



# BLACK LAKE SPECIAL DISTRICT

---

Black Lake Special District Meeting  
Monday, November 20, 2023 • 6:15 pm  
7514 Cattail LN SW, Olympia, WA 98512

Attendance via Zoom audio is preferred. Contact [info@blacklakespecialdistrict](mailto:info@blacklakespecialdistrict) 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 #1-2	\$6,482.24

### *Attachments:*

*October 16, 2023 Minutes*  
*Financials*  
*Invoice #1-2*  
*Resolution #23-01*  
*Resolution #23-02*  
*Resolution #23-03*  
*Resolution #23-10*

5. Resolution #23-01 Changing Rates and Charges to Parcel Owners
6. Resolution #23-02 Budget for 2024
7. Draft Resolution #23-03 Collection Request to Treasurer for 2024
8. Resolution #23-10 Cancellation and Reissuance of Checks
9. Signatures for Transmittals to Auditors
10. Calls to Public Works on Ditch
11. Items from the Floor



# BLACK LAKE SPECIAL DISTRICT

---

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

**Next Meeting:** December 18, 2023



# BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting  
Monday, October 16, 2023 • 6:15 pm

## ACTION ITEMS:

- Lake will draft a resolution for the 5% rate increase for the board to review by the November board meeting.
- Lake will clarify if Kirk’s position is up for reelection with the Auditor.

## MINUTES:

1. Call to Order – **Chair Lake Stintzi called the meeting to order at 6:30 PM.**
2. Roll Call
  - a. Present
    - i. Lake Stintzi
    - ii. Brian Wilmovsky
    - iii. Kirk Vanlandeghen
3. Approval of Agenda – Lake would like to add “Candidate Filing” and “Transmittal Signatures” to the agenda. **It was moved by Lake, seconded by Kirk, and was unanimously passed to approve the agenda as amended.**
4. Approval of Consent Agenda – **It was moved by Lake, seconded by Kirk, and was unanimously passed to approve the consent agenda as presented.**

(Funds) Voucher (Warrant)	Total
Invoice #1	\$3,044.00

### Attachments:

*September 18, 2023 Minutes*  
*Financials*  
*Invoice #1*

5. Funding for Future Lake Studies and Treatments (such as pollutant surveys and harmful algae bloom management)
6. Current Revenue – Supports a \$170,000 base which will grow \$12,000 per year beginning in 2027 (see budget attachment) – Lake discussed the budget and financial status with the board. Lake proposed 5% rate increases in 2024 and 2025 for an additional \$20k a year that will go to reserves. Rates were last increased for parcels about seven years ago. *Lake will draft a resolution for the 5% rate increase for the board to review by the November board meeting.* The board may schedule a special meeting once the draft resolution is complete to review.
7. Black Lake Watershed Project Status – Lake has been communicating with Stuart Whitford regarding the project status.



# BLACK LAKE SPECIAL DISTRICT

---

8. Candidate Filing – Brian’s position is up for renewal in November. Filing dates are December 1<sup>st</sup> – 15<sup>th</sup>. Brian will not be returning for another board term but will assist in finding another candidate for his position. Kirk’s position is possibly also up for reelection, *Lake will clarify if Kirk’s position is up for reelection with the Auditor*. Lottie’s original term would have ended in 2028.
9. Transmittal Signatures – After meetings, directors are needed to sign the transmittal paper at the OrgSupport offices. Transmittal paperwork from the last meeting has not been signed. Lake sent an email to OrgSupport asking if transmittals can be signed individually and mailed back. *OrgSupport will follow up with Lake regarding transmittal signatures.*
  - a. There are still a few outstanding checks that need to be cancelled and reissued. *OrgSupport will resolve the outstanding checks and will reissue.*
10. Items from the Floor – None.
11. Public Communication – None.
12. Adjournment of Public Meeting – **Chair Lake Stintzi adjourned the meeting at 6:59 PM.**

**Next Meeting:** November 20, 2023

**Black Lake Special District**  
**Statement of Financial Position**  
As of October 31, 2023

Cash Basis

---

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Black Lake Guarantee #6355	60,000.00
Thurston County Treasurer	<u>255,488.89</u>
<b>Total Checking/Savings</b>	<u>315,488.89</u>
<b>Total Current Assets</b>	<u>315,488.89</u>
<b>TOTAL ASSETS</b>	<b><u>315,488.89</u></b>
<b>LIABILITIES &amp; EQUITY</b>	<u>315,488.89</u>

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

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Investments</b>				
Interest-Savings, Short-term CD	759.29	1,300.00	-540.71	58.4%
<b>Total Investments</b>	759.29	1,300.00	-540.71	58.4%
<b>Rates &amp; Charges</b>	173,263.15	186,800.00	-13,536.85	92.8%
<b>Total Income</b>	174,022.44	188,100.00	-14,077.56	92.5%
<b>Gross Profit</b>	174,022.44	188,100.00	-14,077.56	92.5%
<b>Expense</b>				
<b>Business Expenses</b>				
Treasurer Fees	2,068.38	1,869.00	199.38	110.7%
<b>Total Business Expenses</b>	2,068.38	1,869.00	199.38	110.7%
<b>Contract Services</b>				
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	22,500.00	30,600.00	-8,100.00	73.5%
<b>Total Contract Services</b>	28,025.94	38,700.00	-10,674.06	72.4%
<b>Governing Expenses</b>				
Per Diem	4,480.00	4,500.00	-20.00	99.6%
<b>Total Governing Expenses</b>	4,480.00	4,500.00	-20.00	99.6%
<b>Lake Management</b>				
Control	14,499.93	30,000.00	-15,500.07	48.3%
Permitting Fees	682.00	600.00	82.00	113.7%
Testing and Monitoring	0.00	10,000.00	-10,000.00	0.0%
<b>Total Lake Management</b>	15,181.93	40,600.00	-25,418.07	37.4%
<b>Operations</b>				
Postage, Mailing Service	248.36	550.00	-301.64	45.2%
Printing and Copying	2.00	590.00	-588.00	0.3%
Supplies	0.55	50.00	-49.45	1.1%
Technology & Online Services	396.32	400.00	-3.68	99.1%
<b>Total Operations</b>	647.23	1,590.00	-942.77	40.7%
<b>Other Types of Expenses</b>				
Insurance	0.00	200.00	-200.00	0.0%
Interest Expense - General	25,684.66	51,000.00	-25,315.34	50.4%
<b>Total Other Types of Expenses</b>	25,684.66	51,200.00	-25,515.34	50.2%
<b>Total Expense</b>	76,088.14	138,459.00	-62,370.86	55.0%
<b>Net Ordinary Income</b>	97,934.30	49,641.00	48,293.30	197.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	2,854.32			
<b>Total Other Income</b>	2,854.32			
<b>Net Other Income</b>	2,854.32	0.00	2,854.32	100.0%
<b>Net Income</b>	<b>100,788.62</b>	<b>49,641.00</b>	<b>51,147.62</b>	<b>203.0%</b>

**Black Lake Special District**  
**Statement of Income and Expense**  
October 2023

Cash Basis

	<u>Oct 23</u>
Ordinary Income/Expense	
Income	
Rates & Charges	47,158.10
Total Income	47,158.10
Gross Profit	47,158.10
Expense	
Business Expenses	
Treasurer Fees	200.00
Total Business Expenses	200.00
Total Expense	200.00
Net Ordinary Income	46,958.10
Other Income/Expense	
Other Income	
Interest Income	433.50
Total Other Income	433.50
Net Other Income	433.50
Net Income	<u><u>47,391.60</u></u>

# Payment Voucher Transmittal

---

1. OrgSupport 120 State Ave NE, #303 Olympia, WA 98501	5027	Contract Services	\$2,500.00
2. AquaTechnex, LLC PO Box 30824 Bellingham, WA 98228	16839	treatment service	\$3,982.24
Total for document:			<hr/> \$6,482.24

---

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





**OrgSupport**

120 State Avenue NE, #303  
Olympia, WA 98501

**Invoice**

Date	Invoice #
12/1/2023	5027

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
<b>Total</b>			\$2,500.00



# Invoice

Date	Invoice #
10/10/2023	16839

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	MOB for treatment, shoreline notification equipment and labor for White Water Lily treatment	3,636.75	Yes	3,636.75
			Subtotal		3,636.75
			Tax (Sales Tax 9.5%)		345.49
			Total		\$3,982.24

**RESOLUTION #23-01**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD  
CHANGING RATES AND CHARGES**

**WHEREAS**, RCW 85.38.145 allows the Black Lake Special District (BLSD) Governing Board to fix rates and charges payable by owners or occupiers of real estate within the BLSD.

**WHEREAS**, The annual, percent changes to the Consumer Price Index (CPI-W) published by the United States Department of Labor is the authoritative measure of inflation. For 2021, the CPI increased by 5.9% from the third quarter of 2020 to the third quarter of 2021. For 2022, the CPI increase was 8.7% from the third quarters of 2021 to 2022. For 2023, the increase was 3.2%.

**WHEREAS**, the BLSD Governing Board and district owners who have provided input to the board believe additional funds are need to sustain current activities and for further lake treatments and nutrient source/prevention studies.

**NOW THEREFORE IT IS HEREBY RESOLVED:**

Section 1. The BLSD needs additional funds for current and future needs. A charges increase of (5%) will be applied beginning in calendar year 2024 and a second increase of (5%) will be applied in 2025. The increase will be applied to all rates and charges components (see attachment “Rates and Charges Components”). The expected revenue increase for the BLSD is estimated to be \$18,600 for 2024.

Section 2. In November of each calendar year, the BLSD Governing Board will establish a budget and review the adequacy of the rates and charges.

**ADOPTED** by the BLSD Governing Board this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST: \_\_\_\_\_

**Attachment to Resolution #23-01**

**Charges Components**

	Special Assessment	Rates and Charges 2023	Total Charges 2023	Total 2023 Plus 5% 2024	Total 2024 Plus 5% 2025
<b>Lakefront Parcels</b>					
Waterfront Access per foot, per year	\$3.03	\$1.84	\$4.87	\$5.11	\$5.37
Habitat Reserve Waterfront per foot per year	1.33	\$0.81	\$2.14	\$2.25	\$2.36
Dwelling Unit per year	30.20	\$18.32	\$48.52	\$50.95	\$53.49
Vacant Property Parcel per year	11.61	\$7.04	\$18.65	\$19.58	\$20.56
Swimming/Fishing Public access per day, per user	0.14	\$0.08	\$0.22	\$0.23	\$0.24
Boat Launch Public access per boat per day	2.95	\$1.79	\$4.74	\$4.98	\$5.23
<b>Upland Parcels</b>					
Dwelling Unit per year	41.81	41.81	41.81	43.90	46.10
Vacant Property Parcel per year	16.08	16.08	16.08	16.88	17.73

**RESOLUTION #23-02**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD  
ADOPTING 2024 BUDGET**

**WHEREAS** RCW 85.38.170 requires budgets for each special district shall be adopted annually for the succeeding calendar year and to confirm special assessments are sufficient to finance the budget.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

Section 1. The Budget attached hereto identifies the major activities and estimated costs planned by the Black Lake Special District governing board for calendar year 2024.

Section 2. Special assessments and “rates and charges” are sufficient to finance the budget.

**ADOPTED** by the Black Lake Special District Governance Board this \_\_\_\_\_ day of November, 2023.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_

**Attachment to Resolution #23-02**

**Black Lake Special District Budget for 2024**

Calendar Year	Budget	Forecast			
	2024	2025	2026	2027	2028
Beginning year balance	\$190,000	172,890	181,875	188,860	219,845
Rates & Charges to parcel owners	94,140	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
<b>Contract Services</b>					
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/ Governing Compensation 1/	-200 -4,500	-200 -4,500	-200 -4,500	-200 -4,500	-200 -4,500
<b>Lake Management</b>					
Weed Control	-30,000	-30,000	-30,000	-30,000	-30,000
Permitting	-600	-600	-600	-600	-600
Pollutant Monitoring	-15,000		-20,000		
<b>Operations</b>					
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
Bond Guaranty Fund 3/	-20,000	-20,000	0	0	0
Special Assessment Bond Payment	-102,000	-102,000	-102,000	-102,000	-102,000
Year End Balance	172,890	181,875	188,860	219,845	244,830

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

2/ Thurston County Board of Commissioners, Resolution #14967

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

**RESOLUTION #23-03**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT (BLS D) 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 \$\_\_\_\_\_ in “rates and charges” for 752 parcels in the BLS D for a total of \$\_\_\_\_\_.

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:

\_\_\_\_\_

**RESOLUTION #23-10**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD CONCERNING THE CANCELLATION AND REISSUANCE OF CHECKS**

**WHEREAS**, the Black Lake Special District has identified the need to cancel two duplicate payment checks and reissue one lost check;

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

**Section 1.** The following checks shall be cancelled due to duplicate payment:

Phillips Burgess PLLC, Check #1575416 issued on 02/03/2023 for \$1,037.50

Thurston County Treasurer, Check #1552387 issued on 09/03/2021 for \$1,868.54

**Section 2.** The following check shall be reissued because it was reported lost by the payee:

Brian Wilmovsky, Check #1552385 issued on 09/03/2021 for \$384.00

**Section 3.** The District Treasurer is directed to void the cancelled checks in the accounting system and reissue the lost check.

**ADOPTED** by the Black Lake Special District Governance Board this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Member

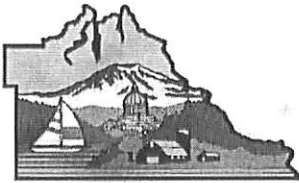
\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
Craig Ottavelli





**THURSTON COUNTY**  
WASHINGTON  
 SINCE 1852

## IMPORT WARRANT VOID FORM

### INSTRUCTIONS

**If theft or forgery is suspected immediately contact the Treasurer's Office  
 Use this form when voiding a warrant issued to a 800000 series vendor #**

#### Have Original Warrant

1. Complete this form
2. Attach Original Warrant
3. Submit to Financial Services to complete the warrant void process

#### Do not Have Original Warrant

1. Have payee complete and return original signed, notarized Affidavit or cancel by resolution of the board
2. Complete this form
3. Attach completed affidavit or signed resolution
4. Submit to Financial Services to complete the warrant void process

Temporary Vendor #	
Preparer's Name / Phone Number	
Warrant Number	
Fund Number	
Reason For Void	
Authorized Signature	
Date	

**To reissue a warrant, follow the procedure for payment processing**