



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Special Meeting
Monday January 11th • 6:15 pm
Teleconference 1 (669) 333-8889
Conference ID: 33772561
Leader code: 360753

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Communication
5. Approval of Consent Agenda

Attachments:

November 10, 2020 Minutes
November 24, 2020 Minutes
December 8, 2020 Minutes
January 4, 2021 Minutes
December Treasury Statement
December Financials

6. Alum Services Agreement
7. Items from the floor
8. Adjournment of Public Meeting

Next Meeting: January 18, 2021 Work Session



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Black Lake Special District Meeting Tuesday, November 10 • 6:15 pm

ACTION ITEMS:

- Chair Stintzi reported he would make changes to 2020 budget for the bank as requested.
- Chair Stintzi will work with OrgSupport to complete rates and charges file by parcel.
- Chair Stintzi will email a copy of the 2021 budget to the bank and CC Commissioners Bonfield and Wilmovsky.

MINUTES:

1. Call to Order - **Chair Stintzi called the meeting to order at 6:18pm**
2. Roll Call
 - a. Present
 - Lake Stintzi
 - Brian Wilmovsky
 - Vernon Bonfield
3. Approval of Agenda – **It was moved, seconded, and passed unanimously to approve the agenda as presented, with the addition of phone call with John Holz.**
4. Public Communication – None.
5. Approval of Consent Agenda - **It was moved, seconded, and passed unanimously to approve the consent agenda as presented.**

Attachments:

October 14, 2020 Minutes

6. John Holz Phone Call
 - a. Commissioners had a phone conversation with expert John Holz. He advised chemical products are available at pricing similar to the previous quote and recommended contracting to lock in prices before the first of the year. He also advised that an ideal application timeframe is March and it would take 3 weeks; this is within the current permit. Chair Stintzi advised that a project plan will need to be submitted to the bank for the bond purchase; it can be modeled after the 2016 plan.
7. New Business
 - a. Outcome of BoCC meeting of 11/10 – Commissioners approved the bond issuance; expect signed ordinances in a few days. Previous and new issuances will go to the attorney for next steps.
 - b. Timeline for submission of 2021 charges to Treasurer – Rates will stay the same with the exception of the 179 lakefront parcels; they will increase by 16% to balance the budget for 2021. They are planning on a February timeframe for the rate increase letter to explain how much of



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the increase is the special assessment and how much is rates and charges. *Chair Stintzi will work with OrgSupport to complete rates and charges file by parcel.*

- c. Audit by State Auditor – Audit was completed.
- d. Public information request – A message was received from a founding member of Citizens for Clean Black Lake requesting any worksheets pertaining to the special assessment computations. After referencing RCWs, a PDF with the requested information was released in a timely manner.
- e. Notifications for Board Meeting
 - i. *OrgSupport is to provide text notifications to Commissioners Bonfield and Wilmovsky prior to all meetings.*

8. Items from the Floor

- a. Chair Stintzi suggested approving the rates for 2021, with many rates staying the same as last year except the 179 lakefront parcels to go up 16%. **It was moved, seconded, and passed unanimously to approve the rates as presented.** *Chair Stintzi will email a copy of the 2021 budget to the bank and CC Commissioners Bonfield and Wilmovsky.*

9. Continued Public Communication – None.

10. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 6:55pm.**

Next Meeting: December 7, 2020



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Black Lake Special District Special Meeting

Tuesday November 24th • 6:15 pm

ACTION ITEMS:

- Chair Stintzi will communicate Rich Martinez at the bank regarding financial details and budgets.
- Chair Stintzi will attempt to reach the City of Olympia regarding ditch maintenance by phone and email 11/25 and will go to a higher authority 11/30 if no response.
- Commissioner Wilmovsky will invite John Holz to the BLSD special meeting on December 8 at 6:15 pm.

MINUTES:

1. Call to Order - **Chair Stintzi called the meeting to order at 6:20 pm.**
2. Roll Call
 - a. Present
 - Lake Stintzi
 - Brian Wilmovsky
3. Approval of Agenda – **It was moved, seconded, and passed unanimously to approve the agenda with the additions of 6a, 6b, and 6c.**
4. Public Communication – None.
5. Status of 2021 Charges file for Treasurer – **It was moved, seconded, and passed unanimously to approve Resolution #20-05 as presented.** *OrgSupport will send the approved resolution #20-05 via DocuSign in the next day or two to the commissioners for signing.* OrgSupport submitted the 2021 Charges file, which has been accepted, and successfully uploaded to the system by Thurston County. *OrgSupport will send Resolution #20-05 to Kathi Swarhout at the office of the Treasurer once it is signed.*
6. Review and approve 2021 budget – **It was moved, seconded, and passed unanimously to approve Budget Resolution #20-04 as presented.** *OrgSupport will send the approved resolution #20-04 via DocuSign in the next day or two to the commissioners for signing. OrgSupport will distribute the budget and Resolution #20-04 and supporting spreadsheet, to the Thurston County Treasurer and the Thurston County legislative authority per RCW 85.38.170 by December 1. Chair Stintzi will communicate Rich Martinez at the bank regarding financial details and budgets.*
 - a. Recent flooding in City of Olympia – Lucy Mills, Road Operations Manager sent an email on plans for each week to review beaver dams after concerns the lake levels were “extremely high”. Staff checked county section of lake and they report “all is clear”. The Olympia section of the ditch has beaver dams restricting water flow. The email was forwarded to the City of Olympia contact who has not responded. *Chair Stintzi will attempt to reach the City of Olympia regarding ditch maintenance by phone and email 11/25 and will go to a higher authority 11/30 if no response.*
 - b. Ordinance approving bond issuance – Thurston County Commissioners approved the bond issuance; expecting signed ordinances and the issuances will go to the Deanna Gregory (attorney) for next steps.
 - c. Setting a meeting regarding planning for the alum treatment – Chair Stintzi called for a special meeting for 12/8 at 6:15pm. *OrgSupport will coordinate and announce a special meeting of the BLSD for December 8 at 6:15 pm; agenda topics for the special meeting will include planning for an alum treatment including dates, times, and assigned tasks. Commissioner Wilmovsky will invite John Holz to the BLSD special meeting on December 8 at 6:15 pm.*



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7. Items from the floor
 - a. Commissioner Wilmovsky inquired as to the Commissioner's checks for their time. He reported that these fees have not been received in several months. *OrgSupport will check on status of BLSD commissioner payment checks and report to the Board.*
8. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 6:45pm.**

Next Meeting: December 8th, 2020



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Black Lake Special District Special Meeting
Tuesday December 8th • 6:15 pm

ACTION ITEMS:

- Commissioner Wilmovsky will discuss the Department of Ecology permitting with John Holz, Ph.D. due to his expertise and experience.

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:25pm**
2. Roll Call
 - a. Present
 - Lake Stintzi
 - Brian Wilmovsky
 - Vernon Bonfield
3. Approval of Agenda – **It was moved, seconded, and passed unanimously to approve the agenda with the addition of items 7b, 7c, and 8.**
4. Public Communication – None.
5. Approval of Consent Agenda – **It was moved, seconded, and passed unanimously to approve the consent agenda as presented.**
 - a. Approval of 12/08/2020 Payment Voucher Transmittal
6. Phillip Burgess Agreement for Services - **It was moved, seconded, and passed unanimously to direct Chair Stintzi to sign the Philip Burgess agreement as presented.** The agreement authorizes Philip Burgess to assess the risks presented by the motion to the Department of Ecology by Citizens for a Clean Black Lake to deny the herbicide permits already held by the district.
7. Alum Treatment Planning
 - a. Quality Assurance Contractor/ Applicator (Alum Project Plan attachment) – Commissioners discussed HAB Aquatic Solutions contracting for the planned alum application utilizing the expertise of John Holz, Ph.D. HAB Aquatics is a quality contractor in their field and their involvement would help ensure the project's success. The commissioners acknowledged that treatment is a maintenance operation and made clear both price and quality of service would likely best be served through a non-competitive process pursuant to Section 11.6 of BLSD Policies Document. Market conditions, the limited amount of contractors able to provide these services, and the competitive nature of using the same provider again all suggest the best approach for the BLSD is to hold an exception to competitive procurement. The commissioners also discussed possible candidates for the quality assurance contractor; reaching consensus that the right contractor would ensure savings and a higher quality outcome. Currently, it is anticipated the application would take place over 17 days rather than 5 days.
 - b. Department of Ecology Permitting – The Citizens for a Clean Black Lake have requested the Department of Ecology deny the herbicide permits already held by the district. *Commissioner Wilmovsky will discuss the Department of Ecology permitting with John Holz, Ph.D. due to his expertise and experience.*
 - c. Beavers – An email from Lucy Mills, Road Operations Manager with Thurston County, stated that a crew took out a beaver dam last Thursday. They are seeking approval to bring in beaver trappers. The City of



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Olympia did a comprehensive review with the results being that the beaver dam in their limits creates a good salmon habitat and don't think it is causing back up within Black Lake. Commissioners would like to verify findings.

8. Items from the floor
 - a. Ordinance approving bond issuance by the Thurston County BoCC was posted with signatures.
9. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:10pm.**

Next Meeting: January 4th, 2020



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Black Lake Special District Meeting
Monday, January 4 • 6:15 pm

ACTION ITEMS:

- Chair Stintzi will email Kyle Langan regarding the next steps to renewing the permit that expires in April 2021 and will copy Commissioners Bonfield and Wilmovsky.
- Chair Stintzi will email Lucy Mills about the Thurston County Bridge and their long-term plans, perhaps increasing the span of the bridge.

MINUTES:

1. Call to Order – **Chair Stintzi called the meeting to order at 6:20pm**
2. Roll Call
 - a. Present
 - i. Lake Stintzi
 - ii. Vernon Bonfield
 - iii. Brian Wilmovsky
3. Approval of Agenda – **It was moved, seconded, and passed unanimously to approve the agenda with the additions of 6a, 6b, 6c, 6d and 6e.**
4. Public Communication – None.
5. Approval of Consent Agenda – The Commissioners elected to postpone the approval of the previous meeting minutes until the Commissioners changes are implemented. **It was moved, seconded, and passed unanimously to approve the non-minute documents with the correction of formatting on the Payment Voucher Transmittal.**

Attachments:

November 10, 2020 Minutes
November 24, 2020 Minutes
December 8, 2020 Minutes
01_04_2020 Payment Voucher Transmittal
SAO Invoice #L139939
Herrera Invoice #47870
Phillips Burgess Invoice #13972
OrgSupport Invoice #3925

6. New Business
 - a. Draft on Alum Services Agreement – HAB has worked up a draft agreement and incorporated Chair Stintzi's comments including the same or more insurance coverage as the project in 2016, and an oil spill containment plan. The commissioners discussed the need for a performance bond. It was decided a performance bond was not needed and would only increase the agreement cost. With the bond yet to be approved by the bank, the commissioners discussed



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adding a provision to the agreement that allowed them to sign earlier with a contingency on funding.

- b. Draft for the Alum Work plan – HAB has worked up a draft work plan and incorporated Chair Stintzi’s comments. The commissioners discussed quality assurance: if Herrera isn’t going to fulfill that requirement the commissioners could double check on the contractors themselves.
- c. Phillips Burgess Response – The commissioners acknowledged they had received communication from Phillips Burgess PLLC with reference to the motion to the Department of Ecology by Citizens for a Clean Black Lake to deny the herbicide permits already held by the district. *Chair Stintzi will email Kyle Langan regarding the next steps to renewing the permit that expires in April 2021 and will copy Commissioners Bonfield and Wilmovsky.*
- d. Jason Mosebar and Ditch Debris – The commissioners discussed possible ways to identify the owner of the particular lands in question. The plan is to start with Jeff Farcher and see if he can identify the owner. Weather permitting; the county is removing debris, beaver dams, or other obstructions to the ditch every other week.
- e. Bridge and Road Department plans – *Chair Stintzi will email Lucy Mills about the Thurston County Bridge and their long-term plans, perhaps increasing the span of the bridge.*

7. Items from the Floor

- a. Assessment Audit Report – OrgSupport reported that the audit was successfully completed and the report has been posted to the website.

8. Adjournment of Public Meeting – **With no further business, Chair Stintzi adjourned the meeting at 7:11pm.**

Next Meeting: January 11, 2021



Thurston County Treasurer
December 2020 Statement
Black Lake DD #12
Fund 6354 - DD #12 BLACK LAKE

Cash Activity

Date	Description	Amount	Notes
12/01/2020	Beginning Cash Balance	\$319,514.48	
	Receipts/Deposits/Refunds:		
12/31/2020	Tax & Assessment Receipts	1,837.32	
12/31/2020	Interest Paid	289.61	
	Total Deposits	\$2,126.93	
	Warrant Issues & Voids/Fees/ACH/Wires:		
12/11/2020	Issued Warrants	(9,782.66)	
12/16/2020	Issued Warrants	(16,508.51)	
	Total Warrants and Electronic Disbursements	(\$26,291.17)	
12/31/2020	Ending Cash Balance	\$295,350.24	

Warrant Activity

12/01/2020	Beginning Warrants Outstanding	\$342.00
	Total Warrants Issued	26,291.17
	Total Warrants Redeemed	(21,555.17)
	Total Warrants Voided	-
12/31/2020	Ending Warrants Outstanding	\$5,078.00

Investment Activity

12/01/2020	Beginning Interest Receivable	\$591.49
	Interest Earned	176.31
	Cash Paid	(289.61)
12/31/2020	Ending Interest Receivable	\$478.19

TCIP Yield (used to calculate interest earnings)	0.68%
LGIP Yield (budget benchmark)	0.15%

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Income & Expense Budget vs. Actual
January through December 2020

Cash Basis

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Rates & Charges	166,799.67	153,000.00	13,799.67	109.0%
Total Income	166,799.67	153,000.00	13,799.67	109.0%
Expense				
Business Expenses				
Treasurer Fees	1,655.05	1,530.00	125.05	108.2%
Total Business Expenses	1,655.05	1,530.00	125.05	108.2%
Contract Services				
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	30,000.00	31,936.00	-1,936.00	93.9%
Total Contract Services	30,000.00	35,136.00	-5,136.00	85.4%
Election Expenses	0.00	3,670.00	-3,670.00	0.0%
Governing Expenses				
Per Diem	6,332.00	4,320.00	2,012.00	146.6%
Total Governing Expenses	6,332.00	4,320.00	2,012.00	146.6%
Lake Management				
Control	12,228.98	50,000.00	-37,771.02	24.5%
Permitting Fees	0.00	500.00	-500.00	0.0%
Testing and Monitoring	27,661.51			
Total Lake Management	39,890.49	50,500.00	-10,609.51	79.0%
Operations				
Postage, Mailing Service	471.46			
Printing and Copying	367.10			
Supplies	5.25			
Total Operations	843.81			
Other Types of Expenses				
Insurance	425.00	2,865.00	-2,440.00	14.8%
Interest Expense - General	6,858.94			
Other Expenses	3,500.00	64,640.00	-61,140.00	5.4%
Total Other Types of Expenses	10,783.94	67,505.00	-56,721.06	16.0%
Total Expense	89,505.29	162,661.00	-73,155.71	55.0%
Net Ordinary Income	77,294.38	-9,661.00	86,955.38	-800.1%
Other Income/Expense				
Other Income				
Interest Income	3,618.16			
Total Other Income	3,618.16			
Net Other Income	3,618.16	0.00	3,618.16	100.0%
Net Income	80,912.54	-9,661.00	90,573.54	-837.5%

Black Lake Special District
Statement of Income and Expense
December 2020

Cash Basis

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
Rates & Charges	1,837.32
Total Income	1,837.32
Expense	
Contract Services	
Recurring Contract Services	7,500.00
Total Contract Services	7,500.00
Governing Expenses	
Per Diem	4,736.00
Total Governing Expenses	4,736.00
Lake Management	
Testing and Monitoring	9,782.66
Total Lake Management	9,782.66
Operations	
Postage, Mailing Service	455.61
Printing and Copying	316.90
Total Operations	772.51
Other Types of Expenses	
Other Expenses	3,500.00
Total Other Types of Expenses	3,500.00
Total Expense	26,291.17
Net Ordinary Income	-24,453.85
Other Income/Expense	
Other Income	
Interest Income	289.61
Total Other Income	289.61
Net Other Income	289.61
Net Income	<u><u>-24,164.24</u></u>

Black Lake Special District
Statement of Financial Position
As of December 31, 2020

Cash Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Thurston County Treasurer	295,350.24
Total Checking/Savings	<u>295,350.24</u>
Total Current Assets	<u>295,350.24</u>
TOTAL ASSETS	<u>295,350.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Current Portion of Loans	-57,781.96
Total Other Current Liabilities	<u>-57,781.96</u>
Total Current Liabilities	-57,781.96
Long Term Liabilities	
Commencement Bank Note	92,700.14
Total Long Term Liabilities	<u>92,700.14</u>
Total Liabilities	34,918.18
Equity	
Unrestricted Net Assets	179,519.52
Net Income	80,912.54
Total Equity	<u>260,432.06</u>
TOTAL LIABILITIES & EQUITY	<u>295,350.24</u>