



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting
Monday, August 17, 2026 • 6:15 pm
7514 Cattail LN SW, Olympia, WA 98512

Attendance via Zoom audio is preferred. Contact [info@blacklakespecialdistrict](mailto:info@blacklakespecialdistrict.org) for instructions.

Participants from the public will be muted by the Zoom host. Participants will be unmuted during the agenda item titled “Public Communication”.

AGENDA:

1. Call to Order
2. Roll Call
 - a. Present
 - i. Lake Stintzi
 - ii. Kirk Vanlandeghen
 - iii. Cory Freeborn
3. Approval of Agenda
4. Approval of Consent Agenda
 - a. July 20, 2026 Minutes
 - b. Review of OlyFed Checking Account Activity
 - d. Financials
 - e. Payment Transmittal and Invoices.

Item #	Invoice	Total
01	Inv# 27-WAG994245-1	565.00
02	Inv# 5972	\$3192.32
03	2026 Annual Administration Fee – Thurston County Treasurer	\$2058.74
04	Inv# 10580	\$15,329.83

5. Commissioner Reimbursements & Payments. (A commissioner cannot approve reimbursements/payments to themselves.)
 - a. Commissioner Reimbursement
6. Old Business
 - a. Herbicide treatment 7/31
 - b. Competitive process for new vendor
7. New Business
 - a. Aquatic Insight briefing
 - b. IAVMP Workshop #2 planning
 - c. Invasive species – are they worth eradicating?
 - d. Policy Manual update needed following changes to banking. Should include a periodic self-review of our compliance. Let's set a date for discussion.
 - e. Board approval request for Treasurer administrative fee.



BLACK LAKE SPECIAL DISTRICT

8. Items from the Floor
9. Public Communication – *Limit of 3 minutes per person. Zoom host will provide warning when 30 seconds remain. Meeting minutes will only reflect the name of the person speaking.
10. Adjournment of Public Meeting

Next Meeting: September 21, 2026



BLACK LAKE SPECIAL DISTRICT

Black Lake Special District Meeting Monday, July 20, 2026 • 6:15 PM

ACTION ITEMS:

- Mark will check the latest possible dates for the lake treatment.
- Cory will contact Kyle at NW Aquatics. If there is no response, Lake will contact Aquatechnex.
- Cory will coordinate food for the next workshop.
- Mark will send the Board a list of potential dates for the workshop.
- The postcard will be distributed 10 days before the workshop.
- OrgSupport will create, maintain, and regularly post to a NextDoor account for BLSD.

MINUTES:

1. Call to Order – **Chair Lake Stintzi called the meeting to order at 6:18 PM.**
2. Roll Call
 - a. Present
 - i. Lake Stintzi - Present
 - ii. Kirk Vanlandeghen - Absent
 - iii. Cory Freeborn - Present
3. Approval of Agenda – **It was moved, seconded, and was unanimously passed to approve the agenda as presented.**
4. Approval of Consent Agenda - **It was moved, seconded, and was unanimously passed to approve the consent agenda as presented.**
 - a. June 15, 2026 Minutes
 - b. Review of OlyFed Checking Account Activity
 - c. Financials
 - d. Payment Transmittal and Invoices.

Item #	Invoice	Total
01	GeoData 38-2606-879	\$52.70
02	OrgSupport 5947	\$2900.10

5. Commissioner Reimbursements & Payments. (A commissioner cannot approve reimbursements/payments to themselves.)
 - a. Commissioner Reimbursement – Cory sent in a reimbursement request for the items that were bought for an event but has not received his check yet. The reimbursement was approved at the last meeting.
6. Old Business
 - a. IVAMP update
 - b. Herbicide treatments for 2026 – Notices were mailed at the beginning of July. Lake has not gotten the treatment schedule from NW Aquatics, but they did receive their copies of the notice. Cory has been in touch with NW Aquatics via text message, but has only gotten responses regarding the IVAMP and no response about the treatment schedule. Cory directed him to send his questions via email to the Board. Lake did contact Aquatechnex who may be able to fit Black Lake in their schedule. *Cory will contact*



BLACK LAKE SPECIAL DISTRICT

Kyle at NW Aquatics one more time but if no reply is heard by the end of the week, Lake will move forward with contacting Aquatechnex.

7. New Business

- a. Second Workshop – The second workshop needs to be scheduled and planned. Cory has connections with the bible camp.
 - i. Mark Rosenkranz shared a presentation on the vegetation and bathymetric survey results and workshop updates.
 - Surveys were completed in June, results are currently being analyzed.
 - ii. Planning for workshop #2 will begin this month.
 - The end of August is ideal, but date after Labor Day are also possible good choices for the workshop.
 - The workshop will focus on survey results and review of management alternatives, tradeoffs, and costs.
 - A potluck may draw more attendees. *Cory will look into coordinating food for the next workshop.*
 - *Mark will send the board a list of dates to consider for the workshop.*
 - *The postcard will need to be mailed ten days before the workshop.*
 - NextDoor was listed as a possible way to reach more residents. *Lake requested OrgSupport set up a NextDoor account to maintain for regular posting.*
 - iii. The Board discussed treatment dates for the lake. *Mark will check the latest possible dates for lake treatment.*
 - iv. Mark and Lizbeth reviewed grant programs that may be applicable for BLSD.

8. Items from the Floor – None

9. Public Communication – *Limit of 3 minutes per person. Zoom host will provide warning when 30 seconds remain. Meeting minutes will only reflect the name of the person speaking.
 - a. Fran Clifton
 - b. Mindy Aslakson
 - c. Vern Bonefield

10. Adjournment of Public Meeting – **Chair Lake Stintzi adjourned the meeting at 7:12 PM.**

Next Meeting: August 17, 2026

Black Lake Special District

Statement of Income and Expense

January through July 2026

Cash Basis

	Jan - Jul 26
Ordinary Income/Expense	
Income	
Rates & Charges	117,388.96
Total Income	117,388.96
Gross Profit	117,388.96
Expense	
Contract Services	
Non-recurring Contract Services	15,212.36
Recurring Contract Services	17,500.00
Total Contract Services	32,712.36
Governing Expenses	
Per Diem	3,772.89
Total Governing Expenses	3,772.89
Operations	
Postage, Mailing Service	2.96
Supplies	3.56
Technology & Online Services	546.49
Total Operations	553.01
Other Types of Expenses	
Interest Expense - General	22,489.41
Other Expenses	1,900.13
Total Other Types of Expenses	24,389.54
Total Expense	61,427.80
Net Ordinary Income	55,961.16
Other Income/Expense	
Other Income	
Interest Income	29,904.53
Total Other Income	29,904.53
Net Other Income	29,904.53
Net Income	85,865.69

Black Lake Special District
Financial Position Prev Year Comparison
As of July 31, 2026

Cash Basis

	<u>Jul 31, 26</u>	<u>Jul 31, 25</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Black Lake Guarantee #6355	100,000.00	80,000.00	20,000.00	25.0%
OlyFed Checking	47,738.17	355.89	47,382.28	13,313.7%
Thurston County Treasurer	252,464.97	275,810.70	-23,345.73	-8.5%
Total Checking/Savings	<u>400,203.14</u>	<u>356,166.59</u>	<u>44,036.55</u>	<u>12.4%</u>
Total Current Assets	<u>400,203.14</u>	<u>356,166.59</u>	<u>44,036.55</u>	<u>12.4%</u>
TOTAL ASSETS	<u>400,203.14</u>	<u>356,166.59</u>	<u>44,036.55</u>	<u>12.4%</u>
LIABILITIES & EQUITY	400,203.14	356,166.59	44,036.55	12.4%

Mail Date: 7/23/2026



PERMIT NUMBER: WAG994245
BLACK LAKE SPECIAL DISTRICT
BLACK LAKE

FY 2027 Fee Invoice
Water Quality Program

Aquatic Pest Control Permits

Responsible Party

LAKE STINZI
120 STATE AVENUE NE#3
OLYMPIA, WA98501

FY 2027 Fee Amount	\$565.00
FY 2027 Invoiced Amount	\$565.00
Total Due	\$565.00

Invoice Number	Mail Date	Billed	Paid	Due	Due Date
27-WAG994245-1	07/23/2026	\$565.00	\$0.00	\$565.00	09/06/2026

This invoice covers Fiscal Year 2027 (July 1, 2026 through June 30, 2027).

Please send check or money order in US currency payable to WASHINGTON STATE DEPARTMENT OF ECOLOGY (DO NOT SEND CASH)		Mail the payment with the payment voucher / coupon to: Washington State Department of Ecology Cashiering Unit PO BOX 47611 Olympia, WA 98504-7611
You can pay via credit card (convenience fees apply) or echeck at https://apps.ecology.wa.gov/ecepay/ Questions? Direct questions regarding the permit fee assessment to the Water Quality Fee Unit at (800) 633-6193 /Option 2 or via email at wqfeeunit@ecy.wa.gov		

-----Detach and return this payment voucher with your check or money order.-----

Water Quality Program
Aquatic Pest Control Permits

Invoice	27-WAG994245-1
Black Lake	

Total Amount Due	\$565.00
Coding	176-WWD-02-86-000196

Billing Contact

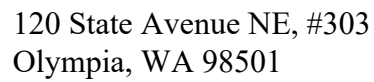
ATTN: LAKE STINTZI
BLACK LAKE SPECIAL DISTRICT
120 STATE AVENUE NE#3
OLYMPIA, WA98501

Mail payment to

Washington State Department of Ecology
Cashiering Unit
PO BOX 47611
Olympia, WA 98504-7611

You have a right to appeal this action. The appeal process is governed by Chapter 173-224-100 WAC. To appeal, you must do the following:

- Submit your appeal to the Water Quality Fee Unit no later than the fiscal year's first billing due date.
- State the reason(s) you believe the Department's determination is contrary to the requirements of Chapter 90.48.465 RCW and the specific actions you request that are consistent with those requirements.



Date	Invoice #
9/1/2026	5972

[illegible]



**JEFF GADMAN
TREASURER**

3000 Pacific Ave SE, Olympia, Washington 98501-2043 • 360-786-5550 • FAX 360-754-4683
Web: www.thurstoncountywa.gov/treasurer Email: trs@co.thurston.wa.us

DATE: July 27, 2026
TO: Lake Stintzi, Black Lake Special District
EMAIL: Info@BlackLakeSpecialDistrict.org lake@blacklakespecialdistrict.org
FROM: Suzette Smith, Accountant
RE: 2026 - Annual Administration Fee –

The Treasurer's annual administration fee for the 2026 collection year is coming due. The fee is 1% of the amount of the annual assessment. The total amount of the Black Lake Special District assessments for 2026 is \$205,873.66.

**2026 Annual Administration Fee \$2,058.74
Due August 28, 2026**

Please sign below to authorize the Treasurer to deduct this amount from your fund effective August 28, 2026.

If you have questions, please contact me at 360-786-5547.

I authorize Thurston County Treasurer to process the following JE

Fund: 63540000
Object: 5894000
Debit Amount: \$2,058.74

Signed _____

Credit:
0010.220.R000.U08.3414200.0000.01



Invoice

Bill to:

Black Lake Special District
7514 Cattail Lane Southwest
Olympia
Washington 98512
United States of America

Aquatic Insight LLC
4207 SE Woodstock Blvd
Portland, OR 97206
mark@aquaticinsight.com
1 503-515-7864

Amount Due	Due Date	Issue Date	Invoice #	Reference
15,329.83	August 31, 2026	August 1, 2026	10580	

Task 1- Project Management	1,258.68
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Task 5- Develop Black Lake IAVMP	2,480.00
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Task 2- Aquatic Survey and Mapping	11,591.15
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Payment Advice

Please pay by check or EFT

Due Date: August 31, 2026

Invoice Subtotal	15,329.83
Tax Exempt	0.00
Total Including Tax	15,329.83
Amount Due	15,329.83

Black Lake IAVMP

Total Budget	\$ 14,000.00	\$ 17,000.00	\$ 7,800.00	\$ -	\$ 41,300.00	\$ 10,700.00	\$ 90,800.00
Billed to date	\$ 6,530.53	\$ 16,677.72	\$ -	\$ -	\$ 21,019.08	\$ -	\$ 44,227.33
Remaining Budget	\$ 7,469.47	\$ 322.28	\$ 7,800.00	\$ -	\$ 20,280.92	\$ 10,700.00	\$ 46,572.67
% Complete	47%	98%	0%	0%	51%	0%	49%

Invoice #	Date	Task 1 PM	Task 2 Survey	Task 3 Grant App	Task 4 Tech Assist	Task 5 Dev IAVMP	Task 6 On-call	Total
10520	4/8/26	\$ 1,652.61	\$ -	\$ -	\$ -	\$ 615.00	\$ -	\$ 2,267.61
10525	5/8/26	\$ 1,925.58	\$ -	\$ -	\$ -	\$ 6,896.65	\$ -	\$ 8,822.23
10538	6/4/26	\$ 1,298.13	\$ -	\$ -	\$ -	\$ 4,318.68	\$ -	\$ 5,616.81
10564	7/1/26	\$ 395.53	\$ 5,086.57	\$ -	\$ -	\$ 6,708.75	\$ -	\$ 12,190.85
10580	7/1/26	\$ 1,258.68	\$ 11,591.15	\$ -	\$ -	\$ 2,480.00	\$ -	\$ 15,329.83

SUB-TASK DETAIL

Task 1- Project Management					
Sub-task			Time	Rate	Amount
Project Management - Project Administration					
July 16, 2026	Mark	Team meeting	0:30	195.00	97.50
July 20, 2026	Mark	Monthly meeting	0:45	195.00	146.25
Tech - Monthly Meetings					
July 20, 2026	Mark	Presentation for monthly meeting	2:00	175.00	350.00
Subtotal Task 1- Project Management					1,258.68
Task 5- Develop Black Lake IAVMP					
Sub-task			Time	Rate	Amount
Tech - Draft IAVMP					
July 6, 2026	Lizbeth	IAVMP	1:30	160.00	240.00
July 10, 2026	Lizbeth	Wake boat articles	1:00	160.00	160.00
July 16, 2026	Lizbeth	IAVMP- control section	2:00	160.00	320.00
July 17, 2026	Lizbeth	IAVMP- control section	2:00	160.00	320.00
July 18, 2026	Lizbeth	Review BL photos, presentation, IAVMP	2:00	160.00	320.00
July 20, 2026	Lizbeth	Presentation, board meeting	1:00	160.00	160.00
July 24, 2026	Lizbeth	Team meeting	1:00	160.00	160.00
July 28, 2026	Lizbeth	Review IAVMP, list visuals, maps, photos, etc	1:00	160.00	160.00
July 30, 2026	Lizbeth	IAVMP - review photos, maps, add document	2:00	160.00	320.00
July 31, 2026	Lizbeth	IAVMP - finish control, edit WQ, add photos	2:00	160.00	320.00
Subtotal Task 5- Develop Black Lake IAVMP					2,480.00

EXPENSES DETAIL

Task 1- Project Management			
Expenses	Quantity	Rate	Amount
ESA Invoice	1.00	130.30	130.30
AWR Invoice	1.00	534.63	534.63

Task 2- Aquatic Survey and Mapping			
Expenses	Quantity	Rate	Amount
ESA Invoice	1.00	11,591.15	11,591.15



ANNEAR WATER RESOURCES

Annear Water Resources, LLC

2805 NE 15th Ave
Portland, OR 97212
US
+1 5039360115

Aquatic Insight LLC

4207 SE Woodstock Blvd #53
Portland, OR 97206
Unites States

INVOICE

Invoice Date:	8/3/26
Due Date:	9/2/26
Total Amount:	\$534.63
Number:	BLK_05
Invoice Period:	07/01/26 - 07/31/26
Project Code:	26-054
Project:	Black Lake Integrated Aquatic Vegetation Management Plan

INVOICE SUMMARY

Description	Amount
Task 1. Project Management	\$534.63

Description	Total Budget	Remaining Budget (\$)	Prior Billing (\$)	This Invoice (\$)
Task 1. Project Management	\$5,370.00	\$2,336.70	\$2,498.67	\$534.63
Task 3. Assist with Grant Application	\$538.00	\$538.00	--	--
Task 5. Develop Black Lake IAVMP	\$12,562.00	\$6,870.42	\$5,691.58	--
BUDGET TOTALS	\$18,470.00	\$9,745.12	\$8,190.25	\$534.63
TOTAL AMOUNT DUE				\$534.63



ANNEAR WATER RESOURCES

Annear Water Resources, LLC

2805 NE 15th Ave
Portland, OR 97212
US
+1 5039360115

INVOICE

Invoice Date: 8/3/26
Due Date: 9/2/26
Total Amount: \$534.63
Number: BLK_05
Invoice Period: 07/01/26 - 07/31/26
Project Code: 26-054
Project: Black Lake Integrated Aquatic Vegetation
Management Plan

Aquatic Insight LLC

4207 SE Woodstock Blvd #53
Portland, OR 97206
Unites States

TIME DETAILS

Source	Date	Code	Task	Description	Hrs	Rate	Amount
Zoe Rodriguez del Rey	7/16/26	Principal	Task 1. Project Management	Discussion call wtih Mark	0.50	\$205.80	\$102.90
Zoe Rodriguez del Rey	7/24/26	Principal	Task 1. Project Management	Black Lake Project next steps discussion with Mark and Lizbeth	2.00	\$205.80	\$411.60
Alex Moore	7/31/26	Invoicing	Task 1. Project Management	Invoicing	0.25	\$80.52	\$20.13
TOTAL FEES					2.75		\$534.63



Environmental Science Associates
2801 Alaskan Way
Suite 200
Seattle, WA 98121
(206) 789-9658

INVOICE

Mr. Mark Rosenkranz
Water Resources Specialist
Aquatic Insight LLC
4207 SE Woodstock Blvd #535
Portland, OR 97206

July 30, 2026
Invoice No: 221530
Project Manager: Toni Pennington

Project D202600074.00 Black Lake Integrated Aquatic Vegetation Management Plan

Professional Services through June 30, 2026

Task 0000001 Project Management

Professional Personnel

	Hours	Rate	Amount	
Principal Consultant 2				
Pennington, Toni	.50	253.00	126.50	
Totals	.50		126.50	
Total Labor				126.50

Additional Items

Data Management Fee	3.00 % of 126.50	3.80	
		3.80	3.80

Billing Limits

	Current	Prior	To-Date
Total Billings	130.30	0.00	130.30
Limit			1,356.28
Remaining			1,225.98

TOTAL THIS TASK \$130.30

Task 0000002 Aquatic Plant Survey and Mapping

Professional Personnel

	Hours	Rate	Amount	
Managing Consultant 1				
Miller, Richard	45.50	205.00	9,327.50	
Associate Consultant 4				
Andersen, Jacob	7.00	198.00	1,386.00	
Totals	52.50		10,713.50	
Total Labor				10,713.50

Additional Items

Data Management Fee	3.00 % of 10,713.50	321.41	
		321.41	321.41

Billing Limits

	Current	Prior	To-Date
Total Billings	11,034.91	1,916.57	12,951.48
Limit			12,951.48

TOTAL THIS TASK \$11,034.91

Task 0000003 Develop the Black Lake Integrated Aquatic Vegetation Management Plan

PAYMENT DUE UPON RECEIPT

Project	D202600074.00	Black Lake IAVMP	Invoice	221530
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Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			7,038.00	
Remaining			7,038.00	
TOTAL THIS TASK				0.00

Task	0000004	On-call Technical Assistance		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			6,000.00	
Remaining			6,000.00	
TOTAL THIS TASK				0.00

Task	0000ODC	Reimbursable Expenses		
Reimbursable Expenses				
Travel - Lodging			459.06	
Travel - Meals			97.18	
Total Reimbursables		1.0 times	556.24	556.24
Billing Limits	Current	Prior	To-Date	
Total Billings	556.24	0.00	556.24	
Limit			556.24	
TOTAL THIS TASK				\$556.24
TOTAL INVOICE AMOUNT:				\$11,721.45

Billings to Date

	Current	Prior	Total
Labor	11,165.21	1,916.57	13,081.78
Reimbursable	556.24	0.00	556.24
Totals	11,721.45	1,916.57	13,638.02

Outstanding Invoices

Number	Date	Balance
220277	6/17/2026	1,916.57
Total		1,916.57

Remit to:

E S A
P.O. Box 7209
Carol Stream, IL 60197-7209

TIN #: 94-1698350

Environmental Science Associates

Expense Report for Invoice #000000221530 Dated 7/30/2026 12:00:00 AM

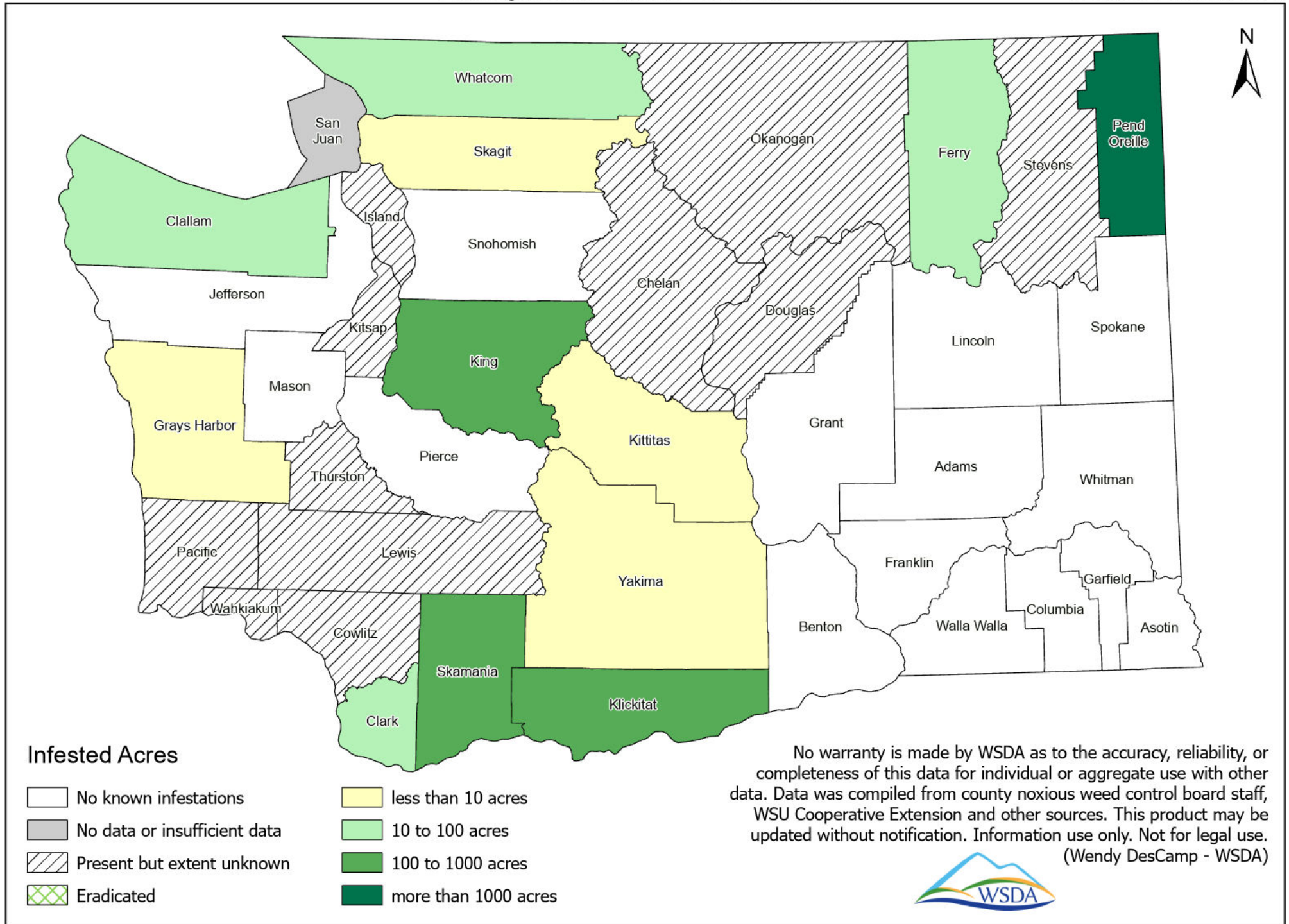
Date	Person	Category	Description	Amount
06/16/2026	Miller, Richard	Lodging		\$153.02
Business Reason: Conduct aquatic plant survey at Black Lake, Tumwater WA				
06/16/2026	Miller, Richard	Meals (Travel)		\$25.49
Business Reason: Conduct aquatic plant survey				
06/17/2026	Miller, Richard	Lodging		\$153.02
Business Reason: Conducting aquatic plant survey				
06/17/2026	Miller, Richard	Meals (Travel)		\$20.77
Business Reason: Conducting aquatic plant survey				
06/17/2026	Miller, Richard	Meals (Travel)		\$18.36
Business Reason: Conducting aquatic plant survey				
06/18/2026	Miller, Richard	Lodging		\$153.02
Business Reason: Conducting aquatic plant survey				
06/18/2026	Miller, Richard	Meals (Travel)		\$19.28
Business Reason: Conducting aquatic plant survey				
06/19/2026	Miller, Richard	Meals (Travel)		\$13.28
Business Reason: Return from aquatic plant survey				
Total				\$556.24

Category Summary	
Lodging	\$459.06
Meals (Travel)	\$97.18

Curlyleaf pondweed, (*Potamogeton crispus*)

Washington State Noxious Weed Distribution

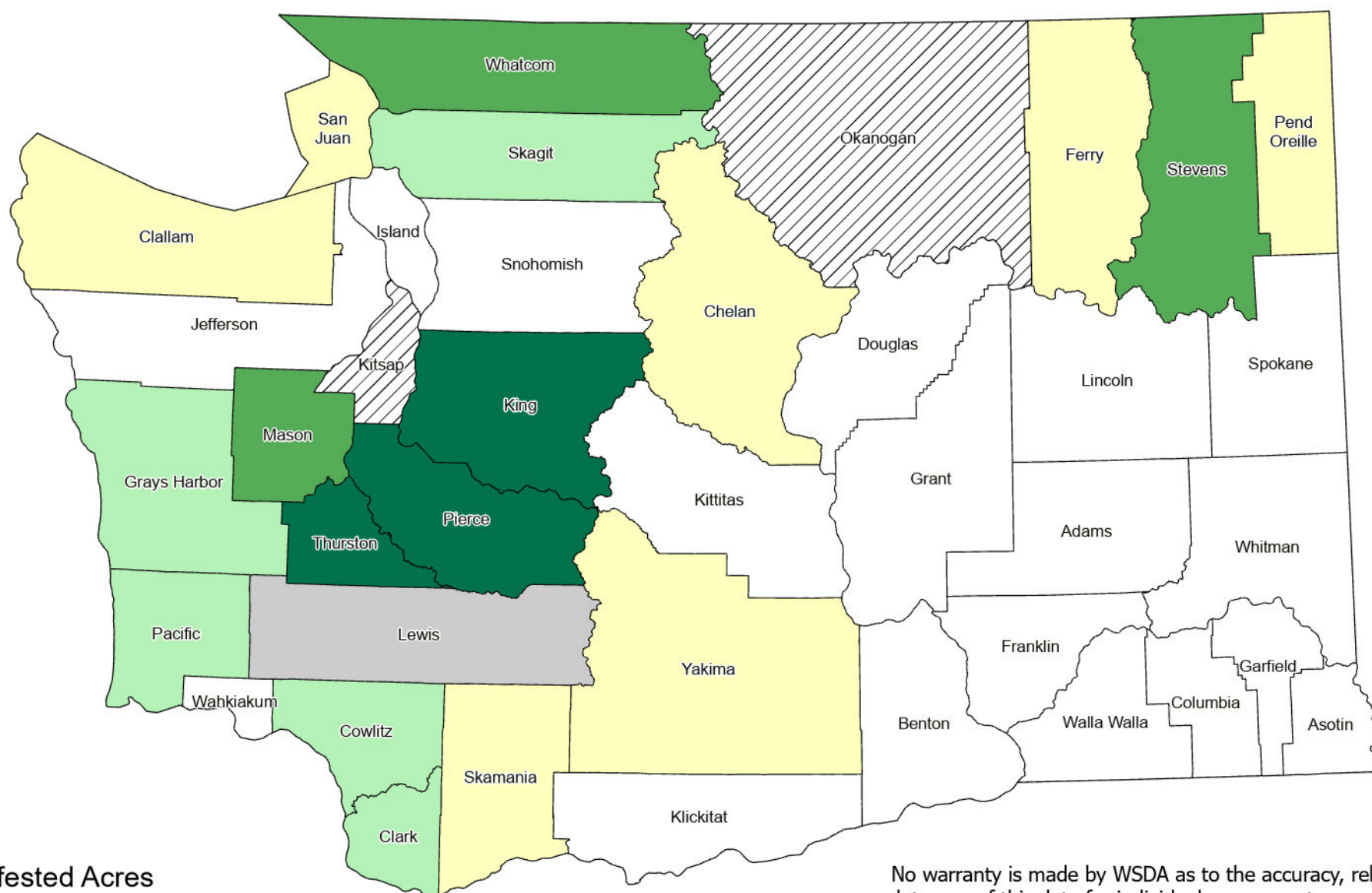
Updated February 2024



Fragrant waterlily, (*Nymphaea odorata*)

Washington State Noxious Weed Distribution

Updated February 2024



Infested Acres

- | | |
|------------------------------|----------------------|
| No known infestations | less than 10 acres |
| No data or insufficient data | 10 to 100 acres |
| Present but extent unknown | 100 to 1000 acres |
| Eradicated | more than 1000 acres |

No warranty is made by WSDA as to the accuracy, reliability, or completeness of this data for individual or aggregate use with other data. Data was compiled from county noxious weed control board staff, WSU Cooperative Extension and other sources. This product may be updated without notification. Information use only. Not for legal use. (Wendy DesCamp - WSDA)



- ii) filing a petition proposing the suspension of BLSD's operations with the Thurston County Commissioners. The petition must be signed by voters of BLSD who own at least Ten Percent (10%) of the acreage in BLSD or is signed by ten (10) or more voters of the Special District; or
- iii) the Thurston County Commissioners may adopt a resolution proposing the suspension of BLSD's operations.

A public hearing on the proposed action of suspending BLSD's operations shall be held by the Thurston County Commissioners. At such public hearing, the Thurston County Commissioners shall inquire into whether suspending BLSD's operations is in the public interest.

Notice of the public hearing must be published in a newspaper of general circulation in BLSD, posted in at least four (4) locations in BLSD to attract the attention of the public, and mailed to the Directors of BLSD. After the public hearing, the Thurston County Commissioners may adopt a resolution suspending the operations of BLSD if they find that such suspension will be in the public interest. The Thurston County Commissioners shall provide a copy of the resolution to the Thurston County Treasurer.

After holding a public hearing on the proposed reactivation of BLSD which has had its operations suspended, the Thurston County Commissioners may reactivate BLSD by adopting a resolution finding such action to be in the public interest. Notice of the public hearing must be posted and published as provided for above in the proposed suspension of BLSD operations. The Board of BLSD shall be appointed as in a newly created special district, as provided in RCW 85.38.

If BLSD owns drainage or flood control improvements, BLSD may not be suspended unless the Thurston County Commissioners accept responsibility for operation and maintenance of the improvements during the suspension period. *RCW 85.38.220*.

Section 12.6. Dissolution of BLSD

BLSD may be dissolved by a favorable sixty percent (60%) vote of the Qualified Voters voting at an election. Complete requirements and restrictions may be located at RCW 86.09.622-86.09.625.

Section 12.7. Annual Compliance Review.

At least annually, BLSD shall conduct a compliance review of its finance, meeting, public-records, records-retention, compensation and reimbursement, purchasing, contracting, conflict of interest, website posting, and policy-review practices.

The annual compliance review shall include, at minimum:

- i) finance and payment controls;
- ii) monthly reconciliation and financial reporting;
- iii) agenda, packet, Minutes, and public-comment practices;
- iv) public-records request intake, tracking, and response practices;
- v) records-retention practices;
- vi) public-records and records-retention training tracking;
- vii) Director compensation and reimbursement procedures and forms;
- viii) purchasing and contract-administration practices;
- ix) conflict of interest policy compliance;
- x) website posting checklist compliance; and

xi) review of whether these Policies & Procedures require amendment.

The annual compliance review may be conducted by the Board, a designated Director, District staff, District contractors, legal counsel, or a combination of those persons as determined by the Board. Any recommended policy amendments shall be presented to the Board for consideration under the amendment procedures in these Policies & Procedures.

Section 12.8. Amendments

These Policies & Procedures may be amended at any Regular Meeting of the Board of Directors with a quorum present, by majority vote of the Directors.

The undersigned, being all of the Directors of the Black Lake Special District, hereby certify that the foregoing are the Policies & Procedures of Black Lake Special District, and ordered certified and filed in the Minute Book of said Special District by a majority vote of the Board of Directors of the Black Lake Special District at a Regular Meeting held on the day of ,

DIRECTORS:

LAKE STINTZI

VERNON BONFIELD

BRIAN WILMOVSKY

RE: BLSD Policies

From Craig Ottavelli <craig@orgsupport.com>

Date Mon 7/27/2026 11:13 AM

To Lake Stintzi <lake@blacklakespecialdistrict.org>

Hi Lake,

Thanks for getting through it, and sorry again for handing you such a beast.

On 12.7, no — an annual compliance review itself is an RCW requirement. It was intended as an internal governance/housekeeping mechanism, not as a statement that the RCW requires that specific annual review.

The idea was to create one annual checkpoint for items that do have legal, procedural, or operational significance — OPMA, public records, records retention, financial authority, commissioner compensation, signers, contact information, policy updates, etc.

That said, if it feels too heavy for the policies, I'm completely fine softening it, retitling it, moving it to an administrative checklist, or deleting it. My preference would probably be to keep the concept but make clear that it is a District-created annual review process, not an RCW requirement. The right compromise might be to frame it as a recommendation.

Thanks!

-Craig

From: Lake Stintzi <lake@blacklakespecialdistrict.org>

Sent: Monday, July 20, 2026 7:07 AM

To: Craig Ottavelli <craig@orgsupport.com>

Subject: BLSD Policies

Hi Craig,

Made it thru a first pass. I like many of the simplifications/strike-outs. Is 12.7-Annual Compliance Review an RCW requirement?

Thanks,

Lake



**JEFF GADMAN
TREASURER**

3000 Pacific Ave SE, Olympia, Washington 98501-2043 • 360-786-5550 • FAX 360-754-4683
Web: www.thurstoncountywa.gov/treasurer Email: trs@co.thurston.wa.us

DATE: July 27, 2026
TO: Lake Stintzi, Black Lake Special District
EMAIL: Info@BlackLakeSpecialDistrict.org lake@blacklakespecialdistrict.org
FROM: Suzette Smith, Accountant
RE: 2026 - Annual Administration Fee –

The Treasurer's annual administration fee for the 2026 collection year is coming due. The fee is 1% of the amount of the annual assessment. The total amount of the Black Lake Special District assessments for 2026 is \$205,873.66.

**2026 Annual Administration Fee \$2,058.74
Due August 28, 2026**

Please sign below to authorize the Treasurer to deduct this amount from your fund effective August 28, 2026.

If you have questions, please contact me at 360-786-5547.

I authorize Thurston County Treasurer to process the following JE

Fund: 63540000
Object: 5894000
Debit Amount: \$2,058.74

Signed _____

Credit:
0010.220.R000.U08.3414200.0000.01