

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ January 12, 2016

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Sheli Moore, Commissioner
Katy Montfort, Commissioner
Ted Morris, Director

Heidi Holmes, Program Manager

ABSENT

Richard Sturgill, Commissioner

GUESTS: Jayne, City of Blaine GIS

CALL TO ORDER: 5:34 pm

APPROVAL OF MINUTES: **Motion** to accept the December minutes by Robertson. 2nd by Moore. Passed unanimously. Holmes advised the Board the financial figures provided at the December meeting looked as though they were the October numbers from the County instead of November. The numbers in the minutes had been changed to reflect the November totals held by the County.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$139,633.43
Umpqua Bank balance: \$725.07.

NEW BUSINESS:

1. **Programs and Office Report** – Holmes told the Board about the upcoming Winter Carnival to be held on Saturday, February 27, from 1 – 5 pm with a line dance scheduled from 6 -9 with live music. The event would host the international broom hockey game along with children's activities in the gym. Beer, wine, hot food and other beverages will be offered for sale during the event. Holmes introduced the new "crab" mascot that the staff would like to use for promotion. Discussion also held on the outdoor lighting.
2. **Furnace** – The Board was presented with quotes from Barron Heating and Lynden Sheet Metal (LSM) as to options for fixing the furnace or to replace the air handler. A third company, Smith Mechanical also came out to the gym and was going to furnish a quote, but the office hadn't received it prior to the meeting. The Board discussed the options and felt this was a situation that needed immediate attention as there is no heat to the gymnasium at this time. Robertson pointed out to the Board that it is not immediately necessary for the non-working air exchange handler to be removed by LSM, but that it could be removed at a future date. **Motion** by Robertson to accept the Lynden Sheet Metal option #3 (sheet attached) and to budget \$22,000 to cover any additional permits and taxes. 2nd by Moore. Unanimous vote from the four attending Board members.
3. **2016 Budget Planning** – Robertson reported that he has not received the County reports from December. As soon as they are received, he can finish the 2015 financial report. Discussion has been tabled as to adopting a 2016 budget until all numbers are completed.
 - a. **Replacement Doors for Gym** – Holmes told the Board she is still researching door costs. Morris reported he may have some door hardware he could sell to the District that was left over from the Heron Center project.

- b. **Grant Request Follow Up** – The consolidated list of grant requests were redistributed to the Board and it was determined that it will probably be March before the Commissioners can look at how much money is left in the budget to award the grant requests.
- 4. Master Plan Update Follow Up** – The Board was informed that the Recreation and Conservation Office (RCO) has read the Master Plan draft and has given us the approval. The Board will have an opportunity to look over the draft. A resolution to accept the new plan has been drafted and will be presented to the Board at the February meeting for signing. The final version of the Master Plan along with the signed resolution and the self-certification form, need to be submitted to the RCO by March 1st.
- a. **Mapping** - The Board took the opportunity to go over the community, neighborhood and overview maps for the updated Master Plan. Changes were noted and will be updated by the GIS coordinator for the City of Blaine.
- 5. Round Table Discussion Follow-up**
- a. **Locations** – The Board decided they would like to use the Birch Bay Bible Community Church as a venue for the Round Table Discussion with Gary Albright.
 - b. **Meeting with Board after Round Table** –Holmes to arrange with Bob’s at Birch Bay Square Mall to reserve their small room for lunch and further discussion with Albright.

DIRECTOR’S REPORT – Morris reported that he has worked with the staff to work out office space concerns. As for the third trail easement, he still has not heard back from the owners in the Philippines and is going to reach out to relatives in Vancouver, possibly his emails aren’t getting through.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #011216A for \$9,105.56, #011216B for 101.79, #011216C for \$9,000.00 and payroll PR#JAN16 in the amount of \$6,503.25. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 7:33 pm. **Motion** by Robertson, 2nd by Montfort. Approved unanimously.

Next regular meeting: February 9, 2016 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ February 9, 2016

PRESENT

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

ABSENT

Ted Morris, Director

GUESTS: Sean Miller, Brittaney Carrington, Taylor Miller, Jesse Creydt, Daphne Pugh, Riley Miller, Billy Brown, Jayne, City of Blaine GIS

CALL TO ORDER: 5:30 pm

APPROVAL OF MINUTES: Motion to accept the January minutes by Montfort. 2nd by Moore. 4 YEAH, 1 Abstain.

PUBLIC COMMENT: Sean Miller from the Blaine Fastpitch (Whatcom Reign) introduced several members of the girl's fastpitch softball team. Currently there are 11 girls on the team and they are busy making the final schedule for the summer. Miller also said the girls have been using the gym this winter for practice. Several of the team members spoke about the benefits of playing on the team, such as being a better team player, learning commitment and time management as well as leadership skills.

Jesse Creydt, who is affiliated with the local Cub Scout Troop 4025 wanted to address the Board about the importance of the Cub Scout program in the District. He said it offers a positive, healthy, preventive program for kids that shapes values, teaches volunteering and giving back to their community.

Billy Brown, member of the Birch Bay Chamber of Commerce Board of Directors spoke to the Board about the partnership between the Chamber and the District and hoped they would consider partnering financially with the Chamber in support of the many summer programs they provide to the community. He assured the Board that the District would be mentioned as sponsor on all marketing materials.

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$246,106.87 Umpqua Bank balance: \$673.86. Robertson reported that he was unaware that the County had split money between a Reserve Account, a Capital Improvement Account and our General Account therefore he hadn't reported to the Board the balances. The Board was updated on how that process worked when tax money was collected and now will be given reports on the money in each of those accounts.

NEW BUSINESS:

1. **Programs and Office Report** – Holmes spoke to the Board about the new format for Weekly Attendance Reports. Staff will record daily number of class participants and will allow for notes to be made by staff regarding class numbers. The Board will continue to get monthly average reports of participants. A few suggestions were made regarding the new form. There was some conversation about the children's program, possibly add more structured learning clinics or games for the activities.
 - a. **Pavilion Grand Opening** – The Board was updated on the Grand Opening event scheduled for Thursday, February 18, at 5:30. Carrington said he would be interested in briefly addressing the public at the opening.
2. **Adopt a Highway Program** – Holmes told the Board the paperwork has been finalized with Whatcom County Public Works and as soon as the District completes two clean ups, the county

will install two signs along Alderson Road indicating the District's commitment to cleaning that section of roadway. The date of the first clean was suggested for April, possibly around Earth Day. It was suggested to invite the team members from the girls' softball league to help with the clean-up day. Holmes to arrange the cleanup dates with the County.

3. **Furnace** – The Board was updated on the new furnace which has been installed and working smoothly. There is a new programmable thermostat installed which is password protected and can be scheduled 7 days a week. Robertson suggested a thank you letter be written to Lynden Sheet Metal for their speedy installation of the unit. Discussion held on what to do with the air handler unit. Robertson suggested using local handy man, Dennis Mouser, who would be willing and able to dismantle the unit for disposal. **Motion** by Robertson to hire Dennis Mouser for demolition of the air handler unit and that Robertson will loan any equipment necessary. 2nd by Montfort. Passed unanimously.
4. **2016 Budget Planning** –
 - a. **Review and Approve Operational Budget** - Robertson provided the Commissioners with a worksheet for allocation of District funds. The Board reviewed and discussed the proposed operational budget as prepared by Robertson and Carrington. **Motion** by Carrington to adopt the 2016 Operational Budget of \$149,130. 2nd by Moore. Passed unanimously.
 - b. **Replacement of Outside Light over Entrance** – Holmes asked the Board to consider replacing the existing outside light above the main entrance door. After the other lights were upgraded and installed, that light was not functioning properly. The staff was able to get the light to stay on all the time for now so at least it is functional. Holmes discussed with the Board a quote provided by Pinnacle Electrical of about \$300 to upgrade the light with a newer efficient LED model. It was suggested to get a quote to replace the light with the same fixture as the corner lights currently on the building.
 - c. **Grant Request Follow Up** – The Board felt a separate Budget Workshop was necessary to discuss the grant requests and how they would fit into the 2016 budget. Holmes to poll the Board for possible dates and a meeting will be set.
5. **Master Plan Update Adoption** – Holmes told the Board about a few minor changes that had been made to the plan. These were suggested by the City of Blaine as some information was not correct about some of the current parks in the park inventory portion of the plan. Maps are still being updated and will be added as soon as they are complete. Motion by Robertson to adopt the Master Plan as presented. 2nd by Sturgill. Passed unanimously and the resolution 2016-1 was signed by the Board. Holmes to provide the necessary certification paperwork and the copy of the plan to RCO by March 1, 2016.
6. **Round Table Discussion Follow-up** – The consensus from the Board that the round table discussion and presentation by Gary and Carla Albright was a success.

DIRECTOR'S REPORT – Morris was unavailable for the meeting. No report.

OLD BUSINESS – Discussion was held on the concern of the third trail easement which has not been signed or returned to the District. Options of what the District could do to encourage the owner's to sign the easement were discussed. The Board wanted to continue the conversation at the March 2016 meeting.

Approval of bills & payroll - **Motion** by Robertson to accept Voucher #0209156A for \$14,292.41 #020916B for 559.45, and payroll PR#FEB16 in the amount of \$5,770.25. 2nd by Montfort. Approved unanimously.

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

Next regular meeting: March 8, 2016 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ March 8, 2016

PRESENT

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

Heidi Holmes, Program Manager

ABSENT

Sheli Moore, Commissioner

GUESTS: Lorrie Conyac, Ron Leach, Seraida Vazquez, Stan Calhoon, Christina Winkler, Eloisa Townsend, Bryan Johnson, Kelle Sunter, Kitty King

CALL TO ORDER: 5:30 pm

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

PUBLIC COMMENT: NA

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$19,533.97; Reserve Fund: \$100,193.22 and the General Fund: \$113,294.41 for a total of \$233,021.60. Umpqua Bank balance: \$998.51

NEW BUSINESS:

1. **Grant Follow Up Presentations** – Chairman Carrington addressed the guests and explained public meetings had been held the last couple of years and the public feedback was that the most desired project has consistently been a safe bike and pedestrian trail. A question from the public was asked if money is set aside for long term maintenance. Robertson described how the reserve funds worked in our budget and money is set aside for emergencies or unexpected maintenance.
 - a. Wendy Davis, Peace Arch International Music and Art Festival – Davis told the Board that the request for grant money was to help sponsor the African Drumming group Ocheami. The group will perform interactive storytelling and drumming for families at the Festival. Davis said that the District helped pay for this group last year.
 - b. Christina Alexander, Hands Across the Border and the International Peace Arch Art Display – Alexander provided slideshows about the two events that she asked for grant funding. She told the Board that 1400 people registered last year and they are hoping for another successful year with room for up to 3,000 people. Alexander brought an example of the goodie bags provided to each participant for the Hands across the Border event.
 - c. Eloisa Townsend, Drayton Harbor Music Festival – Townsend thanked the Board for the past use of chairs for the event. Townsend said the Festival promotes musical education, cultural events and tourism to the Blaine area and are looking for funding to help cover expenses and scholarships for the Festival.
2. **Greenhouse Project**– 7th Street Garden. Kelle Sunter, on behalf of Blaine CORE and Let's Move Blaine, spoke to the Board about the desire to move a greenhouse that has been used by the Blaine High School to the 7th Street Garden Park to be used by the community. Sunter said they are not looking for money, but community support and the City of Blaine wishes the group to

have a partner that is an established agency. That agency would be asked to sign an agreement with the City of Blaine that would ensure certain items would be overseen and taken care of. The Board had some concerns about the project and felt they needed to talk with the city and Alex Wenger before deciding if they wanted to partake in the project.

3. **Request from Cub Scouts for Gym Time** – The request was tabled per Jesse Creydt.
4. **Programs & Office Report** –
 - a. **Heidi Away** – Holmes updated the Board she will be away from the office March 24 – 29 and that the office time will be covered by staff.
 - b. **Pavilion Programming** – Holmes told the Board that they started offering line dance and pickleball at the new building. She has received many complaints about the floor and that it does not work well with pickleball. Holmes said staff is continuing to research what programs would benefit from utilizing the space.
 - c. **Clean Up Day - April 23.** Holmes said she has made arrangements with the Whatcom County Adopt a Highway program for the first roadside cleanup day to be held on Saturday, April 23 and she hopes to do other cleanup projects around the activity center such as cleaning up fallen brush and planting flower.
 - d. **Washington State Recreation and Conservation Office Grant Representative** – Friday March 18, 2 pm. The Board was updated about the RCO representative, Kyle Guzlas, who wants to be an active part of our grant process for the trail project. It was determined that anyone who wants to be a part of the discussion can meet at the Birch Bay Activity Center that day and a tour will be given of the proposed trail.
5. **2016 Budget Approval** – The Board discussed the grant request amounts. **Motion** by Montfort to approve the budget allocation of grant as presented and agreed upon. 2nd by Sturgill. Passed unanimously. The following grants will be allocated:
 - i. **Birch Bay Marine Park in Reserve: \$3,000 in May, \$20,000 in December.**
 - ii. **Play Equipment for Birch Bay State Park: \$10,000 in May.**
 - iii. **Girls Fastpitch Organization - \$13,000 in May.**
 - iv. **Cub Scout Pack 4025: \$3,000 in May.**
 - v. **Peace Arch International Art & Music Festival: \$500 in May.**
 - vi. **Birch Bay Chamber of Commerce: \$15,000 for recreational events in May.**

Carrington wanted to go on record that he would like to see other partnerships involved in the development of a playground in Birch Bay State Park. Morris said that already they have the construction permit that was purchased by the State Park.

Discussion was held regarding the 2017 Grant process as to when those asking for grants can come to a Board meeting and present their case. **Motion** by Robertson to amend the present grant deadline to November 30 and inviting the grantees to the December Board meeting to make presentations. The Board will review the grants by the end of January of the following year and approval will be made at the February meeting. 2nd by Carrington. Passed unanimously.

DIRECTOR'S REPORT – Morris reported that he has still not heard anything from the property owners involved with securing the last easement request. He has made it known to the owners that the District is willing to pay .25 square foot for the easement. He has called and left emails.

Discussion took place about the lawn maintenance for the Birch Bay Community (Beach) Park. Sturgill offered to mow the lawn once to see how long it would take and then Holmes can put out bids requests.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #030816A for \$4,123.88 and payroll PR#MAR16 in the amount of \$5,666. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:12 pm. **Motion** by Robertson, 2nd by Montfort. Approved unanimously. Board then went into Executive Session to discuss personnel matters. Changes in benefits for fulltime staff were discussed and approved. Board adjourned the executive meeting at 7:33 pm.

Next regular meeting: April 12, 2016 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ April 12, 2016

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

GUESTS: Michael Jones, City of Blaine, Eloisa Townsend, Drayton Harbor Music Festival, Cindy Kisska

CALL TO ORDER: 5:30 pm

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

PUBLIC COMMENT: Cindy Kisska told the Board that she took the Zumba program at the Activity Center since last September and wanted to voice her concerns about Brenda Gelwicks' resignation. Kisska said she couldn't ask for a better Zumba instructor. The Board acknowledged she was a great instructor. Members of the Board said attempts were made to work resolve issues over the past year, and that they weren't at liberty to discuss personnel matters.

Eloisa Townsend addressed the Board on behalf of the Drayton Harbor Music Festival regarding the grant request denial. She was curious as to how the Board granted monies. She was advised that the decisions usually lean towards recreation based programs over entertainment and that the decisions were tough. Huge financial commitments from the previous year put a strain on the budget and the Board made commitments to set money aside for other District projects. The Board advised her that she can find the breakdown of how the grants were distributed in our meeting minutes from March which will be posted on the District's website. She was encouraged to apply again in the future.

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$20,997.05; Reserve Fund: \$104,400.42 and the General Fund: \$115,589.00 for a total of \$240,986.47. Umpqua Bank balance: \$607.89.

NEW BUSINESS:

1. **City of Blaine Grant Request** – Michael Jones of the City of Blaine presented to the Board a request for money to help pay for two community programs being introduced this summer. He also hoped that the District would be able to provide staff to help oversee the two Splash Days events to be held in August. The two programs that the money would help fund are a Chalk Art Festival and Beer by the Pier. The requested funds of \$500 for the chalk art would help purchase chalk for the event so that there would be no cost to children to participate, however they would ask for a donation from adults. The other event proposed is an outdoor movie night with live bands and a microbrew festival. The City is asking for \$1,000 to help support the movie license, projection and sound. Jones said that the District will have their logo on all advertising and promotion of the events and that BTAC has also contributed \$2,500 to help with these events. The Board was presented with a formal request which they will review and make a decision at the May meeting.

Jones also spoke to the Board about the invitations from the City for a reception to honor community leaders and volunteers on Tuesday, April 19, 7 pm at the Blaine City Hall Council Chambers and for a workshop with the Beckworth Consulting Group as they evaluate the needs for community facilities and funding for those facilities. That workshop is being held on May 4,

5:30 to 7 pm, location to be announced later. The Board expressed to Jones the concern that if the City moves forward with a capital improvement levy to fund these projects that is be presented in such a manner that the voters aren't confused about the tax levies.

2. Programs & Office Report –

- a. **Brenda Gelwicks Resignation - Motion** by Robertson to accept the resignation of Brenda Gelwicks as Activity Coordinator with the BBBPRD2. 2nd by Carrington. Passed unanimously.

Discussion was held on the interview process. The Board also discussed the need to have background checks of the new employee include the Whatcom County Sheriff's Office, Washington State Patrol and the FBI.

- b. **Spring Clean Up Day**– Holmes reminded the Board of the Alderson Road spring clean-up day as part of our Adopt-A-Highway program is to take place on Saturday, April 23 at 9 am and to meet at the Activity Center.
- c. **Fighting Childhood Obesity** - Discussion was held about ways the District could become more involved in promoting healthy eating habits, especially for children. Holmes said the staff is making a better attempt at serving healthy snacks to the kids after school and to initiate activities or games related to healthy eating. Holmes also said the Let's Move Blaine coalition is still active in the community also promoting this. One of the initiatives through the Blaine School District and Let's Move Blaine is the Grow for It Enrichment program after school where kids will learn about growing vegetables and there is a space at the Blaine Community Garden for them to have hands on experience. Holmes will put together some information about what Let's Move Blaine is currently doing in the community. Commissioner Moore brought to the Board's attention the possibility of being an eligible entity for Health Savings Accounts (HSA) reimbursements. Participants of the HSA's can be reimbursed for Health Club fees.
- d. **Email Policy** – Discussion was held about implementing an email policy for the District to include staff emails and those of contracted instructors. It is felt that the District needs to have control of the database of participants and all emails regarding classes should be generated from the District's email address. Also, discussion was held about the Public Disclosure Law and that all emails are subject to inspection. Commissioner Moore volunteered to assist Holmes in drafting an email policy that will be presented to the Board for approval.

3. **Appointment of Agent to receive Claims for Damages Resolution (Enduris)** – The Board was informed of the requirement from Enduris, the District's Insurance provider, that it is necessary to designate an agent who can be reached during normal business hours to act in the capacity to receive any claim for damages made. Resolution No. 2016 – 02 was presented to the Board for approval. **Motion** by Robertson to appoint the Program Manager as the agent to recover claims as stated in Resolution 2016 – 02. 2nd by Montfort. Passed unanimously.
4. **Meeting with City of Blaine, Beckwith Consulting, May 4, 5:30 pm.** The Board was given the invitation to meet with the city's consultant to discuss community support for funding new facilities in Blaine. Michael Jones also talked with the board in more detail about the workshop.
5. **Lawn Care Update for Community Beach Property.** Holmes explained to the Board that three bids had been received for the mowing of the field and a one-time cut down of the bushes on the waterside. North County Lawn Care had the best bid and they have been contracted to continue service again this summer with the understanding the District will notify them to discontinue due to lack of grass growth.
6. **Health Insurance Update** – Holmes told the Board that she is unable to enroll in Health Insurance at this time, however she provided them with another catastrophic plan that was

available to her. The Board was okay with her pursuing the plan and to help cover any out of pocket doctor's expenses within the amount delegated to her to help cover costs.

7. **Trails – Grants?** Discussion was held regarding the pursuit of a grant for the non-motorized bike and pedestrian trail for Blaine and Birch Bay. The Board felt it was better to hold off on the grant request from RCO this year, especially since the last easement is still not in place. The District to notify RCO that we are planning on purchasing the third easement so this can be reimbursed to the District when a grant is received.
8. **Interlocal Agreement with Blaine Senior Center** – The Board took the opportunity to go over a drafted interlocal agreement with the Blaine Senior Center regarding programs to be held at the Blaine Senior Center. The Board made suggested changes and felt that before the agreement was to be signed that we have legal counsel read it over. It was suggested that the District contact Roger Ellingson to see if he would be available to do that.

DIRECTOR'S REPORT – Morris reported he made contact with a relative of the property owners in respect to the final easement for the trail between Drayton Harbor Road and Lincoln Road. The relative has not heard from the property owners in the Philippines, but he is traveling there next month and will take a copy of the easement legal paperwork with hopes they will sign it. Morris also discussed his conversation with John Pope from Anacortes who is continuing to research safe bicycle trails for the Blaine - Birch Bay area.

OLD BUSINESS – No old business discussed.

EXECUTIVE SESSION – the meeting was not called into Executive Session as it was not necessary.

Approval of bills & payroll - Motion by Robertson to accept Voucher #041216A for \$17,770.83 and payroll PR#APR16 in the amount of \$6,997.00. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 8:12 pm. **Motion** by Carrington, 2nd by Sturgill. Approved unanimously.

Next regular meeting: May 10, 2016 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ May 10, 2016

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
Joshua Davies, Activity Coordinator
Kristina Pollard, Activity Coordinator

GUESTS: Elaine Lerner, Sue Phillips, Mavis Dalzell, Leslie Kaeufer, Susan & Paul Dean, Ann Studivant, Dawn Baker, Martha Staffer

CALL TO ORDER: 5:32 pm

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

PUBLIC COMMENT: Mavis Dalzell addressed the Board as a taxpayer and participant of the programs offered at the Birch Bay Activity Center and now the Blaine Pavilion. Dalzell addressed concerns that the participants at the new Blaine Pavilion are not being treated fairly as there is not enough equipment for the Zumba classes and there is also a schedule conflict with classes at the activity center. She stated that the monthly passes should be reinstated for good. Dalzell also asked the Board to reimburse Brenda Gelwicks for the equipment she purchased to use during the Zumba classes.

Ann Sturdevant spoke to the Board about the lack of Zumba equipment at the Pavilion and that the Board should reimburse Brenda Gelwicks for the out of pocket expenses to purchase equipment for the Pavilion classes. She also felt that after she sent an email of her concerns, she did not receive a complete answer. Sturdevant also shared concerns that while she was at the activity center that morning no one approached her or greeted her.

Paul Dean told the Board his concerns about the cost of the monthly passes and asked about a pass for couples. He also addressed the lack of equipment and asked that the Board reimburse Brenda Gelwicks for the equipment she purchased. Also expressed concerns about the time conflicts with the classes at the Activity Center and the Pavilion.

Garnell Bland spoke about how Brenda's classes influenced her life in a positive way.

Elaine Lerner addressed the concern about the Pickleball schedule and now the Wednesday advanced play has been removed. She spoke about the difficulties of playing with different skill levels.

Commissioner Carrington spoke to the guests regarding the fast movement that took place to get the programs running at the new Pavilion as well as working to replace classes at the Birch Bay Activity Center. He thanked everyone for supporting the BBBPRD2 and the classes. The Board wants to look at finances in two months to get a feel for the financial support.

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$33,254.46; Reserve Fund: \$145,886.12 and the General Fund: \$180,346.88 for a total of \$359,487.46. Umpqua Bank balance: \$879.48

NEW BUSINESS:

6. Programs & Office Report -

- a. **Introduce Kristina Pollard** – Holmes introduced the new Activity Coordinator, Kristina Pollard. Pollard has much experience working with the YMCA and also in office settings.
- b. **Monthly Passes at the Pavilion**– Discussion around the \$30 monthly passes was held. Now that more classes are held at either building, the administrative fees taken by the Senior Center to help administer the programs at the Pavilion and costs to pay independent contractors need to be factored into the cost of the pass. The Board wanted to see how the finances played out before making any further decisions on the cost of the pass.
- c. **Fitness Steps for Pavilion** – The Board talked about the possibility of purchasing more steps for the Zumba class and whether Brenda should be reimbursed for the steps she purchased. It was asked how do we handle other classes taught by independent instructors. Holmes told the Board most instructors bring their own, unless the equipment is already at the gym and is not in use by another function. Occasionally an item is purchased, but usually if it is a high ticket item of several hundred dollars, Holmes said she seeks Board approval and also to see if there is enough interest for the classes to warrant the expense. **Motion** by Sturgill to purchase an additional 10 steps to be used at the Pavilion. 2nd by Moore. More discussion on the amount being purchased and if the programs grew would there be enough steps. Sturgill amended his **motion** to purchase 20 steps to be used at the Pavilion. 2nd by Moore. Passed unanimously. The Board continued to talk about reimbursement of the steps purchased by Brenda, some members felt Brenda needs to ask the Board to be reimbursed at which time a decision can be made. Moore will ask Brenda how many steps she bought and to see if she seeks reimbursement.
- d. **Pavilion Programming** - There was talk about how we are marketing the classes at both facilities, maybe contact the school to see if announcements can be made over the morning loud speaker announcements. Maybe an advertisement in the Birch Bay Village newsletter about the pickleball schedule at the Activity Center. There was discussion about the changing of the schedule as the Zumba program has requested to move to the 9 am time slot on Mondays instead of the 10:30 am. It was felt that the class be left at the same time slot until the staff has an opportunity to see if there is another need for that time.
- e. **Task List:** The Board has asked the status of the following:
 - a. **Map with landmarks highlighted to make us easier to find - on any of our flyers or website** – Holmes showed the Board a DRAFTED map that could be used on flyers, website, advertisements, etc. She felt it needed some more work and the task was assigned to Kristina for updating.
 - b. **Binder projects:**
 - i. **Instructions on how all of the events were organized, from start to finish:** Holmes had some questions about this and asked if this were to include all the reoccurring special activities sponsored by BBBPRD2. Examples were like the Picnic in the Playground, showing a budget, time lines, volunteers, etc. This is so that a newcomer coming in can see the process taken and the staff can use this year after year to help critique the event process and see the budget. This task needs to be worked on.
 - ii. **Binders to explain all aspects of all the office procedures:** This has been drafted and staff has been reviewing and making corrections or additions. Manuals to be printed and available in office.
 - iii. **Contacts at the all Whatcom County agencies and what they can help with:** This project is completed and will be included in the manuals for staff.
 - iv. **Josh to create a binder to provide instruction on how he prepared for his classes with the kids:** Will continue to work on this.

c. **There are still some documents, calendar is one, still has NWParkSchedule as the name of the document and others have they been changed?** Holmes explained that many of the names have been updated, there may be still some in-house forms or files that still carry the NWPark, but staff will continue to update files as necessary and needed.

d. **Working on presenting an Electronic Messaging Policy to the Board.** up-date is it finished? The Board had an opportunity to look over the policy and it will be updated and a formal policy will be presented to the Board for approval.

e. **T-shirt sales promotion, where we at?** Holmes said t-shirts were purchased in the past for \$6 wholesale and we sold them for \$10 or gave away as prizes, etc. Those shirts are all gone. Holmes has been researching costs to bring in some new shirts for sale and promo. Robertson said there is money in the advertising budget that we could spend for that. **Motion** by Moore to purchase 50 promotional t-shirts. 2nd by Robertson. Discussion held about using profits to replenish and maybe work a deal with the distributor about being the exclusive provider of the shirts so we can get a good deal when it comes time to replenish or special order for sizes. Passed unanimously.

f. **Plan of action to increase the number of kids at the Activity Center:** The staff will continue to go out into the community to spread the information about the programs and the activity center. A picnic is planned in July that will be held at the Bay Crest Community Field. Carrington suggested we do mailers into the Bay Crest Community alone working with AMS of Blaine to get estimates of cost.

g. **Plan of action that will help reduce the number of obese kids in our school district:** We continue to work with Let's Move Blaine whose mission is to help combat childhood obesity. We offer activities at the gym and outside where kids can get lots of running around, and we are offering healthy choices for snacks. Josh has created a contest for the kids where they talk about healthy foods that they are choosing and eating. The child gets a sticker for each day they share their food intake and once they have 5 they can choose a prize. It was suggested that maybe The Northern Light newspaper can do an article on the obesity in our community and what we are doing to help fight it?

h. **Need to manage our equipment needs at each facility, thoughts:** Currently we have an inventory on our equipment and can keep a spreadsheet of what equipment is stored at what facility. Staff to do a needs assessment of equipment we have and what might need to be replaced.

i. **What are the management goals for the Activity Center in generating income? Will the kids programs ever start generating any income? If no, why not? Open gym doesn't seem to be well attended, are there plans to manage the schedule differently and fill it with a structured program for kids, adults?** Staff to come up with goals of the direction the classes are going.

j. **What type of employees do we want? what is a good fit to bring people in?** We have just hired a new staff member that we are excited about. Maybe The Northern Light could do an article as well?

k. **Advertisement for the opening of the Pavilion what are we doing on this?** We have placed an ad in The Northern Light and have made flyers. It was announced in the May e-newsletter.

l. What are the plans to manage the class schedules at the 2 facilities? Staff will continue to monitor the needs of the Activity Center and find other programs that will fit into the Pavilion as well.

m. What are the plans to manage the paperwork needs at the Activity Center for our classes? Lots of passes at first of the month, check weekly to see if additional paperwork is needed? Working on new registration forms and a database to track our participants. Senior Center has done an excellent job providing paperwork for classes at the Senior Center.

n. Have you looked into whether or not the Activity Center would qualify as a health/fitness club to see if our participants could possibly get reimbursed for the monthly pass fee from their HSA's. I have submitted a request to Silver Sneakers to see if we qualify. That process takes a few days or longer. Moore said she has inquired about the HSA's however, there are some IRS regulations that have to be considered.

7. **Resolution to Appoint Investment Officer** – Holmes told the Board that an option was available to appoint an investment officer for the District so that when money needed to be transferred unilaterally to our accounts with the County, only the signature of the Investment officer was needed instead of three from the Board. Holmes had recommended Doug Robertson since he was treasurer. The Board felt the current process to have 3 Board members sign the transfer authorization was sufficient and wanted to continue with that process. No action taken.
8. **Email Policy** - The Board was provided a rundown of the proposed email policy. The Board will review and any changes or additions can be looked at the next meeting before adopting the policy.
9. **Grant Request City of Blaine Follow up** - Further discussion held on the request for \$1,000 to provide a movie for the Beer on the Pier festival. **Motion** by Robertson to turn down the grant request as it is not in the budget at this time. 2nd by Sturgill. Passed unanimously.
10. **Employee Handbook** – Commissioner Moore presented a copy of a proposed handbook for the District to adopt. Due to time constraints, the Board will continue the discussion next month after each Commissioner has had time to review the draft.
11. **RCO Grant** – The Board was updated on the RCO Grant Waiver of Retroactivity for purchase of trail easements. Holmes said that she and Director Morris have the checklist of paperwork needed and most of the forms have been prepared. This needs to be filed with the RCO 30 days before closing of the easement.
12. **Health Fitness Club Status** - Discussion on this was held earlier in the meeting.
13. **Interlocal Agreement with Blaine Senior Center** – The Board was presented with the copy and comments from Roger Ellingson on the proposed interlocal. There were some questions as to Ellingson's notes and further follow up will be taken.

DIRECTOR'S REPORT – Morris reported that he has made contact with the property owners in the Philippines regarding the easement for the non-motorized path between Blaine and Birch Bay. He said that one of the owners is onboard with the sale, but the other owner is dragging their feet about the acquisition and has indicated there may be a buyer for the property. Morris said he has sent over the sales agreement of the \$10,000 offer and will continue to stay in touch. Morris also mentioned to the Board about the Clean Up Day on Alderson Road. He hopes that we can have a cleanup day of the new beach property this summer to remove the non-native plants.

Morris also talked to the Board about the new transgender bathroom law. He said that if this issue arises, we need to let people know that a transgender person is using the restroom and that they can wait until the bathroom is clear before using it if they are uncomfortable.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #051016A for \$4,230.53 and 051016B for 443.78 payroll PR#MAY16 in the amount of \$4,949.75. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 8:11 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ June 14, 2016

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
Kristina Pollard, Activity Coordinator

GUESTS: Alex Wenger, City of Blaine

CALL TO ORDER: 5:33 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$35,136.66; Reserve Fund: \$152,150.89 and the General Fund: \$169,889.41 for a total of \$357,176.96. Umpqua Bank balance: \$1,090.02

NEW BUSINESS:

14. City of Blaine, Alex Wenger – City Projects – Wenger updated the Board on several city projects and said the City wants to continue to build on the relationship and partnership with the District. Wenger reported that a Donator Recognition Day will take place tentatively on Saturday, August 13, time to be announced later, at Blaine Marine Park playground. Wenger said a formal invitation will be sent to the Board for this event that will include food trucks and live music in a fun festival atmosphere. It was noted that to date \$82,000 was raised by private donations to help fund the playground. The City continues to work on the playground and will be installing a ground sprinkler system for watering. He also spoke of the new rock sign at the entrance which sports the District's logo and a bronze heron that will be erected in honor of the funding provided by the BBBPRD2.

Wenger also spoke to the Board about the upgrades to the Blaine Skateboard Park. He said currently there is \$35,000 budgeted to the park and they hope to install a new steel half pipe ramp by early August.

Wenger said the City Strategic Economic Initiative with Beckwith Consultations has been underway with a series of meetings with the public. There is no timeline as to when the study will wrap up but it is his understanding that the company will come back with recommendations for the City. He also said the City currently has \$25,000 budgeted to improve some of the city's parklets on Peace Portal.

An invitation to join the City in recognition of the 7th Street Community Garden was extended to the Board. A tentative date of August 6 has been set to show off the new signs, compost, bark, trails and clean up that has been done to the garden park.

Lastly, Wenger spoke of the Parks and Recreation Plan which the city is currently updating. A draft was provided to the Board. He said the city does not want to do recreation programming, but seeks to upgrade and improve parks and trails within the city limits.

15. Programs & Office Report – Holmes told the Board about the new classes added to the Birch Bay Activity Center and the success of the Picnic in the Playground event in May. She also updated them on the new bulletin board and flyer system at the center.

- a. **Gymnastics**– AC Kristina Pollard was present to discuss her desire for gymnastic equipment for the District. She said currently the YMCA has loaned some equipment for the District to use to see if there was interest in a program. Currently, a free four-week introduction class for toddlers, 18 months to 5 years of age is running at the Birch Bay Activity Center on Fridays. Pollard said an average of 20 kids and their parents have attended and shown a desire for the class. There is uncertainty of participation when fees become involved. Pollard presented to the Board costs for startup equipment in phases. Discussion was held on how classes could be structured in the future. **Motion** by Sturgill to approve \$1,000 towards purchasing Phase 1 and Phase 2 gymnastics equipment. 2nd by Montfort. Passed unanimously.
- b. **Waterslide Night** – Holmes told the Commissioners about a fundraiser for the Whatcom County Boys and Girls Club to be held at the Birch Bay Waterslides on July 22. Sponsorship is \$250 and allows for kids who may not financially afford to go to the Waterslides a free ticket. The Boys and Girls club will provide tickets for 20 guests at the \$250 sponsorship level. Holmes told the Board that in December she along with a group of merchants from the Birch Bay Square Mall hosted an event where photos were taken with Santa Claus and donations were collected for the Boys and Girls club. \$100 was collected and that money has been earmarked for donation to the Boys and Girls club, a request was made for an additional \$150 from the District to make up the sponsorship. **Motion** by Robertson to spend \$150 towards the Boys and Girls Club Waterslide Night Fundraiser. 2nd by Moore. Passed unanimously.
- c. **Gym Doors** – Holmes presented the Board with two more quotes for replacing the outside gym double doors. The Board agreed that \$10,000 had been budgeted previously to replace and install the doors. Morris and Robertson will assess the door quotes and determine the best deal. Morris also said that he has brand new panic bars that could potentially be used with these doors. The bars can be purchased through the Friends of Birch Bay State Park as the bars could not be used for the Heron Center nor returned to the establishment purchased from.
- d. **Marketing Mailers** – Holmes presented to the Board a draft mailer card that could be sent out to potentially 2300 homes within a two-mile radius of the Birch Bay Activity Center through AMS of Blaine for approximately \$1,000. Discussion was held on the message portrayed on the card. Carrington said he will help design the card and feels this is a great way to get our message out to the Birch Bay community.

16. Pavilion Programs & Senior Center Admin Fee –

- a. **Reimbursement of Fitness Steps** – Further discussion was held as to reimbursing Brenda Gelwicks for fitness steps purchased for the Zumba Step class held at the Pavilion Building. A receipt and invoice was provided by Gelwicks in the amount of \$974.25. **Motion** by Sturgill to reimburse Gelwicks for the steps. 2nd by Moore. Passed unanimously. A formal receipt to be obtained to show ownership transfer of the equipment.
- b. **Interlocal Agreement** – Further discussion on the drafted interlocal with the Senior Center and City of Blaine for classes at the Pavilion. Concerns about who was paying for insurance and what type of insurance necessary were raised. This should be addressed in the interlocal. Holmes to follow up with Roger Ellingson and the City of Blaine and to what coverage is provided.
- c. **Admin Fee** – Discussion was held about the current 15% admin fee the Blaine Senior Center was requesting for assisting with class registration and money collection of the Zumba and

line dance classes at the Pavilion. It was confirmed that the admin fee should come out of the proceeds from the classes after subtracting what is owed to Gelwicks for instructor cost. If the percentage is less than \$200, a minimum payment of \$200 will be paid. The board agreed this is to be the procedure.

17. **Basketball Court, Horse Shoe Pits, Camp Horizon** – The topic of taking ownership or control of the courts and pits from Camp Horizon, similar to the agreement the District has with the County for the gymnasium. Discussion was held about resurfacing the courts and maintenance. It is not in the budget for this year, but if ownership is transferred, money can be allocated in the 2017 budget for upkeep. Holmes to follow up with Whatcom County Parks and Recreation and Mike McFarlane for the procedure necessary to do this.
18. **Email Policy** – The Board reviewed the proposed Electronic Messaging Policy (EMS). **Motion** by Robertson to adopt the EMS as presented. 2nd by Moore. Passed unanimously.
19. **Employee Handbook** – The Board had an opportunity to review and discuss the proposed Employee Handbook as drafted. The document will be reviewed annually and updated as necessary. Any addendums or changes will be acknowledged by staff. **Motion** by Robertson to adopt the Employee Handbook as presented. 2nd by Montfort. Passed unanimously.
20. **Task List & Unfinished Business** – It was suggested that each month there to be an agenda item of the task list and a white board review that has been asked of Holmes and staff. Any other initiated tasks of the staff will be directed through Director Morris. Holmes briefed the Board on some of the ongoing tasks.
 - c. **Map with landmarks highlighted to make us easier to find - on any of our flyers or website** – Kristina Pollard has been assigned this and is continuing to work on it. The staff has been working hard at updating all flyers and marketing materials as well.
 - d. **Binder projects: Instructions on how all of the events were organized, from start to finish:** This is currently being worked on. Carrington to provide a sample platform to be used.
 - c. **Working on presenting an Electronic Messaging Policy to the Board.** Updated and approved by Board.
 - d. **T-shirt sales promotion-** Holmes said the staff is currently working on designing a shirt that will be eye catching and desirable for community members to purchase. The last batch of shirts that were purchased in 2014 didn't sell particularly well and more of them were used as prizes rather than being bought.
 - e. **Plan of action to increase the number of kids at the Activity Center:** Staff has many outside events planned this summer and will man informational booths at many of the chamber events as well. It was suggested some interactive games or activities at the booths to help attract people over.
 - f. **What are the plans to manage the paperwork needs at the Activity Center for our classes? Lots of passes at first of the month, check weekly to see if additional paperwork is needed?** The Senior Center has done an excellent job of handling the income and sign in sheets for the Pavilion classes. More flyers to be distributed into the community.
 - g. **Have you looked into whether or not the Activity Center would qualify as a health/fitness club to see if our participants could possibly get reimbursed for the monthly pass fee from their HSA's.** No response as of yet from the Silver Sneakers Organization. A request had been submitted in May.

DIRECTOR'S REPORT – Regarding the trail property easements, Morris reported that he has not heard any further word from the property owners in the Philippines and at this time it may be necessary to look at other options.

Morris said that the Friends of Birch Bay State Park received a \$9,000 grant to put towards play equipment. With the donation of the \$10,000 from the District, this will help with the purchase of a play structure for the park.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #061416A for \$6,492.67, 061416B for 1,341.94, 061416C for 1,174.25 and payroll PR#JUN16 in the amount of \$6,762.65. 2nd by Montfort. Approved unanimously.

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

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ July 12, 2016

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

GUESTS: N/A

CALL TO ORDER: 5:32 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$35,361.51; Reserve Fund: \$152,906.729 and the General Fund: \$159,649.17 for a total of \$347,917.4. Umpqua Bank balance: \$730.41

NEW BUSINESS:

1. Programs & Office Report –

- a. **Staff Evaluations**– Holmes addressed the staff evaluations that are due. She and Morris will meet this week to do her evaluation and Josh Davies. Kristina Pollard's will be due in early August. Holmes said she and the staff have talked about the goals and individual weaknesses that they would like to improve on. Each staff member has written out their goals and weaknesses and these can be addressed during the evaluation process and followed up during the year.
- b. **Task List** – Holmes and the Board discussed ongoing tasks and the current status.
 - i. Inventory –
 1. Staff has begun to update inventory and are going through equipment that is no longer useful, such as damaged equipment. Staff will be organizing equipment closet and will take a photo of how it should look and post in closet for renters. Staff is entertaining the idea of fining renters if equipment is not put back properly. This will be spelled out in the rental agreement and discussed with renters prior to rental date.
 - ii. Maps
 1. Kristina has initiated this by using the ZEEMaps program. A sample draft of the work done and map goals was provided to the Board. It was suggested that each park or facility description matches the ones in the current Master Plan. The Board felt we shouldn't include private businesses keeping it strictly park related, but to include both the Blaine and Birch Bay Chambers on the map.
 2. Discussion was held about more signage pointing people to the activity center. Holmes to find out the owner of the property at the corner of

Blaine Road and Alderson to see if there is a potential for putting a sign there.

iii. HSA Silver Sneakers

1. Submitted, followed up, however needs to be resubmitted. Holmes needs to resubmit however she was unable to do so online and needs to call the company again.

iv. T - Shirts

1. A proposed draft of how the back of the t-shirt will look was submitted to the Board. Discussion was held about the design and further work needs to be done. Once a new draft is created, it will be forwarded to the Board for approval.

v. Gym Doors -

1. Morris talked to a couple more companies about bids and received some verbal estimates. He and Robertson will continue to seek appropriate bids and when satisfied they will initiate the construction as money has been approved for this job.

vi. Interlocal with Senior Center

1. Dana Hanks is retiring at the end of the Month. Need to find out if the interlocal that she signed will still be in effect under the new director.
2. Insurance for Instructors – Enduris informed the District that the current insurance plan does not provide coverage for independent instructors should they be sued. Coverage is for paid staff, employees, volunteers and Board members only. Holmes to follow up to see if there is an umbrella coverage for the instructors that don't carry their own insurance and how much it would cost the district.

vii. Event Binders

1. This is an ongoing process. Have completed the Picnic in the Playground and will continue to update each event.

viii. Basketball Courts / Horse Shoe Pits Camp Horizon

1. Camp Horizon interested, has requested we meet after August 19 when camp is over. It was asked if the original volunteers willing to help with installing the pickleball courts were still interested. Holmes will look into that.
2. Whatcom County Parks will update the lease paperwork once we have agreed to terms with Camp Horizon.

ix. Mailer Cards

1. Carrington and Holmes to meet and finish this project.

c. **Fire Marshall** – Holmes told the Board the Fire Marshal made his annual inspection. The report was favorable with only a few minor issues, such as not to plug a surge protector into a surge protector, remove card board from beside refrigerator. It was recommended we install a surge protector in the meeting room next to refrigerator in lieu of using an extension cord. The last concern was protecting the EXIT lights in the gym with wire cages so the lamps stay in place. Holmes said all of these concerns have been corrected.

2. **Trail Mitigation at Bay Horizon Park** – Commissioner Moore would like to see the proposed trail at Bay Horizon Park revisited with the possibility of outdoor exercise stations. Holmes to follow up with Whatcom County Parks and Recreation and Mike McFarlane notifying him that we are interested in participating and how much would they like to partner with us.

DIRECTOR'S REPORT – Morris said he has reached out once again to the property owners in the Philippines about the land easement for the trail. He said he has indicated that we need to resolve this or otherwise we will need to find a different route option.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #071216A for \$5,027.56, 071216B for 15,200.00, and payroll PR#JUL16 in the amount of \$5,294.00. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 6:32 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: August 9 – Birch Bay Chamber Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ August 9, 2016

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
Kristina Pollard, Activity Coordinator

GUESTS: Margarett Grant, Blaine

CALL TO ORDER: 5:34 pm

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

PUBLIC COMMENT: Margarett Grant, who lives on Runge Ave in Blaine, introduced herself to the Board. She used to work for the Whatcom County Health Department and is familiar with the recent assessment of the obesity problem in the District. She said she is particularly interested in the non-motorized trail between Blaine and Birch Bay as she is a bicycle enthusiast.

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$35,425.00; Reserve Fund: \$152,906.729 and the General Fund: \$139,753.20 for a total of \$328,289.99. Umpqua Bank balance: \$966.29

NEW BUSINESS:

1. Programs & Office Report -

- a. **Staff Evaluations-** Holmes and Morris reported on the recent staff evaluations done for Holmes and Josh Davies. The Board was presented with copies of the evaluations. Holmes said she and Morris favored a raise of \$1 an hour to Davies. Discussion held about the evaluations, job performances, and how this raise would affect the budget. **Motion** by Robertson to raise Josh Davies pay by \$1 an hour. 2nd by Montfort. Passed unanimously.
- b. **Task List -** Holmes and the Board discussed ongoing tasks and the current status.
 - i. Maps
 1. Kristina Pollard demonstrated to the Board how the proposed interactive map will work with our website. The map has been designed in a program called ZeeMaps and once completed, all the parks and trails in our district will be reflected on the map. A visitor to the map can see where parks are located, a photo and brief description. Once the map is completed and online, a printed version is also available. Sturgill and Morris offered to help with review of the maps and to ensure it is user friendly.
- c. HSA Silver Sneakers
 - i. Holmes said a second request was submitted and explained if we are chosen, the company will notify us, however there is no timeline available as to when that may happen. Pollard also answered questions of how the program works.
- d. T - Shirts

- i. The new t-shirts have arrived and the Board was given the opportunity to see the finished product. It was determined they be sold to the public for \$15 and recommended they be available during the Birch Bay Chamber's Rollback Weekend event.
- e. Gym Doors
 - i. Doug and Ted continued to get quotes and there was discussion about purchasing a set of push bars from the Friends of Birch Bay State Park that are not being used. **Motion** by Sturgill to offer \$500 to the FOBBSP to purchase the push bars and to offer Northwest Doors of Custer the contract to purchase and install the doors and hardware. 2nd by Moore. Passed unanimously.
- f. Interlocal with Senior Center
 - i. Insurance for Instructors – Enduris does not cover the independent contractors and are unable to offer them insurance. Contracted instructors are to provide their own through sources available to them. Holmes to put together information for each instructor about the risk of not having their own liability insurance.
 - ii. The interlocal agreement has been forwarded to Dave Wilbrecht and City Attorney for review.
- g. Event Binders –
 - i. Staff continues to work on these as the events come up. Recently finished Pirate Daze and these and other office procedures can be found in a binder at the office.
- h. Basketball Courts / Horse Shoe Pits Camp Horizon
 - i. Camp Horizon interested, has requested we meet after August 19 when camp is over. Holmes has tentatively set a date for August 18. Waiting for confirmation from Camp Board members. Morris to be a part of the discussion.
- i. Mailer Cards
 - i. Completed and mailed. The Board was shown a copy of the card that was sent.
- j. Trail at Bay Horizon Park
 - i. Contacted Mike McFarlane of Whatcom County Parks and Recreation, they will be supportive of a plan, but cannot commit to any financial help at this time. Carrington said he has also spoken to McFarlane and he is interested in meeting with the Board to talk about the County's upcoming projects. Holmes to send out invitation to the meeting.
 - ii. Approximately 12 community members who might have interest in joining the committee were sent an email asking if they wanted to be part of the discussion. Holmes has heard from several who are interested. She will send out an inquiry of dates for availability and set a meeting date and time.
- k. Contact owner of property at Alderson & Blaine Road regarding placement of District sign on property.
 - i. After many attempts, (371- 4000) Holmes did make contact with the property owner, Dave Force, from Bellingham. He said that approximately 200 storage units are being built on that property and that there are some landscaping requirements. He doesn't believe there will be space for a sign. He mentioned that Vonna's Restaurant sign will have to be removed as well. He suggested I contact the County for permission for a temporary sign.

- l. **Washington State Trails Conference** – The Board discussed the upcoming October Trails meeting which is to be held in Richland WA. Although there was interest in the topics of Creating Community – Connecting Communities, the Board did not come up with a representative that could attend.

DIRECTOR'S REPORT – Morris discussed the doors replacement options with the Board and also that no new contact has been made with the property owners from the Philippines regarding the proposed property easement for the trail. Richard Sturgill suggested that maybe Billy Brown, Windermere Realty, could help map out other property options in the proposed area between Drayton Harbor Road and Lincoln Road. The Board will ask Brown to join us at the next meeting. Carrington and Brown will work together on finding options for the Board to consider. Morris said he attended the August 5 public meeting about the upcoming Beach Park property in Birch Bay and gave a recap of the topics.

OLD BUSINESS – No old business discussed.

Approval of bills & payroll - Motion by Robertson to accept Voucher #080916A for \$5,021.16, 080916B for 8,275.55 and payroll PR#AUG16 in the amount of \$5,646.25. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 7:00 pm. Board then went into Executive Session to discuss personnel matters. The meeting ended at 7:30 pm. **Motion** by Carrington, 2nd by Robertson. Approved unanimously.

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ September, 13 2016

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

GUESTS: Dan Persse, Let's Move Blaine

CALL TO ORDER: 5:33 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$35,587.77; Reserve Fund: \$153,654.78 and the General Fund: \$128,417.61 for a total of \$317,660.16. Umpqua Bank balance: \$862.30. Discussion was held about the current budget. Robertson explained that a few items are over, but that was expected. The Board discussed when to set a budget meeting and Robertson explained that usually it is mid to late January before the year end reports from the County arrive. Once those reports are in, Robertson said he can wrap up the year's finances in preparation for a budget meeting.

There was also discussion about the Grant process for the community. The Board was reminded that the date was changed for applicants to the end of November. Decisions for grant recipients will be made in March after the District's operating expense budget was set. Holmes to ask The Northern Light about doing an article on the upcoming grant process and to send emails to previous participants.

NEW BUSINESS:

1. **Let's Move Blaine, Dan Persse** – Persse spoke to the Board about the Let's Move Blaine (LMB) program and the accomplishments. Persse said the coalition needs to find a new fiscal sponsorship as the current one, Blaine Boosters, has exceeded their fiscal limits as a 501(c)3. Persse said being a fiscal sponsor for LMB will require little time as he does the bookkeeping for LMB. Persse will provide a financial report each month to the fiscal sponsor. Holmes to check with state and county agencies to see if there are any regulations or conflicts by having the District take on the role as fiscal sponsor. Questions arose as to what if money were to become missing, who is liable or what if there is a change in financial officers of LMB. The District wanted to make sure the taxpayers would not be liable for any financial losses. Holmes will also check with our insurance provider, Enduris, of any conflicts.
2. **Programs & Office Report** –
 - a. **Staff Evaluations**– Holmes and Morris reported on the recent staff evaluation done for Kristina Pollard. The Board was presented with a copy of the evaluation. Holmes said she and Morris had a favorable report on Pollard's performance as she is definitely meeting average expectations and above.
 - b. **Task List** – Holmes and the Board discussed ongoing tasks and the current status.
 - i. Maps

1. The Board was presented with an updated printed and interactive map that will be used on the District's website. Suggestions were made to update photos from Salishan Park and Skallman Park. It was suggested to put on the map the public beach access at Semiahmoo. Holmes to ask the city of Blaine if we can do that. Holmes also to check to see if the duplicate numbering system on the map program can be changed.
- ii. HSA Silver Sneakers
 1. Holmes reported that there has been no word back from Silver Sneakers as to acceptance into their program.
- iii. T - Shirts
 1. The shirts are currently on sale and a few have been sold.
- iv. Gym Doors
 1. The contract has been signed and as soon as the deposit check arrives from the County a date will be set to begin the installation process. The hardware from the old doors will be saved.
- v. Interlocal with Senior Center
 1. The interlocal agreement has been forwarded to Dave Wilbrecht and City Attorney for review and are waiting for a reply. Holmes reported that the admin role of the senior center is working very smoothly. The District will wait to see if there are any recommendations from the City Attorney before revisiting the interlocal.
- vi. Event Binders –
 1. Staff continues to work on these as the events come up. Holmes to bring in binder next meeting for review.
- vii. Basketball Courts / Horse Shoe Pits Camp Horizon
 1. Morris and Holmes met with Jan Polen and Don Webster of Camp Horizon and they are willing to relinquish the courts to the District. A draft of the proposed language has been forwarded to Polen and Webster. Once they approve the information it will be forwarded to Whatcom County Parks for the lease to be updated.
- viii. Trail at Bay Horizon Park
 1. The first meeting was held on September 8. The Board was given a copy of the meeting's agenda and notes taken from the meeting. The Board was told that there is a possibility that the National Park Service could provide the District with free site assessment and trail development. Kathy Berg will be filling out the application and the committee can review it before submitted.
- ix. New Bulletin Board Up at Pavilion.
 1. Holmes said the City of Blaine has installed a lockable bulletin board at the Pavilion for the District to use to advertise their programs. The space can also be used for flyers for the city or chambers to announce upcoming events. Morris noted there was an issue with the bulletin board being covered advertising a particular district event and a community event.

An email was sent to the instructor asking to not block the board during or after that scheduled class.

c. Payment for Instructor Certification In lieu of Wages – Holmes asked the Board to consider paying for the fitness recertification for Carella Clark who leads the Let's Get Fit fitness program three days a week. Clark started the program in April, has volunteered her time, and has led the class for about 21 weeks. She will continue to lead the program through the end of the year at no instructor cost. The cost for the recertification is \$349. The program has brought in \$376 to date as the cost to attend is very minimal. After discussion on the matter, **Motion** by Robertson to pay for the certification because of her past contributions to the District. 2nd by Moore. Passed unanimously.

3. **State Auditor's Request** – The Board was told about the new requirements for a box audit of the District by the WA State Auditor's Office of the District. The Commissioners were provided a copy of the letter from the Auditor's Office explaining the reason for the audit and what is necessary. The Board was concerned about the cost of the audit, but realized it was unfortunate, however the District must comply.
4. **Update from Bay Horizon Park Trail Meeting** – This was discussed during earlier in the meeting. See the Task List notes.
5. **Fines for Renters / Gym Left Unlocked** – Holmes proposed to the Board to implement a fine system for renters who leave the gym doors unlocked after using the gym. Since a deposit is collected from the renters, one solution was to forfeit the \$100 deposit. Discussion was held on what was a reasonable fine. The Board decided that one written warning will be given, then if gym was found unlocked again the deposit will to be forfeited. The rental agreement will be updated to insure that the renters understand the risks in liability and vandalism that could occur should the building be left unsecured. Renters will be asked to initial the form that they understand the fine of leaving the building unsecured.

Holmes told the Board that she feels the reason the door is left unlocked is the shape of the current lock on the door. Many people find it difficult to lock and unlock and may be confused as to whether it has been secured. Holmes will follow up with County to see if that lock can be replaced and if we can hire an independent locksmith to do that.

6. **Storage Unit** – Morris told the Board he was approached by Whatcom County Parks about the storage unit on the premise. If the unit is to stay there permanently, it must have a concrete pad underneath it. Since this was not the intention of the district to have the unit. The District will start a conversation with Whatcom County Parks about building a permanent annex on the back of the building.

DIRECTOR'S REPORT – Morris said he heard back from the owners in the Philippines regarding the final easement for the proposed trail. Updated paperwork reflecting the \$10,000.00 purchase offer was emailed back to the family and it has been acknowledged they received the paperwork.

OLD BUSINESS – Moore asked the kitchen sink had been replaced with the larger unit? Holmes said that because of the Fire Marshall's requirement to plug the microwave directly into the wall socket the microwave needs to, there is very little room left to install a bigger sink at this time. Staff is able to work with the small sink at this time.

Approval of bills & payroll - Motion by Robertson to accept Voucher #091316A for \$4,536.23 091316B for 3,323.50 and payroll PR#SEP16 in the amount of \$7,411.00. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:06 pm. **Motion** by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: October – Birch Bay Chamber Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ October 11, 2016

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner
Ted Morris, Director

Heidi Holmes, Program Manager

Excused Absent: Richard Sturgill, Commissioner

GUESTS: N/A

CALL TO ORDER: 5:38 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$36,146.68; Reserve Fund: \$155,519.71 and the General Fund: \$117,137.73 for a total of \$308,519.71. Umpqua Bank balance: \$819.24. Discussion was held about the current budget and the Board looked at overages and the explanation as to why that has occurred. Robertson discussed the property tax settlement with the County and BP. He explained that preliminary figures showed that the District will receive approximately \$9,500 for the 2014 tax period, \$20,500 for 2015 and \$13,823.42 for 2016.

NEW BUSINESS:

1. Programs & Office Report –

- a. **Pickleball Rules**– Holmes told the Board they have drafted up rules for Pickleball play for the gym and these rules will be posted in the gym. Staff is looking at opening up Sunday evening for Pickleball play that will be overseen by volunteers. By posting the rules, participants will be aware of the rules and if any problems do arise, the volunteer(s) can refer the players to the rules and report any issues to staff. The Board agreed that staff can make the decision on the rules.
- b. **Heidi Away** – Holmes reported that she will be away from Nov 9 – 18 and that staff will be covering the office and looking after important tasks that need to be done during her absence.
- c. **Task List** – Holmes and the Board discussed ongoing tasks and the current status.
 - i. Maps
 1. The map is live online. Holmes said there are still tweaks to be made. A suggestion was made to have the map looked at by someone who is unfamiliar with the map to see if it is user friendly and recommend changes.
 - ii. HSA Silver Sneakers
 1. Holmes reported that there has been no word back from Silver Sneakers as to acceptance into their program.
 - iii. Gym Doors

1. The doors are in, just waiting for the glass to arrive. David Croft from NW Door Pro will call when he is ready to schedule. Morris said that the exit bars for the doors which are to be purchased from the Friends of Birch Bay State Park group have been provided to NW Door. He has not heard that they aren't a fit for the ordered doors. Once it is confirmed that the bars can be used, payment to FOBBSP can be initiated.
- iv. Interlocal with Senior Center
 1. Holmes reported that she is still waiting for word from Dave Wilbrecht from the City of Blaine about the interlocal. She has sent him several emails as to the status.
 - v. Event Binders –
 1. Holmes brought in the Office Directory binder that has important office information and event information. She said that this is a work in progress and will be updated often. It will be stored in the program manager's office on the bookshelf.
 - vi. Basketball Courts / Horse Shoe Pits Camp Horizon
 1. The Board was presented with a draft agreement between the District and Lion's Camp Foundation for the basketball court. The question of what the storm water assessment will cost each year was raised and Holmes told the Board that she contacted Whatcom County Parks regarding this, but waiting to hear back from the County's accountant. Morris suggested we add an aerial photo of the property as an amendment to the agreement.
 - vii. Trail at Bay Horizon Park
 1. Kathy Berg has written a proposal to the Board about the project. The Board wants to proceed with the application to the National Park Service for assistance with how to develop this project. Holmes to follow up with Berg and start the application process.
 - viii. Class / Instructor Evaluations – Holmes gave the Board examples of evaluations used by our agency and the YMCA. It was suggested to keep simple and short. The staff will make these available to class participants to fill out and provide a box to return the completed forms.
2. **Instructors Meeting & Agenda** – The staff would like to have a meeting with all instructors to discuss the proposed instructor expectations. A draft agenda and expectations were provided to the Board.
 3. **Let's Move Blaine Fiscal Sponsorship** – The Board discussed the concerns expressed by the State Auditor's office that the District may not be recognized by the IRS as tax exempt, therefore donors may not be able to claim a tax deduction. The Board felt at this time that mixing public funds with private ones as those donated to LMB may not be a good call. They are suggesting that LMB reach out to the Blaine Chamber for sponsorship or proceed to establish themselves as nonprofit status.
 4. **Storage Unit** – Holmes shared with the Commissioners an email from Mike McFarlane of Whatcom County Parks in support of the concept of a permanent storage unit built behind the gym. The Board discussed what is the best way to proceed with a design plan. Holmes to research pre-fab units and report back to the Board.

5. **Alderson Road Clean Up** – Holmes told the Board a second cleanup of Alderson Road as part of the Adopt a Highway program has been scheduled for Saturday, November 5, 9 – 11 am.

DIRECTOR'S REPORT – Morris said there has been no word from the property owners in the Philippines regarding the final trail easement. He has again sent an email that has not been answered. Holmes and Carrington will research other property owners in the area between Lincoln Road and Drayton Harbor Road for alternatives for the trail.

OLD BUSINESS – None

Approval of bills & payroll - Motion by Moore to accept Voucher #101116A for \$4,519.80 101116B for 4,264.15 and payroll PR#OCT16 in the amount of \$5,284.00. 2nd by Robertson. Approved unanimously.

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

Next regular meeting: November 8, 2016 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ November 8, 2016

PRESENT

Doug Robertson, Commissioner, Treasurer
Katy Montfort, Commissioner
Sheli Moore, Commissioner

Heidi Holmes, Program Manager
Kristina Pollard, Activity Coordinator

Excused Absent:

Jeff Carrington, Commissioner, Chairman
Richard Sturgill, Commissioner
Ted Morris, Director

GUESTS: Kathy Berg

CALL TO ORDER: 5:37 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$50,960.40; Reserve Fund: \$204,939.82 and the General Fund: \$198,857.52 for a total of \$454,757.74 Umpqua Bank balance: \$1,883.57. Discussion was held about the current budget and the Board looked at overages and the explanation as to why that has occurred. Robertson discussed the property tax settlement with the County and BP. The District received information from the County that \$3,500 was deposited into the Building Fund, \$28,655 into the General Fund and \$11,667 into the Reserve Fund. This is for the 2014, 2015 and 2016 tax settlement.

NEW BUSINESS:

1. **Bay Horizon Park Proposed Trail Proposal:** Kathy Berg discussed the draft for the application to the US National Park service for assistance with plan design for the property at Bay Horizon Park. This proposal is not to ask for money, but for development assistance with the project. The proposal asks the Board to endorse the idea of a trail at Bay Horizon Park as it could be an important project for the district. The Board will look over the updated draft that Berg brought to the meeting and will make their suggestions. Berg will redraft to present to the Board for the December meeting.
2. **Programs & Office Report -**
 - a. **Suggestions & Evaluation Box-** Holmes told the Board a locked box has been installed at the gym and currently there are blank sheets available for participants to leave comments, suggestions or evaluations. Updated evaluation sheets are being tweaked and will be available for participants to fill out. Staff will check box weekly and review any evaluations or suggestions left.
 - b. **Materials for State Auditor's Office -** Holmes reported that the requested documents have been organized and delivered to the Auditor's office in Bellingham. Their office will review the documents during November and December and will get in touch with the District if further information is needed.
 - c. **New Kids Programs for November / December.** The Board was informed of the new programs implemented at the gym. Kristina Pollard is leading a 4-week Cheer class on

Tuesdays. Currently there are about 17 kids enrolled. Once this class ends, a 4-week mini soccer camp will run. Holmes and Pollard told the Board the parents are excited and there are at least 17 kids already enrolled in the soccer camp. Both classes have a \$10 per session charge. Programs like these will be offered throughout the winter and spring.

- d. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
 - i. HSA Silver Sneakers
 1. Another email was sent to the program to see if there is any consideration.
 - ii. Gym Doors –
 1. Dave from NW Door Pro is still waiting for the glass to arrive. He will call to schedule once all the parts are in. He will also look at the entrance door hardware and will see if he can do anything to fix it. I have asked him for an estimate as well to replace those doors and hardware.
 - iii. Interlocal with Senior Center
 1. Another email was sent to Dave Wilbrecht requesting a follow-up. A follow up email was received from Dave on 11/3 from Jon Sitkin, City's Attorney. He apologized for not getting to this sooner and will look at this matter this week.
 - iv. Basketball Courts / Horse Shoe Pits Camp Horizon
 1. The cost for the storm water tax per year per Mike McFarlane will be \$120.48 for the basketball court area.
 - v. Trail at Bay Horizon Park
 1. Discussed earlier in the meeting.
 - vi. Road Cleaning Update: Holmes said Alderson Road was cleaned on Saturday, with 8 bags filled. Several bikes and an old dog igloo, plus some styrofoam was collected. Holmes to follow up with Andrew Elarth as to when a sign will be erected.
 - vii. It was asked about the binders and the instructors meeting. Holmes reported that the instructors meeting was set for January 7, 2017 and that there were no new updates to the binders.
3. **Storage Unit Update** – Holmes presented the Board with one idea for a storage unit. This is a pre-fab unit approximately 16'x24' in size. The doors would be about 64" and there could be an option for windows. This bid does not reflect a concrete pad or the cost to add an additional door on the west side of the gym. This door would be a secondary emergency door that would allow access to the storage unit. A covered path would lead to the unit. Some suggestions for bids were for a unit sized 20' x 30' with 12' foot walls. Holmes said that she is waiting for a bid from Pioneer Post for a storage shed and will also ask them for the 20' x 30' size. More research is needed. Holmes will check with the County about the installation of doors on the west side of the building too.
4. **Pedestrian / Bicycle Path Development**– Holmes presented to the board manuals regarding designing and building non-motorized paths for bikes and pedestrians. The Board wanted time

to look through the information and tabled further discussion until all the Board could be present.

DIRECTOR'S REPORT – Morris was unable to attend the meeting, but Holmes reported that he has sent a final email to the property owners of the proposed trail easement giving them a deadline of December 31, 2016 or the offer to purchase the easement will be void. She also said that Carrington is looking at other property prospects and will report findings at a later date.

OLD BUSINESS – None

Approval of bills & payroll - Motion by Robertson to accept Voucher #110816A for \$4,966.09 and 110816B for \$251.17 and payroll PR#NOV16 in the amount of \$5,311.00. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:24 pm. Motion by Robertson, 2nd by Moore. Approved unanimously.

Next regular meeting: December 13, 2016 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ December 20, 2016

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
Kristina Pollard, Activity Coordinator

GUESTS: Ron Snyder, Kathy Taggett, Kathy Sitker, Jesse Creydt, Erika Creydt, Aneka Sweeney, Doralee Booth, Billy Brown, Jason Polverari, Kathy Berg

CALL TO ORDER: 5:24 pm

APPROVAL OF MINUTES: **Motion** to accept the November minutes by Robertson. 2nd by Montfort. Passed with a vote of 4. Sturgill abstained.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$52,212.53; Reserve Fund: \$209,120.64 and the General Fund: \$199,483.79 for a total of \$460,816.96 Umpqua Bank balance: \$1,330.45. The Board discussed the upcoming budget process. When the December reports are received from the County and Robertson has had time to prepare the final figures for 2016, Holmes will send an email to the Board proposing dates and times to meet for a budget workshop. This is expected to be around the third or fourth week of January.

NEW BUSINESS:

1. **Community Grant Requests:**

- a. **Whatcom Conservation District – Aneka Sweeney:** Sweeney represented the Whatcom Conservation District looking for \$3,900 to help sponsor the 5th Annual Run with the Chums 5k Fun Run/Walk which is held at the BP Highlands. These funds will help purchase equipment, supplies awards and some staff time during the event. Sweeney showed photos and talked about the event which has been free to the community over the past 4 years. The event which brings in 200 – 300 participants is family / dog friendly, healthy and educational. The event has been funded by the EPA in the past as well as BBWARM. BP is also a sponsor by offering the land to use and purchasing prizes for the event. Sweeney said the District would be represented as a sponsor on the T-shirts as well as other forms of advertising. The T-shirts printed for the event are given away free to all participants.
- b. **Blaine Senior Center – Kathy Sitker:** Sitker, who is the director of the Blaine Senior Center, spoke to the Board regarding the Center's request for funding of a Recumbent Cross Trainer. Sitker said that the Senior Center has 700 members and currently has a fitness center with exercise equipment which is available to members at no cost. A yearly membership to the Center is only \$35 per year. A member must complete a mandatory 6-week strength training class to use the fitness machines. Currently the Senior Center has two of these machines and they are very popular because they can serve people with many different abilities and handicaps. The Senior Center is asking for \$6,069 to purchase the equipment.
- c. **Birch Bay Beach Park – Doralee Booth:** Booth is asking on behalf of Whatcom County Parks for the District to put \$50,000 in reserves to help with the development of the Beach

Property on Birch Bay Drive. She first wanted to thank the District for helping with the park and especially for paying for lawn maintenance during the year. The property has added so much, it's a gathering place for many of the Chamber of Commerce events now. Booth said that the County is looking for matching funds to help with funding. Grants will be sought after by the County, but the District's matching funds will help with that process. Booth also mentioned that the WCLS is taking a serious look at purchasing the adjacent Vogt property for a new library in Birch Bay. They are spending \$60,000 for a site analysis. Booth said our partnership with the County is a model of cooperation.

- d. **Friends of Birch Bay State Park – Doralee Booth:** Booth spoke on behalf of the Friends of Birch Bay State Park for building a playground at the Birch Bay State Park. Booth said the District's contribution of \$10,000 in 2016 has helped start the process and other grants and donations have also been accepted. The playground budget has been put into two phases, the cost of the first phase is \$24,000 which funds of \$19,250 have been collected. Phase 1 will include a swing set, slide, ADA access ramp, one additional piece of equipment, perimeter border and engineered wood fiber. Phase 2, which the cost is projected to be \$14,000, will see the addition of two to three more pieces of equipment. Booth said that statistics show that approximately 60,000 overnight campers and 800,000 day campers use the Birch Bay State Park yearly. Once the playground is installed, the Washington State Parks will own and maintain the equipment.
- e. **Blaine Cub Scout Pack #4025 - Jesse Creydt, Erika Creydt, Jason Polverari:** Erika Creydt reported to the Board that in the past year the membership of the local Cub Scout Pack has grown from 14 families to 50. With the funding provided by the District in 2016, the Pack has been able to financially assist families. Jason Polverari, who is the local cub scout master, said the kids are learning to use knives, explore outdoor camping, learning self-reliance skills, comradery and more. The money provided by the District has helped pay for dues, uniform costs, and pay off some delinquent funds so families can get back into scouting without worrying about costs that they can't meet. The Cub Scouts are also doing fundraising on their own by selling popcorn and trees, and helping with parking at some of the Chamber events. The Scouts are currently seeking a grant for \$6,500 to help increase scouting recreation in the Blaine-Birch Bay area.
- f. **Birch Bay Chamber of Commerce – Billy Brown, President:** Brown started the presentation by thanking the District for their support in the 2015, 2016 events. Brown said the attendance this past year was off the chart. Brown said it is important for the community to know that the District is a partner in their events as the events are valuable for the community and its guests. The partnership shows that we are all pulling together to bring recreation to our community. The Chamber of Commerce is looking for funding of \$20,000 to help fund Chamber sponsored events such as Polar Bear Plunge, Kite Festival, Sandcastle, Roll Back Days and Discovery Days. It was mentioned that more signage was needed this coming year advertising the District's role in the events and community. It will be noted for the District to purchase bigger banners or signs to post at the events. Brown said that Whatcom County has given the Chamber \$86,000 to use for operations, employees, and utilities to run the Visitor Center, but that money can't be used for Chamber events.
- g. **G'ana'k'w Canoe Family – Ron Snyder, Kathy Taggett:** Snyder presented to the Board a request for \$624 for transportation fuel and Native dance group stipend for the three-day community event, "Communities Pulling (Paddling) Together in Blaine and Birch Bay" scheduled for Labor day weekend 2017. Money and in-kind funding are being asked of other groups in the community. Snyder explained to the board the background of the different Native American nations involved in the paddles and how in recent past these events have brought together tribes and communities in peace and healing. Snyder said this event will see people coming together to paddle up Dakota and California creeks in canoes, kayaks, steam boats, etc. and joining in food, song and dance afterwards.

2. **Bay Horizon Park Proposed Trail – Kathy Berg:** Berg told the Board that a group met in September to talk about a building, operating and maintaining an ADA accessible, self-guided nature trail within Bay Horizon Park. Berg mentioned that the camper’s from the Lion’s Club Camp Horizon could use a place to get outside and utilize the park’s space. The trail would not be limited to the handicap, but designed to be used by everyone. Berg is not looking for money at this time, however backing from the Board and the District in order to apply for a grant from the National Park Services to help plan, design and discover what options could be developed within the Bay Horizon Park. This grant will help with those services and help us to explore what can be done at the park. Berg mentioned that she has already spoken with several key players of BP who are interested in volunteering with this project. Berg said that she is willing to assist with the project, but does not want to be the leader. Commissioner Moore said that she is willing to assist Berg with the application process. **Motion** by Carrington to get behind a feasibility study of a ADA Self-Guided Nature Trail with the assistance of Commissioner Moore. Second by Robertson. Passed unanimously.

3. **Programs & Office Report –**

- a. **Gym Door Update–** Holmes told the Board the new exit doors in the gym have been installed and are working great. NW Door Pros has looked at the existing entrance door on the south side of the building and will give an estimate of cost to replace the doors and / or hardware.
- b. **Sign on Alderson Road / BP –** Holmes reported that BP has generously donated a reader board sign that they no longer use. The sign is currently at Commissioner Robertson’s residence and needs to be moved to his garage so that it can be worked on as it needs some repair. A location needs to be determined as to where to place the sign, possibly Alderson Road or Blaine Road.
- c. **Membership Rates –** Staff has been exploring the idea of a yearly membership rate for all participants. The rate would allow participants to enjoy discounted rates, while those that don’t pay the membership rate would pay a slightly higher drop in fee, punch card and monthly pass. Pollard presented to the Board a suggested rate and told how other local businesses are raising their rates right now, especially since the increase in the minimum wage. Discussion was held about how the raise in class fees might be difficult for some who are on a tight income. Concerns were raised about the District receiving tax money and would this upset tax payers as they are already contributing to the cost of operations of the District. The question was asked are we at capacity with our classes and the need for higher rates? Is it our objective to make money on the classes? There was discussion on looking at our current marketing needs. No decisions were made at this time but staff will look at options and the possibility of discounted rates for seniors. During this discussion the topic of a suggestion box was raised. Holmes and Pollard told the Board that a box is in place at the Activity Center with evaluation forms and blank cards for people to use. The system is meant to be confidential so participants can feel comfortable in making comments or suggestions.
- d. **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.
 - 3. Interlocal with Senior Center - Dave Wilbrecht has stated that he has a copy of the City Attorney’s recommendation and will email to office. Two reminder emails have been sent to Dave asking for a copy of the recommendations.

4. Basketball Courts / Horse Shoe Pits Camp Horizon -Further discussion held regarding the storm water tax cost of \$120 per year and did the District want to take that on with other costs that may incur from taking over the basketball court footprint from Camp Horizon. **Motion** by Robertson to move forward and accept the agreement to take over the footprint of the basketball court from Camp Horizon. 2nd by Moore. Passed unanimously.
 5. Trail at Bay Horizon Park - Discussed earlier in the meeting.
 6. Road Cleaning Update: Holmes said the two new signs have been erected on Alderson Road reflecting the District's involvement with the Adopt A Highway program. A clean-up will be schedule for April of 2017, possibly around Earth Day.
 7. Binders: The updated binder which includes office procedures, policies, job descriptions and outside event planning was brought to the meeting for review. The binder is kept in the Program Manager's office.
4. **Storage Unit Update** – Holmes said she is continuing to look into options for a storage unit. She has emailed Mike McFarlane and he wasn't opposed to having a door put in on the west side of the gym for access to the storage unit. All plans do need to be approved by the County prior to a final plan decision. McFarlane also provided information about what permits where needed. Holmes gave the Board a rough idea of what costs would be for a 4" slab. She was quoted approximately \$108 per square yard from Ferndale Concrete. For either a 20x20 or 24 x 16 slab it is roughly 10 yards. She will continue to seek options for units and will contact Wilson Engineering for a cost to punch a cut into the building and install doors.
 5. **Set Budget Meeting**– Holmes will wait to hear from Treasurer Robertson as to when 2016 figures are finalized and then send out suggested dates and times to meet for a budget workshop in late January or early February, preferably before the February meeting so the budget can be finalized.
 6. **FOBBSP – Door Handles** – The door handles that the Friends of Birch Bay State Park could not use for the Heron Center worked in the newly installed gym doors. They appear to work just fine. **Motion** by Robertson to purchase the door handles from FOBBSP for \$500. 2nd by Moore. Passed unanimously.
 7. **Pedestrian / Bicycle Path Development between Blaine & Birch Bay Follow Up:** Morris said that he still has not heard from the property owners of the last trail easement desired to complete the trail between East Drayton Harbor Road and Lincoln Road. The last offer for the easement was \$10,000. The Board discussed other options of where the trail could go. It was suggested that maybe we ask the owners what monetary figure they would consider for the easement, giving them until December 31, 2016 to respond.

DIRECTOR'S REPORT – Morris updated the Board on the audit currently being done on the District by the WA State Auditor's office. He said he spoke with Kelly Kohnken who is overseeing the audit and there are about 18 questions that will be addressed in the audit. She asked Morris if he could see any areas that we are "unsafe" with or potential for fraud. The only area that he could think of was maybe drop in fees. Morris said the District was asked if they wanted an entrance conference. Morris felt it was probably better to call the Board together for the exit conference as they will have a chance to read over the audit and ask questions pertaining to it. The Auditor's office sent a document that sets forth the scope of work to be done and what is expected from the District and the Auditor's office. This form has been signed by Morris and Holmes and will be sent back to the Auditor's office.

Further discussion about the potential trail connecting Blaine and Birch Bay addressed focusing on completing another phase of the trail while completing the easements. Morris mentioned there is the Dearborn area. There was some concern that property owners along that section have vacated their easement with the County which may prevent the District from using that land. Morris will look into that.

Morris said that he has attended a couple of the weekly staff meetings and feels things are going well with staff.

OLD BUSINESS – None

Approval of bills & payroll - Motion by Sturgill to accept Voucher #122016A for \$7,701.52 and 122016B for \$413.76 and payroll PR#DEC16 in the amount of \$5,920.50. 2nd by Montfort. Approved unanimously.

ADJOURNMENT: 8:15 pm. **Motion** by Moore, 2nd by Sturgill. Approved unanimously.

Next regular meeting: January 10, 2017 – Blaine Senior Center, 5:30 PM