

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ January 13, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: Michael Jones, City of Blaine, Doralee Booth, Carrie Beck, Wayne Diaz, Gene Quinn

CALL TO ORDER: 5:30 pm

APPROVAL OF MINUTES: **Motion** to accept the December minutes by Robertson. 2nd by Moore. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported that due to the fiscal yearend Whatcom County had not provided the month end reports by meeting time, therefore he could not provide the net amount held by Whatcom County. Robertson said as soon as the reports arrive, he can also finish up his 2015 Budget draft. Umpqua Bank balance: \$114.72.

NEW BUSINESS:

1. **Window Tinting Proposal** - Gene Quinn of Birch Bay provided to the Board two different concepts of how the glare problem in the gymnasium could be solved. Using the Lexan Plexiglas panels, he presented a sample of the window film to block out the light and two painted samples. It was decided to take the samples to the gym and to see which method was preferred. Quinn materials and his labor would come in under budget of \$8,500, with the painted method probably being the less expensive, but more permanent as the film could be removed if it didn't work. Holmes to send update on the process to Merideth Goodman who offered to contribute \$500 to the project.
2. **Introduce Joshua Davies** - The Board had an opportunity to meet the new Activities Coordinator for the District. Holmes told the Board that he will oversee children's after school play time in the gym on Monday, Wednesday, and Fridays from 2:30 - 5:30 pm and will be at the Activity Center on Saturday's from 10 am - 4 pm at which time he will help oversee family and children's activities.
3. **Grant Request from Birch Bay Beach Park Committee** - Doralee Booth, chair of the Birch Bay Park Committee, presented the Board with a formal written grant request for the purpose of development funds for the Birch Bay Beach Park. Booth is requesting \$50,000 to be held in reserves for the future development of a beach park. She advised that Whatcom County, which purchased the park in 2014, will be looking for future grants to fund park infrastructure and development and it is necessary to have secured matching funds in reserve. Booth told the Board about the successful 2015 Polar Bear Plunge which was staged this year at the new park property and a video from the event was shown. The Commissioners said due to policy they cannot make a decision that evening, but will consider the request during the upcoming budget process and a formal vote will come after the budget meeting.
4. **Grant Request from the Birch Bay Chamber of Commerce** - Carrie Beck, Secretary of the Birch Bay Chamber of Commerce, spoke to the Board requesting \$20,000 in grant money to

promote local recreation. A formal written grant along with a detailed pamphlet outlining the projected events was presented to each Board member. Beck said the Chamber has had a good working relationship in the past with BBBPRD2 and would like to move forward in 2015 with a partnership / sponsorship platform, adding that BBBPRD2 will get full exposure at all events. It was also discussed that Baker-Birch Bay Tourism Committee has money to help out as well. The grant request will be taken under consideration following the Community Support Policy guidelines. No decision was made.

5. **Grant Request Consideration – City of Blaine** – Michael Jones, Community Developer Director for the City of Blaine, was present to answer any further questions the Board might have regarding the December request for an additional \$50,000 to help fund the Blaine Marine Park Playground structure. Jones said that currently a fundraising effort is taking place to raise the additional funds needed. He reported that The Northern Light newspaper is offering free advertising to spread the word about the efforts. He said at this time about \$33,000 has been raised. **Motion** by Sturgill to approve the request of \$50,000 grant, subject to tax collection in April. Second by Montfort. Passed unanimously.
6. **Programs and Office Report** – Holmes presented a written report from Activity Center Manager Gelwicks on the program participation and growth at the Birch Bay Activity Center during 2014.
 - a. **Easter Egg Hunt at Birch Bay State Park** – Carrington said he was approached by the Friends of Birch Bay State Park asking if BBBPRD2 would like to partner with FOBB, the Birch Bay Chamber to have the egg hunt at the BB State Park on April 4. There is free parking that day at the park. The Birch Bay Chamber will match funds with a donation made by BBBPRD2 and also the Chamber will offer volunteers for the event. FOBB's to submit a grant request for the event.
 - b. **Additional Hours for Activity Center Manager** – AC Manager Brenda Gelwicks prepared a written request asking the Board for an additional 5 hours of work time for her position. She stated that with the addition of the Line Dancing, Pickleball and Zumba classes that more time was needed. Robertson added that there was money left in the budget to accommodate the request. Motion by Carrington to allow the additional 5 hours a week of labor to be done in house / gym. 2nd by Robertson. Passed unanimously.
7. **Basketball Hoops for Younger Kids** – Holmes asked the Board to consider either purchasing portable basketball hoops that are 8 ft. (or adjustable to 8 ft.) or if it was feasible to lower a set of the existing wall mounted hoops to the 8 foot level for the younger children. Since the use of the gym has seen kids in the primary grades, the existing hoops can present a problem. The logistics of lowering the wall mounted hoops would be a difficult process. Holmes to price out portable hoops to present during the budget meeting.
8. **Master Plan Renewal** – The current Master Plan for Blaine-Birch Bay Park and Recreation District which was adopted in 2009 will expire in May 2015. Information on how to renew the plan was presented to the Board. If the District wants to be eligible for Recreation and Conservation Office Grants from the State of Washington, a current plan needs to be adopted. Copy of the planning requirements to be provided to the Commissioners. The Board will start looking at the requirements to update and adopt a current plan.
9. **Birch Bay Bible Community Church Ball field & Blaine Soccer Club** – An email from the president of the Blaine Soccer Club was discussed. It appears that the club would have no problem having a certificate of insurance from the BBCC for use of the field. The president, Kirk Kamrath, stated however that it would only be in emergency situations that they would use the field as all practices are to be held at Pipeline Field. In past discussion with Pastor Tim of the BBCC, he was disappointed that the club wouldn't make the exception because of the 12 kids on the team he coaches, 11 live in the development in Birch Bay and the other lives outside of Blaine, in proximity to Birch Bay. The Board expressed concern about the club's reluctance to

use the field at BBBCC and would it be prudent for the District to consider building fields at Bay Horizon Park if the schools or local clubs wouldn't use them for practice or games. It was suggested that maybe a meeting with Blaine School District Superintendent, Ron Spanjer, might help.

10. Community Program Support Request Policy & Mileage Reimbursement Resolution

Update – The Commissioners looked over two of the current resolutions. Changes were made to update the name from Northwest Park and Recreation District 2 to the current Blaine-Birch Bay Park and Recreation District 2. Outside of a few grammatical changes, the Resolutions will remain the same. Holmes to make changes and bring to the Board for the February meeting for signatures.

11. Confirmation of new Birch Bay location for BBBPRD2 Meetings – The District has outgrown the current meeting room at the Birch Bay Activity Center for the meetings held every other month and have been offered space at the Birch Bay Chamber of Commerce Visitor's Center, 7900 Birch Bay Drive, Birch Bay as an alternative. **Motion** by Robertson to move the Birch Bay meeting location to the Birch Bay Chamber office. 2nd by Sturgill. Passed unanimously.

12. Annual Review – The Commissioners discussed some of the actions the Board took or made motions on to complete in 2014 and what the status was of those projects. Also discussed were the numbers of attendance and hours performed in some of the activities outside of the Birch Bay Activity Center provided by BBBPRD2, such as the Holiday Harbor Lights Obstacle Dash and the Broom Hockey. It was suggested that these events be broken down by the numbers to see if they are feasible to continue with. Also, members of the Board would like to see a breakdown of income and expenses each event generates. All monies collected is recorded in QuickBooks and a report can be generated. It was requested that a spreadsheet of the bills to be approved be forwarded to the Commissioners prior to the meeting so they have more time to look at them. There was also discussion on whether we can refuse to hire interns or personnel who are smokers as it can be offensive to others. The question was asked if other employees be included in the hiring screening process for new employees. The topic of annual reviews on employees was also discussed.

DIRECTOR'S REPORT – Morris told the Board that he has met with Attorney Roger Ellingson and all the easements for property to be purchased for the proposed non-motorized vehicle path between Blaine and Birch Bay look good and need to be recorded. The process has begun to issue checks to the parties involved. The next step Morris would like to address in the proposed trail between Blaine and Birch Bay is the dangerous section of roadway from California Creek to Yorky's Fuel. He suggested that this needs to be addressed with the Department of Transportation.

Approval of bills & payroll - **Motion** by Montfort to accept Voucher #011315A for \$2,517.85 #011315B for \$402.46, and payroll PR#JAN15 in the amount of \$5,589.00. 2nd by Carrington. Approved unanimously.

EXECUTIVE SESSION: At 8:27 pm the Board was called into Executive Session. The general meeting reconvened at 9:00 pm.

ADJOURNMENT: 9:00 pm. **Motion** by Carrington, 2nd by Sturgill. Approved unanimously.

Next regular meeting: February 10, 2015 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ February 10, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: Billy Brown, Doralee Booth, Pam Hanson, Wayne Diaz, Pat Jerns, Iain Buchanan, Terry Terry, Randy Parten

CALL TO ORDER: 5:36 pm

APPROVAL OF MINUTES: Motion to accept the January minutes by Robertson. 2nd by Montfort. Passed unanimously.

PUBLIC COMMENT: Billy Brown, director on the Birch Bay Board of Directors and local realtor, spoke in support of partnering with the Blaine-Birch Bay Park and Recreation District. He felt it is a great use of the taxes to invest locally. He is asking for a positive vote on the grant proposals. He also mentioned that Whatcom County Parks approved the beach property as a staging ground for events this summer.

Doralee Booth said that this grant request would be an inter-local agreement with Whatcom County Parks and Recreation which will show that the Birch Bay community wants to partner with BBBRPD2 to further develop the proposed beach park.

Pat Jerns, a community member and local realtor who worked on the committee to encourage the County to purchase the land, spoke to the Board asking for their support to set money aside to help develop the park.

Iain Buchanan spoke on behalf of the Birch Bay Waterslides. He reported an increase of pre-season sales by three times and feels it is the result of the exposure in Blaine and Birch Bay area. He feels this is a well needed park.

Randy Parten, member of the Birch Bay Chamber Board and a 15 year visitor of Birch Bay said the staging of the 2015 Polar Bear Plunge at the new site is a great example of how the park can be used and a fantastic opportunity for the community.

Terry Terry told the Board that she lives on Lummi Island but helped on the committee to acquire the property for the community and it was a community effort. She said this is an active park and there are different avenue streams available to help develop.

Pam Hanson, a lifelong Whatcom County resident and six year Birch Bay resident said she loves the direction that Birch Bay is going. Citing there is a lot of community support in Birch Bay, she would love to see funding for the growth of the park.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$310,512.22. Robertson told the Board and guests that a large portion of the money held by the county has already been allocated for the items outlined in the 2014 & 2015 proposed budget. Umpqua Bank balance: \$816.35.

NEW BUSINESS:

- 1. 2015 Budget Overview-** Robertson provided each Commissioner with a printed proposed budget for 2015 and the 2014 expenditures. Each line was reviewed of the budget and

discussed. SEE ADDENDUM A for proposed budget. **Motion** by Montfort to accept the expense allocation for operational expenses in the amount of \$132,971.51. 2nd by Robertson. The second part of the budget process gave the Commissioners the opportunity to see where money has already been allocated for proposed projects and grants and to look at upcoming grant requests. SEE ADDENDUM B. The Board looked through each item and what the potential levy cash expectations were. **Motion** by Sturgill to accept allocation of the 2015 Budget as discussed. 2nd by Carrington. Passed unanimously.

2. **Grant Request from Birch Bay Beach Park Committee** –The Board discussed the grant request for \$50,000 to be put aside to help develop the newly acquired Birch Bay Drive property. The Commissioners commented that they would like to see more specifics as to how the money would be spent. It was mentioned that the County is looking for approval and intent that BBBPRD2 wants to be a partner in the development. The Board felt it is important to show support to the County. **Motion** by Moore to grant the \$50,000 to be set aside for further development of the proposed beach property. 2nd by Montfort. Passed unanimously.
3. **Grant Request from the Birch Bay Chamber of Commerce** – Discussion was held on the request for \$20,000. Board members expressed it was a well detailed and written request. This would be an opportunity for BBBPRD2 to help be a partner with the Chamber and Baker-Birch Bay entity for the summer events. The only concern expressed was not to see Chamber events overlap with other local events in Blaine. **Motion** by Robertson to accept the grant request for \$20,000. 2nd by Sturgill. Passed unanimously.
4. **Programs and Office Report** – Holmes presented a written report from Brenda Gelwicks on the program participation at the Birch Bay Activity Center for January.
 - a. **Pound “Rockout” Workout** – Holmes told the Board that she was approached by a local Birch Bay resident that is certified to teach a new workout program called Pound Fit. This is a cross between Pilates and drumming. The instructor, Angela Biondolillo, lives in Birch Bay Village and currently is the only person certified in Whatcom County to instruct. Holmes told the Board this is a program she is interested in bringing to the Birch Bay Activity Center in the near future.
 - b. **Window Tinting Update** – Holmes told the Board that Gene Quinn is able to start work on the window tinting and it seemed the likely method was the frosted paint application. Quinn also proposed an additional \$500 to be allocated to apply a foam material to plug the gaps between the Lexan window panels and the building frame. This gap allows air to flow freely through it and insects can get in. The Board decided to have Quinn apply the foam insulation during the window tint process as long as the material is approved by Commissioner Robertson.
5. **Major Roof Inspection** – Robertson expressed concern to the Board that the roof to the Activity Center is in need of repair. He said during the installation of the shelves upstairs leaks were discovered. He recommends that the screws be caulked to prevent leaks and that a major inspection be done during that time. When the weather improves, Robertson and Carrington will lead a crew for minor repairs.
6. **Staff Job Descriptions** – Morris told the Board there should be a modification of the job description of the current Activity Center Manager position and Program Manager. He recommended that the AC Manager be reclassified as Activity Coordinator as the job duties are the same as the newly hired Activity Coordinator. The Program Manager position will be the overseer of the two activity coordinators. The Board had an opportunity to review the suggested changes and requested Holmes to type the new recommended job duties and forward to the Board for review.
7. **Petty Cash Resolution 2008-02 and the Cancellation & refund Policy Resolution 2008-3 review**– The Commissioners had an opportunity to review the current resolutions, both adopted

in 2008. Changes were made to update the name from Northwest Park and Recreation District 2 to the current Blaine-Birch Bay Park and Recreation District 2. The proposed changes were recommended. Holmes will update those and print out for approval at the March meeting.

DIRECTOR'S REPORT – Morris told the Board that a meeting was recently held with Ron Spanjer of the Blaine School District regarding the Blaine Soccer Club and use of the Birch Bay Bible Community Church field. It was suggested that a letter be drafted to the president, Kirk Kamrath, addressing the objections as to why they don't want to use the fields and what can be done to resolve the issues. Discussion was held on getting more parents involved in this and if needed, BBBPRD2 could purchase soccer goals that can be used at the church field. Also, Ron Spanjer reported to Morris that he distributed to students who live in Birch Bay flyers about the children's after school activities at the activity center.

Morris reported that he and Chairman Carrington have been sitting in on staff meetings and listening to staff input. A white board has been put in the program manager's office for staff to write down concerns they need to address and priorities from the Board. It was also suggested that the concerns and priorities be typed up and passed on to the rest of the Commissioners.

Morris said he recently met with Holmes and a performance evaluation was completed and this will be available for the Board's review.

Morris updated the Board on the proposed map for the non-motorized pedestrian bicycle path. He reported he is meeting with County officials and discussion was held on the potential bridges, pedestrian light crossing walks, boardwalks in the swamp areas.

Robertson asked the Board for permission to purchase an industrial strength 10-foot ladder for use at the Activity Center. The request was permitted.

Approval of bills & payroll - Motion by Robertson to accept Voucher #021215A for \$4,303.33 #021015B for \$402.46, and payroll PR#0215 in the amount of \$5,493.00. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:55 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: March 10, 2015 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ March 10, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

Absent: Richard Sturgill, Commissioner

GUESTS: Alex Wenger, City of Blaine; Dave Wilbrecht, City of Blaine; Wendy Davis, International Art & Music Festival

CALL TO ORDER: 5:33 pm

APPROVAL OF MINUTES: **Motion** to accept the February minutes by Montfort. 2nd by Robertson. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$303,477.52. Robertson told the Board and guests that a large portion of the money held by the county has already been allocated for the items outlined in the 2014 & 2015 proposed budget. Umpqua Bank balance: \$2,315.14

NEW BUSINESS:

1. **City of Blaine – Update on Blaine Marine Park Playground** – Alex Wenger, Community Planner for the City of Blaine reported on the progress of the Blaine Marine Park playground project. Wenger said that they have moved forward in purchasing the playground equipment and are setting up contractors. Fundraising efforts are still going on as they still need to raise \$36,000 more, and some local businesses have come forward to up their donations. The next step in the process is to prepare a memorandum of agreement with the City of Blaine and the District. Wenger says half of the costs to the playground company needs to be paid up front. The project is scheduled to start sometime in April with a goal of a July 1st completion. Wenger stated that if fundraising efforts fall short, some additional features such as picnic tables and benches would be put on hold and money could be taken from the City's future operating budget. Questions were raised as to how BBBPRD2 was going to be recognized for their contribution to the playground. One suggestion was maybe recognition on the entrance sign.
2. **Boys & Girls Club Pavilion** –Blaine's City Manager, David Wilbrecht, was present to talk about the progress of the proposed Pavilion at the Blaine Boys and Girls Club. The original project stalled due to the recent lull in the economy, however past director Joel Todd worked with Luke Ridnour to raise funds for the project. Wilbrecht said that the Cal Ripkin Jr Foundation also partnered with Ridnour to raise funds for the building. The original plan was an open pavilion basically providing cover to the area, but those plans have since morphed to more of an enclosed building. This is not a city project Wilbrecht told the Board, but a Boys & Girls Club project. The land it will be built on is owned by the City of Blaine and \$50,000 has been set aside toward construction costs. Once the building is finished, its main use will be for the Boys & Girls Club, but the building will be available to the public to rent, mostly in evenings and weekend hours. Construction is slated to begin in April 2015. This project still has some shortfalls in financing since the plans have changed, and more fundraising efforts will take place.

3. **Grant Request from the International Arts & Music Festival** – Wendy Davis from the IAMF, held at the Peace Arch State Park in June, introduced the 3 – day program to the Commissioners. It was noted that the program lacked activities for kids or families. In an effort to bring in more families, the group would like to sponsor an African group, Ocheami, to provide drumming, dancing and storytelling as part of the Saturday festivities. The group doesn't just perform, but provides educational experiences for the children. Davis prepared a grant request and presented it to the Board for consideration of \$300 to help sponsor the cost of the band. The Board will consider the request and have an answer for the April Board meeting.
4. **Programs and Office Report** – Holmes presented a written report from Brenda Gelwicks on the program participation at the Birch Bay Activity Center for February and also a printed financial breakdown of the revenue generated from current programs and rental for the 2015 year.
 - a. **Pound Workout Concerns** – Holmes told the Board there were some concerns about the Pound Fitness program that it may be too similar to a current Zumba program. Holmes presented more information to the Board about how the Pound program operates. Discussion was held on the diversity of the program and how it could fit into the Activity Center.
 - b. **Security Cameras** – Holmes told the Board that the Water's Edge Church made a \$500 donation to BBBPRD2 so that a security system could be purchased. An 8-camera system was purchased and is currently being installed. Cameras will be positioned both inside and outside.
 - c. **Outside Doors to Gym Repair** – Holmes reported to the Board that the gymnasium outside double doors are beginning to deteriorate greatly, and the bar that secures the latch to the floor is not working properly. Commissioner Robertson said he will come by the gym this week and see what he can do to fix the problem.
 - d. **Movie Nights & Licensing** – Activities Coordinator Joshua Davies would like to introduce movie nights at the Birch Bay Activity Center as part of his programming for kids and families. Davies researched a company that the Blaine Public Library has used, Motion Picture Licensing Company. The cost for a one-year program is \$575, giving BBBPRD2 an unlimited use of any of the movies they have available. After discussion, the Board feels this is a worthy proposal, but would like to see a plan of action for how this will operate. This will be followed up at the April meeting.
 - e. **Renewal of Adobe and Microsoft Software** – Holmes told the Commissioners that it was not put in the 2015 budget for the renewal of the Adobe Creative Suite and Microsoft Office Software. These are annual subscriptions that give the latest versions of the programs which are widely used in the office. **Motion** by Robertson to continue the Adobe and Microsoft Office Software subscription. 2nd by Moore. Passed unanimously.
 - f. **Request to purchase additional fitness steps** – Activities Coordinator Gelwicks has asked for permission to purchase an additional 5 steps to be used for the Zumba Step program. Currently there are 24 steps available and she plans on combining the class this year instead of offering two sessions. Discussion held about the researching the cost to find maybe a used set on Craig's List or a fitness center that wants to sell theirs. This will be provided to the Board in the April meeting.
5. **Potential Property Donation** – The Board is considering and investigating a piece of undeveloped property near the Pipeline Road and Harvey Road intersection in Blaine. The Board was presented with all the property particulars. Questions were asked of what BBBPRD2 would do with it as there is no current water or sewer sources. The Board decided they would take a look at the property and then make an informed decision.
6. **Master Plan Renewal** – Discussion held on the next step to update the 2009 Master Plan. The Board felt two more community meetings were necessary. It was suggested to plan for those in

May or June, conducting one each in Blaine and Birch Bay. It was decided that a committee should be formed to work on the updates. Commissioners Montfort and Moore volunteered to help Holmes with the planning process. It was also suggested and agreed upon that Holmes reach out to Community Planner Alex Wenger with the City of Blaine during this process as they are also updating their Comprehensive Plan as it would be wise to coordinate the efforts.

7. **Weather Cancellation & Refund Policy; Birch Bay Activity Center Guidelines Policy for Youth Participation**– The Commissioners had an opportunity to review the current resolutions that had been adopted in 2014 and 2013 respectively. Changes were made to update the name from Northwest Park and Recreation District 2 to the current Blaine-Birch Bay Park and Recreation District 2. The proposed changes were recommended. Holmes will update those and print out for approval at the April meeting.
8. **Finalize Job Description for Activities Coordinator, Program Manager** – The Board was presented with the proposed job descriptions for both positions. It was recommended that all staff read and initial in acknowledgement of the descriptions. **Motion** by Robertson to approve the provided job descriptions. 2nd by Carrington. Passed unanimously.
9. **Annual Review** – Director Morris told the Board that he has completed the annual review on Program Manager Holmes and both have signed. Each Commissioner had the opportunity to read the review. Holmes will now conduct reviews on the other two staff members.

DIRECTOR'S REPORT – Morris updated the Board on the trail easement progress. One property owner, Prem Lochan has signed the easement. Still waiting on the last property owner.

Morris said that Whatcom County was hoping that the District would step up and look after the lawn care for the newly purchased beach front property on Birch Bay Drive. The County will be tearing down the existing structure on the property this summer and it will be used as a staging ground for the berm project through 2017. Morris provided the Board with several estimates of cost to mow the lawns and the one he recommended was with North County Lawn Care for \$157 per mow. He estimated approximately 11 mows would be necessary for this season. **Motion** by Robertson to hire North County Lawn Care to mow for the 2015 season. 2nd by Montfort. Passed unanimously.

Approval of bills & payroll - **Motion** by Robertson to accept Voucher #031015A for \$1,798.17; #031015B for \$4,185.25, and payroll PR#MAR15 in the amount of \$5,641.50. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:38 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: April 14, 2015 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ April 14, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: Dave Wilbrecht, City of Blaine; Mauri Ingram, Whatcom Community Foundation; Susie Landsem, Landsem Architecture; Justin Farmer, Birch Bay resident; Ian Ferguson, Point Roberts Press; Heather Powell, Boys and Girls Club of Whatcom County; Billy Brown, Windermere Realty; Bryan Johnson, Blaine Boys & Girls Club; and Pamela Jons, Whatcom Community Foundation

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept the March minutes by Robertson. 2nd by Moore. Four Commissioners voted yes, Sturgill abstained.

PUBLIC COMMENT: David Wilbrecht, Blaine City Manager, spoke in support of the grant request from the Whatcom Community Foundation (WCF) and the Boys and Girls Club of Whatcom County to help finance the Pavilion Project. Mauri Ingram, WCF, said she was there to support the Pavilion Project. Susie Landsem told the Board that she is part of the design team from Landsem Architect and is in support of the grant. Justin Farmer said he was at the meeting to present to the Board a proposal for Frisbee Golf. Bryan Johnson with the Blaine Boys and Girls Club said he was present to answer any questions from the Board regarding the Pavilion Project. Pamela Jons from the WCF was also present as a supporter for the Pavilion Project.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$304,284.07. Robertson wanted to point out to the guests that a large portion of the money held by the county has already been allocated for the items outlined in the 2014 & 2015 proposed budget. He said \$125,000 has been set aside for emergency funding. Umpqua Bank balance: \$1,737.28

NEW BUSINESS:

1. **Grant Request Boys & Girls Club Pavilion** – Heather Powell, CEO of the Boys and Girls Club of Whatcom County spoke to the Board on behalf of the Pavilion Project to be built on Blaine City Property at the Blaine Community Center. Powell said that to increase the need for outdoor recreation at the Blaine Branch of the Boys & Girls Club, the pavilion project was initiated. The original proposal called for just a roof over the foundation. It was felt that the structure could be utilized more by enclosing it as well as increasing the safety of the children at the Boys & Girls club. The building will also be utilized by the Senior Center members as well as being available to the community and a place for the Blaine-Birch Bay Park and Recreation District to operate programs. Powell told the Board that the new plans will include walls, heat, and bathrooms. The new plans have increased the cost to build. Powell said that in 2014 funding was made available by the Cal Ripkin Foundation and Luke Ridnour. Due to strict guidelines from the Ripkin Foundation, deadlines were put in place to have all funding available in order to start construction. At this time, the project is \$30,000 short of funds needed. The deadline for this is Friday, April 17th. An additional \$103,000 needs to be raised in order to fully complete but that part of the project can be phased in next year. Powell stressed that the Ripkin Foundation focuses on developing healthier life style for children to follow.

Commissioner Sturgill said that this is a great example of community partnering together. He is supportive of the grant due to the fact that the Ripkin Foundation would pull their funding from the project if the April 17th deadline is not met. Commissioner Montfort is very supportive, but disappointed about the timing as the deadline was so near. Director Morris asked if this could be utilized by the District as an extension of the Activity Center. The question came up if we would have to pay for the use? Dave Wilbrecht said that is something that we could work out, but the center is not for profit. Commissioner Robertson sees this as a win-win situation. This facility could work as a base for BBBPRD2 to use in Blaine to sponsor programs. Commissioner Carrington said this is an infrastructure for recreational opportunities in Blaine that could facilitate recreation of all ages. He was curious if the City of Blaine was going to go beyond the \$50,000 earmarked for the project. City Manager Wilbrecht responded that will have to be approached to the City Council, right now the main concern is to not lose the funding from the Ripkin Foundation. The current funding will allow for the outside to be completed, but not insulated and no bathrooms. He also said that fundraising will continue. Powell added that the phasing of the project beyond the initial step depends on when money comes in. The Ripkin Foundation needs cash in hand by Friday, April 17 to be able to sign the contract. Discussion was held by the Commissioners regarding the policy of BBBPRD2 that grant request money not be granted for the 30 day period and could there be findings as to an emergency decision. **Motion** by Carrington to take upon BBBPRD2 an emergency vote based on the fact that the Pavilion Project has approached the District on three occasions and this is a time crunch scenario and based on the strength of the presentation this evening. 2nd by Robertson. Passed unanimously. **Motion** by Robertson to fund the Boys & Girls Club, Senior Center Pavilion Project in the City of Blaine to the amount of \$30,000 to cover the emergency needs per the supporting documents. 2nd by Montfort. Passed unanimously.

2. **Grant Request Follow Up from the International Arts & Music Festival** – There didn't appear to be any representation from the festival coordinators and it was unsure if they were still pursuing the grant. Carrington said he met with Wendy Davis previously to assist with marketing. A vote was tabled until further information is available.
3. **Trail Property Easements** – Billy Brown presented the Commissioners a copy of the Recreational Trail Easement signed by the Estate of Edwin Kohn. This easement will be a large portion of the 20 foot wide, 1 mile long access for a recreational trail for public recreation. Brown said there could be some additional closing fees involved. Holmes to prepare a thank you letter to be sent to Roger Ellingson for all his work in the matter.
4. **Programs and Office Report** –
 - a. **Follow Up – Movie Nights** – Further discussion was held on purchasing the rights to show popular movies at the gym. Activity Coordinator Joshua Davis wants to hold weekly moving showings inside the gym for kids and families. **Motion** by Sturgill to fund the movie night. 2nd by Montfort. Passed unanimously.
 - b. **Budget for Summer Programs and Staff** – Holmes asked the Board for an additional 5 hours per week to be used during the months of June, July and August to accommodate salaries for staff during the summer programs. Holmes estimated the cost to be around \$780 with the addition of payroll taxes. **Motion** by Robertson to allow 5 hours per week to the budget for 13 weeks of summer programs. 2nd by Moore. Passed unanimously.
 - c. **Frisbee Golf** – Justin Farmer approached the Board on the topic of adding a Frisbee Golf Course to Bay Horizon Park. Farmer lives in Birch Bay and utilizes courses in Bellingham and other parts of Whatcom County. He said the sport is popular and players like to travel to other courses to play. He provided informational flyers to the Commissioners outlining potential equipment needed and why it would be a benefit to the District's recreation program. Farmer explained how the game works and has offered to volunteer time to set up and maintain the course. He said he has walked the property at Bay Horizon Park and has

scoped out a potential course. It was suggested that maybe he join an association to join forces to bring more support for a program. Farmer will come back with an official proposal and work with Park Ranger, Ben VanBuskirk to map out a potential course. Discussion held about a portable course which could be used at special events around Birch Bay, maybe even partner with the Birch Bay Chamber of Commerce, which could help draw people from all over the county.

- d. **Waterslide – Wednesday Field Trips** – Holmes presented to the Board the potential for outings to the Birch Bay Waterslides for the kids this summer. She said that she can get reduced passes which could be offered for \$10 per child for a day. It is proposed that AC Davies could meet the children at the slides at the beginning of the day and supervise activities at the facility. Discussion was held on what waivers would be necessary and liability, possibly model after the Boys and Girls Club procedure. Scholarship opportunities could be provided to those who are unable to pay the \$10 by asking the parent how much they could afford. Proof of Eligibility would require a document such as a participant of the School Reduced Lunch program. This was the method used to enroll in the Drayton Harbor Sailing program scholarship in earlier years. The Board felt this was a great idea and are in support of it.
 - e. **Picnic in the Playground** – Holmes updated the Board about the upcoming Picnic in the Playground at Bay Horizon Park which is to be held on Saturday May 16 and encouraged them to stop by and participate.
 - f. **Porta Potty** – The Board was asked if they wanted to partner with Whatcom County Parks to provide a handicap porta potty at the Bay Horizon Playground. Robertson said it has already been budgeted for and will plan on doing this in future years as well so there was no need for Board approval.
5. **Fire Marshall Inspection** – Holmes told the Commissioners that the Fire Marshall’s office stopped by for an inspection. There only two minor concerns were the Emergency Exit lights that had fallen out of place and the extension cord from the refrigerator to the wall. All have been corrected and it was a recommendation by the Marshall’s office that we put a protective cage over the emergency lights to prevent them from damage.
 6. **Master Plan Renewal Update** – The Board was informed that Commissioner’s Montfort and Moore along with Holmes read through the current plan and have highlighted areas that need to be changed and updated. Two community meetings have been organized for May 7 at the Blaine Senior Center at 6:30 pm and May 19 at the Birch Bay Bible Community Church at 6:30 pm. Discussion held on what supplies and props would be needed and handouts to be created showing the projects accomplished over the past 6 years.
 7. **Payroll Direct Deposit** – Holmes advised the Board that Whatcom County Finance can provide paychecks to be direct deposited. Three of the staff at this time would like to utilize this service and it will be provided to the District for no extra charge.
 8. **Public Records Act Policy** – The Board was presented with the proposed Public Records Act for the District. Holmes told the Board she recently attended a workshop on the act as well as the Open Meeting Law. Both the Public Acts Policy and a request form will be posted on our website for the public.
 9. **District’s Commissioner Policy** – Discussion was held regarding the Boundaries for the District’s Commissioners. The original resolution was drafted and signed in 1979 and states five specific boundaries as to where a Commissioner must reside. It was suggested that we research amending the current boundaries as there has been much growth and change since 1979.
 10. **Property Donation Update** – The Board reported on their findings regarding the piece of the undeveloped property located at the corner of Harvey Road and Pipeline Road in Blaine. The

Board felt that at this time the property does not meet the needs of the District. A letter of thanks will be sent to the owner.

11. Executive Session – Personnel matters

DIRECTOR'S REPORT – Morris told the Board that the last easement for the proposed trail needs signing and will be sent to the owner who is currently in the Philippines. He does not expect any further delay. Morris said he spoke with a representative of the WA Department of Transportation and the bridge replacement over Dakota Creek could potentially be moved up to an earlier date. This bridge would include a bike/pedestrian lane. He said the trails committee will continue to move ahead with trail planning.

OLD NEWS – Carrington wanted to follow up on some previous agenda items. He asked how the installation of the security cameras is going. Holmes advised that three inside cameras are working and all the wiring has been done. Davies and volunteer, Gene Quinn, will install the outside cameras very soon, but some prep work was still needed. The question came up as to whether we need to advertise that the cameras are filming. Also, Carrington inquired on the status of the gym doors that needed repair. Robertson said that he has been away from the area and still needs to address those.

Approval of bills & payroll - Motion by Montfort to accept Voucher #041415A for \$14,487.68; and payroll PR#APR15 in the amount of \$6,793.50. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:35 pm. **Motion** by Sturgill, 2nd by Montfort. Approved unanimously. The Board at this time went into Executive Session.

Next regular meeting: May 12, 2015 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ May 12, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

ABSENT:

Richard Sturgill, Commissioner

GUESTS: N/A

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept the March minutes by Montfort. 2nd by Moore. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$352,691.18. Umpqua Bank balance: \$1,654.02

NEW BUSINESS:

1. **Programs and Office Report –**

- a. **Movie Projector** – Holmes told the Board that the Water's Edge Church has given the District a grant for \$1,000. The money was used to purchase a new projector and DVD Blue-Ray & 3D player to use for movie nights as well as made available for other needs the District might have.
- b. **Movie Nights** – A copy of the schedule of the upcoming proposed movies was provided to the Board. The only concern from the Board was that it be posted on the Activity Center entrance door the movie rating so the parents are well aware if the movie comes with a PG13 rating. No movies shown will be R rated.
- c. **Follow Up on Gym Window Tinting**–It was brought to the Board's attention that there are still some concerns about the window tinting process. There are a few attendees that still have problems with the sun coming in the gym during exercise programs. The Board felt at this time that they did not want to spend more money to further block the sun from coming in.
- d. **Open Gym Saturday** – Holmes discussed with the Board her concern about keeping the Activity Center open on Saturday afternoons in the summer. Currently the gym is open to the public from 2 – 4 pm on Saturdays and participation is low. Over the past summer, participation was extremely low, some days with no use at all, others could have up to 6 – 10 people. It was decided that the participation level will be monitored through June to see if keeping the AC open on Saturdays was warranted. Holmes did say if there is a potential for use of an intern this summer who could cover those hours at no cost, she could see keeping those hours through the summer.

2. **Commissioners Boundaries** – Holmes told the Commissioners that a resolution dating back to July of 1979 indicated that sub districts within the District's boundaries had been established

and elected commissioners were to reside within those boundaries. Currently, out of the five sub districts, only two of them have current Board members residing in. Discussion was held on what the District could do to rectify this or if necessary propose a new boundary plan to follow. Concern from the Board shows that it has been difficult in the past years to even get community members to run for election, never mind trying to find them within the strict boundary lines. Holmes told the Board that she is waiting to hear back from the Whatcom County Auditor's office on the ruling as a resolution dated in December of 1979 may supersede the July resolution and therefore the sub districts do not apply. If this isn't the case, it is recommended that we find out who could advise us on the redistricting, who to propose our geographical boundaries to, and could the positions be at large?

3. **Master Plan Renewal Update** – Holmes told the Board that the committee for the Master Plan renewal has gone over the current master plan line by line and have made suggested changes and updates. Once the public meetings are over that information will be inserted into the plan and a rough draft will be made available to the Board for review.
4. **Resolution – July Park and Recreation Month** –The Board was presented with a proposed resolution designating July as Park and Recreation Month. **Motion** by Robertson to recognize July as Park and Recreation Month. 2nd by Moore. Passed unanimously.
5. **Three Month Review** – The Board had the opportunity to discuss the three month review of Activity Coordinator Joshua Davies. Discussion was held about a pay raise for Davis. The Board will take the request under advisement and tabled a decision until the June meeting.
6. **Executive Session** – Personnel matters

DIRECTOR'S REPORT – Morris said that the Kohn property easement has been filed with the County and the paperwork for the signature of the third and last easement is ready to be mailed to the Philippines where the property owners reside.

OLD NEWS – Discussion was held about advertising the Community Meetings and recommended sending out an email to our database to remind the community of the meeting on May 19 in Birch Bay.

Approval of bills & payroll - Motion by Moore to accept Voucher #051215A for \$34,759.83 and #051215B in the amount of \$3,140.53; and payroll PR#MAY15 in the amount of \$5,185.50. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 6:27 pm. **Motion** by Sturgill, 2nd by Montfort. Approved unanimously. The Board at this time went into Executive Session and exited the session at 6:34 pm

Next regular meeting: June 9, 2015 – Birch Bay Chamber of Commerce Office, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ June 9, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:31 pm

APPROVAL OF MINUTES: **Motion** to accept the May minutes by Robertson. 2nd by Montfort. Passed with 4 yes, 1 abstained.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$324,113.63. Umpqua Bank balance: \$2,217.48. Robertson also reported that he has current spreadsheets reflecting current spending and the budget.

NEW BUSINESS:

1. **Programs and Office Report –**

- a. **Program Updates** – Holmes told the Board the summer programming has started and the Picnic in the Playground was a success. The Summer Guide was published in The Northern Light last month and has been effective as people are calling to sign up for classes and report seeing the information in the summer flyer. The Board was updated on the upcoming International Arts & Music Festival in June and that BBBPRD2 will have an informational booth as well as offer games. Sturgill reported to the Board that he attended the Line Dance Potluck that was organized by Brenda and held at the Latitude 49 Club House. He said about 100 people attended and it was a successful event.

Interns from WWU – The Board was told about the two interns that will be working with us this summer, Lewis Jensen and Nathan Blackstock. Both are seniors at WWU in the Kinesiology program.

2. **Master Plan Update** – Holmes told the Commissioners the committee for the Master Plan updates met with Melissa Morin from the Whatcom County Health Department. Morin showed an interest in assisting with the plan and can provide a Community Profile along with other health statistics that will complement the data in our plan.
3. **Naming Proposed Bike Trail** – A discussion was held about officially naming the proposed non-motorized bike and pedestrian trail. It was felt that the City of Blaine should have some input on the trail name as part of the Peace Portal Trail and future city paths will be represented in our trail. Carrington reported that the Blaine City Council voted unanimously to support the proposed trail and are providing letters of support. After much discussion on names, **motion** by Robertson to propose the trail name as Bay to Bay International Trail. 2nd by Montfort. Passed unanimously.
4. **Trails Grant** – Director Morris reported to the Commissioners there is potential grant money to help fund construction for our proposed Bay to Bay International Trail. Morris explained the

protocol for the grant proposal provided by the Transportation Alternative Projects (TAP) Grant in conjunction with the Whatcom Council of Governments (WCOG). Morris said he approached the Port of Bellingham about sponsoring us and because they are not certified by WCOG they referred us to Whatcom County. Morris has written a letter to County Executive Jack Louws asking the County to administer the grant. Morris read to the Board the official letter sent and reports that Louws will respond in a few days as to the outcome. Morris also reports that the District may not be eligible to submit the grant on our own as we are not qualified as a lead agency. Morris is going to follow up with Mary Anderson of WCOG and if this is the situation, BBBPRD2 may need to ask the County to be the lead agency. Morris and Moore met with Bill Bullock from Blaine Public Works Department. Bullock assisted with preparing budget figures to build the trail from Lincoln Road to East Drayton Harbor Road. Currently it looks like it could cost about \$450,000 to build this phase.

5. Update on Blaine Grant Projects

- a. Marine Park – Alex Wenger, Community Planner with the City of Blaine, provided a written email updating the Board of the progress with the Marine Park Playground. Wenger reports that volunteers have started excavation of the playground area and these volunteers will work over the next few weekends to prepare for the concrete work. The schedule looks like late July before concrete work will start and the playground equipment installer could start in mid-August. Projected completion is the end of August, early September.
- b. Pavilion Building – Carrington reported that he attended the recent ground breaking ceremony of the Pavilion Project. He said that he had an opportunity to speak with the group and has learned that the fundraising continues to help finish the project.

DIRECTOR'S REPORT – Morris said he has been busy working on the trail grant process.

OLD NEWS – The Board revisited the review and pay increase request for Activities Coordinator Joshua Davies. Holmes told the Board that his 6 month review would be July 1. Morris said that he would be part of the review process. Motion by Robertson provided Davies received a favorable six month review, the District would offer \$1 per hour pay raise.

Sturgill asked about the process in the gym to help with the sun glare and has there been any feedback about the process, was it effective? It was reported that the pickleball players felt it has helped, but there was some feedback that the sun was still causing some problems during other activities.

It was asked when the building was to be torn down at the Birch Bay Beach front property and the Board was informed that within a couple of weeks with the projection it would be done by July 4.

Approval of bills & payroll - Motion by Robertson to accept Voucher #060915A for \$3,445.51 and payroll PR#JUN15 in the amount of \$5,334.00 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:45 pm. **Motion** by Robertson, 2nd by Montfort. Approved unanimously.

Next regular meeting: July 14, 2015 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~July 14, 2015

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Heidi Holmes, Program Manager

ABSENT

Richard Sturgill, Commissioner - excused
Ted Morris, Director - excused

GUESTS: N/A

CALL TO ORDER: 5:31 pm

APPROVAL OF MINUTES: **Motion** to accept the June minutes by Moore. 2nd by Montfort.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$323,878.54. Umpqua Bank balance: \$2,153.23. Robertson also reported that he has current spreadsheets reflecting current spending and the budget.

NEW BUSINESS:

1. **Programs and Office Report –**

- a. **Program Updates** – Holmes shared with the board photos from this summer's events and current grant sponsored projects. She updated the Board on the current programs. Holmes reported that the Waterslide Day Camps are underway.
- b. **Waterslide \$10 Promo** – The Board was advised of the number of passes that were sold this year to Blaine and Birch Bay residents and that approximately 80 members of the community who had not participated or been to the Activity Center stopped in to purchase.
- c. **Partnering with the Blaine Senior Center on Field Trips** – Holmes told the Board she had been approached by a member of the Blaine Senior Center asking if BBBPRD2 would be interested in sponsoring field trips for the seniors to take. The proposed cost to rent a van, hire a driver, and gas would be approximately \$250 per trip. The van and driver are available through the Ferndale Senior Center. The Board felt this would be good event to help sponsor and requested that the Senior Center provide specifics on trips and present to the Board during the budgeting or grant process and a decision could be made at a later time.
- d. **Information Booths & Judging at Sandcastle Event** – The Birch Bay Chamber has invited the District to have an information booth at this event as well as judging the entries. Holmes said a booth is planned at the event and the Board discussed their participation in judging. BBBPRD2 signs will be placed at the event advertising our sponsorship.

2. **Inter-Local Agreement with County Finance for Payroll** – Whatcom County Finance is now charging the Special Districts \$10 per payroll check issued. An inter-local agreement was prepared by the County and if the District would like the County to continue to prepare payroll the agreement needs to be signed. Robertson felt it was a good idea to continue to have the

County continue to provide payroll services and felt this was a reasonable price. The agreement was signed by the four attending Board members.

3. **Master Plan Update** – Holmes told the Commissioners they are still waiting for the Community Profile from the Whatcom County Health Department and it will be provided prior to the next Board meeting. The final meeting to be held in September was discussed and Holmes will set a date and start to advertise.
4. **Six Month Review – Joshua Davies** –Holmes told the Board that the six month review on Davies job performance was completed. Davies continues to do a great job as the Activity Coordinator and it was decided to grant the \$1 an hour pay raise for him as voted on by the Board at the June 2015 meeting.
5. **City of Blaine Invitation** – Discussion was held on an invitation from Alex Wenger and the Blaine City Council to a joint workshop meeting to discuss a recommendation from the Parks and Cemetery Board of a Levy that would raise funds for the City of Blaine to use for park development. The meeting will be held on July 27 at 5 pm at Blaine City Hall. Discussion was held on the matter and it was felt the Board should attend the meeting to hear more about the proposed levy and how it could potentially affect future levies for the District. Holmes to post notice of the meeting on the website and that Board members will be there in attendance.

DIRECTOR'S REPORT – Morris was unable to attend the meeting so there was no report. It was reported he is still waiting to receive the signed property easement for the proposed trail from the owners who reside in the Philippines.

OLD BUSINESS – There was no old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #071415A for \$5,587.20, #071415B for \$17,138.21 and payroll PR#JUL15 in the amount of \$6774.25 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:42 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: August 11, 2015 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~August 11, 2015

PRESENT

Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner
Katy Montfort, Commissioner

Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

ABSENT

Jeff Carrington, Commissioner, excused

GUESTS: N/A

CALL TO ORDER: 5:30 pm

APPROVAL OF MINUTES: **Motion** to accept the July minutes by Moore. 2nd by Montfort. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$298,652.39. Umpqua Bank balance: \$538.13.

NEW BUSINESS:

1. **Programs and Office Report** – The Board heard from Holmes as to the amount of participants in this summer's special programming. The \$10 Waterslide Day Camp has been a big hit with an average of 25 people per week participating and has been received very well by the community and the staff at the Birch Bay Waterslides.
 - a. **Blaine Splash Days Update** – Holmes shared with the board photos from this summer's Splash Days which is co-sponsored by the District and the City of Blaine. Holmes said the event has been a huge success with at least 65 people signing in the first day to participate along with many observers. Staff member Joshua Davies and Intern Nathan Blackstock have been overseeing the event and assisting with set up.
 - b. **Birch Bay Discovery Days** – The Board was reminded of the upcoming Birch Bay Chamber event, Birch Bay Discovery Days, which will be held on August 29 & 30. The District is going to have a float in the parade as well as an informational booth. Holmes asked if any of the Board wanted to volunteer to man the booth.
 - c. **Weekly Staff Meetings** – Holmes told the Board weekly staff meetings are going to be held on Monday's at noon. She invited any of the Board to join the meetings if they wish.
 - d. **Daycare** – The Board was given an update on the amount of POUND fitness participants who are utilizing the daycare option. The average is about 8 – 10 kids per session, with most mom's opting to join the class because daycare is provided. Holmes is hoping to extend the POUND class one more day a week and asked if the Board would consider the extra staff hours to accommodate. Consideration should be taken as to the amount of kids per adult. **Motion** by Sturgill to allow Holmes to adjust the budget to accommodate for childcare. 2nd by Moore. Passed unanimously.
 - e. **Floor Refinish** – The annual floor refinish date has been scheduled with Earl Kanz of Traditional Floor Maintenance for Friday, September 4 at 8 am. The gym will be closed until Tuesday, September 8. All classes to be cancelled as the gym is inaccessible during that time. Holmes said the office will be closed during that time as well especially since it is the Labor Day weekend.

- f. **Purchase to consider: Zumba Steps** - Holmes asked the Board to consider purchasing three additional fitness steps to be used for the ZUMBA step class. The District currently owns 17 and Brenda owns five of her own. Some participants bring in their own. Pricing options were given to the Board. **Motion** by Robertson to purchase three additional steps. 2nd by Sturgill. Passed unanimously.
2. **Blaine Park Levy Follow up** – The Board members discussed the July 27 meeting that was held with the Blaine City Council regarding a possible Park Levy. The Board had concerns that this might conflict with potential future levies for the District. The City of Blaine stated that this levy would be for capital improvements to city parks and they were not trying to start a Park and Recreation District. The City Council has decided to wait a year before deciding on moving forward with the levy.
3. **Trade Show Booth Materials** – Holmes told the Commissioners the opportunities have grown to participate in outside events with an informational booth. Staff and Board members have set up and manned booths at the Peace Arch International Arts and Music Festival in Blaine and the Birch Bay Chamber events. Holmes suggested that a more professional look would enhance the District's presence and would like to purchase materials such as a heavy duty 10x10 tent, display boards, flags and brochure holders. **Motion** by Robertson to budget \$600 to cover expenses to purchase trade show booth materials. 2nd by Moore. Passed unanimously.
4. **Master Plan Update** –The Board was provided Community Profile material prepared by Melissa Morin of the Whatcom Health Department that can be used in the Master Plan Update. The Board discussed a final Community Meeting to be held in mid to late September at the Birch Bay Activity Center. Holmes to set a date and start advertising. A draft master plan will be prepared for the October Board meeting for discussion.
5. **Grant Request Form Review** – The Board had an opportunity to review the current form used in District Grant Requests. A few suggested changes were made and the new form will be updated to use for the 2016 grant request period which ends October 31, 2015. The new form will be ready to go for distribution by the end of August. Holmes will contact The Northern Light to see if they will post a brief about the grant process as well as promote and make the form accessible on the District's website and Facebook pages.
6. **Update on Blaine Grant Projects**
 - a. **Marine Park** – The pilings for the main structure have been placed and are waiting for the concrete to be poured. According to Blaine City Manager, the project is still scheduled for completion by early September.
 - b. **Pavilion Building** – According to Lynn Schreiber, Boys & Girls Club Director of the Blaine Branch, the project is moving along, however, there has been some structural delays such as the windows which now need to be gymnasium grade and the bathrooms which need one for boys, girls and family with 2 sinks in each. She said she is in contact with the Contractors and meet every other week. Possible finish date of mid-October.

DIRECTOR'S REPORT – Morris reported he has made contact with the final easement property owners who live in the Philippines. The owner will be in the area in September and wants to meet with Morris to see how the easement will cross their property. Morris felt confident there is still no hesitation to sign the easement, but the owner has a few questions.

OLD BUSINESS – There was no old business discussed.

Approval of bills & payroll - **Motion** by Moore to accept Voucher #081115A for \$8,321.97, #08115B for \$500.00 and payroll PR#AUG15 in the amount of \$6,092.25 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 6:40 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: September 8, 2015 –Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ September 8, 2015

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner
Katy Montfort, Commissioner

Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:31 pm

APPROVAL OF MINUTES: **Motion** to accept the August minutes by Moore. 2nd by Robertson. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$289,276.96
Umpqua Bank balance: \$1,293.45

NEW BUSINESS:

1. **Programs and Office Report** –The Board heard a recap of the summer programming and discussed upcoming fall events. It was suggested that a letter of recommendation be written to both the interns, Nathan Blackstock and Lewis Jensen, for their outstanding contribution to the District this summer. Discussion was held about advertising with the school district about our after school programs and the busing situation.

The Board was invited to attend a Public Candidates Forum which will be held on October 1, at 7 pm at the Birch Bay Bible Community Church. The members of the Board that are running for re-election are allowed three minutes to address the community. It will be noted that more than three members of the BBBPRD2 Board of Commissioners may be present at this forum and that no formal District business will be discussed.

- a. **Staff Hours** – Holmes requested an increase in staff hours for Joshua Davies, Activity Coordinator to 25 hours per week. Davies currently works 20 hours per week and oversees much of the youth programming. Davies is building the afterschool programs and it is felt more hours are needed to oversee those programs, to assist with the movie night and other maintenance. Budget concerns were discussed and it was felt that there would be money leftover in this year's budget to accommodate. **Motion** by Montfort to expand the hours of Davies to 25 hours per week. 2nd by Carrington. Passed unanimously.
- b. **Use & Maintenance of Basketball & Horseshoe Pit at Bay Horizon Park** – The Board was informed of a group that is interested in expanding the current Pickleball program at the Birch Bay Activity Center to include outdoor courts. The group feels that the basketball court currently located on Gemini Street across from the gym would make a good spot. Holmes shared with the Board an email request from Kathy Berg and a group of other interested parties to Whatcom County Parks & Recreation and the Lion's Club Camp Horizon about getting a conversation started.
- c. **Use of Conference Building at Bay Horizon Park** – Holmes wanted to address the possibility of utilizing the Conference Building at Bay Horizon Park during the fall, winter and spring months when Camp Horizon is not in session. She said the building is rarely used during those months and could see many opportunities for programs to be held there. This could be something the District could explore with Whatcom County Parks & Recreation.

- d. **Community Meeting, Wednesday, September 30, 6:30 pm** – The Commissioners were updated on the final Community Meeting for public input for the Master Plan update. A date has been set and the event will take place at the Birch Bay Activity Center.
 - e. **Policies and Procedures Manual** – Holmes presented to the Board an example of a District Policy manual that each Board member could have. Suggestions were made as to what else could be included in the manual. It was suggested to have procedures written by staff pertaining to their job in the event staff members were unable to perform their duties and someone needed to step into their role. It was also recommended that the Board Treasurer describe the details as to how the monthly reports are kept in the event that he/she are unable to perform their duties.
2. **Trails – Kilchis Point, Gary Albright, Director of the Tillamook County Museum** – Commissioner Montfort told the Board about the Kilchis Point trail system in Oregon that she recently visited. Montfort said she had a discussion with Albright and he reported to her that the Museum oversees the trail and that much of the financing needed came from local organizations, volunteers, and grants. Albright has expressed an interest in meeting with our District to talk about the development of the Bay to Bay trail from Blaine to Birch Bay. The Board was very interested in an evening of brainstorming with other members of the community who would be instrumental in the trail development. Montfort to contact Albright and arrange a date and time with him.
3. **Update on Blaine Grant Projects** – Holmes told the Commissioners that the Marine Park Playground project has work scheduled for the second week of September for the concrete and gravel base. The playground company is scheduled for the third week of September for installation of equipment and a target date of September 28 for the installation of the blue rubber. Some landscaping will need to be done after that.

As for the Pavilion Building, she has a meeting schedule with city officials and Dana Hanks from the Blaine Senior Center on Wednesday morning to talk about the potential scheduling and events that could be held there. She hopes to get an update then of the building progress. It was mentioned that a recent article in the Bellingham Herald left out the fact that BBBPRD2 had contributed the \$30,000. The Board asked Holmes to contact the reporter and mention that.

DIRECTOR'S REPORT – Morris wanted to remind the Board to start thinking about the grant process for 2016 for our proposed trail. He also said that he is meeting with the final property owner this weekend to walk the property that is a part of the proposed trail and hopefully obtain the final signed property easement. **Motion** by Sturgill to authorize Director Morris up to \$100 to purchase a gift basket to the owners of the property in appreciation of the land easement. 2nd by Moore. Passed unanimously.

OLD BUSINESS – There was no old business discussed.

Approval of bills & payroll - **Motion** by Robertson to accept Voucher #090815A for \$5,413.29 and payroll PR#SEP15 in the amount of \$4,838.00 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:40 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: October 13, 2015 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ October 13, 2015

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner
Katy Montfort, Commissioner

Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: Noelle Jorgensen, Brian Gilbert, Jesse Credyt, Erika Credyt, Joshua Davies, Doralee Booth, Nancy Williams, Sean Miller, Randy Parten, Iain Buchanan, Jason Polverari

CALL TO ORDER: 5:30 pm

APPROVAL OF MINUTES: **Motion** to accept the September minutes by Moore. 2nd by Montfort. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$286,870.50. Umpqua Bank balance: \$558.22

NEW BUSINESS:

1. **Grant Applications –**

- a. **Randy Parten, Birch Bay Chamber of Commerce, Treasurer** – Parten presented to the Board a grant application and supporting documents on behalf of the Birch Bay Chamber of Commerce for the amount of \$20,000 to work in partnership to sponsor Chamber events for 2016. Parten thanked the Board for the 2015 sponsorship.
- b. **Doralee Booth, Friends of Birch Bay State Park** – Booth provided the Board with a grant application for \$35,000 to help fund playground equipment for Birch Bay State Park. Booth said that previously the District had set aside \$35,000 to help build a playground for the State Park, however due to budget restraints within the District, the project fell through. Booth said the permit to build the playground was still valid so this would be a good time to reconsider adding a playground in addition to the recently built BP Heron Center. Paperwork supporting the grant application was provided for the Board's consideration. Some concerns were raised about investing local money when visitors had to pay for parking at the State Park. Booth said that the State Park brings in many tourism dollars to Birch Bay.
- c. **Sean Miller, Blaine Fastpitch Baseball** – Miller and Nancy Williams, coach with the Blaine School District, spoke to the Board on behalf of the Whatcom Reign Fastpitch Organization asking for a grant to help build a girls fastpitch team for Blaine. Miller provided documents outlining the startup costs and didn't ask for a specific amount, but broke down the equipment costs in hopes the District would consider sponsoring a portion, if not all the costs. Miller mentioned the Pony League which the District sponsored in years past and reported that the organization is self-sustaining and the kids do fundraising for the necessary fees involved. Miller said the goal is for the girl's team to also be self-sustaining.
- d. **Jesse & Erika Credyt – Cub Scouts Pack 4025** – The Credyts along with Noelle Jorgensen, Brian Gilbert, and Jason Polverari were present to ask the Board for a grant to support Cub Scout recreational programs and support systems as well as free access to the Birch Bay Activity Center to Cub Scout related recreational programs. The grant money will be allocated for scholarships for dues, uniforms, camping outings, supplies needed for earning badges as well as other support system. All the necessary supporting documents were presented to the Board for consideration. Erika Credyt, a mental health counselor, spoke about the health benefits of scouts, especially because it builds self-esteem and

empowerment to the boys who are ages 1st grade to 5th grade. The pack has about 25 – 40 boys involved since 2009.

- e. **Billy Brown, Birch Bay Community Park Reserve Fund** - Billy Brown proposed the Commissioners a grant application to reserve \$50,000 for the Birch Bay Community Park in their continued support for the financial commitment to Whatcom County Parks. The funds will be used to obtain matching funds in the future for the growth and development of the property on Birch Bay Drive. Brown thanked the Board and District for providing the funds this summer for maintenance of the grounds. Iain Buchanan from the Birch Bay Waterslides was present and spoke in favor of this grant request. Chairman Carrington wanted to publicly thank Buchanan for his support and partnership with the District this summer for providing recreational opportunities for the community. Buchanan mentioned that the Beach Park is centrally located in Birch Bay and the exposure just this summer alone had a positive impact on the Waterslides business. He said his staff had occasions this summer to be present at the Chamber events that took place at the property and were able to hand out coupons for entry to the Waterslides. He said 37% of the coupons redeemed came from Birch Bay.

2. Programs and Office Report

- a. **Proposed Maury Thai Self Defense Class** - Holmes told the Board consideration is being taken on offering a weekly self-defense class. Holmes said Steve Abelson from Birch Bay has proposed the class and he gave a demonstration to Holmes and Davies recently. There is some concern that the class might overlap the current Shotokan Karate class offered at the Activity Center twice a week. Holmes told the Board that she has consulted with Karate instructor Erik Henry before offering the new class.

Discussion was also held on how much income is generated by classes held at the Activity Center and how much we are paying our instructors. A report will be prepared showing the financials and the Board will review and determine how much to subsidize current classes.

- b. **Facility Rental – February 19 & 20, 2016** – The District was approached by a group called the Shire of Thornwood SCA that is looking to rent the entire Lion’s Camp Horizon Complex in February of 2016 and is interested in renting the gymnasium for approximately 16 hours. Holmes told the Board that the request has now been reduced to just 8 hours for Saturday, February 19. The group was inquiring of possibly a reduced rate to rent for the 8 hours. After discussion the Board decided that the going rate of \$25 is reasonable to offer.
 - c. **Outdoor Pickleball Court** – Holmes presented the Board with an email request from Kathy Berg and several others about the potential use of the outdoor basketball court located at Bay Horizon Park. The Board was told that this isn’t a grant request, but a District facility that would have ongoing maintenance. The Board needed more time to look over the email of information and tabled the discussion until the November meeting.
- ## 3. Blaine Pier Reconstruction – All Tides Kayak Launch, Representation in the Public Process for Design
- Commissioner Sturgill addressed the board about the intention of the Port of Bellingham and City of Blaine to repair the road along Marine Drive that was damaged a couple of years ago during the Blaine Pier Maintenance. Sturgill referred to an article in The Northern Light newspaper about the four design concepts and suggested to the Board that this might be a good time to look at the potential of a kayak or all water access point on Marine Drive. The Board discussed having Sturgill represent the District to be part of the public process to suggest the Port and the City to consider including a potential access in the design. The Board decided to have a letter written to Ravyn Whitewolf, Director of the Blaine Public Works, outlining that Sturgill was recognized to represent the district to encourage the effort to see a water access / kayak access in the design of the Marine Drive, Blaine Pier.

4. **Trails – Gary Albright, Director Tillamook County Museum Follow-up** – Commissioner Montfort told the Board it has been confirmed with Albright that he will visit Blaine-Birch Bay in February and is available for a roundtable workshop on February 3, 4 and 5, 2016. The Board discussed which date to hold the session, what to accomplish in the workshops and a potential guest list.
5. **Master Plan Update** - Holmes provided the Board with a printed version of the updated Master Plan Draft and pointed out a few areas that should be looked at by the District to see if it falls within the scope of the District’s vision. The Board decided to take more time to look through the draft and further discussion will be held in the November meeting. The Board was asked to look at the current CIP of the proposed Master Plan on page 36 and to confirm that all the projects were listed. Particular areas needing attention are:
 - a. **Level of Service**
 - b. **Create 6 year Capital Improvement Program (CIP)**
 - c. **Implementation Road Map**
 - d. **Review of Fees and Charges Policy**

6. **DIRECTOR’S REPORT** – Morris reported on a conference he recently attended with the Washington Wildlife and Recreation.

Morris still has not received the paperwork regarding the third easement. He has sent off an email to the family for an update.

Morris also contacted Amber Raynsford with the Watershed Company regarding a critical areas assessment for the proposed trail. A ballpark figure the District could expect to pay is \$4,000 to \$6,000.

OLD BUSINESS – Marine Park Playground was reported to be 99% finished, the original grand opening was postponed due to concerns about the hydro seeding. Concerns about the lack of parking were discussed.

Approval of bills & payroll - Motion by Moore to accept Voucher #101315A for \$4,917.50, #101315B for \$120.00 and payroll PR#OCT15 in the amount of \$7,132.00 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 7:45 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: November 10, 2015 –Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ November 10, 2015

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Sheli Moore, Commissioner
Heidi Holmes, Program Manager
Ted Morris, Director
Katy Montfort, Commissioner

EXCUSED

Richard Sturgill, Commissioner

GUESTS: Jayne

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept the October minutes by Moore. 2nd by Montfort. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$339,525.49. Umpqua Bank balance: \$533.62. It was also noted that grant applicants have been asking about when the grants will be decided. After discussion about the 2016 Budget, it was determined that final grant decisions will be made by March 1 and we should invite applicants to the February meeting for questions or final presentations of their requests.

NEW BUSINESS:

1. Programs and Office Report

- a. **Staff Community Outreach** - Holmes presented the idea to the Board about engaging the staff in community outreach of an hour or two of their scheduled time. This could include attending lunch at the Blaine Senior Center, a Blaine or Birch Bay Chamber luncheon or helping out with a Boys and Girls Club event. This would give the members of the District who don't attend the events at the Activity Center an opportunity to get to know the staff and interact with them. The Board felt this was a good idea and supported the concept.
- b. **2016 Event Challenge** - Holmes spoke to the Board regarding staff involvement with outside events and activities. She suggested that staff either join a current Blaine or Birch Bay Chamber major event and help in the planning process and be available the day of the event. The other option would be for staff to create a new event to the District that hasn't been done before, reaching out to new members of the community or ones that haven't participated in District activities. The Commissioners supported this suggestion.
- c. **Blaine Pavilion Ribbon Cutting** - Holmes said there was discussion of a November Ribbon Cutting for the new pavilion, but no formal invitation has been received. A printout of the proposed gym surface and plan was given to the Board.
- d. **Income vs. Expense of Classes & Activities** - A financial report was provided to the Board showing all the 2014 & 2015 income of classes and activities as well as the money paid out for the instructors of the classes.

2. Master Plan Update

- a. **Level of Service** – The Board read through the Statement of Need section of the Master Plan and made a couple of grammatical changes, otherwise it was agreed that the Level of Service recognized by the NRPA will be continued for BBBPRD2.
 - b. **Create a 6-year Capital Improvement Program (CIP)** – The Commissioners discussed a six year plan for Capital Improvement projects. Projects being considered are Bay Horizon Park gymnasium upgrades and maintenance, trail connections – develop the trail between Blaine and Birch Bay, partnerships with Whatcom County Parks to develop the Birch Bay Community Park. A complete list will be added to the Master Plan.
 - c. **Implementation Road Map** – The Roadmap was reviewed by the Board and suggested changes and updates were made.
 - d. **Review of Fees and Charges** – The current Fees and Charges Policy was discussed by the Board. Some minor changes were made to the policy.
3. **Outdoor Lights at Activity Center** - The Board reviewed the three quotes provided by Hotline Electric, Able Electric, Inc. and Pinnacle Electrical. The Board decided to award the contract to Pinnacle Electrical Contracting. The Board chose to go with the quote by Pinnacle provided there were no additional charges beyond the quoted amount, such as a lift. **Motion** by Robertson to accept Pinnacle Electrical Contracting quote to replace two existing outside lights with new LED lights which will be provided by the District for the amount of \$1,700 and to add one additional 175w equivalent LED light to the north side of the building for \$600. An additional \$200 can be spent to upgrade to a 400 watt to replace the 175w light if feasible. This would be subject to an L&I check to make sure the company is in good standing with the state. 2nd by Montfort. Passed unanimously.
4. **Outdoor Pickleball Court Request** – The Board tabled the request for funding for an outdoor pickleball court at this time. They felt more discussion was needed with Whatcom County Parks and the Lion’s Camp Horizon on the details. Further discussion will take place during the budget process.
5. **Adopt a Highway – Whatcom County Public Works: Alderson Road** – Holmes presented to the Board an opportunity to adopt the Alderson Road between Birch Bay Drive and the Blaine Road to participate in twice a year clean up. Holmes said that once the two clean ups were completed, Whatcom County would put up two signs indicating BBBPRD2 involvement in the program. Motion by Robertson to adopt Alderson Road for cleanup. 2nd by Moore. Passed unanimously.
6. **Coast Millennium Trail / Whatcom County Planning Commission** - The Board was informed about the Planning Commission’s recommendation to remove the Coast Millennium Trail and the Bay to Baker Trail from the Whatcom County Comprehensive Plan. It was recommended that our Board show support to the County Council to have these trails remain in the plan. Carrington will draft a letter of the District’s concerns about the removal of the trails from the plan. The Board will review the letter at the December meeting.

DIRECTOR’S REPORT – Morris still has not received the paperwork regarding the third trail easement. He has sent another email to the family for an update. Morris also invited the Board to the Whatcom County Parks and Recreation Foundation’s Toast to the Trail event on November 12 at 5:30 pm at the Roeder Home in Bellingham.

OLD BUSINESS – Discussion was held about the continuing lawn service at the County Beach Park property on Birch Bay Drive. Carrington said it probably could use one more mowing before winter. Holmes to check with County Lawn Care to see what it would cost for one last mow of the season and to okay to have it done if under \$200.

The Board also commented on the new Marine Park Playground and the grand opening. Further discussion to be held on more parking at the Port's parking lot and for signage for the Playground. Traffic concerns were discussed and the possibility of requesting a speed bump if cars continue to speed on Marine Drive.

Approval of bills & payroll - Motion by Robertson to accept Voucher #111015A for \$3,022.43, #111015B for \$200,00.00 and payroll PR#NOV15 in the amount of \$5802.00. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:10 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: December 8, 2015 – Birch Bay Chamber Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ December 15, 2015

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Sheli Moore, Commissioner
Richard Sturgill, Commissioner
Katy Montfort, Commissioner

Heidi Holmes, Program Manager

EXCUSED

Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:30 pm

APPROVAL OF MINUTES: **Motion** to accept the November minutes by Robertson. 2nd by Moore.
Passed with four YES, 1 Abstain.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$144,214.12.
Umpqua Bank balance: \$1,051.54.

NEW BUSINESS:

1. **Programs and Office Report** – Holmes reported to the Board concerns about non-staff members' use of Activity Coordinator (AC) desk, computer and kid's sitting on office floor to play board games. Staff has met twice on this subject and Holmes felt the staff agreed that only staff members should use the staff computer and desk. The subject of kids using a separate desk and computer to do homework while attending the after school program was discussed. Holmes told the Board that a separate desk and a donated laptop computer could be used if a child needed to do homework while waiting for a parent to pick up. There was discussion about the kids need to be in the office. Also, there were concerns regarding security of personnel or District items that are stored in the AC office. The Board felt more dialogue was needed and to offer some resolutions for security of both computers and personnel items for example. It was also suggested that staff can shut the AC office doors when they needed not to be disturbed. Another solution is to provide a locked cabinet to secure personnel items and work products.
2. **Trails Round Table with Gary Albright, Director Tillamook County Museum Follow up**
 - a. **Locations** – Suggestions were made for possible locations for the round table, such as BP Heron Center or the Birch Bay Bible Community Church. Holmes said the Save the Date invitations had been sent and once an idea of how many people plan to attend the decision on location can be made.
 - b. **Meeting with Board after Round Table** – The Board felt this was a good idea and plans made to meet with Albright after lunch on February 4.
3. **2016 Budget Planning** – Robertson provided a 2016 budget spreadsheet to the Commissioners. He asked the Board to look over the figures of the proposed minimum operating expense. The Board will spend more time in the January meeting to talk about line items.
 - a. **Replacement Doors for Gym** – Holmes told the Board that quotes to replace the two outside doors in the northeast corner of the gym have been sought. Currently, only one contractor has responded. Robertson told the Board the recommendations of replacing the

old doors at the Gym and asked Holmes to look into just the cost of replacing the doors without the installation cost. Concerns were discussed about the aging door handles and the difficulty in locking and opening the doors. Holmes to look into getting those fixed.

- 4. Master Plan Update Follow Up** – The Board was provided the latest draft of the plan. More work was needed on proof reading. Holmes is to meet with the City of Blaine’s GIS coordinator next week to assist in updating the District maps.

DIRECTOR’S REPORT – No report provided as Director Morris was unavailable for the meeting.

OLD BUSINESS – Letter to County Council – Whatcom County Comprehensive Plan – The Board had an opportunity to read through the drafted letter and grammatical changes were suggested. Holmes to update and print out letter for Board to sign this week. Robertson said that because he is going out of town for several weeks that he authorized Holmes to sign his name.

Approval of bills & payroll - Motion by Robertson to accept Voucher #120815A for \$6,152.19 and payroll PR#DEC15 in the amount of \$5,688.75. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 6:29 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: January 12, 2016 – Blaine Senior Center, 5:30 PM