending Cash Balance	\$76,340.07	

Warrant Activity

11/01/2014	Beginning Warrants Outstanding	\$6,735.88
	Total Warrants Issued	-
	Total Warrants Redeemed	(6,735.88)
	Total Warrants Voided	-
11/30/2014	Ending Warrants Outstanding	\$0.00

Investment Activity

11/01/2014	Beginning Interest Receivable	\$62.12
	Interest Earned	33.74
	Cash Paid	(35.25)
11/30/2014	Ending Interest Receivable	\$60.61

TCIP Yield (used to calculate interest earnings)	0.56%
LGIP Yield (budget benchmark)	0.09%



BLACK LAKE SPECIAL DISTRICT

December 4, 2014

Treasurer Shawn Myers, Thurston County
Thurston County Courthouse
200 Lakeridge Drive SW
Olympia, WA 98502

Dear Ms. Myers:

2015 Rates and Charges for Black Lake Special District

Please assist us in the collection of our 2015 Rates and Charges. The charges are detailed in a file e-mailed on November 11, 2014 to Kathi Swarthout on your staff. The file included 680 parcel records totaling \$155,456.90.

Since our last correspondence on November 11, 2014, we wish to modify one charge for parcel 12831341400. Our November 11, 2014 submission was \$2,942.18. We wish to change this to \$3,644.18. This will increase our total charges to \$156,158.90.

Please exempt 100% of the assessment for parcel owners who qualify for the Senior/Disabled Tax Exemption Program.

Sincerely,

Vernon Bonfield
Board Member

John Henkle
Board Member

Lake Stintzi
Board Member

RESOLUTION #14-08

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD
APPROVING CHARGES TO DISTRICT PARCEL OWNERS FOR 2015**

WHEREAS, RCW 84.56.020 provides that the county treasurer must be the receiver and collector of all taxes extended upon the tax rolls of the county, and also of all fines, forfeitures or penalties received by any person or officer for the use of his or her county. And whereas, RCW 85.38.150 provides that a special district may fix rates and charges payable by owners or occupiers of real estate within the special district.

NOW THEREFORE IT IS HEREBY RESOLVED:

Section 1. For the 2015 tax year, 680 parcels have been identified as within the Black Lake Special District (BLSD) and subject to charges of BLSD.

Section 2. For the 2015 tax year, applying the rates identified in the Petition to the County Commissioners to form the BLSD, Resolution #14-03 Assessment Ceiling and Resolution #14-07 Definition of Permanent Dwelling, the total charges for the BLSD will be \$156,158.90.

Section 3. Parcel owners who qualify for the Senior/Disable Tax Exemption Program will be exempt from BLSD charges.

PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD, this
_____ day of _____ 2014.

Lake Stintzi

Vernon Bonfield

John Henkle

ATTEST:

Craig Ottavelli

RESOLUTION #14-09

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD TO PROVIDE A BETTER DEFINITION TO THE PURPOSE AND SCOPE OF THE SPECIAL DISTRICT.

WHEREAS, the Black Lake Special District Governing Board (the “Board”) recognizes the need to determine a Special District subtype under RCW 85.38 which is consistent with the forming resolution of the Black Lake Special District, the Board of County Commissioners of Thurston County, Resolution 14916.

NOW, THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Black Lake Special District shall continue to operate pursuant to RCW 85.38 and shall also determine to operate pursuant to RCW 86.09, Flood Control Districts. BLS D shall continue with its stated purpose of engaging in activities as a lake management district.

Section 2. BLS D does not intend to engage in flood control except to the extent of encouraging Thurston County to fulfill its obligations to maintain storm water flows into and out of Black Lake to minimize flooding.

PASSED BY THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD, this _____ day of _____, 2014.

Lake Stinzi

Vernon Bonfield

John Henkle

ATTEST:

Craig Ottavelli



OrgSupport

120 State Avenue NE
Olympia, WA 98501

Invoice

Date	Invoice #
12/4/2014	825

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

Description	Qty	Rate	Amount
Contract Services - December	1	2,500.00	2,500.00
Printing B&W	94	0.10	9.40
12 month domain renewal		128.12	128.12
Total			\$2,637.52



Bean | Gentry | Wheeler | Peternell
P.L.L.C.

Invoice

Date 10/25/2014
Invoice # 50159
Client/Matter ID 2459-005

BILL TO

Black Lake Special District
c/o Craig Ottavelli
120 State Avenue NE, #303
Olympia, WA 98501

MATTER DESCRIPTION

General Legal

For Services Rendered Through: 10/25/2014

For Legal Services Rendered

Date	Atty	Description	Hours	Rate	Amount
10/08/2014	JR	Receive and review e-mail. Conference with Ms. McDonald.	0.4	285.00	114.00
10/09/2014	HSM	Email correspondence (re: choice of district).	1.6	230.00	368.00
Total Fees					\$482.00

Total Fees and Costs This Period 482.00

Plus Prior Balance \$5,757.50

Balance Due \$6,239.50

Thank you for the opportunity to be of service. Payment is due within fifteen (15) days of receipt of this invoice. Payments remitted after the invoice date will be reflected on your next invoice. Interest of one percent (1%) per month will be charged on overdue balances.

Balance in trust after transfer 0.00

November 7, 2014

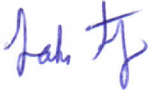
Black Lake Special District (BLSD)
120 State Avenue NE, #303
Olympia, WA 98501

Dear Sirs/Madams:

Please approve reimbursement to me of \$162 for a surety bond payable to the BLSD. The bond is required by Thurston County Resolution 14967. Reimbursement of bond expenses is allowed under BLSD Resolution 14-06.

Attached are details of the bond and my proof of payment.

Thank you,

A handwritten signature in blue ink, appearing to read 'Lake Stintzi', is positioned below the 'Thank you,' text.

Lake Stintzi
360-870-8687
7514 Cattail LN, SW
Olympia, WA 98512



Credit Card Receipt

Thank you for placing your business with us. Please retain this copy for your records.

<u>Customer Name & Address</u>	<u>Agency Name & Address</u>
Vernon L Stintzi 7514 Cattail LN SW OLYMPIA, WA 98512	NICHOLSON & ASSC INS LLC (0HE773) 1802 BLACK LAKE BLVD SW OLYMPIA, WA 98512-5665

<u>Bond Details</u>	
Bond #:	106120565
Bond Type:	Board Member
Billing Term:	June 19, 2014 - February 02, 2016
Direct Bill #:	2164W9186
Account Name:	Vernon L Stintzi

<u>Payment Details</u>	
Cardholder Name:	Vernon L Stintzi
Address:	7514 Cattail LN SW
City, State, Zip Code:	OLYMPIA, WA 98512
Card Type:	Visa
Confirmation #:	20438370
Date Processed:	June 19, 2014
Total Premium:	\$162.00
<i>NOTE: This charge will appear on your credit card statement as 'Travelers Bond'</i>	

This is a one time charge to your credit card. For future payment options go to: <https://www.travelers.com/epay>. Please note: It may take 3 to 5 business days before you can elect to enroll in future payment options online.



Travelers Casualty and Surety Company of America
Hartford, CT 06183

**PUBLIC OFFICIAL BOND -
FOR DEFINITE TERM**

BOND NO. 106120565

KNOW ALL MEN BY THESE PRESENTS, That we Vernon L Stintzi
of 7514 Cattail LN SW OLYMPIA, WA 98512, as Principal, and
Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held
and firmly bound unto Black Lake Special District in the
penal sum of One Thousand (\$1,000.00) Dollars, lawful money
of the United States of America, for the payment of which well and truly to be made, said principal binds
himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its
successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 19 day of June, 2014.

WHEREAS, the said principal has been elected or appointed to the office of:
Board Member for a definite term beginning June 19, 2014
and ending February 02, 2016 and is required to furnish a bond for the faithful performance of
the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden
Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or
position during the said term, and shall pay over to the persons authorized by law to receive the same
all moneys that may come into his/her hands during the said term without fraud or delay, and at the
expiration of said term, or in case of his/her resignation or removal from office, shall turn over to
his/her successor all records and property which have come into his/her hands, then this obligation to
be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of
any public fund resulting from the insolvency of any bank or banks in which said funds are deposited;
and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by
giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days
from the receipt of such notice by the obligee the surety shall be completely released as to all liability
thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:

Vernon L Stintzi

[Signature]

Vernon Luke Stintzi (Seal)
(Principal)

Travelers Casualty and Surety Company of America

By: *[Signature]*
Catherine Gaunt Attorney-in-Fact