

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ January 10, 2017

**PRESENT**

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

**GUESTS:** Ron Snyder, Kathy Taggett

**CALL TO ORDER:** 5:32 pm

**APPROVAL OF MINUTES:** **Motion** to accept the December minutes as corrected by Robertson. 2<sup>nd</sup> by Montfort. Morris requested the change in paragraph #6 to change the FOBBS to FOBBSP. Passed unanimously.

**PUBLIC COMMENT:** Ron Snyder, who presented a grant request for funding for G'ana'k'w Canoe Family at the December meeting, asked the Board if they had any follow up questions regarding the request. Snyder updated the board on new developments on the event. The Lummi Youth Canoe will be joining the event and the group is hopeful that the Lummi Nation Chief will also be present. Snyder said donations are continuing to come in as they are reaching out too many community resources to help with supplies and monetary donations. Carrington suggested to Snyder that additional funding might be available through the Birch Bay Chamber. The Chamber is interested in coordinating with the canoe event as it runs the same weekend as Birch Bay Discover Days.

**TREASURER'S REPORT:** Robertson reported the financial reports have not been received by the County therefore no new balances were available. This usually occurs each January as the County needs time to prepare year-end figures.

**NEW BUSINESS:**

1. **Programs & Office Report** – Holmes told the Board about a new program that started at the Birch Bay Activity Center called Total Barre. The instructor for the class is Angela Biondolillo, who also teaches POUND. The first class had 12 participants and was well received. Holmes talked about the January Fitness Challenge which is designed to get participants to try eight “new to them” classes and if they complete the challenge they will get a \$30 monthly pass for February.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers - Still no word from the organization.
    2. Gym Doors – Installed and working great, waiting for proposal to potentially replace current entrance doors.
    3. Interlocal with Senior Center – A new draft was provided for the Board's review. Holmes said there was one area that she felt needed to be changed. Section 4c should reflect that money will be picked up weekly from the Senior Center. The Board will take the opportunity to read over the draft and should anything stand out that should be changed Holmes will be notified.

4. Basketball Courts / Horse Shoe Pits Camp Horizon -Holmes is preparing three bids for resurfacing and will present during the budget considerations. Mike McFarlane will be looking after updating the leases.
  5. Trail at Bay Horizon Park – Nothing new to report this month.
  6. Budget - Monthly reports are not in. Holmes to send out a Doodle request with suggested dates and times for the Board to respond for availability for a budget workshop.
  7. Audit – The 2014 – 2015 audit by the State Auditor’s Office has been finalized. The Board was presented copies of the findings and other reports provided by the State Auditor’s office. An Exit Conference has been scheduled with Kelly Kohnken for Thursday, January 12.
  8. Binders: No updates made this month.
- b. **Instructor Meeting Follow-up** – Holmes said that on Saturday, January 7, a meeting for all contracted instructors and volunteers was held at CJ’s Beachhouse in Birch Bay. Attendance was very good, with a couple that rsvp’d they could not make it. Everyone was given copy of the District’s Instructor Expectations and that was discussed and questions answered. Other topics discussed that day were cleaning supplies for equipment, hand sanitizers, childcare and pet etiquette, class cancellation policy, insurance, preparation for class, contracts and cross promotion of classes. The meeting was very productive.
  - c. **Splash Days** – Holmes told the Board the City of Blaine is asking if the District would like to take over the Splash Days event that is held each summer. The Board had an opportunity to discuss the budget provided by the City and monies involved. The Board preferred not to take on the event in the whole, but to partner with them. The District feels this is a good partnership program which they don’t want to lose. Holmes to follow up with Michael Jones on this.
  - d. **K. Pollard 6-month evaluation** – The Commissioners were provided with copies of the 6-month evaluation of Activity Coordinator Pollard. Pollard met with Holmes and Director Morris to discuss the evaluation. Pollard asked the Board for a raise and an opportunity to increase her hours up to 30 a week, currently she is allowed up to 25 hours. **Motion** by Sturgill to give Pollard a \$2 an hour raise based on her evaluation and authorize up to 30-hour work week. 2<sup>nd</sup> by Robertson. Passed unanimously.

Holmes asked the Board if they would consider up to 30 hours a week for Activity Coordinator Davies. **Motion** by Robertson to allow Davies up to 30 hours a week. 2<sup>nd</sup> by Moore. Passed unanimously.

2. **REC 1 Management Software** – Holmes explained to the Board that staff is very interested in a program that will act as a database for activity participation and also assist with program sign ups. She introduced to the Board a program that she has been researching called REC 1. The program is a web based program. One feature that would be extremely helpful are all the reports that can be generated as well as allowing participants to create their own accounts and register online for programs and events. The program would cost \$100 a month. The Board was provided with information about the program. Further follow-up will be to have Holmes talk to other agencies that use this program as well following through with the 30-day free demo. Holmes will provide pluses and minuses of the program to the Board.
3. **State Audit Follow - up**– This was discussed earlier in the meeting. See Task List item #7.
4. **Discussion on the Trail Between Blaine & Birch Bay**– Morris reported that he received an email from the two sisters who own the property in the middle of the proposed trail between

Drayton Harbor Road and Lincoln Road. Unfortunately, one sister was not in favor of the easement. Therefore, the property would not be available to the District for the potential trail. Other options were discussed, particularly looking at the west side of that property. Morris also reported that he has spoken with Andrew Hester regarding the County's Right of Way along Dearborn Avenue. Ted is going to work with Hester about potential routes within the Dearborn Avenue area. Commissioner Carrington will work with Commissioner Moore to identify other potential properties for a trail route to coincide with the easements already obtained.

**DIRECTOR'S REPORT** – Morris had earlier reported on updates to the trails and also told the Board that he has been a part of a couple of staff meetings and feels things are going well. Some discussion was held on the grant process and what new steps to take in the process since we no longer are to refer to them as grants. It was decided these questions would best be asked at the Exit Conference with the Auditor's office on January 12.

**OLD BUSINESS** – Sturgill asked the Board if it was necessary to wait until the budget process was over to make a decision on the grant from the Blaine Senior Center to purchase the recumbent bike. He said since the demand is high for it currently. The Board felt it should wait until the budget has been set and be included in the process for approval.

**Approval of bills & payroll - Motion** by Montfort to accept Voucher #011017A for \$5,603.08 and 011017B for \$379.18 and payroll PR#JAN17 in the amount of \$5,671.50. 2<sup>nd</sup> by Robertson. Approved unanimously.

**ADJOURNMENT:** 7:07 pm. **Motion** by Robertson, 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** February 14, 2017 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ February 2, 2017 BUDGET WORKSHOP

**PRESENT**

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

**GUESTS:** None

**CALL TO ORDER:** 3:55 pm

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson provided the Board with the 2016 actual budget figures, the 2016 County and Umpqua Bank registers and the 2017 proposed budget worksheet.

**WORKSHOP BUSINESS:**

1. **2016 Budget Sheets** – The Board went through the 2016 Budget and year-end figures line by line.
2. **2017 Budget Sheets** – Treasurer Robertson prepared a proposed operating budget for the upcoming 2017 season based upon the 2016 expenditures. Suggested changes were as follows:
  - a. **Legal / Accounting** – based upon the new bill for the recent state audit that was less than indicated, the budget was changed from \$6,600 to \$4,900.
  - b. **Election** – The board felt that the \$6,100 was a low figure especially since we will incur Levy expenses this November. That figure was raised to \$11,000.00.  
**Motion** by Robertson, 2<sup>nd</sup> by Moore to accept \$186,000 proposed budget for minimum 2017 operational budget. Passed unanimously.
3. **Grants** – After setting the operational budget, the Board looked at the Program Support Requests (formerly Grants) for 2017. A recommendation by the Board Treasurer to keep in mind that money should be held in reserves in the event that the 2017 Levy does not pass. The following requests were discussed and the outcome was voted on:
  - a. **Whatcom Conservation District** - \$3,900.00 request to help with the 2017 Run with the Chums Event. The Board discussed the outcome of the State Auditor's report that the District cannot gift public funds for prizes. The Board decided they would not grant the funds requested based on the state law.
  - b. **G'ana'k'w Canoe Family** – **Motion** by Montfort to allow \$300 to go the request to be used specifically for fuel. 2<sup>nd</sup> by Carrington. Passed unanimously.
  - c. **Blaine Senior Center** – **Motion** by Robertson to fully fund the Blaine Senior Center request of \$6,069 to purchase the exercise equipment. 2<sup>nd</sup> by Sturgill. Passed unanimously.
  - d. **Cubscout Pack 4025** – **Motion** by Robertson to award \$4,000 to the Cub Scouts. 2<sup>nd</sup> by Moore. Passed unanimously.
  - e. **Birch Bay Chamber of Commerce** – **Motion** by Robertson to award \$20,000 to the Birch Bay Chamber to be used for their summer events. 2<sup>nd</sup> by Carrington. Motion did not pass.

Further discussion was held about the amount to award. **Motion** by Moore to award \$15,000 to the Birch Bay Chamber of Commerce for the summer events. 2<sup>nd</sup> by Montfort. Passed unanimously.

- f. **Friends of Birch Bay State Park Playground Equipment** – **Motion** by Sturgill to award \$20,000 to the FOBBSP to purchase playground equipment. 2<sup>nd</sup> by Robertson. Passed unanimously.
- g. **Birch Bay Chamber of Commerce** – After discussion and decision of money awarded in the FOBBSP request, Sturgill wanted to revisit the money awarded to the Birch Bay Chamber of Commerce. He felt that since the FOBBSP amount was less than originally needed, would the Board consider giving additional moneys to the Birch Bay Chamber. **Motion** by Robertson to add an additional \$5,000 to the amount of money awarded to support the Chamber’s programs. 2<sup>nd</sup> by Sturgill. Passed unanimously.
- h. **Birch Bay Marine Park Reserve** – Discussion was held about the amount of money requested to reserve for development of the Birch Bay Community Park. Members of the Board felt that until the District can work with Whatcom County Parks as to the plan for the new park, the District should hold off putting additional money aside. Some Board members felt more money should be set aside for the proposed Blaine-Birch Bay Trail project. **Motion** by Roberson to establish a capitol project reserves account of \$50,000. There was no 2<sup>nd</sup> to the motion. Therefore, the motion did not go to vote. After further discussion on where to reserve money for District projects, **Motion** by Montfort to add \$50,000 into the District Trail Project. 2<sup>nd</sup> by Moore. Three (3) yes votes, Two (2) no votes. It was also added that money can be redistributed to projects by the Board in a formal meeting if the need arises. Motion by Robertson to deny the request for additional reserve money for the Birch Bay Marine Park. 2<sup>nd</sup> by Montfort. Four (4) yes votes, Carrington voted no. The District felt it is important to meet with the County regarding the park plans and status.

**ADJOURNMENT:** 5:43 pm. **Motion** by Moore 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** February 15, 2017 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ February 15, 2017

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Katy Montfort, Commissioner  
Sheli Moore, Commissioner  
Richard Sturgill, Commissioner  
Ted Morris, Director  
Heidi Holmes, Program Manager

Excused Absence: Doug Robertson, Commissioner, Treasurer

**GUESTS:** N/A

**CALL TO ORDER:** 5:31 pm

**APPROVAL OF MINUTES:** **Motion** to accept the January minutes by Montfort. 2<sup>nd</sup> by Moore. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson was excused from the meeting. Holmes reported the following balances held by Whatcom County: Building Fund: \$52,529.60; Reserve Fund: \$210,178.43 and the General Fund: \$185,735.39 for a total of \$448,443.42. Umpqua Bank balance: Was unavailable.

**NEW BUSINESS:**

1. **Questions and Answer Session: Group from Lummi Island** – This was postponed as the group was unable to attend last night.
2. **Programs & Office Report** –
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers - Still no word from the organization.
    2. Interlocal with Senior Center – Holmes is still waiting for the City to get insurance figures from City. She has reminded Dave Wilbrecht about this.
    3. Basketball Courts / Horse Shoe Pits Camp Horizon - Holmes has received one written bid, spoken to one other company about a bid and still has another company to reach out to for a bid. She was waiting to see if the Board wanted to pursue the project in this year's budget.
    4. Trail at Bay Horizon Park – An informal meeting was held at the Birch Bay Activity Center with Commissioner's Moore & Montfort, Holmes, Kathy Berg and two representatives from BP. The meeting was to talk about possible involvement from BP and support if the project were to move forward.
    5. Binders: No updates made this month.
  - b. **Bite of Blaine** – Discussion about the upcoming Bite of Blaine event. Board acknowledged they are honored to be chosen as Business of the Year. It was asked if District could pay for a

- table or ticket. The Board felt tickets should be purchased by the Commissioners themselves. A table will be reserved for the Board.
- c. **Sign in Sheets / Registration Sheets** – Holmes told the Board that copies of the original sign in sheets and registrations forms are being made at the Senior Center from the Pavilion Classes and the office is not getting the originals. There currently is no policy on paperwork that the District generates from classes. It was felt all originals should be kept with the District office. Holmes said she spoke with the MRSC consultants about a policy and there were concerns that this paperwork could potentially be used for commercial purposes which is not allowed under the Public Records Act. Holmes said the Senior Center is not the one making the copies and they have no reason to. Holmes will follow up with where the originals are going and to advise the instructor and the Senior Center that all originals are to be given to the District office and no copies are to be made. A policy will be researched, drafted and presented to the Board for approval.
  - d. **Instructor Bio's for Web / Marketing** – Carrington addressed concerns with the Board about a recent instructor bio that he had received. The staff has requested District instructors to voluntarily submit a bio that can be used in marketing and on the website. One submission didn't follow the format that other instructors had submitted. Commissioner Moore will follow up with the instructor to see about re-wording the bio.
  - e. **Missing Property from Pavilion** – Holmes reported that a portable speaker that was left in the storage closet at the Blaine Pavilion is missing. Staff has talked with the City of Blaine, Blaine Senior Center, and the Boys and Girls Club and no one had any information about the speaker. Holmes told the Board that the incident has been reported to the Blaine Police Department. There were concerns about the safety of District items that are stored in the closet, such as fitness steps and Zumba toning sticks. Holmes will talk to the city about how we can secure our property. Staff will also do an updated inventory of property at both the Activity Center and the Pavilion.
3. **REC 1 Management Software** – Holmes updated the Board about her findings of the Rec 1 Management software. She had contacted three different cities, 2 similar to population of our District and one larger populated city, and reported positive reviews of the program. There were concerns it might not integrate with our current website, but Holmes will double check on that before securing the contract. The company does not require a term contract, only month to month with a cost of \$100 per month. The monthly rate is based on 1% of monthly income from program sales, but since the District makes less than \$10,000 a month we are charged the minimum rate of \$100. It was asked if additional equipment was needed, Holmes reported that hand scanners can be purchased to assist with members scanning in punch cards or for signing in. The cost for those range from about \$20 and up depending on the make and model. **Motion** by Sturgill to purchase the Rec 1 Management program. 2<sup>nd</sup> by Montfort. Passed unanimously.
  4. **Review of 2017 Budget** – Commissioner Moore expressed there was some confusion with the starting figures in the 2017 budget spreadsheet. Because Treasurer Robertson was unable to attend the meeting to explain the numbers, no further action was taken at this time.
  5. **Marketing Strategy for 2017**– A discussion was held about how to best market the District in the upcoming year. The Board felt it was important to stress the accomplishments of the District in past years. A trifold brochure was suggested reflecting the accomplishments that can be handed out in the community. The Board would like to talk at the Blaine and Birch Chamber Lunch meetings this fall. Another suggestion was having a banner made and displaying it in the small trailer owned by Jeff, of TC Transport, that could be parked along the streets in Blaine and Birch Bay. Jeff did this for the Chamber events last summer.
  6. **District Project Status** – Holmes asked the Board if they would like her to continue to pursue quotes on the following projects for this year's budget.
    - a. Shed – Put on hold until next year.

- b. Basketball / Pickleball Courts – Yes
  - c. Entrance Doors and Hardware – Yes
  - d. Whatcom County – Meet with Mike McFarlane – Ted Morris to follow up with this task.
7. **Email – CC'ing Office in Correspondence** – There was discussion about emails being sent regarding current District projects and does the office receive a cc with the email. The Board would like to see the office email CC'd for project communications.
8. **Program Support Requests (formerly Grants)** – Holmes has been working with MRSC for sample agreements used by other government agencies that provide monetary support for community projects. Samples were provided for the Board's review.

Money for the requests from the community that were approved during the budget process will be distributed in March. An agreement will be drafted by Holmes for each project funded and the Board will review. Holmes will also contact Kelli from the State Auditor's Office as to how to disperse the money.

**DIRECTOR'S REPORT** – Morris said he will set up a meeting with Mike McFarlane from Whatcom County Parks and County Executive Jack Louws regarding the status of the Birch Bay Beach Property.

Morris also spoke about the Whatcom Land Trust (WLT), a group that purchases properties to be used for public use. Morris said the organization recently did a presentation for the County and would be willing to come talk to the Blaine and Birch Bay communities. Carrington said this might be good for a Chamber Luncheon presentation. Morris said that currently the WLT is seeking to purchase property in the Blaine-Birch Bay area that could have a positive impact on the District's proposed trail between Blaine and Birch Bay.

Morris reported that the Friends of Birch Bay State Park have raised \$44,000 towards building a playground in the State Park and that BP will also step up to the plate with a donation so the playground will be fully funded.

**OLD BUSINESS – None**

**Approval of bills & payroll - Motion** by Sturgill to accept Voucher #021517A for \$6,693.53 and 021517B for \$376.48 and payroll PR#FEB17 in the amount of \$6,965. 2<sup>nd</sup> by Moore. Approved unanimously.

**ADJOURNMENT:** 7:12 pm. **Motion** by Montfort, 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** March 14, 2017 – Blaine Senior Center, 5:30 PM



BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ March 14, 2017

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Doug Robertson, Commissioner, Treasurer  
Katy Montfort, Commissioner  
Sheli Moore, Commissioner  
Richard Sturgill, Commissioner  
Heidi Holmes, Program Manager

Excused Absence: Ted Morris, Director

**GUESTS:** Billy Brown, Birch Bay Chamber of Commerce

**CALL TO ORDER:** 5:40 pm

**APPROVAL OF MINUTES:** **Motion** to accept the February minutes by Montfort. 2<sup>nd</sup> by Sturgill. Passed unanimously.

**PUBLIC COMMENT:** Billy Brown wanted to thank the Board for supporting the Birch Bay Chamber. He said the Chamber is bringing back the social memberships this year along with developing a coupon book for tourists to utilize within the Birch Bay community. The District's name will be on the book as a sponsor of the Birch Bay Chamber. Brown said he is looking forward to the partnership for the summer events and is hoping the District can provide more banners so they can be displayed during the events.

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$52,614.63; Reserve Fund: \$210,461.75 and the General Fund: \$171,172.43 for a total of \$434,248.81. Umpqua Bank balance: \$465.64

**NEW BUSINESS:**

**1. Programs & Office Report -**

**a. Task List -** Holmes and the Board discussed ongoing tasks and the status of each task.

1. HSA Silver Sneakers - Holmes said she has received an email from Tivity Health, the company affiliated with Silver Sneakers. The email suggested that if we still have an interest in the program further emails will keep us informed of our status. Activity Coordinator Pollard is getting certified through her position at the YMCA to teach Silver Sneakers qualified programs. This will benefit us as she will be able to teach similar programs for the District, we just can't use the Silver Sneakers name at this time.
2. Interlocal with Senior Center - The updated agreement was provided to the Board for approval. The Board wanted more time to read through the document and will follow-up at the next Board meeting.
3. Basketball Courts / Horse Shoe Pits Camp Horizon - Holmes has received two written bids and was hoping the third would be available for this meeting. When the third bid is received, Holmes will send all bids to Commissioner Carrington to break down the bids and make a recommendation to the Board at the April meeting.
4. Trail at Bay Horizon Park - Nothing new at this time.

5. **Binders:** Staff is going to review current policies and procedures and see if any updates are needed. Also staff is looking at a text messaging policy. Staff uses personal texting and cell phones to communicate with each other. A policy will be drafted by staff and present to Board for review.
  - b. **Sign-in Sheets**– The Board was presented with a proposed policy regarding paperwork generated during a District activity. Holmes worked with Attorney Roger Ellingson to prepare a Privacy Policy Resolution for the Board to approve. The draft was discussed and the Board suggested changes that this policy extend to staff, board members and instructors. Also to change “automatic and immediate termination” to “may be subject to disciplinary actions and or termination.” The proposed policy will be updated for Board review.
  - c. **Consideration for Non-Disclosure Clause for Instructors**– Holmes asked the Board if they wanted to consider a clause for instructors.
2. **Follow Up Review of 2017 Budget** – There were some questions about the starting 2017 budget balances on the spreadsheet given to the Board in February. Treasurer Robertson explained that he uses the reserve funds as provided by the County’s Financial Reports for his figures.
3. **Program Support Requests (formerly Grants)** The Board discussed the proposed contracts outlining the terms for the funding requested by the community organizations. Several recommendations were added to the wording of the agreements. A timeline of September 30 was put in place for submission of documentation from the grantee’s as to how the money has been spent. The Board also felt that unless this has been provided to the District, the organization would not be eligible for funding in the following year. Holmes to send out reminders to all recipients on September 1 reminding them of the documentation deadline.
4. **District Projects** – Discussed with task list items. Carrington asked about the quotes for the new doors and Holmes said she has not gathered the two extra quotes but that she will pursue in the coming month.
5. **Levy Deadlines** – Holmes updated the Commissioners on deadlines for submission of paperwork for the November levy. Holmes will send out to Board the language used in the 2013 levy.

**DIRECTOR’S REPORT** –Morris wasn’t able to attend the meeting, there was no report.

**OLD BUSINESS** – Commissioner Moore reported to the Board that she was able to talk with the instructor regarding the instructor’s bio that had been submitted. Moore said to expect an updated bio concentrating on instructor qualifications and classes taught.

**Approval of bills & payroll** – **Motion** by Montfort to accept Voucher #031417A for \$10,966.73 and #031417B for \$848.83, and payroll #MAR17 in the amount of \$5,974.50. 2<sup>nd</sup> by Sturgill. Approved unanimously.

**ADJOURNMENT:** 6:55 pm. **Motion** by Montfort, 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** April 11, 2017 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ April 11, 2017

**PRESENT**

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

**GUESTS:** N/A

**CALL TO ORDER:** 5:30 pm

**APPROVAL OF MINUTES:** **Motion** to accept the March minutes by Robertson. 2<sup>nd</sup> by Moore. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$54,090.83; Reserve Fund: \$215,377.99 and the General Fund: \$166,599.63 for a total of \$436,068.45. Umpqua Bank balance: \$1,170.91

**NEW BUSINESS:**

1. **Programs & Office Report** – Holmes presented to the Board the new catalog from the Burke Company & Buell Recreation. The catalog features the Marine Park Playground. The Board was very pleased with the photographs and would like to ascertain a copy of the image of the playground from above, overlooking the bay. Holmes will look into that. Also, she shared with the Commissioners the April 2017 Blaine Senior Center Newsletter which has an acknowledgment and photo of the new fitness equipment that was purchased by the District.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers – Holmes said she has received no further word from Silver Sneakers, however, Kristina Pollard has completed training that will allow her to teach senior specific classes, such as Senior Strong, Senior Stretch Yoga, Seniors on the Move and Senior Chair Fitness. Classes will be scheduled both at the Pavilion and the Activity Center starting in May.
    2. Interlocal with Senior Center – The Board discussed the DRAFT version and found one small grammatical error in Section 6.2 and asked to remove the word “the.” **Motion** by Robertson to accept the DRAFT with the suggested word change and to authorize the Board Chairman to sign off. 2<sup>nd</sup> by Montfort. Passed unanimously.
    3. Basketball Courts / Horse Shoe Pits Camp Horizon – Further discussion was held on the bids submitted and a recommendation was made to choose the bid by Whatcom Builders. Holmes will notify the newspaper when construction is taking place. **Motion** by Moore to accept the Whatcom Builders bid to resurface the basketball court at Bay Horizon Park. 2<sup>nd</sup> by Montfort. Passed unanimously.

4. Trail at Bay Horizon Park – Nothing new at this time.
  5. Binders: Holmes had presented the Board with a structured Table of Contents for the Binder folder that has policies and procedures, contacts, etc. that is kept in the Program Managers office. Carrington suggested that we include a logo page, mission statement page, to precede the Table of Contents and to follow up with a map of the district. Holmes will bring the updated binder to the next meeting. The Board will review the contents of the binder over the next few meetings and make any updates to the current contents.
- b. **North County Lawn Care** – Holmes said that she received a bill from North County for recent maintenance at the Birch Bay Beach Property. She said she hadn't notified them about this year, but did the Board want to continue with them. It was agreed to continue to use North County for the mowing, but to have them mow twice a month through the end of June and then by request.
  - c. **Internship** – Holmes told the Board that Chrissie O'Connor is currently interning at the District until June. O'Connor is a student at WWU and brings experience of working with children and recreation programs at the YMCA.
  - d. **Privacy Policy**– The Board reviewed the updated privacy policy regarding District registration forms and sign in sheets. The Board approved the policy by signing it. Copies will be forwarded to the Senior Center, City of Blaine and all instructors and staff. Each person that receives the policy will initial and get a copy.
  - e. **Alderson Road Cleanup**– Holmes told the Board a Saturday, April 22 date has been set to clean up Alderson Road as part of the Adopt a Roadway program. Holmes will send out a flyer to our database asking for volunteers as part of our Community Service Day.
  - f. **Funding Workshop** – Holmes told the Board that Commissioner Montfort and herself attended a workshop sponsored by the Port of Bellingham. A panel of organizations spoke about different funding options and grants available. Holmes said Kyle Guzlas from RCO was there and they spoke briefly with him about the trail progress.
  - g. **Parkscriptions** – The Board was informed about a pilot program that will take place in Bellingham this summer called Parkscriptions. This is a national program where Doctors actually prescribe their patients with a dose of nature. A meeting was held at Blaine City Hall with the organization, Recreation Northwest, who is introducing the program with hope that it will catch on and expand into the Blaine – Birch Bay area.
  - h. **2018 Sick Leave Regulations** – A new law goes into effect on January 1, 2018 that requires employers to provide at least 1 hour of sick leave for every 40 hours an employee works. The Board talked about the new law and how it would affect the District. The law pertains to all employees, not just full time ones.
  - i. **Inventory** – A list of inventoried items was provided to the Board. It was suggested that staff take photos of the equipment and record serial numbers in case of theft or fire. Two sets of files are to be kept, one on site and one off site.
  - j. **Umpqua Bank Register** – Amazon – There was discussion about how the transactions were recorded in the Umpqua Bank Register. Since many purchases are made through Amazon, it was difficult to know what was purchased. Holmes said she started to record them in a different way on the register and said invoices from Amazon are always kept with the records which reflect the purchase.
2. **Program Support Requests (formerly Grants)** The Board looked over the updated agreements for the Program Support Requests. A slight change was requested for the contract regarding the Cub Scouts. There were concerns about the use of the word “awards” and asked to find a different way to word that so it is not confused with giving prizes.

**3. District Projects – Quotes for Doors** – The Board had the opportunity to review three quotes to replace the entrance doors on the south side of the gym building. After consideration of the bids, the Board authorized Doug Robertson to look at the doors and determine if they needed to be replaced or just repaired as quoted by NW Door Pros bid. Robertson was given the authority to spend up to \$3,000 to repair the doors, otherwise, if he felt the doors needed to be replaced to go with Option #2 of the NW Door Pros bid.

**DIRECTOR'S REPORT** –Morris has spoken to Mike McFarlane, Whatcom County Parks Director, about the development plans and maintenance for the Birch Bay Beach Community Property. The Board would like to see a plan on how the County is going to fund the project.

**OLD BUSINESS** – Commissioner Sturgill reported that the Drayton Harbor Maritime continues to work on the restoration of the sailboat which the District had given community support in 2014. Commissioner Moore updated the Board regarding the Dearborn Avenue properties that may be considered for trail easements. She said there is at least one very supportive owner, one non supportive, and others who are Canadian owners.

The Board discussed the Pavilion and the class schedules. Since new programs are being considered for the facility there was concerns about time frames between classes. It was discussed about how much time was sufficient between classes. Moore will speak to Brenda Gelwicks about 15-minute turnaround for classes as this may affect the Zumba and Line Dance classes.

**Approval of bills & payroll** – **Motion** by Sturgill to accept Voucher #041117A for \$5,023.94 and #041117B for 1,426.15, and payroll #APR17 in the amount of \$5,748.50. 2<sup>nd</sup> by Robertson. Approved unanimously.

**ADJOURNMENT:** 7:03 pm. **Motion** by Carrington, 2<sup>nd</sup> by Robertson. Approved unanimously.

**Next regular meeting:** May 9, 2017 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ May 9, 2017

**PRESENT**

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

**GUESTS:** Doralee Booth

**CALL TO ORDER:** 5:32 pm

**APPROVAL OF MINUTES:** Motion to accept the April minutes by Robertson. 2<sup>nd</sup> by Montfort. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$66,488.25; Reserve Fund: \$256,607.24 and the General Fund: \$224,741.87 for a total of \$547,837.36. Umpqua Bank balance: \$376.74. Robertson also brought a printout version of the new daily cash receipts that are kept by staff. This allows for a checks and balance system for cash collected and the amount deposited. The Board also had the opportunity to see the income generated from classes and rentals for the year to date.

**NEW BUSINESS:**

1. **FOBBSP – Doralee Booth, Update on Play Equipment** – Booth told the Board that she is a regular attendee of classes sponsored at both the Pavilion and the Birch Bay Activity Center and sees such a positive attitude from class participants. Booth updated the Board about the progress of the new playground equipment at the Birch Bay State Park. She said three bids were obtained and they have chosen to go with All Play Systems. A design overview was presented to the Board. Morris said they hope to see groundbreaking by early June. The \$30,000 allocated by the District has been submitted and a check will be issued to FOBBSP to put towards the cost of the playground.

Booth also talked to the Board about the development of the Birch Bay Community Beach Park. Booth said concerns about the development and financing were passed along to Jack Louws. A meeting with Louws has been requested and he is willing to meet with the Advisory Board for the park in the near future. It was also suggested that the County and the District meet about the park development.

2. **Programs & Office Report** – Holmes told the Board she had made contact with Buell Recreation regarding the Marine Park photos in the new play equipment catalog. Photos used in the layout have been forwarded to the District and permission was granted to use a photo of the playground for this year's summer guide. The Board had the opportunity to see the draft cover of the guide.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers – Holmes said she has received no further word from Silver Sneakers, however, Kristina Pollard has started teaching some new senior classes at the Activity Center and Pavilion. If the District does become eligible for Silver Sneakers, these classes are qualified.

2. Interlocal with Senior Center – The final version was presented to Chairman Carrington for his signature.
  3. Basketball Courts / Horse Shoe Pits Camp Horizon – Holmes told the Board the resurfacing has taken place. The Board looked at the draft agreement with Lion’s Camp Horizon about the terms of using the court.
  4. Trail at Bay Horizon Park – Nothing new at this time.
  5. Binders: Holmes said the binders have been updated with the new logo and mission page and a map of the District has also been added. It was suggested that maybe excerpts of the binder can be used to create other manuals or standard operating procedures binders. The Board was provided with a copy of the current administrative procedures for review. Holmes will also update the Binder with instructions for checking batteries for the AED which is onsite at the Activity Center.
- b. **Vacation Schedule** – Holmes said she will be away August 2 through the 15. It was suggested that she appoint one of the staff members to be in charge during her absence and that both Ted and Jeff will be available to check in with staff.
  - c. **Rec 1 Update** – Holmes told the Board they have started a soft launch with the new park and recreation management software. Concerns were discussed about privacy issues of the data collected and are people able to opt out of the emails. Holmes will check into what Rec 1 policy is and also can add privacy policy information if necessary.
  - d. **Project Updates** –
    - i. Doors – NW Door Pro has come and replaced the closers, hinges, added new door stoppers, reinforced the doors and cleaned the lock mechanism so it is easier to use. Staff can lock the crash bar from the inside so the door will open much easier from the outside.
    - ii. Basketball Court – see Item 3 under task list.

**DIRECTOR’S REPORT** –Morris reminded the Board that a committee should be formed to help with the Levy process. The deadline for submitting paperwork is August 1. Discussion held that funds will need to be raised to pay for signage and banners.

Morris also said he will try to reach out to the Whatcom Land Trust regarding a property they are interested in purchasing that might fall in line with the Blaine to Birch Bay trail. He reminded the Board that the process to actually purchase the property can take months if not longer as funds need to be raised by the organization.

**OLD BUSINESS** – Commissioner Moore said that Billy Brown is still with working the Title Company about the properties along Dearborn Avenue. Some concerns were raised that easements may not be available for a potential trail section.

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #050917A for \$35,230.91 #050917B for 13,270.89, #050917C for \$80.00, and payroll #MAY17 in the amount of \$5,950.00. 2<sup>nd</sup> by Sturgill. Approved unanimously.

**ADJOURNMENT:** 6:50 pm. **Motion** by Moore, 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** June 13, 2017 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ May 23, 2017

**PRESENT**

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

EXCUSED: Jeff Carrington, Commissioner, Chairman

**GUESTS:** None

**CALL TO ORDER:** 4:30 pm

**PUBLIC COMMENT:** N/A

**NEW BUSINESS:**

1. **Discuss the Purchase of the California Creek Property by the Whatcom Land Trust-**  
Director Ted Morris presented to the Board an opportunity by the Whatcom Land Trust to purchase a 13.2 piece of property located along California Creek and Drayton Harbor Road. A lengthy discussion was held about the pros and cons of the property. The Whatcom Land Trust is looking to partner with the District on the acquisition and has asked if the District can assist by providing \$40,000 for the down payment of the property. **Motion** by Robertson that the Board of Commissioners support the Whatcom Land Trust purchase of the 13.2 acre property on California Creek by allocating \$40,000 towards the down payment. 2<sup>nd</sup> by Moore. Passed unanimously.
2. **Motion** by Robertson to accept the minutes as read. 2<sup>nd</sup> by Montfort. Passed unanimously.

**ADJOURNMENT:** 5:48 pm. **Motion** by Moore, 2<sup>nd</sup> by Montfort. Approved unanimously.

**Next regular meeting:** June 13, 2017 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM



BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ June 13, 2017

**PRESENT**

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

EXCUSED: Richard Sturgill, Commissioner

ABSENT: Jeff Carrington, Commissioner, Chairman

**GUESTS:** None

**CALL TO ORDER:** 5:38 pm

**APPROVAL OF MINUTES:** **Motion** to accept the May minutes by Robertson. 2<sup>nd</sup> by Moore. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$66,488.25; Reserve Fund: \$256,657.24 and the General Fund: \$187,232.11 for a total of \$510,377.60 Umpqua Bank balance: \$1,271.80.

**NEW BUSINESS:**

1. **Programs & Office Report** – Holmes updated the Board on events that have taken place this past month. Events held were the Picnic in the Playground, Kite Festival with the Chamber of Commerce and the BeachFest with the Friends of Birch Bay State Park. She also talked about upcoming events such as the Band Concert at the Playground and Summer Solstice Jamboree. Holmes mentioned the outdoor movie night in August that the District is partnering with Jen Freeman, Leah Crews, City of Blaine and the Blaine Chamber that will offer food, drink, music and a movie. The event will take place at Marine Park.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers – Holmes said she has received no further word from Silver Sneakers.
    2. Trail at Bay Horizon Park – Nothing new at this time.
    3. Binders: Holmes has added a new chapter to the Binders regarding the AED unit. The unit was donated by Camp Horizon a few years ago. Both herself and Josh Davies were recently recertified in using the unit and CPR techniques. The new protocol refers to monthly checking of the battery system and how to check if the pads are up to date. A new battery and pads for the unit have been purchased and stored alongside the device. Holmes also said that each month the Emergency Exit lights are tested. The protocol will be added to the office binder.
  - b. **Update on Pickleball Courts** – Holmes said the asphalt has been laid. Volunteers have started putting a sealer on the asphalt. It was recommended to use a sealer on the new asphalt. This is going to add to the cost of surface as it wasn't in the original estimate for

painting lines. The Board was given a breakdown of the costs and the estimated additional costs.

- c. **Rec 1 Update** – Holmes told the Board the new database system is in use. Holmes talked about the new monthly pass rates added for people who want to do both the \$3 and \$5 classes as well as the new \$25 punch card for the \$5 classes. Holmes showed an example of one type of report, monthly pass purchases, the system can provide.
2. **Levy Committee** – Discussion was held on forming a committee to help prepare the paperwork necessary for filing by August 7. Three community members are needed for the committee. Doralee Booth and Kathy Berg have both stated their interest in being on the committee. A third person will be sought. It was recommended that draft Levy resolution be prepared and brought to the July meeting. The Board will need to decide if the length of the levy would be for a period of 4 or 6 years.
3. **Update on Drayton Harbor Road Property / Whatcom Land Trust** – Director Morris told the Board that the Whatcom Land Trust (WLT) got the loan to purchase the property at 4656 Drayton Harbor Road. The closing is set for the end of June. WLT will apply in the spring of 2018 for a Federal Coastal Wetland Grant and a state Aquatic Lands Enhancement Account (ALEA) grant to cover the purchase cost, develop the property, raze any buildings, and add a non-motorized watercraft launch. Morris presented the Board with a draft Letter of Intent for the acquisition and future terms of the property. The Board read through the letter making suggested changes. A provision is included should the grants not be issued and funding does not come through to pay off the mortgage, the District will be reimbursed the \$40,000 investment. The land will eventually be donated to the District who will then be responsible for upkeep and costs related to the property.

Discussion was held around the concerns of the joint septic tank construction and maintenance agreement. Morris will follow up with the County and WLT in regards to the septic system.

**Motion** by Robertson to allow the Director to refine the Letter of Intent with the Whatcom Land Trust and sign on behalf of the District. 2<sup>nd</sup> by Moore. Passed unanimously.

**DIRECTOR'S REPORT** –Morris said he has spoken with Mike McFarlane of Whatcom County Parks in regards to the development of the beach front property. It has been suggested further meetings take place with the county officials, the District and those who worked on the committee to acquire the property as to development funding options.

**OLD BUSINESS** – Commissioner Moore said that Billy Brown is still with working the county about the easements along Dearborn Avenue where a trail from Blaine to Birch Bay has been proposed.

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #061317A for \$7,130.29, #061317B for 43,004.92, #061317C for \$1,200.00, and payroll #JUN17 in the amount of \$7,598.50. 2<sup>nd</sup> by Moore. Approved unanimously.

**ADJOURNMENT:** 6:55 pm. **Motion** by Robertson, 2<sup>nd</sup> by Moore. Approved unanimously.

**Next regular meeting:** July 11, 2017 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ July 11, 2017

**PRESENT**

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

EXCUSED: Katy Montfort, Commissioner

**GUESTS:** Billy Brown

**CALL TO ORDER:** 5:35 pm

**APPROVAL OF MINUTES:** **Motion** to accept the June minutes with one minor change in the paragraph of Old Business by Robertson. 2<sup>nd</sup> by Moore. Sturgill abstained. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$57,519.07; Reserve Fund: \$264,031.86 and the General Fund: \$139,961.63 for a total of \$461,512.56 Umpqua Bank balance: \$1,190.68

**NEW BUSINESS:**

1. **Programs & Office Report** – Holmes updated the Board on events that have taken place this past month. Events held were the InSane in the Blaine Skateboard at the Blaine Skatepark with the Unknown Board Shop of Bellingham and the World's Largest Swim Lesson with the Birch Bay Waterslides at the Waterslides. Holmes said hot dogs were sold at the skateboard event which had at least 55 people in attendance. The Swim Lesson had over 30 people participating. The Northern Light newspaper gave both events coverage by publishing photos. Board members asked how the outdoor pickleball courts were coming. Holmes said there are two courts that are useable at the moment. Asphalt sealer has been put on one court and once that cured, players have been using the courts. There has been concerns raised about the surface and should the surface be painted? A decision to paint the courts will be made at a later time. It was suggested that staff contact Birch Bay Village to let them know about the courts.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. HSA Silver Sneakers – Holmes said she has received no further word from Silver Sneakers.
    2. Trail at Bay Horizon Park – Nothing new at this time.
    3. Binders: nothing new added.
  - b. **Staff Evaluations** – Holmes and Director Morris provided the Board with the recent staff performance evaluations. Areas of concern that came out of the evaluations were organization and storage space. Ideas were talked of maybe adding a pavilion type building with a multipurpose room to the activity center. It was asked if there were any concerns regarding instructors. Staff would like to see no interruptions of classes when instructors need time off or vacations and does its best to find subs when necessary. Board will review current contracts and vacation policies.



BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ August 8, 2017

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Doug Robertson, Commissioner, Treasurer  
Katy Montfort, Commissioner  
Ted Morris, Director  
Kristina Pollard, Activity Coordinator

**ABSENT**

Sheli Moore, Commissioner (excused/sick)  
Richard Sturgill, Commissioner (Unknown)  
Heidi Holmes, Program Manager (excused/vacation)

**GUESTS:** Jeanne Slagle, Ted Buternschoeh and Doralee Booth

**CALL TO ORDER:** 5:35 pm

**APPROVAL OF MINUTES:** **Motion** to accept the July minutes by Robertson. 2<sup>nd</sup> by Carrington.

**PUBLIC COMMENT:** Slagle and Buternschoeh requested information regarding the Birch Bay Park and public availability of park usage. Carrington responded with information regarding ownership of the park and the way in which it was funded. The park is owned by the county and plans to add a bathroom facility, small playground and parking but currently is not up to code for public usage. Morris added more details and spoke about an upcoming meeting with the county regarding the park. Carrington and Morris directed Slagle and Buternschoeh to the birchbayinfo.org website.

Slagle and Buternschoeh had questions regarding special events and vendors that use the park. Carrington responded, any suggested donations for parking went to kids programming for the Blaine/Birch Bay area and vendor fees were used to pay for insurance, maintenance, police and flaggers. Carrington assured Slagle and Buternschoeh that there was no profit from these events.

Booth mentioned the first phase of the Birch Bay Park will be bathroom facility. She clarified that with the recent tax increase, this did not include the Birch Bay Park.

Booth updated board on the levy committee and read materials regarding the levy information that was submitted. Kathy Berg is responsible for all language components linked to the levy. Booth added that they changed the levy name to FOBBBPRD (Friends of Blaine Birch Bay Park and Recreation).

**TREASURER'S REPORT:** Robertson reported the financial reports have not been received by the County therefore balances would be a guess.

1. (Updated by Heidi Holmes) General Account: \$114,974.70, Building account: \$57,598.10  
Reserves: \$264,295.20. Total of: \$436,868.00.
2. Umpqua Savings bank balance: \$1,801.46

**NEW BUSINESS:**

**5. Programs & Office Report** – No updates at this time. Holmes is on vacation.

**a. Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.

1. HSA Silver Sneakers – Have no heard from SS. Board requested to take off task list.
2. Trail at Bay Horizon Park – Nothing new at this time.

3. Binders – Continuing to develop as programs and events happen.
  - b. Office Admin Update –
    - i. Interviews are scheduled for August 17<sup>th</sup>. Morris, Moore and Holmes will be conducting.
    - ii. Staff to create a job description. Nothing new.
  - c. Floor – Board requested a total of three quotes. **Motion** by Robertson to approve having the floors finished with the best bid. 2<sup>nd</sup> Montfort. Approved unanimously. Robertson is to receive quotes and make final decision.
  - d. Missing money from pavilion line dance class – Filed a police report.
6. Levy Resolution Update – Paperwork has been filed and Kathy Berg will be the contact person as to confirmation of the proposition on the ballot. Morris will help speak to local businesses to possible help with seed money. Morris spoke to a reporter from The Northern Light and gave a statement.

**DIRECTOR'S REPORT** – Morris informed board of request of financial documents from a community member. Will send report when community member completes needed document.

**OLD BUSINESS** – Community member weeded around the signage at 2 locations. **Motion** by Carrington to pay community member \$150 cash out of petty cash for services. 2<sup>nd</sup> by Montfort. Approved unanimously.

**Approval of bills & payroll** – Will approve bills and payroll upon Holmes return from vacation.

**ADJOURNMENT:** 7:03 pm. **Motion** by Montfort, 2<sup>nd</sup> by Carrington. Approved unanimously.

**Next regular meeting:** September 12, 2017 –Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~September 12, 2017

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Doug Robertson, Commissioner, Treasurer  
Katy Montfort, Commissioner  
Richard Sturgill, Commissioner  
Sheli Moore, Commissioner  
Ted Morris, Director  
Heidi Holmes, Program Manager  
Raina Lenton, Office Assistant

**GUESTS:** N/A

**CALL TO ORDER:** 5:30 pm

**APPROVAL OF MINUTES:** **Motion** to accept the August minutes by Montfort. 2<sup>nd</sup> by Robertson. Moore & Sturgill abstained. Passed unanimously.

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$57,751.14; Reserve Fund: \$264,806.01 and the General Fund: \$106,276.98 for a total of \$428,834.13 Umpqua Bank balance: \$1,801.46.

**NEW BUSINESS:**

**1. Programs & Office Report -**

**a. Task List -** Holmes and the Board discussed ongoing tasks and the status of each task.

1. Floor Refinish - The Board discussed the decision to hold back on redoing the gym floor for 2017 until after the election in November. Holmes will find out from Ken Jones when a good time of the year is to do the floor, if the weather will make a difference and report the recommendations to the Board. It was suggested we move classes to the Pavilion during the time the gym needs to be closed for the refinishing.
2. Community Support Notifications - A discussion on the status of the contracts between the District and the community support recipients was held. Holmes said she will follow up with those that haven't yet submitted receipts or documentation on how the money was spent.
3. Trail at Bay Horizon Park - Nothing new at this time. It was suggested to take this off the task list at this time. Director Morris said he recently heard that a new development of approximately 150 houses is under construction off the Blaine Road in the proximity of the Activity Center.
4. Binders - No new additions at this time. Holmes said staff will be working on adding procedures on using Rec 1 software and other staff procedures. It was suggested that each Board member be provided with a copy of the binder and when new additions are made each member will be provided with those.
5. Possible Use of the Conference Building at Bay Horizon Park - Holmes would like the Board to consider asking Whatcom County Parks if the District could get use of the building considered the Conference Building used by Camp Horizon. The building sits empty for 10 months of the year and could be used for yoga, tai chi, qigong, art classes, child care,

meetings, etc. by the Board. Morris said he would mention this to Mike McFarlane of WCP to see if there was the potential for use and how that might look in terms of cost to use.

- b. **Office Admin Update**
  - i. **Introduce Raina Lenton / Office Assistant** – Raina was present at the meeting and introduced to the Board. She has started working at her position as Office Assistant. She has also helped at Birch Bay Discovery Days. Currently, she is allowed to work up to 12 hours a week, but in the absence of the second Activity Coordinator, she has been helping more in the office. The Board agreed that she could work up to 20 hours until a replacement for AC Pollard is found. She was asked if she would be interested in the Activity Coordinator position but felt she prefers the office assistant position.
  - ii. **Kristina Pollard’s Resignation / Updated Job Description for Activity Coordinator**– Holmes addressed the resignation of Pollard and said she has not started looking for a replacement yet. She said staff has discussed what they would like to see as roles for this replacement person. The Board was provided with the current job description and some suggested duties for this position. Discussion was held about a competitive pay scale with a suggested \$14 - \$16 an hour depending on experience. Also, possibly this person could work as an independent instructor to allow for more money to be made outside of the regular scheduled hours. The Board decided to have Morris and Moore sit in on interviews and Holmes will work with Morris on job description. Montfort will serve as an alternate.
  - iii. **Exit Interview** – The Board was given a series of suggested questions to ask of an employee when they leave a job with the District.
2. **Shed at Activity Center** – Holmes told the Board about a Shed Kit currently on sale at Costco.com. The Commissioners discussed the shed and the needs for extra storage and office space at the Bay Horizon Park location. It was decided to table this until after the Levy election.
3. **Agenda for Community Chamber Speaking Engagements** – The District will be the guest speakers at the Birch Bay and Blaine Chamber Luncheons in September and October. The Commissioners discussed what the topic should be for a PowerPoint presentation. The Board felt the talk should concentrate on our history, current and future projects. Morris will speak at the Birch Bay Chamber Lunch in September and Carrington will address the Blaine Chamber in October. A print out of the PowerPoint presentation will be available as a handout at both meetings as well as the brochure which addresses all of our accomplishments.
4. **Levy Signs and Posts**- Holmes told the Board that Doralee Booth and the Levy Committee has been busy getting the lawn signs ready for distribution this fall. Carrington said the Friends of Blaine Birch Bay Park and Rec District Facebook page has started to get active.

**DIRECTOR’S REPORT** –Morris said he has met with Whatcom Land Trust about the newly acquired property on Drayton Harbor Road. WLT is looking at grants for property development and to tear down the existing buildings. WLT is considering renting out the house over the next two years during the grant process to help recoup some of the expense. The Board would like an opportunity to tour the property soon. Morris also thanked the Board for the donation for the playground at the Birch Bay State Park. Volunteers are lined up to start breaking ground and putting the equipment together in September.

**OLD BUSINESS** – N/A

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #091217A for \$5,651.32 and #091217B for \$8,679.36. and payroll #PRSEP17 in the amount of \$7,806.00. 2<sup>nd</sup> by Sturgill. Approved unanimously.

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

**Next regular meeting:** October 10 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM



