

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ January 14, 2014

PRESENT

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

ABSENT:

GUESTS

Ted Morris, Kathy Berg

CALL TO ORDER: 5:35pm

APPROVAL OF MINUTES: There was discussion about the word see in paragraph 4, change to sees. Also, add the word District to the 5th sentence of the paragraph completing the phrase Blaine-Birch Bay Park and Recreation District. **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 \$124,263.95. Sterling Savings Bank balance: \$1,043.03

NEW BUSINESS:

1. **Election of Chairperson** – An election was held to choose a new Chairperson of the Board. A paper vote was taken and Jeff Carrington was elected as the Chairperson with Richard Sturgill to act as chair in Carrington's absence.
2. **Programs & Office Report** – Holmes presented the Board with a report from Brenda Gelwicks, Activity Center Manager, about current programs at the Activity Center. Gelwicks to provide a written report each month prior to the meetings so the Commissioners can read. The question was asked about program capacity? How much time is the activity center being used. Holmes said we are almost full, with the exception of mid afternoons which are a slow period. Right now many basketball teams are renting for practice and also a couple of softball teams which will cease in late February. If the gym is being used to capacity, might want to consider a second location in Blaine to accommodate more activities. Morris told the Board he had a conversation with the Blaine School District about the need for ball fields. Again it was discussed the need for public meetings to get public input. Consideration of re-looking at Master Plan. Holmes to make copies of 2009 Master Plan and have it in the office.

Holmes told the Board the decision has been made for a janitorial service. Kim's Cleaning Service has been hired to clean three hours on Monday mornings, each week and once every other month to clean the gym floor.

Holmes presented the Commissioners with the written Weather Cancellation and Refund Policy Resolution 2014-2. The resolution was signed by the five Commissioners.

Follow up discussion was held about the installation of the volleyball stanchions. Holmes told the Board that she and Sheli Moore have been gathering estimates and were supposed to have met with Earl from Traditional Maintenance to discuss cost to install. He was unable to meet as he had been hospitalized. **The Board agreed to have Holmes and Moore look into getting this completed within reasonable financial limits.**

3. **Proposed Project** – Ozzie's trail – Disable Accessible Self Guiding Nature Trail and Challenge Course. Holmes told the Commissioners about a new project that she would like to get support

from NWPRD2 to be able to move forward on research the project and to meet with the other agencies involved. Holmes told the Board that she sees this as a 3 Phase project of improvements such as a disable accessible walking trail, challenge course, sports fields and off leash Dog Park being the first phase of the project. The second and third phases which would come in 10 – 15 years would be projects such as adding more ballfields, parking improvements, additional trails, remodeling of buildings, and a museum. Much discussion was held on the topic with concern being that Whatcom County Parks be fully involved. The Commissioners were in support of Holmes being involved in the phase one part as it falls under the Master Plan, and as long as Whatcom County Parks is involved.

4. Follow Up on Mailbox – Holmes told the Board that it would cost \$100 now to renew the post office box in Blaine for a year. She presented them with several different type of options for USPS approved mailboxes with locks. **Motion** by Robertson to purchase the locked Mailbox and begin mail delivery to our street address at the Activity Center. 2nd by Sturgill. Passed unanimously.

5. NWPRD2 Name Change – Sign Resolution – The Board looked over the Name Change Resolution 2014-01 as presented to them. The Resolution was signed by the five Commissioners. The Resolution will then be forwarded to Whatcom County Council in the form of a petition for their approval.

6. Update on Whatcom County – Bay Horizon Park Projects / Sign / Budget – No new updates at this time.

7. A Review, Discussion and Approval of Heidi’s Job Definition – Carrington told the Board that he sat down with Heidi and they reviewed the proposed job description. He read each proposed job duty to the Commissioners. It was also mentioned that the Commissioners would like to see the monthly meeting agenda emailed to them one week prior to the upcoming meeting. **Motion** by Montfort to approve the title, (Program Manager), pay raise and duties as proposed. 2nd by Robertson. Approved unanimously.

8. Funding for Repair of Birding Shelter at Marine Park – Sturgill told the Board that there has been vandalism to one of the birding shelters at Blaine Marine Park. He said the Friends of Marine Park will oversee the labor of fixing the shelters but is in need of \$500 for materials. The Board suggested this be submitted via our grant requests process.

9. Grant Request from Drayton Harbor Maritime Community School – Holmes presented the Board with a letter from Ron Snyder of the DHM Community Sailing School requesting a grant of \$7,000 to help further the community sailing school evolve into a new direction. The Board discussed this request and will take under consideration but would like more detail before making a decision. Holmes to send a Grant Request Application to Merideth Goodman of Drayton Harbor Maritime and also to Alex Wenger of the City of Blaine for the birding shelter request. The Commissioners will revisit these requests when they receive the applications.

10. Distribution of Levy Assessment & BP Tax Assessment Argument – Robertson told the Board that BP is arguing their property assessment. This could impact NWPRD2’s tax levy money.

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

11. OLD BUSINESS: Morris briefly discussed the property easement request to acquire property for the trail between Blaine and Birch Bay. There is no new information to pass along.

12. ADJOURNMENT: 7:34 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: February 11, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ February 13, 2014

PRESENT

Jeff Carrington, Commissioner, Chair
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Heidi Holmes, Program Manager

ABSENT:

Sheli Moore, Commissioner (excused)

GUESTS

Ted Morris, Janet Pickard

CALL TO ORDER: 5:31pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$115,645.78. Sterling Savings Bank balance: \$286.47

NEW BUSINESS:

1. **Grant Request** – Janet Pickard attended the meeting on behalf of the city of Blaine to present a grant request to restore a deteriorating covered picnic shelter in Marine Park. The request is for \$500 that will allow volunteers to purchase materials to restore and paint the shelter. **Motion** by Robertson to accept the restoration project grant requested by the City of Blaine. 2nd by Sturgill. It was determined that the city will spend the money to purchase the necessary materials, present BBBPRD2 with the invoices, and BBBPRD will reimburse the city of Blaine.
2. **Programs & Office Report** –Holmes told the Board that the Volleyball stanchions have been ordered through Sportwide Equipment and the construction for the project will be done by Coast Construction of Ferndale. Installation will begin on March 10, 2014.

Holmes updated the Commissioners about her involvement with Community Outreach by attending the Blaine and Birch Bay Chamber lunches and that she is involved with the planning committee of the Wings Over Water event to be held in Blaine on March 14, 15 & 16. BBBPRD2 will oversee children's activities at the all day expo on Saturday, March 15. The Board expressed that they would like to see a new banner reflecting our name change ready for that event. The topic of having the City of Blaine add a link from their website to our website was discussed.

3. **NWPRD2 Name Change Action Plan** – Holmes presented the Board with an outline of what agencies needed to be contacted about our name change and who has been contacted already. A sampling of new logos was presented to the Board. A new website domain, blainebirchbayparkandrec.org was decided on and to have the existing one forwarded until the nwparkandrec.org expires. The Board chose a new logo and asked Holmes and Montfort to decide on green color and once that was done the Board could approve. Estimates of costs to update Banners, Signs, and Business cards were discussed. It was agreed that business cards, two sided color, would be ordered for each Commissioner and Holmes. **Motion** by Robertson to adopt the action plan for the name change as presented. 2nd by Sturgill. Passed unanimously.
4. **New Hours of Operation** – The Board looked over the staff hours and the hours that the gym is being used and a decision was made to make the office hours 9 am – 5 pm, Monday – Friday.
5. **Sterling Bank Account Signature Authority** – Discussion was held on who will have authority to sign checks for the Sterling Bank Petty Cash account. It was recently learned that one person

on the account was no longer affiliated with BBBPRD2. The Board recommended that the Chairperson, Treasurer, and Program Manager be the signers of the account. **Motion** by Sturgill to authorize Jeff Carrington, Doug Robertson and Heidi Holmes to have signing authority on the Sterling Bank Petty Cash Account. 2nd by Montfort. Passed unanimously.

6. **Computers for the Office** – Discussion was held on the outdated condition of the office computers. The Board authorized Holmes to research a new computer system for the office and provide bids at the next meeting.
7. **Outline Topics of Discussion with Whatcom County Parks** – Discussion held on the items for the agenda with future meeting with Mike McFarlane. The topics were broken down into two categories, Capital Improvements and Park Development. After much discussion on the items, a **motion** by Sturgill to have Robertson and Holmes work together on the capital improvement items cost and allow them to spend the money to get appropriate bids. 2nd by Montfort. Passed unanimously.
8. **Community Time at Birch Bay Activity Center** – Carrington mentioned to the Board that although the gym time at the Activity Center was filling up, there were a couple of time slots that were difficult to fill. He asked the Board to consider giving free use of the gym for Community Children Recreation time to help bring people into the gym. Holmes told the Board that she has been approached by local daycares on using the gym occasionally on foul weather days, but that parent’s budgets are tight and the money isn’t always there for them to rent the gym. The Commissioners referred to the fee schedule created several years ago which outlines criteria to determine cost of programs, but to allow for staff discretion.
9. **Request for Mirrors in Gym** – A proposal by one of the instructors for mirrors in the gym was presented to the Board. Concern by the Commissioners was that they would be a major safety hazard. The Board felt that if the instructor wanted to bring in & bring out her own portable mirrors for the class they wouldn’t oppose it, but would not purchase them or have them stored on site.
10. **Open Discussion for Park Proposal on Beach Front** – Carrington presented to the Board a copy of the Proposed Birch Bay Community Center and Beach Park for the Vogt property on Birch Bay Drive. Carrington spoke on the importance of this development for the Birch Bay community. He also mentioned that Pat Alesse of the C Shop is proposing to the community a different parcel that should be considered for a park in Birch Bay.
11. **Conversation on Documentation for Grant Request** – The Commissioners discussed the documentation required when submitting a grant request from BBBPRD2. The Board wanted to ensure that funds were not to be used for personal assets and felt the requests should be spelled out on with specifics to where money is going to be spent. The Commissioners felt that they would like to see the finished project and to see invoices of materials purchased for that project. It was decided that requests would not be approved at the initial grant request meeting. The Board may ask for more information or documentation before approval. Also, any money awarded could not be given for a personal asset or windfall.
12. **Approval of bills & payroll** - **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.
13. **BUSINESS:** Morris discussed with the Board how he could continue to be a part of BBBPRD2 now that he is no longer a Commissioner. Carrington told the Board that under WAC 352-04-020 allowed the Board to delegate a director. Motion by Sturgill to draft a job description for Director of BBBPRD2 and offer the job to Morris for \$1 a year. 2nd by Montfort. Approved unanimously.
14. **ADJOURNMENT:** 7:30 pm. **Motion** by Sturgill, 2nd by Montfort. Approved unanimously.

Next regular meeting: March 11, 2014 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ March 11, 2014

PRESENT

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

ABSENT:
Ted Morris

GUESTS

Alex Wenger

CALL TO ORDER: 5:46pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$107,591.12 Sterling Savings Bank balance: \$2,119.72

NEW BUSINESS:

15. **City of Blaine Projects** - Alex Wenger, Community Planner for the City of Blaine was present at the meeting. Wenger thanked the Board for the approval of grant money for the Birding Shelter repair at Blaine Marine Park. He told the board about a project to clean up the shoreline at Blaine's Marine Park. The city is applying for a grant for \$50,000 and asked if BBBPRD2 would be interested in partnering in this grant proposal. He said the city is looking for both financial and moral support. After much discussion about the scope of the project and concerns that this may be more of an environmental project than what our mission of a Park and Recreation District is, the Commissioners said they need to hear more details about the City of Blaine's Shoreline project. Moore said that she would like to see and read the full report. Montfort is in support of the project, but needs to see more specifications about the project before considering any financial support. Robertson sees this as an environmental issue, more than a Park and Recreation project. The Board cited the bylaws as reason for no quick decision. **Motion** by Sturgill to give a letter of support to the City of Blaine's proposal and to support the concept of the Marine Park Restoration Project. BBBPRD would consider in the future a grant request and make an evaluation at that time.. 2nd by Moore. Passed unanimously.

16. **Programs & Office Report** -

- a) Girls on the Run Program - Holmes told the Board about an opportunity for herself and staff member Humphrey to oversee the Girls on the Run program through the YMCA and the Blaine School. Holmes gave an overview of the program and asked for support to allow staff to spend about 2 hours a week running the program through the Blaine School. **Motion** by Montfort to allocate 2 - 3 hours of staff time to the Girls on the Run program and to have BBBPRD2 exposure at the school as staff will wear BBBPRD2 shirts. 2nd by Moore. Passed unanimously.
- b) Saturday Open Basketball - Carrington expressed to the Board that he would like to see Saturday afternoon hours for open gym time for people to shoot hoops and play basketball. Holmes said that they have tried this in the past however people seem more receptive to a more structured activity and she expressed that Saturday afternoon rentals have become very popular this winter. Discussion held on how we could add this to the schedule. It was

suggested that we have Holmes to determine a time, potentially noon to 2 pm, and leave the latter part of the afternoon for rentals.

17. **Minor Construction Project Request** - Robertson told the Board that the staff has requested replacement of the small sink in the meeting room / kitchen area with a full size one. This size makes it very difficult for dish washing or cleaning. Robertson said he will donate his time to install the sink which will probably cost \$100 or less. He also said there was a request to build shelves in the upstairs room for better storage. The projected cost is about \$300. The Commissioners agreed to allow Robertson to purchase the supplies necessary for the jobs and approved the work.
18. **Guidelines for Purchasing Policies** - The Board was provided a current purchasing policy used by Whatcom County. Carrington asked the Board to read the policy and put this up for discussion at a later meeting.
19. **Update: Ventilation System Proposals** - Discussion held off to later in the meeting during the Agenda item for Mike McFarlane.
20. **Computer Proposals** - Holmes shared with the board costs to replace the current computers in the office and the cost to update the software programs. **Motion** by Robertson to set a budget of \$3,200 with discretion, for Holmes to purchase 2 computer systems, the Microsoft Office and Adobe products software subscriptions.
21. **Grant Requests** -
 - a) **Blaine Youth Baseball Sponsor Request** - A written letter for team sponsorship from Sean Miller of the Blaine Youth Baseball program was presented to the Board. Holmes told the Board she emailed a copy of the BBBPRD2 Grant request form to Miller and asked that he fill that out prior to the meeting. Discussion was held on whether to grant the request without the required grant form. **Motion** by Robertson to give BYBF the money upon receipt of the proper paperwork because of his past history of filing with us. 2nd by Montfort. Three of the Commissioners voted No, Two voted yes. The grant was not approved.
 - b) **Drayton Harbor Maritime Diamond NN 59 Sailboat Project** - A written grant request for \$7,000 was presented to the Board by Richard Sturgill to be used in the restoration of the sailboat. Sturgill answered questions regarding the purpose of the sailboat and how it would be used. Sturgill reported that the boat will be used from about May to September in a sailing program. The boat holds 1 operator and 5 students or passengers. The boat will not be used for any personal profit or no private rentals and their goal is to be a self-sufficient sailing program. **Motion** by Robertson to award the Drayton Harbor Maritime the \$7,000 grant request. 2nd by Montfort. Sturgill abstained from voting and left the room during the vote. Passed unanimously.
22. **Draft Agenda for Mike McFarlane** - Robertson updated the Board on the progress to obtain estimates for capital improvements at the Birch Bay Activity Center. He said he has met with Lynden Sheet Metal, Barron Plumbing & Heating and Blythe Plumbing regarding the ventilation system. All three companies are preparing bids. Discussion held as to what our lease terms are with Whatcom County Parks and how much of these capital improvements should be funded by BBBPRD2. It was determined that we needed to have monetary bid amounts in place before we meet with McFarlane on March 17. The Board wanted more time to research costs. Holmes to contact McFarlane and request to postpone the meeting until after the April Commissioner meeting.
23. **Internship: WWWU Student** - Holmes presented to the Board the resume of Western Washington University student, Kendra Lee, who is interested in conducting 180 hours of non-paid service to BBBPRD2 for her program internship. The Board approved Lee's internship.

24. **Director's Job Description** – Carrington asked to table this conversation until Ted Morris is available to assist. Tabled until further notice.

25. **Review of Birch Bay Park Proposal** – Carrington gave to the Board an informational book regarding the proposal for the Birch Bay Community Center and Beach Park. This is the same book that was provided to the County Council. A copy of the book was also provided for the office. Carrington said that they have received many endorsements from local businesses, individuals, and chambers. He said more endorsements are needed. Carrington said he has met with County Council members.

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

27. **OLD BUSINESS** – None discussed.

28. **ADJOURNMENT:** 8:15 pm. **Motion** by Robertson, 2nd by Montfort. Approved unanimously.

Next regular meeting: April 8, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ April 8, 2014

PRESENT

Jeff Carrington, Commissioner, Chair

Ted Morris, Director

Doug Robertson, Commissioner, Treasurer

Katy Montfort, Commissioner

Richard Sturgill, Commissioner

Sheli Moore, Commissioner

Heidi Holmes, Program Manager

GUESTS

Sean Miller

CALL TO ORDER: 5:31 pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$106,979.64 Sterling Savings Bank balance: \$1,506.13

NEW BUSINESS:

29. **Blaine Youth Baseball Grant Request** – Sean Miller of the Blaine Youth Baseball program was present to discuss his grant request of \$1,500 to start a Pony League Baseball team in Blaine for boys ages 13 – 14 years. Miller outlined how much money they have already raised and what was needed to meet their budget. Blaine does not offer baseball for this age, many Blaine kids need to travel to Ferndale or Bellingham to play. The money raised would go towards uniforms, gear, tournament fees, etc. Sturgill asked Miller what was the total amount needed to get the Pony League up and running. Miller said the remaining amount needed for the startup fees was \$2,394.00. Miller said that this program would help around 50 – 60 youths play baseball over a four-year period. Sturgill said he would like to see BBBPRD2 give the total amount, but to encourage the kids to fundraise to help future equipment or uniforms needed. Carrington recognized Miller for his hard work to make this program happen. **Motion** by Carrington to grant funds to the Blaine Youth Baseball program in the amount of \$2,394.00. 2nd by Montfort. Passed unanimously.
30. **Programs & Office Report** –
 - c) Holmes highlighted from a report prepared by Activity Center Manager Gelwicks outlining the activity at the Birch Bay Activity Center. Holmes told the Board that Gelwicks is introducing Zumba® Step to the program. Gelwicks received certification in this program and was able to purchase second hand steps to use for the activity. Holmes talked of the upcoming Picnic in the Playground which will be held on May 17th and also updated the Board that the new computer systems are up and running.
31. **Porta Potty Bay Horizon Playground** - Holmes asked the Board to consider splitting the cost with Whatcom County Parks to have a porta potty at the playground from May to the end of September. Holmes told him that it runs about \$140 a month for the ADA Handicap unit. Motion by Montfort to support splitting the cost of the Porta Potty expense with Whatcom County Parks. 2nd by Sturgill. Passed unanimously.
32. **Ventilation System Proposals** – Robertson shared with the Commissioners the two proposals that he received to fix the ventilation system in the gym. Robertson said that originally we had contacted Barron Heating, Lynden Sheet Metal and Van's Plumbing & Heating to give us bids. All

three companies came out to the gymnasium and met with Robertson about the needs to fix the ventilation. Van's Plumbing and Heating called shortly after their visit and said they would not be sending us a bid. Robertson told the Board that Blythe Mechanical was contacted and they also came to the Activity Center and met with Robertson. About a week after that, Lynden Sheet Metal contacted the BBBPRD office and said they would not be bidding on the project as they did not have the time. Robertson suggested that Barron Heating be contacted and invite them to our meeting with Mike McFarlane to discuss the best option for the gym.

33. **Agenda for Meeting with Mike McFarlane** – Discussion was held on an agenda for the meeting with Mike McFarlane on capital improvements for the gymnasium and for park development at Bay Horizon Park. Items for discussion are ventilation system; roof over the entry ways; door replacements; storage units, bike rack; landscaping; drainage by walkway; and the sign for BBBPRD2 at the entrance to Bay Horizon Park.
34. **Blaine – Birch Bay Expenditures** – Holmes provided the Commissioners with a financial report of money spent over the last 5 years on different grants, projects or improvements.
35. **Revisit \$1 Salary – Director's Position** – Morris told the Board that he is willing to act as the Director for BBBPRD2 however, prefers to do this pro bono and not to receive the \$1 payment as voted on in the February 2014 Commissioner's meeting. **Motion** by Sturgill to take away the \$1 payment to Morris as his role as Director. 2nd by Carrington. Passed Unanimously.
36. **Birch Bay Park Proposal** – Carrington updated the Commissioners on the progress of the proposed park along Birch Bay Drive. Carrington presented a letter that he proposed to send to Jack Louws and Mike McFarlane of Whatcom County Parks as to the possible parameters of partnership with BBBPRD2. The Board felt it was important to have public input on what the people in our district want. The Commissioners support the concept of the proposed park and want to make sure our constituents are behinds us and to look at possibility of partnerships.
37. **Public Meetings Dates** – Discussion was held on having two meetings for the public input on what type of projects the community would like BBBPRD2 to fund. Holmes to find and book dates, two each in Blaine and Birch Bay, with a morning and evening time.
38. **Approval of bills & payroll - Motion** by Robertson, 2nd by Montfort. Approved unanimously.
39. **OLD BUSINESS** – Trails. Morris told the Board that he sent an email to one of the property owners regarding trail easement and that BBBPRD2 is still interested in the possibility of using their property. He has not heard a response as yet.
40. **Executive Session.** The Board adjourned their regular meeting at 8:47 pm and went into Executive Session. The Executive Session ended at 8:54 pm.
41. **ADJOURNMENT:** 8:54pm. **Motion** by Montfort, 2nd by Sturgill. Approved unanimously.

Next regular meeting: May 13, 2014 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ May 13, 2014

PRESENT

Jeff Carrington, Commissioner, Chair

Ted Morris, Director

Doug Robertson, Commissioner, Treasurer

Katy Montfort, Commissioner

Richard Sturgill, Commissioner

Sheli Moore, Commissioner

Heidi Holmes, Program Manager

GUESTS

None

CALL TO ORDER: 5:35 pm

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

PUBLIC COMMENT: Commissioner Sturgill suggested that the Director provide the Board with a report each month. This was agreed upon and Director Morris will provide that.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$218,911.81
Sterling Savings Bank balance: \$916.84

NEW BUSINESS:

1. **Programs & Office Report** – Holmes told the Board about the summer programs that have been scheduled. Several new programs will be introduced that are specific to kid's fitness, but swimming lessons will not be offered. The pool at Semiahmoo Golf and Country Club is unavailable due to new regulations requiring pool attendants. Holmes told the Commissioners that the guide to all summer programs will be published in this week's The Northern Light as an insert and extra copies will be available for distribution throughout the community this summer. She updated the Board on the Picnic at the Playground which will be held on May 17.
2. **T-Shirt Sales, Staff Shirts** – The Board agreed that selling t-shirts with our logo on it to the public was a good idea and gave permission to sell them at the Activity Center. Holmes advised that the shirts can be ordered on a "as need" basis so there won't be excessive inventory. The Commissioners discussed the purchase for each staff member up to two garments with the new BBBPRD2 logo on them to be used at work. Motion by Montfort to allow staff to purchase two shirts with the new BBBPRD2 logo. Second by Sturgill. Passed unanimously.
3. **Community Meetings** – The Board was updated on the dates and times for the upcoming Community Meetings. Holmes advised that The Northern Light will do a brief on the meetings and it will be published in their Coming Up calendar. Also, a mass email has been sent out and flyers made. Discussion was held on who would lead the meetings and what material is needed at the meetings.
4. **Sand Volleyball Court** – Commissioner Moore told the Board that she has been exploring the possibility with the City of Blaine to install a sand volleyball court at Marine Park. She has been looking at prices and getting quotes. The city of Blaine has plans to bring in sand for Marine Park above the flood line and their focus is to improve the park and to also install a playground or structure for the kids.
5. **Playground Equipment** – Moore said she has been talking with Alex from the city about their projects and she wants to attend a Blaine City Park Board meeting to continue the relationship with the city.

6. **Transport Van** – Holmes told the Board that during a recent roundtable discussion she attended the topic of being in a rural community was discussed which included transportation problems for children getting to the Activity Center. She asked if the Board has ever discussed having a transport van. Discussion was held about insurance, liability and driver's license requirements. It was asked if maybe we could partner with the Boys & Girls Club of Blaine to use their van. Holmes will research the logistics of having a van and the possibility of working with the Boys and Girls Club.
7. **Landscape Rock Around Activity Center** – Holmes asked the Board to consider having drain rock placed around perimeter of the Activity Center to help with the mud and landscaping issues. Commissioners suggested getting several quotes from local companies for rock and delivery. It was agreed that this would be a good idea, but maybe not around the back of the building in consideration of the storage addition.
8. **Blaine Community Pavilion** – Carrington brought up the recent article in The Northern Light newspaper that local NBA basketball player Luke Ridnour is planning fundraisers to help fund the Community Pavilion that is slated to be built at the Blaine Community Center. He asked the Board if we should get involved with this project since BBBPRD2 has discussed funding a facility in Blaine. Holmes told the staff that there is an upcoming Pavilion Committee meeting in June and that BBBPRD2 was invited to attend. The Commissioners decided they would like to be a part of that meeting. The Board took the opportunity to examine the proposed site of the Pavilion.
9. **Follow up to meeting with Mike McFarlane** – Holmes updated the Board on the progress of the items discussed at the April meeting with McFarlane of Whatcom County Parks. Holmes said the park staff is still reviewing the HVAC quotes and will be in touch with BBBPRD2 soon. It was discussed that drawings and designs for roof entries and additions need to be submitted along with procuring necessary permits, but that WCP is good with the idea of proceeding. The Board discussed looking after the drainage issue by the parking lot at the same time we do the landscaping around the building. Holmes said the signage work order has been submitted and just waiting for it to be created and installed from WCP.

10. Approval of bills & payroll - Motion by Montfort, 2nd by Moore. Approved unanimously.

DIRECTORS REPORT –Morris told the Board that he is still waiting to hear back from one of the property owners regarding trail easement. Morris said we might want to consider other options of going around the property so we can proceed with this project. Discussion held about asking the county to enlarge East Drayton Harbor Rd. The question was asked if an utility easement option was available and if so, how do we move forward on that possibility.

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

Next regular meeting: June 10, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ June 10, 2014

PRESENT

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

ABSENT

Ted Morris, Director

GUESTS

Alex Wenger, Bryan Johnson, Joel Todd, Doralee Booth, Kathy Berg, Dan & Sue Steelquist

CALL TO ORDER: 5:28 pm

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

PUBLIC COMMENT: None

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$228,449.85, Umpqua Bank (Formerly Sterling Savings Bank) balance: \$702.18. Robertson also mentioned that a budget meeting needs to be schedule. Holmes will send out a date survey to all the Commissioners for some time mid-July to find a date that is available to everyone.

NEW BUSINESS:

1. **Blaine Community Pavilion** – Joel Todd of the Blaine Boys & Girls Club along with Bryan Johnson, member of the Pavilion committee were present to update the Board about the current status of the Pavilion project. Todd said the project started about 2 ½ years ago to build a Pavilion at the Blaine Community Center, but funding stalled due to the economy. He said new fundraising efforts are underway, Luke Ridnour is hosting a basketball camp this summer to help raise funds. Todd was asking feedback about how BBBPRD2 they can be involved in this project. Commissioners asked questions about size of the structure, will there be room for spectators, how will it be maintained and operated. Johnson told the Commissioners that the concept of the Pavilion is to be a multi-purpose facility to be used by the Blaine community for activities and can be rented out to the public. Johnson said as far as overseeing rental scheduling and operations that has yet to be determined, but assumed the City of Blaine will help out. Another concern was about traffic safety at the parking lot entrance to the current Boys & Girls Club. The Commissioners felt they needed more specifics about the building plans in order to make an informed decision. Plans to be provided to the Board.

2. **Steering Committee for Bicycle / Pedestrian Path** – Commissioner Sheli Moore said that a letter of intention has been sent to the proper city and state agencies about a proposed bicycle & pedestrian trail connecting Blaine and Birch Bay. Moore said she attended the Blaine City Council meeting on June 9 and asked for support on this project. Kathy Berg explained the process of the Transportation Board and state and county agencies involved in a project of this scope. The plan is to get the project on the Transportation Improvement Program list. Alex Wenger, Blaine City Planner, said that currently the City of Blaine does not have a bike path in their plan. Discussion was held on creating a steering committee to work on the project. A request has been asked of several key county and city officials to be a part of this committee. Commissioners Moore and Montfort stated they would like to be on this committee, as did Blaine citizens Dan and Sue Steelquist and Alex Wenger.

3. Grant Request – City of Blaine – Alex Wenger was present to propose a request to the BBBPRD2 to partner with the city to purchase playground equipment for Blaine Marine Park. A written proposal request for \$200,000 was provided to the Commissioners. The money would be spent to purchase marine-themed playground structure. The City of Blaine would provide the financial resources for installation, site preparation and would handle all the insurance and permitting costs. Discussion was held about concerns that the requested amount is more than half of our annual budget and such a substantial amount. The Board asked if maybe this project could be done in phases. Wenger stated he would look into that. Members of the Board felt this would be a great draw for tourism and a great enhancement to Blaine Marine Park. No decision was made on the grant proposal.

4. Programs & Office Report – Holmes updated the Board on staff vacation schedules and office coverage. The Commissioners were told that the summer activities have been advertised and signups are starting to come in. Holmes told the Board a second intern from WWU will be on board this summer to help out with the programming and how the two interns' time is being used at the Activity Center.

5. Community Meetings Follow Up – The Commissioners were provided a list of topics compiled from the recent Community Meetings. The Board was asked to look over the list, prioritize the projects and consider what BBBPRD2 can do. The consensus from the public was a safe trail between the two communities and salt water parks, both in Blaine and Birch Bay. The community felt that BBBPRD2 is doing a good job.

6. Transport Van Follow up – Follow-up conversation was held on purchasing a van for BBBPRD2 to help transport kids and adults to the Birch Bay Activity Center. Holmes said she asked the Boys & Girls Club about partnering with them on the use of their van, but that would not be an option. Holmes shared with the Board that if BBBPRD2 were to consider purchasing a transport van that it would cost approximately \$200 a year extra coverage for vehicle insurance and that liability is already covered under our current insurance policy. She said that there are no special requirements to a driver's license to operate. Discussion held on whether it was necessary to purchase a van or if leasing one on the needed occasion would be sufficient.

7. Temporary Storage Proposal– Holmes asked the Board to consider renting a 20' Box Container to be placed outside the activity center. This would allow for storage of equipment not being readily used and to free up the storage room to become an office for the Activity Center managers. Holmes provided three bids on cost to rent. This would allow for the proper time needed to get plans and permits in place for building a permanent structure attached to the AC. Motion by Montfort to temporarily rent a 20' Simplebox storage unit for six months while Commissioner Robertson gets plans and permits for permanent storage. 2nd by Robertson. Passed unanimously.

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

DIRECTORS REPORT –No director's report as Director Morris was absent.

ADJOURNMENT: 7:27 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: July 8, 2014 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ July 8, 2014

PRESENT

Jeff Carrington, Commissioner, Chair

Ted Morris, Director

Doug Robertson, Commissioner, Treasurer

Katy Montfort, Commissioner

Richard Sturgill, Commissioner

Sheli Moore, Commissioner

Heidi Holmes, Program Manager

GUESTS

Michael Jones, City of Blaine; Paul Burrill; Brian Periyola; Ameer Nelson; Don Kruse; Doralee Booth; Billy Brown; Darrel Clark; Alma Wagner; Joan Clark; and Angie Dixon.

CALL TO ORDER: 5:31 pm

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

PUBLIC COMMENT: Paul Burrill and Brian Pernola addressed the Board in support of the new playground. They are opening a new business on Marine Drive, Sound Pacific Seafood, and are advocates for the upgrade to Blaine Marine Park as it would be good for businesses all around.

Ameer Nelson, an educator in the Blaine School District and parent, expressed to the Commissioners her full support of the new proposed park. Nelson said currently the school age groups go to Lynden to play at the Million Smiles Park and spend money at the Lynden businesses. She said that it would benefit our community by having other schools and groups come to Blaine to use a playground as proposed.

Don Kruse, parent of a 3-year old, supports a playground at Blaine Marine Park. He said Blaine needs a family destination and currently doesn't have a real good playground with a bathroom. He feels this type of playground would help revitalize the Blaine Marine Drive area.

Billy Brown, a 30-year resident of Birch Bay and local realtor provided a handout to the Commissioners of local statistics. He asked the Board to consider these figures when allocating funds for capitol improvements in the upcoming budget.

Alma Wagner spoke in support of the Blaine Marine Park proposed playground.

Joan Clark, member of the Blaine Parks and Cemetery Board expressed her support of the Blaine Marine Park playground proposal.

Angie Dixon, a member of the Blaine community, spoke that this is not just a playground, but a marine education where other communities can come to Blaine for an educational boost, a place for kids to learn, visitors to eat, drink etc., making Blaine a destination city.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$227,241.40. Sterling Savings Bank balance: \$1,316.30

Commissioner & Treasurer Robertson **motioned** that we do not entertain any major capital expenditures until we complete our budget process on July 24. 2nd by Montfort. Passed unanimously.

NEW BUSINESS:

1. **Blaine Marine Park Playground Equipment** – Michael Jones, Community Development Director for the City of Blaine provided an updated and final preliminary plan on the Blaine Marine Park Playground proposal. Jones said that part of the original proposal was too much money and they have scaled back the project by eliminating the proposed lighthouse play feature and a few other features. Jones said they are still seeking \$200,000 from Blaine-Birch

Bay Park and Recreation District to help cover the equipment cost and will be asking the city to allocate more than the \$40,000 allocated at this time for the Blaine Marine Park project. Jones was asked if the city of Blaine has considered other grant options. Jones advised that they have not as there are not a lot of sources for grants. Jones was questioned if they had other bids besides the one shown to BBBPRD2? Jones replied that this company gives the city of Blaine a 24% discount. Jones said that Marine Park is the city's main focus right now and this playground can accommodate up to 300 kids from the ages of 3 -12 at one time. A question was asked if the Pavilion project was part of the City of Blaine's scope. Jones said the city provides funding for the Senior Center and the Boys and Girls Club and the Pavilion project has other fundraising in place to help raise the funds for the construction.

It was pointed out to the group that the requested donation was more than half our annual budget and has the city thought about doing the playground in phases? Jones said the project would be done at once, within completion to be in October of 2014. The Board asked for a copy of the site plan for this project. The Commissioners will consider the request and take into consideration all the citizen input and have further discussion for the August meeting.

2. **Programs and Office Report** – Holmes informed the Board that the summer programs are in effect and children are signing up for the events. She told the Board that the Simple Box had arrived for storage and the existing inside storage room has been converted into an office for the AC managers.
3. **Updates on Building Projects** – The Board was updated on the HVAC project and was told that Barron's had been out to the site on Monday and started work. An electrician was necessary to hire and Holmes is in the process of arranging that. Holmes told the Board that the gravel rock was ordered and would be put into place around the AC in the near future.
4. **Bicycle/Ped non-motorized Path Committee Report** – Commissioner Montfort told the Board that the committee met and named the plan, Blaine Birch Bay Non-Motorized Community Connection Transportation Plan. She added that the group is working on a mission statement which will be tweaked and finalized in the very near future. Sturgill mentioned that Bicycle Trails is on the agenda for the upcoming Whatcom County Parks meeting and that WCP has now taken ownership of the Coast Millennium Trail in unincorporated lands.
5. **Bike Rack Proposals** – Holmes provided the Board with three bids for an outdoor bicycle rack which will be located at the AC in front of the windows by the Program Manager's office. Discussion was held on the various bids and there was a **motion** by Sturgill to approve the proposal by Park-it-Bike 5-bike rack. 2nd by Robertson. Approved unanimously.
6. **Community Meetings Follow Up** – The Commissioners discussed and prioritized input from the recent Community Meetings. The Board agreed that it was apparent from the public that a connecting non-motorized trail was a high priority, followed by marine (beach) parks and sports fields.
7. **Budget Meeting** – The Board agreed on a Budget Meeting date of July 24, 5:30 pm. Holmes to ask if the Blaine Senior Center was available and if so, to set that as the meeting spot.
8. **Approval of bills & payroll - Motion** by Moore, 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:01 pm. **Motion** by Carrington, 2nd by Robertson. Approved unanimously.

Next regular meeting: August 12, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ August 12, 2014

PRESENT

Jeff Carrington, Commissioner, Chair

Ted Morris, Director

Doug Robertson, Commissioner, Treasurer

Katy Montfort, Commissioner

Richard Sturgill, Commissioner

Sheli Moore, Commissioner

Heidi Holmes, Program Manager

GUESTS

Alex Wenger, City of Blaine; Courtney Brown, Buell Recreation Billy Brown, Windermere Realty; and Angie Dixon, Blaine Parks and Cemetery Board.

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept the minutes by Montfort. 2nd by Robertson. Passed unanimously. **Motion** to accept the minutes of the July 24 Budget Meeting by Robertson. 2nd by Moore. Passed unanimously.

PUBLIC COMMENT: Billy Brown, realtor with Windermere, told the Board that he had a conversation with the owner of one of the properties previously considered for the trail easement. He asked the Board if they are still interested in the easement for a potential bike / pedestrian path through this property as the family is now interested in reconsidering the previous offer. Motion made Sturgill to have Commissioners Moore and Montfort and Director Morris work to negotiate the purchase of the property easement for use in the non-motorized path as previously proposed. 2nd by Robertson. Passed unanimously.

Alex Wenger, City of Blaine told the Commissioners that the city council has approved to build the proposed Marine Park Playground and that they have added an additional \$45,000 to the budget to contribute to the construction of the playground. Wenger also said that the Blaine Park and Cemetery Board has approved the playground and that the shoreline permit is good to go. Wenger presented and explained to the Board the site map for the plan at Marine Park. It was asked if other grants have been applied for and Wenger told the Board there weren't any other grant applications at this time. Wenger also told the Board that the Blaine Pavilion project has been fully funded through fundraising efforts and the city of Blaine contributed \$50,000.

Courtney Brown, a representative of Buell Recreation, introduced himself to the Board and said he has been working with Alex for about 6 months of the design of this playground and that his company discounted the price by 25%. Brown said that this is a unique design made for Blaine and it is designed to drive tourism to the area as well as a learning center.

Angie Dixon, a member of the Blaine community and new member of the Blaine Park and Cemetery Board, spoke again in support of the playground. Dixon reiterated that the people of Blaine really want this playground and that it will help Blaine's tourism. Dixon said they are continuing to fundraise for Phase 2 (addition of the lighthouse structure) of the playground equipment.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$224, 551.82 Sterling Savings Bank balance: \$500.11.

NEW BUSINESS:

1. **Programs and Office Report** – Holmes updated the Board on the summer programs. She told the Board that BBBPRD2 T-shirts are now available for sale for \$10. Holmes advised that AC Manager Leila Humphrey is going to be away for extended periods of time this fall and in the

winter. She asked if the Board would allow her to find a temporary replacement to assist with children's programs and office coverage. **Motion** by Montfort to allow Holmes to hire a temporary replacement to cover Leila's absence. 2nd by Sturgill. Passed unanimously.

2. **Updates from Bicycle/Ped non-motorized Path Committee Report** – Moore updated the Board on the last meeting held by the Trails Committee. The Committee met with Mary Anderson, Melissa Morin, of the Whatcom County Health Department, and Alex Wenger, City of Blaine recently. A verbal confirmation was made by Mary Anderson that she will prepare a plan that can be taken to all the agencies involved. The original trail plan started by Director Morris is the favored plan. It was asked if the Committee could start a historical document showing the District's time and financial commitments to the path over the years.
3. **2014 Auditors Report** – Holmes provided the Board with copies of the report from the 2013 Audit done by the Washington State Auditor's Office. Holmes said there were several recommendations made by the Auditor which most have been corrected already. There is a need for a couple of policies that the Board will need to address. Holmes to put on agenda for the September meeting along with draft policies to be discussed after the Commissioners have had time to read through the report.
4. **Budget Allocation of Park District Funds** – The Board discussed each item separately and suggested money to allocate to each line item. The following amounts were agreed by the commissioners and allocated to each line item. **Motion** by Carrington to accept the allocated funds as presented. 2nd by Robertson. Passed unanimously.
 - a. **Summer Programs** - \$1,000
 - b. **Bay Horizon Gym Floor Refinish** - \$1,500
 - c. **Bay Horizon Door / Roof Entrances** - \$10,000
 - d. **Bay Horizon Gym Storage Building** – \$0, Pended
 - e. **Training Initiatives** - \$500
 - f. **Reserve Funds** - \$20,000 now and \$30,000 in December.
 - g. **District Trails Project** - \$20,000 now and \$5,000 in December.
 - h. **Blaine Marine Park Playground Equipment Grant Request** - \$150,000.
 - i. **Birch Bay Marine Park** - \$30,000 in December.
 - j. **Bay Horizon Park Ball Fields** - \$5,000 in December.
 - k. **Blaine Pavilion Project** – \$0, Board was told by Alex Wenger, project fully funded.
 - l. **Public Grants to finish 2014** - \$0.
5. **Approval of bills & payroll** - **Motion** by Sturgill to accept Voucher #0801 for \$10,552.23, #0802 for \$1,231.12 and payroll #0814 in the amount of \$5,206.50. 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 8:09 pm. **Motion** by Sturgill, 2nd by Robertson. Approved unanimously.

Next regular meeting: September 9, 2014 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ September 9, 2014

PRESENT

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

Ted Morris, Director

GUESTS

None

CALL TO ORDER: 5:44 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$207,157.91. Sterling Savings Bank balance: \$1,548.91

NEW BUSINESS:

1. **Programs and Office Report –**

- a. **Resignation of Leila Humphrey** – Holmes told the Board that Leila has decided that due to a demanding and more active travel schedule, she felt it was time to step back from her role as Activity Center Co-Manager. Holmes read the letter of intent to the Board. **Motion** by Robertson to accept the resignation of Leila Humphrey. 2nd by Moore. Passed unanimously.
- b. **AC Manager Position** – Discussion was held on the hiring of a new person. Considerations to be made of what the need for hours of operation of the Activity Center. Holmes will look at writing a job description and posting the job. Applicants must bring resumes into the office when applying for the job. Discussion held on starting pay for the applicant as current position is at \$12 an hour. Currently there is no policy on a probationary period for new hires. Motion by Robertson to have a mandatory six month probationary period of new hires. 2nd by Moore. Passed unanimously. Further discussion held on job performance reviews. **Motion** by Carrington to review new employees at a three month & six month period with opportunity for increase in compensation based on their performance. 2nd by Robertson. Passed unanimously.

Motion by Sturgill to increase current AC Manager Brenda Gelwicks pay to \$15 an hour. 2nd by Montfort. Passed unanimously.

Other topics discussed were for Holmes to propose hours for the gym for the winter season, rentals by the Boys & Girls Club for basketball practice and the use of interns to help cover hours.

- c. **Cleaning Company Resignation** – Holmes told the Board that Kim's Cleaning Service will be ending their services with the District because they are moving out of the area. Discussion held on finding a new service as money is in the budget for it.

2. **Updates on Building Projects** – Robertson informed the Board that due to time constraints, there has been no work on the building projects. Holmes said that Barron Heating Air Conditioning has completed the installation of the fans in the gym. There was a problem with the new fans stopping unexpectedly, but that has been corrected. Sturgill told the Board of complaints of glare on the floor and that Merideth Goodman, a frequent participant to BBBPRD programs, wants to donate \$500 towards tinting the windows or other means that will be suitable to preventing the glare.
3. **Updates from Bicycle/Ped non-motorized Path Committee Report** – Montfort updated the Board on the last meeting held by the Trails Committee. The Committee met with Mary Anderson, Melissa Morin, of the Whatcom County Health Department, and Bill Bullock, City of Blaine Public Works recently. Bullock gave an overview of his experience with working on the Olympic Discovery Trails. Morris said that conversations are currently going on with the property owners of the properties where the proposed trail is to go. He said he is cautiously optimistic that one of the properties will be sold and that the potential buyer is very interested in having the trail on the property. The Commissioners decided to call a special meeting to secure easements if all property owners of the proposed trails come to an agreement.
4. **2014 Auditors Report** – Holmes provided the Board with copies of the report from the 2013 Audit done by the Washington State Auditor’s Office. Holmes said there were several recommendations made by the Auditor which most have been corrected already. There is a need for a couple of policies that the Board will need to address. Holmes to put on agenda for the October meeting along with draft policies to be discussed after the Commissioners have had time to read through the report.
5. **State Auditor’s Report & Policy Drafts**– Holmes provided policy drafts as recommended by the WA State Auditor’s office. The credit / debit card policy and the cash handling drafts were read over by the Commissioners and word changes were made. Morris said we need to be specific on the form for Request for Public Records as required by state law.
6. **Grant Request Policy** – Discussion held on the grant request submission date. It was decided that all grants for the 2015 season need to be submitted to the office by December 31, 2014 prior to the 2015 budget session.
7. **November Meeting Date Change** – Holmes told the Board that November’s Commissioner meeting date falls on November 11, which is Veteran’s Day and that she will also be away. The Board decided to change the meeting date to November 18, 2014.
8. **Approval of bills & payroll - Motion** by Robertson to accept Voucher #091401 for \$892.77, #091402 for \$2,752.96 and payroll #0914 in the amount of \$3,867.00. 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 7:26 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: October 14, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ October 14, 2014

PRESENT

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

Ted Morris, Director

Excused Absent:

Richard Sturgill, Commissioner

GUESTS None

CALL TO ORDER: 5:31 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$245,661.75. Sterling Savings Bank balance: \$2,262.25.

NEW BUSINESS:

1. Programs and Office Report –

- a. **Activities Coordinator Position / New Hire** – Holmes told the Board that about a dozen resumes were submitted for the position of Activities Coordinator. After looking over the applicants, three were chosen and interviewed by Holmes, Montfort and Morris. It was suggested by Holmes, Montfort and Morris the job be offered to Meghan Schnackenberg. The Board discussed the findings of her references and the background check. Holmes will draft a structured outline and expectations of her role. **Motion** by Montfort to hire Schnackenberg as the Activities Coordinator. 2nd by Carrington. Passed unanimously.
- b. **Internship Request** –Holmes told the Board that she was approached by Lynette Maberry, who is currently enrolled in the Human Services program at Western Washington University, to complete an internship of 120 hours. Discussion held on what her role at BBBPRD2 would be. **Motion** by Robertson to accept Maberry as an intern for BBBPRD2 this fall. 2nd by Moore. Passed unanimously.
- c. **Follow up on Gym Floor Glare** – Holmes told the Commissioners she is currently getting bids for Window Tinting and Solar Shades for the gymnasium windows. She will continue to research and provide bids.
- d. **Gym Floor Refinish** – Traditional Maintenance will refinish the gym floor this November. The gym will be closed from November 1 – 4. The office will remain open on Monday and Tuesday.

2. **Bicycle / Ped non-motorized Path Committee Report** – Morris told the Board that this coming weekend, October 17 & 18, the Washington State Trails conference will be held in Bellingham, with about 370 attendees. Montfort, Moore and Morris will be attending. Morris reported that he has met with Roger Ellingson and a new easement has been written up for the property proposed for the non-motorized bike and pedestrian trail in Birch Bay. The two other property owners have been contacted and there is no reason to believe that there will be any resistance in signing the easements. This could take place in as little as 30 days.

3. **Follow-up State Auditor's Report / Policy Drafts** – Commissioners signed previously accepted policies for Credit / Debit Card and Cash handling procedures. More discussion was held on the Request for Public Records policy. Holmes told the Board that a Public Records Officer needed to be determined for BBBPRD2 and the policy and forms posted on our website. Holmes said there is training available to better understand the law, which she will attend online and forward to the Commissioners to view as well. **Motion** by Robertson to have the Program Manager's position be the Public Records Officer. 2nd by Moore. Passed unanimously.
4. **Spooner Creek Baseball Proposal – follow up**– Holmes asked the Board if they have considered the proposal by Spooner Creek Baseball to use the gym for free baseball practice if a Birch Bay Youth Baseball team is formed. Holmes said there really isn't much available gym time currently as the basketball season is upon us and the rental requests are coming in. The Board decided to revisit the request to use space at Bay Horizon Park for outdoor baseball practices when a baseball field is built.
5. **Birch Bay Chamber AGM Table**– Carrington told the Board about the upcoming November Birch Bay Chamber Annual General Meeting. He said tables are being sponsored by other businesses for their guests as well as informational booths. Discussion was held on sponsorship by BBBPRD2. It was decided that Commissioners who want to attend will purchase their own tickets. A table will be set aside for use of promotional and marketing materials.

Director's Report – Morris said he continues working on finalizing the easements for the proposed trail.

Approval of bills & payroll - **Motion** by Montfort to accept Voucher #101414A for \$1,510.50, #101414B for \$596.89 and payroll #1014 in the amount of \$5,452.00 . 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 6:54 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: November 18, 2014 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ November 18, 2014

PRESENT

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

GUESTS: None

CALL TO ORDER: 5:30 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$313,229.54
Sterling Savings Bank balance: \$1,237.84

NEW BUSINESS:

1. **Programs and Office Report** – Holmes updated the Board on the successful Kid's Karnival that was held in October and of two upcoming events, Holiday Harbor Lights Dash and the Broom Hockey Tournament on New Year's Day. She advised the Board that the new Activities Coordinator, Meghan Schnackenberg, has started work and is busy planning activities for the kids for winter break and after school hours.
2. **\$500 Donation from Merideth Goodman for Window Tinting** – Holmes told the Board that Goodman has offered to donate \$500 to help either tint the windows or get shades. The sun comes in the gym windows and is a distraction to participants of the activities. Holmes has been gathering estimates and has found that there is one company in Bellingham, Special-T Window Films that can put a glare reduction film on the outside of the gym windows. This would cost approximately \$8,000. Also, another alternative is for blinds and Holmes has one estimate on that which would be for roller shades and that would cost in the vicinity of \$14,000. The Commissioners discussed other possibilities and suggested maybe checking with companies closer to Seattle to see if it could be done for less money. **Motion** by Sturgill to explore more options and if a cheaper alternative can't be found, authorize Holmes up to \$8,000 to resolve the problem. 2nd by Montfort. Passed unanimously. Also, the Commissioners accepted Goodman's \$500 donation.
3. **Proposed Fields at Bay Horizon Park.** Holmes and Moore updated the Board on their conversation with Lance Calloway, Executive Director of the Whatcom Sports Commission, of the initial steps needed to construct ball fields. Holmes said that the items that need to be initially addressed are soil testing, archeological concerns, insurance liability, water irrigation, grass vs. turf, maintenance and permits. The Board asked Holmes to get a price quote on soil testing and what is the best time of the year to do the test and to find out about the archeological history with the County. The Board talked about using the current soccer field at the Birch Bay Bible Community Church as an alternative and if BBBPRD2 were to build a soccer field, how does it become a sanctioned field for use in the local soccer leagues.

4. **Bicycle / Ped non-motorized Path Easement Report** – Morris told the Board that a real estate deal has been made on the Kohn property for a proposed trail easement and the closing will be in about a week. An offer of \$10,000 was made to the Kohn's to purchase the 20' easement rights in perpetuity. Morris said the other property owners involved in the proposed trail easement are still on board to give us easement rights. **Motion** by Robertson to spend the \$10,000 to purchase the Kohn property easement. 2nd by Sturgill. Passed unanimously.
5. **Whatcom County Comprehensive Plan** – Montfort asked the Board if the BBBPRD2 Board should be involved with the upcoming plan renewal process. Carrington said that both the Birch Bay Chamber and the Birch Bay Steering Committee have been asked to weigh in on this. It was reported that current figures on population growth are pretty close to what was presented. The Board felt that unless there is anything we should be concerned about that we don't need to be involved.
6. **Grant Request Policy Considerations** – Holmes said she is getting ready to send out invitations for the community to apply for grant money and asked the Board if they wanted to consider a set amount of money overall to be set aside for grant purposes and should grant request have a limited amount per request? Robertson suggested that no more than 50% of the available monies to the District should be given as grants. Suggested that the Board consider a percentage dollar amount as a limit to applicants. Holmes to find out if there is any current policy limiting funds issued. Conversation was held if it was necessary to follow up with past grant recipients of how the money was spent. Board members will submit their considerations and further discussion will be held at the December meeting on grant guidelines and criteria. Sturgill updated the Board on the Marine Park Picnic Shelter project and the Sailboat restoration, both projects were awarded grant money in 2014 by BBBPRD2.

DIRECTOR'S REPORT – Morris said he met with Mike McFarlane of Whatcom County Parks recently and that the County has closed on the purchase of the Vogt property on Birch Bay Drive. The next step would be a planning process of how to use the property. Also, that the County is asking if BBBPRD2 will consider helping financially with development and maintenance of the property. Morris said also there are grants available through RCO which could help with restrooms and parking, but that the next grant cycle is 2016.

Approval of bills & payroll - Motion by Robertson to accept Voucher #111314A for \$5,337.26, #111314B for \$1,902.57, voucher #111314C for \$45 and payroll #PR1114 in the amount of \$4,369.50. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:16 pm. **Motion** by Sturgill, 2nd by Robertson. Approved unanimously.

Next regular meeting: December 9, 2014 – Birch Bay Activity Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ December 9, 2014

PRESENT

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

GUESTS: Alex Wenger, City of Blaine, Charlie Hawkins, Steve Lawrenson

CALL TO ORDER: 5:30 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$317,023.06. Robertson told the Board and guests that the money held by the county has already been allocated for the times outlined in the 2014 budget. Umpqua Bank balance: \$1,537.41.

NEW BUSINESS:

1. **Formalize Grant Request Deadline: Follow up on November meeting Discussion.** The Board continued a tabled conversation from the November meeting regarding extending the grant request period for the 2015 year. **Motion** by Moore to move the deadline to January 31, 2015 to accept grant requests from the community. 2nd by Robertson. Passed unanimously.
2. **Programs and Office Report** – Holmes updated the Board on the recent Holiday Harbor Lights Dash, Zumba Potluck, and other programs. The Board inquired how the occupancy rate was at the gym. Holmes told the Board there is little open space at the moment and that Saturday afternoons and evenings have become a popular time for party rentals. Holmes said they are still working at filling the midafternoon time slot but is working with the school district and the Boys and Girls Club to fill that for children's activities.
3. **City of Blaine – Alex Wenger re: Status Update on Grants** – Wenger was present to update the Board on the Marine Park Playground project. He provided informational handouts containing the two phases of the park project with new renderings and layout of the proposed playground. He asked the District if they would fulfill the additional \$50,000 asked from the original grant request in order to allow both phases of the playground to be built in the spring of 2015. Phase one is to install the Ship and the Rock structures and Phase two is to add the lighthouse, which is contingent on local fundraising and the additional \$50,000 requested in grant money from BBBPRD2. Wenger said he needs to make a written commitment with the playground company in order to maintain the 2014 quoted price on the entire project. He said that 50% of the money is due on March 2 and the final payment upon completion of the project, which is slated for July 2015. Wenger said that local fundraising will be initiated by selling bronze plaques that will be installed on a wall at the structure. Blaine City Council members, Charlie Hawkins and Steve Lawrence were present to reiterate the need for this interactive playground in Blaine. The City of Blaine is looking for a commitment from BBBPRD2 to secure the project. The Board told Wenger that our grant policy states that when a grant proposal is submitted that the Board does not make a decision that night but can give them an answer at the January meeting. Wenger said it was important to let the public know that the City has the support of BBBPRD2 with the

matching funds so that the fundraising can get started as soon as possible. The Board said it could not give them an affirmative answer tonight due to policy, but that a new grant request for \$50,000 be submitted and the Board will consider the request at the January 2015 meeting for it 2015 budget. It was decided that a statement be issued to the public that BBBPRD2 is supportive of the project in hopes of getting the public rolling on the fundraising.

4. **Revisit Other Policies re: Update name change, etc.** – The Commissioners discussed current policies and procedures and felt it necessary to review them. Holmes to compile a book of all the current policies and distribute to the Commissioners. It was decided that starting in January, two current procedures will be reviewed and any necessary updates made, until all policies are up to date.
5. **Activities Coordinator position update** – Holmes told the Board that Meghan Schnackenberg has officially resigned from her position as Activities Coordinator and all keys have been turned in. Holmes said she is seriously considering offering the job to another person that was interviewed in October and that he is still interested in the position should it be offered to him. The Board approved the new hire contingent on all record checks coming in clean.
6. **Record Check Policy on New Hires** – The Commissioners discussed the current policy of running only a Washington State Patrol background check on new hires and felt that because of the nature of the job working with a vulnerable population a more thorough check was necessary. **Motion** by Sturgill to subject all new hires to criminal record checks through the FBI, Whatcom County and Washington State. Second by Moore. Passed unanimously.
7. **Bay Horizon Park Ball Field / Use of Birch Bay Bible Community Church Field** – Moore said she has been in contact with Lance Calloway, Executive Director of the Whatcom Sports Commission regarding the use of the Birch Bay Bible Community Church Soccer Field as a sanctioned field for youth soccer practice. Moore said she has sent an email to Kirk Kamrath, Blaine Soccer Club President with hopes to partner with them for soccer practice. The Board feels that the church's soccer field would be a great alternative for programs that could be operated by BBBPRD2.
8. **Continued Discussion on Grant Policy** – The Commissioners discussed further the possibility of putting a cap on the amount of grant money made available for public access. Director Morris read to the Board the current policy adopted in 2010 which has no limit at this time. Some of the Board felt there shouldn't be a cap while others thought that a percentage of the total money in our annual budget could be allocated to grants. No decision was made at this time.

DIRECTOR'S REPORT – Morris told the Board that a real estate deal involving one of the properties sited for an easement for the proposed Bicycle - Pedestrian Path has fallen through. However, the current owners of the property are now considering the purchase of the easement. One other property owner, Lo Chan's, have signed an easement allowing the property to be used for the proposed trail. The third property owner still indicates they are willing to sign an easement.

Approval of bills & payroll - **Motion** by Moore to accept Voucher #120914A for \$2,517.85 #120914B for \$402.46, and payroll #PRDEC14 in the amount of \$4,492.50. 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 7:33 pm. **Motion** by Carrington, 2nd by Sturgill. Approved unanimously.

Next regular meeting: January 13, 2015 – Blaine Senior Center, 5:30 PM