



# BLACK LAKE SPECIAL DISTRICT

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**Black Lake Special District Regular Meeting**  
**Monday, January 6 • 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:*

*December Regular Meeting Minutes*

*Warrant Requests*

*OrgSupport Invoice # 3458*

*AquaTechnex #10981*

*Reimbursements*

*Commissioner Bonfield Reimbursement*

*Commissioner Stintzi Reimbursement*

*Commissioner Wilmovsky Reimbursement*

6. Resolution #18-01 Discussion

7. Old Business

a. Draft Assessment

b. 2020 Budget

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 Meeting, January 20, 2020

Regular Meeting, February 3, 2020



# BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Regular Meeting  
Monday, December 2 • 6:15 pm • 2102 Carriage Drive, Bldg. E • Olympia

1. Call to Order – **The meeting was called to order at 6:20 pm.**
2. Roll Call – **Lake Stintzi called roll and established a quorum.**

Present:

Brian Wilmovsky  
Lake Stintzi  
Vernon Bonfield

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

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 – **It was moved, second, passed unanimously to approve the consent agenda as presented.**

*Attachments:*

*October Work Session  
November Regular Meeting Minutes  
Warrant Requests  
Resolution #19-01  
OrgSupport Invoice #3458*

6. New Business
  - a. 2020 Authorized Signature List – Commissioners signed and approved the signature list for the county.
  - b. Resolution #19-01 & Public meeting notice – copies to Tim Wilson and Deanna Gregory.
7. Old Business
  - a. Draft Assessment - Chair Stintzi provided summary handouts related to the special assessment process.
  - b. Vernon and Brian will meet with the county commissioners to present the 2020 Budget.
8. Items from the Floor
  - a. Herrera Invoice – Commissioners discussed the overpayment of the invoices.
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 – **With no further business, Chair Stintzi adjourned the meeting at 6:44 pm.**

#### Next Meetings:

Work Session Meeting, January 6, 2020  
Regular Meeting, December 16, 2019

**Black Lake Special District**  
**Statement of Financial Position**

Cash Basis

As of January 1, 2020

	<u>Jan 1, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Thurston County Treasurer	272,219.66
<b>Total Checking/Savings</b>	<u>272,219.66</u>
<b>Total Current Assets</b>	<u>272,219.66</u>
<b>TOTAL ASSETS</b>	<b><u>272,219.66</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Current Portion of Loans	629.20
<b>Total Other Current Liabilities</b>	<u>629.20</u>
<b>Total Current Liabilities</b>	629.20
<b>Long Term Liabilities</b>	
Commencement Bank Note	92,700.17
<b>Total Long Term Liabilities</b>	<u>92,700.17</u>
<b>Total Liabilities</b>	93,329.37
<b>Equity</b>	
Unrestricted Net Assets	178,890.29
<b>Total Equity</b>	<u>178,890.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>272,219.66</u></b>

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

December 2019

Cash Basis

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	<u>Dec 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Rates &amp; Charges</b>	593.07
<b>Total Income</b>	593.07
<b>Expense</b>	
<b>Contract Services</b>	
<b>Recurring Contract Services</b>	2,500.00
<b>Total Contract Services</b>	2,500.00
<b>Operations</b>	
<b>Postage, Mailing Service</b>	1.50
<b>Printing and Copying</b>	54.05
<b>Total Operations</b>	55.55
<b>Total Expense</b>	2,555.55
<b>Net Ordinary Income</b>	-1,962.48
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	473.90
<b>Total Other Income</b>	473.90
<b>Net Other Income</b>	473.90
<b>Net Income</b>	<u><u>-1,488.58</u></u>

## Black Lake Special District Profit & Loss Budget vs. Actual

January through December 2020

Cash Basis

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Rates & Charges	0.00	153,000.00	-153,000.00	0.0%
<b>Total Income</b>	0.00	153,000.00	-153,000.00	0.0%
<b>Expense</b>				
<b>Business Expenses</b>				
Treasurer Fees	0.00	1,530.00	-1,530.00	0.0%
<b>Total Business Expenses</b>	0.00	1,530.00	-1,530.00	0.0%
<b>Contract Services</b>				
Attorney Fees & Charges	0.00	2,000.00	-2,000.00	0.0%
Non-recurring Contract Services	0.00	1,200.00	-1,200.00	0.0%
Recurring Contract Services	2,500.00	31,936.00	-29,436.00	7.8%
<b>Total Contract Services</b>	2,500.00	35,136.00	-32,636.00	7.1%
<b>Election Expenses</b>	0.00	3,670.00	-3,670.00	0.0%
<b>Governing Expenses</b>				
Per Diem	0.00	4,320.00	-4,320.00	0.0%
<b>Total Governing Expenses</b>	0.00	4,320.00	-4,320.00	0.0%
<b>Lake Management</b>				
Control	0.00	50,000.00	-50,000.00	0.0%
Permitting Fees	0.00	500.00	-500.00	0.0%
<b>Total Lake Management</b>	0.00	50,500.00	-50,500.00	0.0%
<b>Operations</b>				
Postage, Mailing Service	10.50			
Printing and Copying	29.75			
<b>Total Operations</b>	40.25			
<b>Other Types of Expenses</b>				
Insurance	0.00	2,865.00	-2,865.00	0.0%
Other Expenses	0.00	64,640.00	-64,640.00	0.0%
<b>Total Other Types of Expenses</b>	0.00	67,505.00	-67,505.00	0.0%
<b>Total Expense</b>	2,540.25	162,661.00	-160,120.75	1.6%
<b>Net Ordinary Income</b>	-2,540.25	-9,661.00	7,120.75	26.3%
<b>Net Income</b>	<b>-2,540.25</b>	<b>-9,661.00</b>	<b>7,120.75</b>	<b>26.3%</b>

**Black Lake Special District  
Reconciliation Detail  
Thurston County Treasurer, Period Ending 12/31/2019**

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						271,152.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	01/06/2020	TBD	OrgSupport	X	-2,540.25	-2,540.25
Total Checks and Payments					-2,540.25	-2,540.25
<b>Deposits and Credits - 2 items</b>						
Deposit	12/31/2019			X	473.90	473.90
Deposit	12/31/2019			X	593.07	1,066.97
Total Deposits and Credits					1,066.97	1,066.97
Total Cleared Transactions					-1,473.28	-1,473.28
Cleared Balance					-1,473.28	269,679.41
Register Balance as of 12/31/2019					-1,473.28	269,679.41
<b>Ending Balance</b>					<b>-1,473.28</b>	<b>269,679.41</b>

**Black Lake Special District**  
**Reconciliation Summary**  
Thurston County Treasurer, Period Ending 12/31/2019

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	<u>Dec 31, 19</u>
<b>Beginning Balance</b>	271,152.69
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-2,540.25
Deposits and Credits - 2 items	1,066.97
	<u>-1,473.28</u>
<b>Cleared Balance</b>	<b><u>269,679.41</u></b>
<b>Register Balance as of 12/31/2019</b>	269,679.41
<b>Ending Balance</b>	269,679.41



# 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
Work Session Meeting		10/07/19	\$114
Regular Meeting		11/04/19	\$114
Work Session Meeting		11/18/19	\$114
Regular Meeting		12/2/19	\$114
*Administrative office will calculate amount for mileage reimbursement.			

Total \$456

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 \_\_\_\_\_





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### Reimbursement & Expenditure Request

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session Meeting		11/18/19	\$114
Regular Meeting		12/2/19	\$114
*Administrative office will calculate amount for mileage reimbursement.			

Total \$228

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

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Reimbursement & Expenditure Request

Itemize Expenditures Below

Description (Meeting Attended, Mileage, Food, Lodging, etc.)	Miles Traveled*	Date	Amount
Work Session Meeting		10/07/19	\$114
Regular Meeting		11/04/19	\$114
Work Session Meeting		11/18/19	\$114
Regular Meeting		12/2/19	\$114

\*Administrative office will calculate amount for mileage reimbursement.

Total \$456

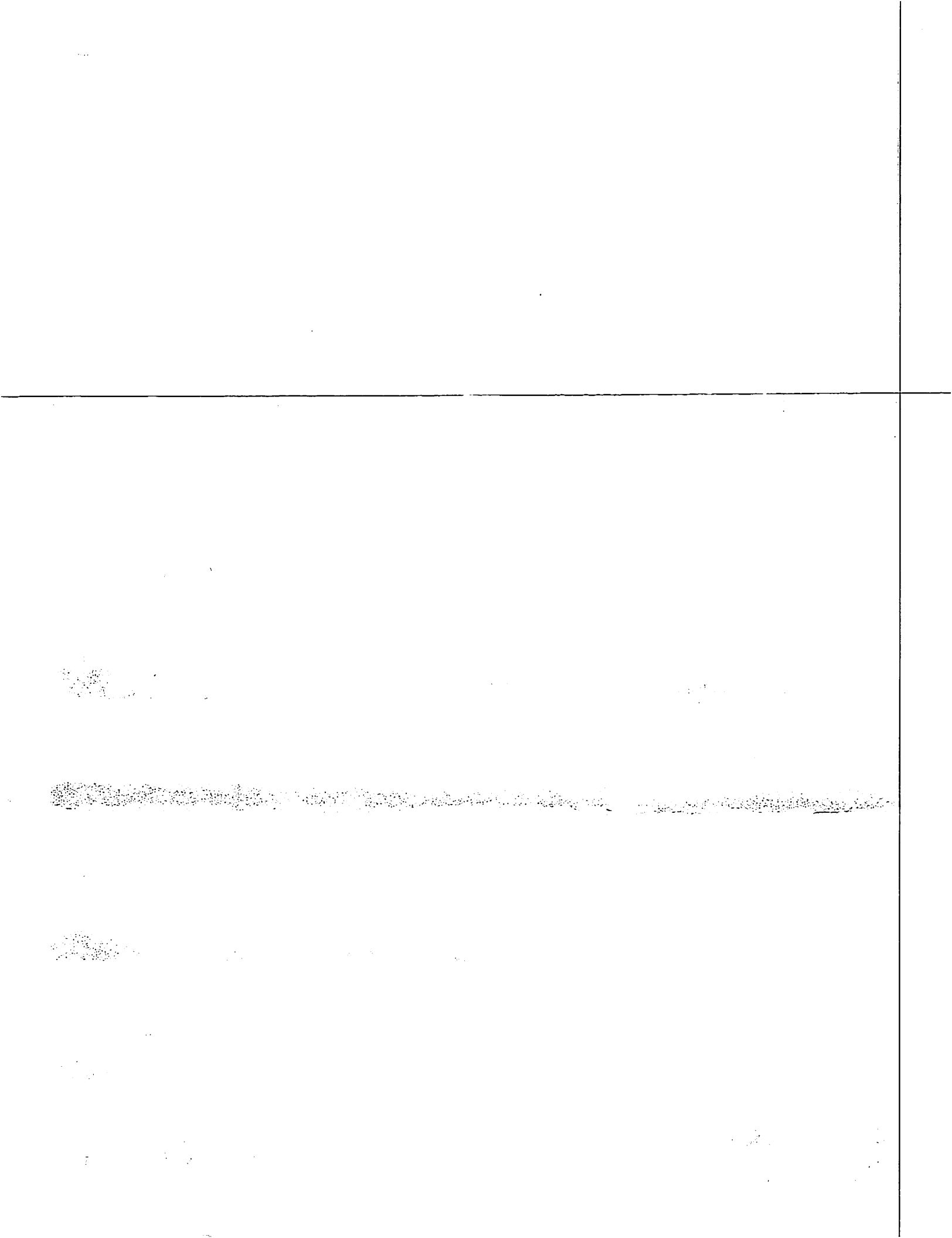
Receipts are required for reimbursement. Please attach to form.

Make check payable to: Lake Stintzi

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

Signature: \_\_\_\_\_

Date Signed \_\_\_\_\_





# Invoice

Date	Invoice #
12/18/2019	10981

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
					Ship Via

Item	Quantity	Description	Rate	Tax	Amount
Washington Service	1	Lily control program for Black Lake	1,595.00	Yes	1,595.00
Washington Service	1	BioBase vegetation volume survey	2,650.00	Yes	2,650.00
			Subtotal		4,245.00
			Tax (Sales Tax 9.3%)		394.79
			Total		\$4,639.79



**OrgSupport**

120 State Avenue NE, #303  
Olympia, WA 98501

**Invoice**

Date	Invoice #
1/1/2020	3458

<b>Bill To</b>
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	64	0.10	6.40
Printing Color	1	0.25	0.25
<b>Total</b>			<b>\$2,506.65</b>

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

1. AquaTechnex PO BOX 30824 Bellingham, WA 98228	10981	Lilly Control Program and BioBase Vegetation Volum	\$4,639.79
2. OrgSupport 120 State Ave NE #303 Olympia, WA 98501	3458	Contract Services - December and Printing	\$2,506.65
3. Lake Stintzi 7514 Cattail Ln SW Olympia, WA 98512		Reimbursement	\$456.00
4. Vernon Bonfield PO Box 7905 Olympia, WA 98507		Reimbursement	\$228.00
5. Brian Wilmovsky 2627 Capital Mall Dr SW B-3A Olympia, WA 98502		Reimbursement	\$456.00
Total for document:			\$8,286.44

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

**Resolution #18-01**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD FIXING COMMISSIONER COMPENSATION PURSUANT TO RCW 85.38.**

**WHEREAS**, *RCW 85.38.075* provides that the members of the governing body may each receive compensation for time spent in actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and

**WHEREAS**, *RCW 85.38.075* provides that the members of the governing body are entitled to reimbursement for reasonable expenses actually incurred in connection with such business;

**NOW THEREFORE IT IS HEREBY RESOLVED:**

Section 1. That, unless a written waiver is filed with the secretary prior to the date on which the compensation would otherwise be paid, the Black Lake Special District Governing Board shall compensate members:

- a) The office of financial management adjusted per day threshold for actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and
- b) Reimbursement for reasonable expenses actually incurred in connection with such business, including subsistence and lodging, while away from the member's place of residence, and mileage for use of a privately owned vehicle in accordance with chapter 42.24 RCW.

Section 2. Compensation for the members shall not exceed eight thousand six hundred forty dollars (\$8,640.00) in one calendar year.

Section 3. That if appropriate statutes relating to governing body compensation and expenses are modified, it is agreed that the above amounts and procedures will be modified to be consistent.

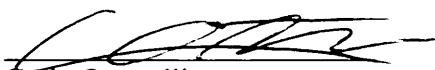
**ADOPTED** by the Black Lake Special District Governance Board this 15<sup>th</sup> day of Oct., 2018.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

  
Craig Ottavelli