



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, December 18, 2023 • 6:15 pm
7514 Cattail LN SW, Olympia, WA 98512

Attendance via Zoom audio is preferred. Contact 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 #1-3	\$2,503.09

Attachments:

November 20, 2023 Minutes
Financials
Invoices #1-3

5. Corrections to the 2024 Assessments File
6. Resolution #23-03 Collection Request to Treasurer for 2024
7. Resolution #23-02 2024 Budget with Inflation Contingency
8. Digital Signature Files
9. 2024 Authorized Signature List
10. Board Development
11. Items from the Floor
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



BLACK LAKE SPECIAL DISTRICT

Next Meeting: February 19, 2023



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, November 20, 2023 • 6:15 pm

MINUTES:

1. Call to Order – **Chair Lake Stintzi called the meeting to order at 6:24 PM.**
2. Roll Call
 - a. Present
 - i. Lake Stintzi
 - ii. Kirk Vanlandeghen
 - b. Absent
 - i. Brian Wilmovsky
3. Approval of Agenda – Add 10.5 Elections: Candidate Filing.
 - a. **It was moved, seconded, and was unanimously passed to approve the agenda as amended.**
4. Approval of Consent Agenda – **It was moved, seconded, and was unanimously passed to approve the consent agenda minus the resolutions.**

(Funds) Voucher (Warrant)	Total
Invoices #1-2	\$6,482.24

Attachments:

October 16, 2023 Minutes
Financials
Invoice #1-2

5. Resolution #23-01 Changing Rates and Charges to Parcel Owners – Lake reviewed the draft resolution outlining a 5% Rate increase is in the packet. Lake will send an updated resolution to OrgSupport this week. **It was moved, seconded, and was unanimously passed to approve Resolution #23-01.** *As resolutions are approved, OrgSupport will add board member signatures and post to the website.*
6. Resolution #23-02 Budget for 2024 – Lake reviewed the draft budget. In December, Lake will rework the budget to show a line-item adjustment for inflation. **It was moved, seconded, and was unanimously passed to approve Resolution #23-02.**
7. Draft Resolution #23-03 Collection Request to Treasurer for 2024 – Exact numbers to complete this resolution will not be available until December, the resolution will be finalized at that time.
8. Resolution #23-10 – Cancellation and Reissuance of Checks – **It was moved, seconded, and was unanimously passed to approve Resolution #23-10.**



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9. Signatures for Transmittals to Auditors – Last month Kirk and Lake sent in separate signed transmittals through the mail to OrgSupport. *The OrgSupport finance department will verify that the mailed signed transmittals were acceptable.*
10. Calls to Public Works on Ditch – Lake made a few calls to public works and heard back from an individual on the road crew who said the ditch was inspected on July 23rd and crews did not see any beaver dams, however only 1400 feet of the ditch was surveyed.
11. Elections – Candidacy filing period is December 1st – 15th. There are two vacancies on the board. Kirk will be continuing on the board and must file during the filing period. Carrie Lerud was not approved by the TC Legal counsel. Lake knows of a few possible candidates that he will contact.
12. Items from the Floor – None.
13. Public Communication – None.
14. Adjournment of Public Meeting – **Chair Lake Stintzi adjourned the meeting at 7:17 PM.**

Next Meeting: December 18, 2023

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

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	759.29	1,300.00	-540.71	58.4%
Total Investments	759.29	1,300.00	-540.71	58.4%
Rates & Charges	182,600.13	186,800.00	-4,199.87	97.8%
Total Income	183,359.42	188,100.00	-4,740.58	97.5%
Gross Profit	183,359.42	188,100.00	-4,740.58	97.5%
Expense				
Business Expenses				
Treasurer Fees	2,068.38	1,869.00	199.38	110.7%
Total Business Expenses	2,068.38	1,869.00	199.38	110.7%
Contract Services				
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	27,500.00	30,600.00	-3,100.00	89.9%
Total Contract Services	33,025.94	38,700.00	-5,674.06	85.3%
Governing Expenses				
Per Diem	4,480.00	4,500.00	-20.00	99.6%
Total Governing Expenses	4,480.00	4,500.00	-20.00	99.6%
Lake Management				
Control	14,499.93	30,000.00	-15,500.07	48.3%
Permitting Fees	1,182.00	600.00	582.00	197.0%
Testing and Monitoring	18,171.56	10,000.00	8,171.56	181.7%
Total Lake Management	33,853.49	40,600.00	-6,746.51	83.4%
Operations				
Postage, Mailing Service	1,119.04	550.00	569.04	203.5%
Printing and Copying	4.50	590.00	-585.50	0.8%
Supplies	0.55	50.00	-49.45	1.1%
Technology & Online Services	924.17	400.00	524.17	231.0%
Total Operations	2,048.26	1,590.00	458.26	128.8%
Other Types of Expenses				
Insurance	0.00	200.00	-200.00	0.0%
Interest Expense - General	25,684.66	51,000.00	-25,315.34	50.4%
Other Expenses	560.00			
Total Other Types of Expenses	26,244.66	51,200.00	-24,955.34	51.3%
Total Expense	101,720.73	138,459.00	-36,738.27	73.5%
Net Ordinary Income	81,638.69	49,641.00	31,997.69	164.5%
Other Income/Expense				
Other Income				
Interest Income	3,436.57			
Total Other Income	3,436.57			
Net Other Income	3,436.57	0.00	3,436.57	100.0%
Net Income	85,075.26	49,641.00	35,434.26	171.4%

Black Lake Special District Statement of Income and Expense

November 2023

Cash Basis

	Nov 23
Ordinary Income/Expense	
Income	
Rates & Charges	9,336.98
Total Income	9,336.98
Gross Profit	9,336.98
Expense	
Contract Services	
Recurring Contract Services	5,000.00
Total Contract Services	5,000.00
Lake Management	
Permitting Fees	500.00
Testing and Monitoring	18,171.56
Total Lake Management	18,671.56
Operations	
Postage, Mailing Service	870.68
Printing and Copying	2.50
Technology & Online Services	527.85
Total Operations	1,401.03
Other Types of Expenses	
Other Expenses	560.00
Total Other Types of Expenses	560.00
Total Expense	25,632.59
Net Ordinary Income	-16,295.61
Other Income/Expense	
Other Income	
Interest Income	582.25
Total Other Income	582.25
Net Other Income	582.25
Net Income	-15,713.36

Black Lake Special District
Statement of Financial Position
As of November 30, 2023

Cash Basis

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Black Lake Guarantee #6355	60,000.00
Thurston County Treasurer	<u>239,775.53</u>
Total Checking/Savings	<u>299,775.53</u>
Total Current Assets	<u>299,775.53</u>
TOTAL ASSETS	<u>299,775.53</u>
LIABILITIES & EQUITY	<u>299,775.53</u>