

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ January 9, 2013

PRESENT

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

Rachel Ely, Activity Center Manager

ABSENT

Jeff Carrington, Commissioner

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:35 pm

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

TREASURER'S REPORT: No report from Whatcom County this month as they have not been released. Sterling Savings Bank balance: \$1,061.88

NEW BUSINESS:

- 1. Programs & Office Report:** Holmes updated the Board on the current programs and the success of the Broom Hockey tournament held on Jan. 1.
- 2. Rachel's Resignation:** Sturgill made a **motion** to accept the resignation of Rachel Ely from her position of Activity Center Manager . 2nd made by Montfort. A letter of appreciation to be written and given to Ely for all her work and contribution to the District.
- 3. Open Gym Policy:** Discussion on the proposed wording for the Birch Bay Activity Center Guidelines for Youth Participation was held. It was recommended to add 2013-01 Policy to the top of the proposed policy that reads: In order to provide a safe and positive experience for the youth of our community, following guidelines related to Birch Bay Activity Center use by our guests will apply: Youth under the age of 12 must have direct supervision by an adult, 18 or older, at all times. The adult must remain in the building at all times if that youth is in a non-supervised, non-structured activity. Robertson made a **motion** to accept this as policy, 2nd by Sturgill. Passed unanimously.
- 4. Follow-up on Alcohol Policy:** Holmes told the Board that Enduris Insurance said there are no restrictions on our policy, only that the required permits from WSLCB be followed. It was decided to raise the damage deposit to \$150 if alcohol is to be served by a renter of the gym.

OLD BUSINESS:

- 1. Trails Update** – Morris reported the sale of the property which NWPRD2 is trying to get easements rights for fell through. Morris will continue to work with current owner.
- 2. ADJOURNMENT:** 6:30 pm. **Motion** by Robertson, 2nd by Montfort. Approved unanimously.

Next regular meeting: February 12, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ February 12, 2013

PRESENT

Katy Montfort, Commissioner
Ted Morris, Commissioner
Jeff Carrington, Commissioner

ABSENT

Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner

Heidi Holmes, Office Manager
Jaclyn Sanders, Activity Center Co-Manager
Leila Humphrey, Activity Center Co-Manager

GUESTS

None

CALL TO ORDER: 5:35 pm

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

TREASURER'S REPORT: Holmes reported for Robertson a net amount held by Whatcom County of \$165,221.89. Sterling Savings Bank balance: \$219.35

NEW BUSINESS:

- 1. Programs & Office Report:** Holmes updated the Board on the current programs and the income made for this year's classes. Discussion was held on other types of programs that we could have at the gym, such as Futsal, an indoor soccer program which is successful at the local YMCA's in Whatcom County. Carrington told the board about a program that happens in the Seattle area where people play Dodgeball using Trampolines. Staff said they would look into how the program works. It was also suggested that we could rent the property for picnics. Other suggested programs were a Biggest Loser contest and having our Ballroom Dancing program reach out to local Wedding Coordinators.
- 2. David Dunham Basketball Clinics:** Holmes told the Board that she met with David Dunham and he is very excited to work with NWPRD2 to bring basketball training to the gym. It was discussed to move forward with an introductory camp for the coaches in the area to get them interested about Dunham's program. Discussed the possibility of scholarships for kids on low income. Sanders will be following up with David Dunham and to get the program started.
- 3. Approval of New Activity Center Managers:** The Commissioners were introduced to Jaclyn Sanders and Leila Humphrey who accepted the job as Co-Managers for the Activity Center. Montfort made a **motion** to accept Sanders and Humphrey as Co-Managers for the Birch Bay Activity Center, 2nd by Carrington. Passed unanimously.
- 4. Blaine Youth Baseball Sponsorship Request:** Holmes told the she received a request from the Blaine Youth Baseball/Fastpitch program for \$275. Discussion was held on the matter and Carrington made a **motion** to sponsor the BYBF program at \$275. 2nd by Montfort. Approved unanimously.
- 5. Zumba Instructor Payment:** Discussion held on payment for the Zumba instructor.
- 6. May Open House / Picnic Blaine Marine Park:** Holmes told the board that she has scheduled a 2nd annual Picnic at the Playground for May 4th to help promote NWPRD2 and the summer programming. Discussion was held on whether to also hold one in Blaine to do the same and timing for the raffle for the bicycle that was donated to us. A date will be chosen for a Blaine Picnic.
- 7. Executive Session - Salaries / Health Insurance:** An executive session was held to discuss employee salaries and health insurance.
- 8. Approval of bills & payroll - **Motion**** by Morris, 2nd by Montfort. Approved unanimously.

OLD BUSINESS:

1. **There was no old business discussed.**

8. **ADJOURNMENT:** 7:02 pm. **Motion** by Carrington, 2nd by Montfort. Approved unanimously.

Next regular meeting: March 12, 2013 – Blaine Senior Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ March 12, 2013

PRESENT

Katy Montfort, Commissioner
Ted Morris, Commissioner
Jeff Carrington, Commissioner
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner

Heidi Holmes, Office Manager

ABSENT

Jaclyn Sanders, Activity Center Co-Manager
Leila Humphrey, Activity Center Co-Manager

GUESTS

None

CALL TO ORDER: 5:50 pm Note: The meeting was moved to the Birch Bay Activity Center because no keys were available for the Blaine Senior Center. The lock box was missing.

APPROVAL OF MINUTES: **Motion** to accept by Montfort with 2nd by Carrington to accept the minutes. Passed unanimously. Sturgill and Robertson abstained.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$163,951.76 . Sterling Savings Bank balance: \$826.38

NEW BUSINESS:

1. Programs & Office Report: Holmes updated the Board on the current programs and the income made for this year's classes. The Board was told about the Wings Over Water Festival to be held on March 16th and NWPRD2's involvement in this event. The Biggest Loser program was presented to the Commissioners. A **motion** was made by Robertson to purchase a digital scale at Costco, up to \$100. 2nd by Carrington. Passed unanimously.

2. Waters Edge Church Request: Saturday Gym Rental – The Board was asked about closing down Open Gym on Saturday, March 30 for a private rental for the Water's Edge Church. The Board felt we have too much momentum going for our Saturday Open Gym so as a courtesy to the patrons will keep the gym available for the activity. The request was denied.

3. Zumbatomics Certification: A request was made by staff volunteer and current Zumba instructor Brenda Gelwicks for her to become certified in Zumbatomics, which is Zumba for Kids. This program will be run on Saturday mornings for kids and their parents. Robertson **motioned** to pay for her certification due to the amount of money that the Zumba program has generated, as part of continued education for staff. 2nd by Carrington. Passed unanimously.

4. Levy – Community Groups: The Commissioners were told about the deadlines needed to file resolutions and all other paperwork to the county for a levy vote in the November General Election.

5. Porta Potty – Bay Horizon Park Playground 2013: Holmes asked the Board if they would consider placing a porta potty at the playground this summer, from May to September and to inquire if Whatcom County Parks wanted to split the costs. Holmes to ask WCP. The topic of a porta potty at Salishan Park was also discussed and Sturgill will check with the City of Blaine to see if there is interest there in splitting costs.

8. Approval of bills & payroll - **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

OLD BUSINESS:

1. There was no old business discussed.

8. **ADJOURNMENT:** 6:55 pm. **Motion** by Carrington, 2nd by Montfort. Approved unanimously.

Next regular meeting: April 9, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ April 9, 2013

PRESENT

Katy Montfort, Commissioner
Ted Morris, Commissioner
Jeff Carrington, Commissioner
Doug Robertson, Commissioner, Treasurer

ABSENT

Richard Sturgill, Commissioner
Jaclyn Sanders, Activity Center Co-Manager
Leila Humphrey, Activity Center Co-Manager

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:37pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$159,839.95 Sterling Savings Bank balance: \$62.59

NEW BUSINESS:

1. Programs & Office Report: Holmes updated the Board on the current programs and the progress of The Biggest Loser program. A pot of \$320 will be given to the team with the overall percentage of weight loss. The Commissioners discussed concerns about first aid and emergency training and plans for the Activity Center. It was discussed that we update our First Aid kits, keep Bayer aspirin on hand and to have staff check with District 21 on an emergency plan. Morris made a motion to pay the bill to train staff in CPR & First Aid. 2nd by Robertson. Passed unanimously. Discussion was also held on advertising that we could use this summer to promote NWPRD2. Suggestions were made to look into the cost of balloons with our website or logo on them, magnets. Balloons could be carried at the parade on the Fourth of July and handed out to the kids.

2. May Open House – Holmes told the Board about the upcoming 2nd Annual Picnic in the Playground. Morris suggested Holmes contact Elmo Creech who lives in Birch Bay. He provides balloons to the kids at special events. Also suggestion was made to contact Deputy Reimer and invite him to the event.

3. Porta Potty – Bay Horizon Park Playground 2013: Holmes advised the Commissioners that Whatcom County Parks was willing to pay half the bill for the Porta Potty at the playground again this summer. Baker Septic will deliver the ADA unit on April 30 and will remove at the end of September. Staff will need to call when ready to have it removed.

4. Approval of bills & payroll - Motion by Robertson, 2nd by Montfort. Approved unanimously.

OLD BUSINESS:

1. There was no old business discussed.

8. **ADJOURNMENT:** 6:55 pm. Motion by Robertson, 2nd by Morris. Approved unanimously.

Next regular meeting: May 14, 2013 – Blaine Senior Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ May 14, 2013

PRESENT

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

Heidi Holmes, Office Manager

ABSENT

Ted Morris, Commissioner
Jeff Carrington, Commissioner
Jaclyn Sanders, Activity Center Co-Manager
Leila Humphrey, Activity Center Co-Manager

GUESTS

None

CALL TO ORDER: 5:36pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$155,997.20 Sterling Savings Bank balance: \$1,462.75

NEW BUSINESS:

- 1. Programs & Office Report:** Holmes updated the Board on the current programs and success of the May Picnic at the Playground. Discussion held on the possibility of offering a "rent staff" concept for party planning. Make a package rental plan.
- 2. Open Gym Summer Hours:** Holmes asked the board if we could change the existing hours for open gym on Saturdays during the summer as participation has dropped off. **Motion** by Robertson to adjust the summer hours for open gym accordingly to demand. 2nd by Montfort. Passed unanimously.
- 3. Facebook Ads** – The Board authorized Holmes to spend up to \$50 on Facebook ads as there is money in the advertising budget.
- 4. Outside Lights for Playground Side of Building** - Holmes advised the Commissioners that there have been people parking at the playground well after the playground has closed, generally in the wee hours of the morning. It was suggested that maybe an additional light be added to that side. Holmes to talk with Whatcom County Parks to see if they would install it we could entertain the idea of paying for the electric.
- 5. Parade** – Discussion on the July 4th parade entry.
- 6. Fans** – Discussion was held on the current state of the fans at the gym. Holmes told the board that the fans do not work so portable fans had been purchased. It was suggested we get an idea of what it could cost to repair the existing wall fans.
- 7. Approval of bills & payroll** - **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.

OLD BUSINESS:

- 1. There was no old business discussed.**

8. ADJOURNMENT: 6:27 pm. **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.

Next regular meeting: June 4, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ June 4, 2013

PRESENT

Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Doug Robertson, Commissioner, Treasurer
Ted Morris, Commissioner
Jeff Carrington, Commissioner

ABSENT

Jaclyn Sanders, Activity Center Co-Manager
Leila Humphrey, Activity Center Co-Manager

Heidi Holmes, Office Manager

GUESTS

Kathy Berg

CALL TO ORDER: 5:35pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$151,822.22 Sterling Savings Bank balance: \$762.45

NEW BUSINESS:

1. Kathy Berg / Levy Committee: Kathy Berg was present to advise she and Doralee Booth are willing to head the Levy Committee this year and will draft the resolution. Discussion was held by the Board as to the dollar amount and the length of the levy. Montfort reported hearing feedback from community members that felt as if a 6-year Levy was too long a period. Motion by Robertson that NWPRD2 go for a four-year Levy @ .10 per thousand. 2nd by Morris. Pass unanimously. Berg also told the Commissioners about a grant that the Whatcom County Health Dept received to do a community health assessment in Birch Bay.

2. Open Gym Summer Hours: Holmes asked the board if we could change the existing hours for open gym on Saturdays during the summer as participation has dropped off. **Motion** by Robertson to adjust the summer hours for open gym accordingly to demand. 2nd by Montfort. Passed unanimously.

3. Programs & Office Report – The Board authorized Holmes to spend up to \$50 on Facebook ads as there is money in the advertising budget.

3. Outside Lights for Playground Side of Building - Holmes advised the Commissioners that there have been people parking at the playground well after the playground has closed, generally in the wee hours of the morning. It was suggested that maybe an additional light be added to that side. Holmes to talk with Whatcom County Parks to see if they would install it we could entertain the idea of paying for the electric.

4. Parade – Discussion on the July 4th parade entry.

5. Fans – Discussion was held on the current state of the fans at the gym. Holmes told the board that the fans do not work so portable fans had been purchased. It was suggested we get an idea of what it could cost to repair the existing wall fans.

8. Approval of bills & payroll - **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.

OLD BUSINESS:

1. There was no old business discussed.

8. ADJOURNMENT: 6:27 pm. **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.

Next regular meeting: June 4, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ July 9, 2013

PRESENT

Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Ted Morris, Commissioner
Jeff Carrington, Commissioner

Heidi Holmes, Office Manager

Brenda Brooks-Gelwicks, Activity Center
Manager

ABSENT

Doug Robertson, Commissioner, Treasurer

GUESTS

None

CALL TO ORDER: 5:40pm

APPROVAL OF MINUTES: **Motion** to accept by Morris with 2nd by Sturgill to accept the minutes. Passed unanimously.

TREASURER'S REPORT: Holmes reported for Robertson a net amount held by Whatcom County of \$137,721.72 Sterling Savings Bank balance: \$207.48

NEW BUSINESS:

1. Programs & Office Report – Holmes told the board about the successful 4th of July parade and that we have added Zumba on Saturday mornings which is growing in popularity. Holmes introduced the Board to Brenda Gelwicks, current Zumba instructor and proposed AC Manager to replace Jaclyn Sanders. The Commissioners were updated on the new intern from WWU, Ashlyn Carville, who joins us this summer to help in the office and on programs and activities. Discussion was held on others ways to get the word out that NWPRD2 serves Blaine and Birch Bay.

2. 4th of July Parade Entry - Holmes advised the Commissioners that our entry into the Blaine 4th of July parade won first place in the Novelty Division. The trophy and pictures were shown to the Board.

3. Acceptance of Brenda Gelwicks, AC Manager Position – **Motion** to accept Brenda Gelwicks for the co-manager position for the Birch Bay Activity was made by Montfort. 2nd by Morris. Approved unanimously.

4. Fan Maintenance – Further Discussion was held on the fans at the gym. Holmes told the board that she called several maintenance companies about estimates to fix the fans and reported to the board that all the companies contacted charged \$90 an hour to come out and give an estimate. Morris motioned to pay someone to come out and evaluate the fan system and get an estimate to correct the problem. 2nd by Carrington. Approved unanimously.

5. Proposal for Floor re-finish & install Volleyball & Badminton stantions - A verbal estimate of roughly \$600 was provided by Earl at Traditional Maintenance Services to re-finish the floors this September. A written proposal of \$2,170 was also provided by TMS for placements of VolleyBall/Badminton sleeves.

6. Birch Bay Discovery Days Parade / Booth- Holmes asked any of the Board members if they wanted to help out with the booth coverage. She advised them NWPRD2 would have a presence in the parade as well. Morris, Carrington and Montfort said they would all be able to provide some coverage during the booth time.

7. 2013 Commissioners Elections - Holmes advised the Board that three local residents have applied to run for the position of NWPRD2 Commissioners in the November election along with current Board Member Montfort.

E.. Approval of bills & payroll - **Motion** by Sturgill, 2nd by Carrington. Approved unanimously.

OLD BUSINESS:

1. **Trails** – Morris told the Board he was in contact with a local real estate agent about property added value the current land owners would have if the proposed pedestrian/bicycle trail were to go through their property.

8. ADJOURNMENT: 7:35 pm. **Motion** by Carrington, 2nd by Sturgill. Approved unanimously.

Next regular meeting: August 13, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ August 13, 2013

PRESENT

Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Ted Morris, Commissioner

ABSENT

Doug Robertson, Commissioner, Treasurer
Jeff Carrington, Commissioner

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:35pm

APPROVAL OF MINUTES: **Motion** to accept by Montfort with 2nd by Sturgill to accept the minutes after taking out the words “great property” under the Old Business-Trails. Passed unanimously.

TREASURER’S REPORT: Holmes reported for Robertson a net amount held by Whatcom County of \$148,265.64 Sterling Savings Bank balance: \$640.13

NEW BUSINESS:

1. Programs & Office Report – Holmes updated the Board on the successful swim lesson program that has been running this summer at Semiahmoo Golf and Country Club, the success of Pirate Daze, Discovery Days and continuing large attendance of the Zumba program. Morris suggested we take lots of pictures to use as promotional material.

2. Waterslide Promotion - Holmes advised the Commissioners that the Birch Bay Waterslides has offered to make available to Blaine and Birch Bay residents \$10 day passes for their facility. These passes will only be available for purchase at the Birch Bay Activity Center during the office hours and that in order to buy them the adult must be a Blaine/Birch Bay resident and must show proof. Holmes said this promotion will be over a two week period of August 12-15 and 19-22. She told the Board that already people are coming in to buy the tickets and that many of them had never been to the Activity Center before.

3. Follow Up on Fan/Floor Maintenance – The Commissioners were updated on the findings from Whatcom County’s Maintenance man who looked at the fan situation in the gym. It was his recommendation that the fans were beyond repair due to the age of the fans. Recommended we look into having the current heating system converted to an air exchange or to look at replacing the fans with newer models. Discussion was held on having the gym floor refinished and Morris **made a motion** to employ Earl from Traditional Maintenance to do one coat as recommended in his proposal of \$648. 2nd by Montfort. Approved unanimously.

4. Levy Update - Discussion was held on getting a committee together to help promote the upcoming levy.

5. September Chamber Meetings – Community Awareness - Holmes reminded the Board that NWPRD2 is to be the guest speaker at the Blaine Chamber of Commerce Luncheon on September 4 and that she would prepare a presentation about NWPRD2 to be used. The Birch Bay Chamber September meeting is to be held at the Birch Bay Activity Center and will be catered by a local restaurant yet to be determined. Discussion was held on the suggested sign that is going on the Robertson property on the Blaine Road. A **motion** was made by Sturgill to spend up to \$600 on the approved informational sign about NWPRD2 on the Blaine Road. 2nd by Morris. Approved unanimously.

6. Approval of bills & payroll - **Motion** by Sturgill, 2nd by Montfort. Approved unanimously.

OLD BUSINESS:

1. Trails – No news to report.

6. **ADJOURNMENT:** 6:43 pm. **Motion** by Morris, 2nd by Montfort. Approved unanimously.

Next regular meeting: August 13, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ September 10, 2013

PRESENT

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

Jeff Carrington, Commissioner
Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:30pm

APPROVAL OF MINUTES: **Motion** to accept by Robertson with 2nd by Sturgill to accept the minutes after making the changes. Passed unanimously.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$137,555.36 Sterling Savings Bank balance: \$1,172.71

NEW BUSINESS:

1. Programs & Office Report – Holmes updated the Board on the upcoming fall programs and newly added classes, such as a night time Zumba and Pickleball. Discussion was held about the lack of programming for school age kids. The topic of ball fields built at Bay Horizon Park was discussed.

2. Air Ventilation System - Robertson advised the Commissioners of the need to repair the current system that is not working. He expressed that our current heating system should be able to be converted into an intake & exhaust system that will work in the summer to bring the cooler air into the gym. He stressed that this should be highly considered if the upcoming Levy passes and funds are available to us. Commissioner Sturgill talked to the Board about considering purchasing sand for the Telescope Beach at Marine Park if the Levy passes. **Motion** by Carrington that if the Levy passes NWPRD2 will spend up to \$3,000 for sand at Telescope Beach. 2nd by Morris. Passed unanimously.

3. Sign Update – Holmes showed the Board the proofs for the sign that Signs by Tomorrow will be creating for us to go on the Sells property, Blaine Road. Robertson and Morris will erect the signs when they arrive.

4. Change Date of October Meeting - Holmes told the Board she will not be available for the regularly scheduled October 8 meeting as she will be out of town. Suggestion was made to move the meeting back one week. **Motion** made by Morris to reschedule the October meeting to the 15th. 2nd by Robertson. Passed unanimously.

4. Levy Committee Meeting & Update –The Commissioners were advised that the committee to promote the upcoming Levy is holding their first meeting on September 23 at 7 pm at the Birch Bay Activity Center.

5. September Chamber Meetings – Community Awareness - Holmes reminded the Board that Birch Bay Chamber meeting is set for Tuesday, September 17 at 11:30 at the Birch Bay Activity Center. Encouraged all the Commissioners to attend and that it is being catered by the new restaurant, Willo-Pub. Morris told the Board that he attended the Blaine Chamber of Commerce Meeting last week. Morris told the Board that the Democratic Precinct Committee is meeting on September 18 at the C Shop and that he will be speaking.

6. Vogt Property, Birch Bay – Sturgill told the Commissioners that he was recently appointed to the Whatcom County Parks and Recreation Board and that there has been discussion about the Voigt property on Birch Bay Drive. The property is up for sale and there has been a committee formed to encourage the property be purchased and turned into a public park. Discussion was held that it might

be a good idea to partner with other committees to support this and the Board said they are interested in looking at the options to support it.

7. Approval of bills & payroll - Motion by Sturgill, 2nd by Montfort. Approved unanimously.

OLD BUSINESS:

1. Trails – No news to report.

6. ADJOURNMENT: 6:44 pm. Motion by Morris, 2nd by Montfort. Approved unanimously.

Next regular meeting: October 15, 2013 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ December 12, 2013

PRESENT

Ted Morris, Commissioner
Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Doug Robertson, Commissioner, Treasurer
Jeff Carrington, Commissioner
Heidi Holmes, Office Manager

ABSENT:

GUESTS

Sheli Moore

CALL TO ORDER: 5:37pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$127,164.36. Sterling Savings Bank balance: \$613.12

NEW BUSINESS:

1. **Programs & Office Report** – Holmes updated the Board about current programs at the Activity Center and also of the recent Holiday Lights Dash and upcoming International Broom Hockey Tournament on New Year's Day.
 2. Holmes told the Commissioners that traffic has definitely increased at the Activity Center and there is more need for janitorial services. Holmes approached the Commissioners about hiring a janitorial service for once a week to do a thorough cleaning of the bathrooms, gym floor, kitchen area and storage room. Discussion held about presenting the candidates with a detail list of what is expected and ask about what service and supplies they will include. **Motion** by Morris to get three bids for once a week cleaning service and to accept the lowest bid. 2nd by Montfort. Passed unanimously.
 3. Holmes asked the Commissioners if they would consider a free pass to all NWPRD2 sponsored programs to individuals who are 80 years of age or older. She told them we have several who attend our Zumba and Line Dancing and they are on a limited income. This would encourage them to exercise more regularly. Motion by Sturgill to allow 80 years of age and older to attend our events free of charge. 2nd by Morris. Passed unanimously.
- 2. Snow Cancellation Policy** - Discussion was held about a policy to follow for the closing of the Birch Bay Activity Center and cancellation of classes. Holmes told the Board about the policy the Blaine Senior Center uses which is when the Blaine School District is closed, the senior center closes. Motion by Robertson adopt a policy for snow days at the Birch Bay Activity Center that when the Blaine School District is closed, the BB Activity Center will be closed, but optional for staff. 2nd by Morris. Passed unanimously.
3. **Renewal of PO Box vs. Street Mail** – Holmes told the Board that it is time for renewal of the Post Office Box for our mail. The Board was asked to consider changing our mailing address to our street address and having mail delivered here. The cost of the PO Box is almost \$100 per year. Discussion was held on potential security of our mail, especially since we receive checks. Holmes to look into USPS approved lockable mail boxes.
 4. **Name Change** - The Board had a discussion about possibly changing the name of Northwest Park and Recreation District to something more appropriate for the district. Moore said she found during the Levy campaign that local people still didn't know who we were because of the name. Carrington said he

still sees confusion about the name. The name Northwest Park and Recreation causes exposure problems and he sees it a good reason to change the name. Motion by Robertson to change the name from Northwest Park and Recreation District 2 to Blaine-Birch Bay Park and Recreation District. 2nd by Sturgill. Passed Unanimously.

5. Update on Whatcom County – Bay Horizon Park Projects / Sign –Holmes told the Board that she and Doug Robertson are working on drafts for entry covers, storage unit, fans, etc.

6. Schedule Budget Meeting – Robertson will make a draft operational expense, reserve fund budget to present to the Commissioners at the next meeting. Discussion was held on giving grants to groups that request them from NWPRD2. Suggested we have 2 public meetings about what the public would like to see from NWPRD2 and at this time maybe submit grant proposals.

7. Request for Consideration of Title Change, Increase Hours, Pay Increases for Staff – Holmes presented to the Board a request for change in job title and increase hours. The Board broke into an Executive Session at 7:21 pm to discuss the proposal. Board came out of the executive session at 8:15 pm.

8. Approval of bills & payroll - Motion by Robertson, 2nd by Montfort. Approved unanimously.

OLD BUSINESS:

No old business discussed.

6. ADJOURNMENT: 8:17 pm. **Motion** by Carrington, 2nd by Robertson. Approved unanimously.

Next regular meeting: January 14, 2013 – Blaine Senior Center, 5:30 PM