



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Regular Meeting
Monday, May 20, 2019 • 6:15 pm • 2102 Carriage Drive Bldg E• Olympia

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. 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.

5. Approval of Consent Agenda

Attachments:

April Meeting Minutes

April Financials

Warrant Requests

OrgSupport Invoice #3189

OrgSupport Invoice #3230

Commissioner Q1 Wilmovsky Reimbursement

Commissioner Q1 Bonfield Reimbursement

Commissioner Q1 Stintzi Reimbursement

6. New Business

a. Treatment Options Update

b. State Audit

7. Old Business

a. Alum Treatment Update

8. Items from the Floor

9. Continued Public Communication

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes.)

10. Adjournment of Public Meeting

Next Meetings:

Work Session – June 3, 2019
Regular Meeting – June 17, 2019



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Regular Meeting
Monday, April 15, 2019 • 6:15 pm • 2102 Carriage Drive Bldg E • Olympia

ATTENDEES: Lake Stintzi (phone), Brian Wilmovsky, Vernon Bonfield, Craig Ottavelli (staff)

ACTION ITEMS:

- Commissioner Wilmovski will request a third treatment option and stronger language in the report addressing the anticipated duration of the beneficial treatment outcomes.

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:15 pm.**

2. Roll Call – **Chair Stintzi called roll and established a quorum.**

Present:

- a. Lake Stintzi (via phone)
- b. Brian Wilmovski
- c. Vernon Bonfield

3. Approval of Agenda – **It was moved, second, passed unanimously to approve the agenda as amended.**

4. Public Communication – None.

5. Approval of Consent Agenda – **It was moved, second, passed unanimously to approve the Consent Agenda as presented.**

Attachments:

March Regular Meeting Minutes

March Financials

Warrant Requests

OrgSupport Invoice #3189

Commissioner Q1 Bonfield Reimbursement

Commissioner Q1 Stintzi Reimbursement

Commissioner Q1 Wilmovsky Reimbursement

6. New Business

- a. Joint Letter with Save Black Lake Addressing Percival Creek – Commissioners discussed the importance of water quality and fish habitat. Consensus of directors is to encourage Save Black Lake to draft a letter for consideration by the Black Lake Special District Commissioners.
- b. Review of January 2018 HAB Report – Commissioner Stintzi reported there are two options with different cost profiles. HAB does not guess how long a treatment would prevent the blooms. The Harry Gibbons review was attached and included an opinion that the treatments discussed have the possibility of preventing harmful blooms between 5-10 years. Commissioners discussed requesting a third treatment option or a stronger report from HAB. *Commissioner Wilmovski will request a third treatment option and stronger language in the report addressing the anticipated duration of the beneficial treatment outcomes.*



BLACK LAKE SPECIAL DISTRICT

7. Old Business
 - a. Alum Treatment Planning
 - i. County Meeting
 - b. Status of Creek Rivulet Screening – Herrera is close to the first water sampling of approximately fifteen sites. They are waiting for a large rainstorm to conduct the test. Thompson Creek is included. Marshlands may not be included.
 - c. Annual Community Meeting Update – Packets contained email
 - i. Board PowerPoint Presentation – *OrgSupport will send the PowerPoint from last year to Commissioners for review and editing.*
 - ii. *OrgSupport will send the draft postcard to Commissioner Stintzi for review and editing prior to final release.*
 - iii. *OrgSupport will send formal annual meeting invitations to the Board of County Commissioners under Chair Stintzi's signature (with review prior to release).*
8. Items from the Floor
 - a. Kiosk Sign – Commissioners discussed the status of the kiosk signage. The last step in the process was to receive final data from Commissioner Stintzi for final edits. *OrgSupport will send the draft kiosk sign to Commissioners for review and input.*
9. Continued Public Communication – None.
10. Adjournment of Public Meeting

Next Meetings:

Annual Meeting – May 6, 2019
Regular Meeting – May 20, 2019

Black Lake Special District
Statement of Financial Position

As of April 30, 2019

Cash Basis

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	325,114.49
Total Checking/Savings	<u>325,114.49</u>
Total Current Assets	<u>325,114.49</u>
TOTAL ASSETS	<u>325,114.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Current Portion of Loans	58,411.16
Total Other Current Liabilities	<u>58,411.16</u>
Total Current Liabilities	<u>58,411.16</u>
Long Term Liabilities	
Commencement Bank Note	92,700.17
Total Long Term Liabilities	<u>92,700.17</u>
Total Liabilities	151,111.33
Equity	
Unrestricted Net Assets	97,659.66
Net Income	76,343.50
Total Equity	<u>174,003.16</u>
TOTAL LIABILITIES & EQUITY	<u>325,114.49</u>

Black Lake Special District
Statement of Income and Expense

Cash Basis

April 2019

	<u>Apr 19</u>
Ordinary Income/Expense	
Income	
Rates & Charges	56,268.24
Total Income	56,268.24
Expense	
Contract Services	
Recurring Contract Services	2,500.00
Total Contract Services	2,500.00
Operations	
Postage, Mailing Service	4.45
Printing and Copying	4.80
Supplies	7.29
Total Operations	16.54
Total Expense	2,516.54
Net Ordinary Income	53,751.70
Other Income/Expense	
Other Income	
Interest Income	545.67
Total Other Income	545.67
Net Other Income	545.67
Net Income	<u><u>54,297.37</u></u>

Black Lake Special District
Profit & Loss Budget vs. Actual
January through December 2019

Cash Basis

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	1,483.02	1,925.00	-441.98	77.0%
Total Investments	1,483.02	1,925.00	-441.98	77.0%
Rates & Charges	86,629.57	163,520.00	-76,890.43	53.0%
Total Income	88,112.59	165,445.00	-77,332.41	53.3%
Expense				
Business Expenses				
Treasurer Fees	0.00	1,635.00	-1,635.00	0.0%
Total Business Expenses	0.00	1,635.00	-1,635.00	0.0%
Contract Services				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	0.00	3,000.00	-3,000.00	0.0%
Recurring Contract Services	10,000.00	30,000.00	-20,000.00	33.3%
Total Contract Services	10,000.00	35,000.00	-25,000.00	28.6%
Governing Expenses				
Per Diem	1,710.00	7,000.00	-5,290.00	24.4%
Total Governing Expenses	1,710.00	7,000.00	-5,290.00	24.4%
Lake Management				
Control	0.00	45,000.00	-45,000.00	0.0%
Permitting Fees	0.00	500.00	-500.00	0.0%
Total Lake Management	0.00	45,500.00	-45,500.00	0.0%
Operations				
Postage, Mailing Service	8.95	550.00	-541.05	1.6%
Printing and Copying	42.10	2,090.00	-2,047.90	2.0%
Supplies	8.04	50.00	-41.96	16.1%
Technology & Online Services	0.00	400.00	-400.00	0.0%
Total Operations	59.09	3,090.00	-3,030.91	1.9%
Other Types of Expenses				
Insurance	0.00	2,809.00	-2,809.00	0.0%
Interest Expense - General	3,429.47			
Other Expenses	0.00	0.00	0.00	0.0%
Total Other Types of Expenses	3,429.47	2,809.00	620.47	122.1%
Total Expense	15,198.56	95,034.00	-79,835.44	16.0%
Net Ordinary Income	72,914.03	70,411.00	2,503.03	103.6%
Net Income	72,914.03	70,411.00	2,503.03	103.6%

**Payment Voucher Transmittal
Drainage Dist #12 Black Lake**

1. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3230	Contract Services May	\$3,035.29
2. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3189	Contract Services - April	\$2,509.50
3. Lake Stinzi 7514 Cattail Ln SW Olympia, WA 98512		Reimbursement	\$570.00
4. Vernon Bonfield PO Box 7905 Olympia, WA 98507		Reimbursement	\$342.00
5. Brian Wilmovsky 2627 Capital Mall Dr SW B-3A Olympia, WA 98502		Reimbursement	\$570.00
6. OrgSupport 120 State Ave NE #303 Olympia Olympia, WA 98501	3234	Hosting, Email, Online Services 3 years	\$1,209.71
Total for document:			\$8,236.50

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 Drainage Dist #12 Black Lake , 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 #
5/1/2019	3189

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
Printing B&W	95	0.10	9.50
Total			\$2,509.50



OrgSupport

120 State Avenue NE, #303
Olympia, WA 98501

Invoice

Date	Invoice #
6/1/2019	3230

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

Description	Qty	Rate	Amount
Contract Services - May	1	2,500.00	2,500.00
Printing B&W	4	0.10	0.40
Printing Professional Materials - Annual Meeting Postcards	1	534.89	534.89
Total			\$3,035.29



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT

Reimbursement & Expenditure Request

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Regular Meeting		01/07/19	\$114
Regular Meeting		01/28/19	\$114
Regular Meeting		02/25/19	\$114
Work Session		03/04/19	\$114
Regular Meeting		03/18/19	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$570

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Brian Wilmovsky

Mailing address: 2627 Capital Mall Dr SW, B-3A, Olympia, WA 98502

Signature: _____ Date Signed _____



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT Reimbursement & Expenditure Request

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Regular Meeting		01/07/19	\$114
Work Session		03/04/19	\$114
Regular Meeting		03/18/19	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$342

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Vernon Bonfield

Mailing address: PO Box 7905, Olympia, WA 98507

Signature: _____ Date Signed _____



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT

Reimbursement & Expenditure Request

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Regular Meeting		01/07/19	\$114
Regular Meeting		01/28/19	\$114
Regular Meeting		02/25/19	\$114
Work Session		03/04/19	\$114
Regular Meeting		03/18/19	\$114

*Administrative office will calculate amount for mileage reimbursement.

Total \$570

Receipts are required for reimbursement. Please attach to form.

Make check payable to: Lake Stintzi

Mailing address: 7514 Cattail Ln SW, Olympia, WA 98512

Signature: _____

Date Signed _____



BLACK LAKE SPECIAL DISTRICT

Hello Craig,

Thank you for taking the time to speak with me today! Below is a brief recap of what we discussed; let me know what questions you have.

Technology

Reliable, secure, and easily manageable email solution.

Exchange email with backwards compatibility for IMAP and POP.

50 GB of email storage per user.

100% immutable archiving that stores all emails received or sent (through Exchange and SMTP) for a minimum of 7 years (up to 50).

Pricing

Term: 3 Years



Product	Qty	Price	Prepaid Price	Line Total
Email Plans				
Email Plus	4	\$215.64	\$150.95	\$603.79
Add-ons				
Migration (One-Time)	4	\$99.99	\$0.00	\$0.00
Email Archiving	4	\$179.64	\$125.75	\$502.99

You save \$874.30 over 3 years.

Subtotal:	\$1,106.78
Credit:	\$0.00
Total:	\$1,106.78*

*Pricing is subject to change and taxes may apply.



BLACK LAKE SPECIAL DISTRICT

Term: 1 Year



Product	Qty	Price	Prepaid Price	Line Total
Email Plans				
Email Plus	4	\$71.88	\$47.88	\$191.52
Add-ons				
Migration (One-Time)	4	\$99.99	\$50.00	\$200.00
Email Archiving	4	\$59.88	\$59.88	\$239.52

You save \$295.96 over 1 year.

Subtotal:	\$631.04
Credit:	\$0.00
Total:	\$631.04*

*Pricing is subject to change and taxes may apply.



Thurston County Treasurer
April 2019 Statement
Black Lake DD #12
Fund 6354 - DD #12 BLACK LAKE

Cash Activity

Date	Description	Amount	Notes
04/01/2019	Beginning Cash Balance	\$268,300.58	
	Receipts/Deposits/Refunds:		
04/30/2019	Tax & Assessment Receipts	56,268.24	
04/30/2019	Interest Paid	545.67	
	Total Deposits	\$56,813.91	
	Warrant Issues & Voids/Fees/ACH/Wires:		
	No Activity		
	Total Warrants and Electronic Disbursements	\$0.00	
04/30/2019	Ending Cash Balance	\$325,114.49	

Warrant Activity

04/01/2019	Beginning Warrants Outstanding	\$2,516.54
	Total Warrants Issued	-
	Total Warrants Redeemed	(2,516.54)
	Total Warrants Voided	-
04/30/2019	Ending Warrants Outstanding	\$0.00

Investment Activity

04/01/2019	Beginning Interest Receivable	\$1,149.65
	Interest Earned	443.31
	Cash Paid	(545.67)
04/30/2019	Ending Interest Receivable	\$1,047.29

TCIP Yield (used to calculate interest earnings)	2.00%
LGIP Yield (budget benchmark)	2.41%