

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ January 9, 2018

**PRESENT**

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

**EXCUSED ABSENT:**

Doug Robertson, Commissioner, Treasurer  
Billy Brown, Commissioner

**GUESTS:** Dannita Schacht, Birch Bay Chamber of Commerce; Wayne Diaz, Birch Bay Chamber of Commerce; Mike Peetoom; Birch Bay Chamber of Commerce; Don Haugen; Blaine Healthy Youth Coalition; Jasmine Fritsch; Blaine Barracuda Wrestling; Max Shelton, Blaine Barracuda Wrestling; Marla Tuski, Pacific Arts Association; Bryan and Daphne Johnson, Pacific Arts Association; Jesse Creydt; Blaine Healthy Youth Coalition; Kitty King; Pacific Arts Association; Doralee Booth, Birch Bay Chamber of Commerce; Gabriell Lord, Peace Arch Montessori & Blaine Healthy Youth Coalition; James Danger, Cub Scouts Pack 4025; Kristin Ward, Cub Scouts Pack 4025; Jason Polverari, Cub Scouts Pack 4025.

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

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

**PUBLIC COMMENT:** The visitors who attended the meeting were present to support the presentations of Community Program Support funding.

**TREASURER'S REPORT:** Robertson was unavailable for the meeting and the reports have not been received from the County. No financial figures were available.

**NEW BUSINESS:**

1. **Community Program Support Requests** – Members from their respective groups attended the meeting in support of the request for funding for their programs. Commissioner Carrington explained to the group how the budget process works and when decisions will be made by the Board regarding approval of their request.
  - a. **Blaine Barracudas – Max Shelton, Jasmine Fritsch** – Shelton presented to the Board a request for \$2,500 to support the wrestling program and support systems for the Blaine group. The Barracudas serves children who reside in Blaine and Birch Bay. The group currently serves 44 local children. Shelton is asking for a partnership to help pay for tournament fees which run about \$20 per student, registration fees at \$40 especially for students whose families struggle financially. Shelton said the group also does fundraising to help cover costs. They hope to help cover the cost of wrestling uniforms called singlets which run approximately \$80 each as well as t-shirts. The group is looking to host more tournaments in Blaine as there is only one right now and most take place in Skagit County. Also speaking in support of the program was Jasmine Fritsch whose sons have been past participants.
  - b. **Pacific Arts Association – Bryan Johnson** – Johnson spoke on behalf of the Pacific Arts Association and the Drayton Harbor Jazz Festival. The Association is asking for support of \$4,000 to assist financial aid / scholarships for camp enrollment for youth from Blaine and Birch Bay that struggle financially. The cost for the week-long music program is \$400 per

student. Johnson said that music is recreation to many people, those who listen and those who participate. This festival provides free and paid concerts to the Blaine community during the week. Johnson reported that the organization also has fundraisers to help cover the expenses for the program. Students ages 12 – 19 years old can participate in the camp. He expressed that music brings kids together, can help make them feel part of a group, as well as challenge them. Also speaking on behalf of the music Jazz camp was Kitty King, Marla Tuski and Daphne Johnson.

- c. **Whatcom Conservation District – Aneka Sweeney** – Sweeney was unable to attend due to illness. The Board will reschedule her presentation until February meeting.
- d. **Birch Bay Chamber – Dannita Schacht** – Chamber Executive Director Dannita Schacht requested funding of \$20,000 to promote and provide local recreation opportunities through the Chamber events, such as the May Kite Festival, July Sandcastle Competition, August Rollback Weekend and Discover Days over Labor Day weekend. Schacht said the Chamber has also submitted funding from Whatcom County, however that can only be used for operations of the Chamber. She said funding from the District helps cover expenses for the summer events. Most of these events are not money-making causes but do bring in a mixture of locals and tourists, and provides recreation in the community. Also speaking on behalf of the Birch Bay Chamber was Mike Peetoom and Wayne Diaz.
- e. **Birch Bay Beach Park – Doralee Booth** – Booth wanted to express her support over the past year for all the District has done in a partnership with the Birch Bay Chamber of Commerce events. She then presented a request from the Birch Bay Beach Park Advisory Committee to help fund \$7,500 to assist with infrastructure improvements on the Birch Bay Beach Park. Booth said the County is looking at potentially in the year 2020 before development begins on the park itself. The County will be submitting grant requests from other sources for funding on that project. In the meantime, the committee would like to bring power and water to the property to use for the events that are held. Booth has researched costs from Puget Sound Energy and Birch Bay Water and Sewer District. The Board felt since money has been set aside to help with the development, that this should be an agenda item to approve spending up to \$7,500 to start the process versus a grant. Item tabled until February meeting.
- f. **Blaine Cub Scouts – Jesse Creydt, Jason Polverari** - On behalf of the Cub Scouts Pack 4025, Jason Polverari was present to ask the Board for funding of \$4,000 to give scholarships to local families who are struggling financially. The money is used to provide dues, fees, supplies required for earning badges, storage and other support system needs. Polverari said the past funding helped the local group purchase a new Pinewood Derby track, replacing one that was about 30 years old. Currently there are 55 kids involved in the program. The Cub Scouts are also involved in fundraising projects like popcorn sales and Christmas tree sales. The Board asked if there were any success stories to share from kids who have benefitted from past program support. James Danger spoke about his own son who has autism and how scouts have been so beneficial because of his special needs. Danger said his son has trouble with team dynamics, but scouting has provided a positive social aspect for him. Also speaking in support of the cub scouts was Kristin Ward. Polverari said the Pinewood Derby will be held on January 27, 5 pm, at the Birch Bay Activity Center and invited the Board to come watch and participate.
- g. **Healthy Youth Recreational Activities – Jesse & Erika Creydt** – Creydt told the Board the newly formed Healthy Youth Recreation Activity Coalition has been formed to provide healthy activities for teens that may be struggling with depression and suicidal tendencies. Recent studies in Whatcom County showed alarming statistics of young people that feel depressed and suicidal. The Coalition is seeking \$6,000 to help fund a coordinator for the Blaine – Birch Bay area to collaborate with organizations and community stakeholders for the purpose of increasing recreational activities and more. Speaking on behalf of the Coalition was Pastor Dan Haugen. Haugen spoke about the recent suicide of a teen girl in Lynden. Also speaking on behalf of the Coalition was Gabreill Lord, a teacher at the Peace

Arch Montessori School in Blaine. The Board was concerned about providing funding to pay for an employee. Creydt will review the application and restructure the request for funding to fall inline with the District's mission to provide recreational opportunities.

2. **Programs & Office Report** – Holmes told the Board about the Pickleball Tournament that was offered on January 6 at the Birch Bay Activity Center. She said there were advanced, novice, and intermediate divisions with medal awards given to the top three winners. She praised Jenny Kendall for organizing the event and expressed it was a great success. Holmes said the next event to be held is the Great Love A-Fair at the Birch Bay Activity Center in February. The goal of this event is to have local artisans and vendors selling products and hope to bring many people into the gym to attend. Also, the District will have a booth showcasing their activities, present and past.
  - a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
    1. **Floor Refinish** –Request for Proposals has been drafted. The Board asked Morris to review the proposal and make any recommendations for the content of the document.
    2. **Door** – Nothing new at this time.
    3. **Follow Up with Whatcom County Use of Building at Camp Horizon During Off Camp Season** - Holmes told the Board that Louis Auto Glass came to the site and looked at the current window situation in the building referred to as the Conference Building. A proposal of approximately \$25,000 was given. The Board felt that for our current needs, just using weather stripping and plastic on the windows would help with energy conservation. The Board has asked Morris and Holmes to continue to negotiate with Camp Horizon on use of the building and the District is willing to pay the utilities. The Board feels it would make more sense to build an addition onto the gym to provide needed space for programming, office, storage and other needs for the District.
    4. **Ballfields** – Carrington presented to the Board a report from the committee to research and establish an action plan to develop multi-use ballfields and infrastructure expansion for Bay Horizon Park. Carrington talked about the action plan to meet with an architect who will do rendering drawings of ballfields and buildings. Carrington recommends a reconnaissance wetland report be done. He has recommended a specialist and it was suggested that two other bids or proposals are sought before hiring a specialist. Carrington said he hopes to make recommendations of location for both the ballfields and the expanded building, compile costs and budgetary needs to move forward in 2018.
    5. **Staff / Board Retreat** – Holmes provided the Board with a proposed cost for a facilitator for a Board retreat. It was recommended that she get three estimates and bring to the Board for the next meeting. A place to hold the event also needs to be researched.
3. **Discussion Re Possibility of an All Tides Small Craft Launch at North End of Marine Drive, Blaine Pier** - Sturgill discussed with the Board about engaging conversations with the City of Blaine to construct a small craft launch, such as kayaks or canoes, at the north end of the Blaine Pier. He cited a 2013 survey conducted by the Whatcom County Parks and Recreation District for their Comprehensive plan regarding access to waterfront property and beach use. The survey indicates that about 64% wanted to see more access to salt water. Sturgill said the current access mixes large commercial boats and small watercraft which can be dangerous. He would like to see a gradient, concrete sloping launch added to the north side. This could be considered in addition to the proposed repair and construction begins on the road leading to the pier.

**DIRECTOR'S REPORT** – Morris reported that Whatcom Land Trust was the recipient of \$175,000 that was unexpected, so the money has been used towards the outstanding loan on the property at California Creek off of Drayton Harbor Road. He updated the Board on the Costco Citicard payment date changes. Morris said another attempt has been made at contacting the owners (the sisters who live in the Philippines) of the property sought for the third easement in the proposed trail between Lincoln Road and Drayton Harbor Road.

**OLD BUSINESS** – N/A

**Approval of bills & payroll** – **Motion** by Carrington to accept Voucher #010918A for \$7,209.81 and #010918B for \$7,191.24. and payroll #PRJAN18 in the amount of \$7,412.25. 2<sup>nd</sup> by Moore.  
Approved unanimously.

**ADJOURNMENT:** 8:39 pm. **Motion** by Carrington, 2<sup>nd</sup> by Moore. Approved unanimously.

**Next regular meeting:** February 13, 2018 – The Bridge at Birch Bay, 4815 Alderson Road, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
**MINUTES ~ February 13, 2018**

**PRESENT**

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

**GUESTS:** Jesse Creydt, Healthy Youth Coalition; Aneka Sweeney, Whatcom Conservation District; Jayne, local citizen.

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

**APPROVAL OF MINUTES:** **Motion** to accept the January minutes by Sturgill. 2<sup>nd</sup> by Moore. Passed, Robertson abstained.

**PUBLIC COMMENT:** Visitors Creydt and Sweeney who attended the meeting were present to support the presentations of Community Program Support funding. Jayne wanted to discuss with the Board other potential trail and property options. A later meeting will be scheduled so she can present her ideas.

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$71,319.43; Reserve Fund: \$310,083.17 and the General Fund: \$115,155.97 for a total of \$496,558.57 Umpqua Bank balance: \$1,742.06

**NEW BUSINESS:**

1. **Community Program Support Requests** – Members from their respective groups attended the meeting in support of the request for funding for their programs
  - a. **Healthy Youth Coalition – Jesse Creydt** – Creydt spoke to the Board regarding an amended proposals for \$5,000 to help sponsor scholarships to Blaine and Birch Bay youth who are financially disadvantaged and can't afford the fees to participate in local sports or purchase equipment, such as the required shoes for the sport. The concept would have the District be the administrator of the funds and youth will apply for the scholarship. For example, the cost for a typical Boys and Girls Club sport activity may cost \$80. If the child shows proof of income and receives free or reduced lunch at school, they will qualify for half price for the sports activity. The scholarship would help pay for the fee of \$40. Creydt said the City of Bellingham currently provides this service and provided a copy of the application used by their departments.
  - b. **Run with the Chums** – Aneka Sweeney. Sweeney presented to the Board a proposal from the Whatcom Conservation District to help sponsor the 2018 annual Run with the Chums event which takes place in September at the BP Highlands by Point Whitehorn. This free, recreational event promotes outdoor exercise and nurtures a positive relationship with local natural resources. The event offers a 5K run or walk for all ages as well as a 1K Smolt run for kids. Local agencies offer booths with educational information such as water conservation, salmon habitats, and more. The event has other sponsors such as NSEA, BBWARM, BP and are asking BBBPRD2 to partner with them to help cover costs such as marketing, supplies, refreshments, porta potty rentals, etc. The event has always been offered free to the community and the first 200 participants receive a free t-shirt. If the District were to be a

sponsor, their logo will be displayed on all forms of advertising and the t-shirts. WCD is looking for \$4,000 to assist with the related costs.

## 2. Programs & Office Report –

- a. **Task List** – Holmes and the Board discussed ongoing tasks and the status of each task.
  - i. Floor Refinish –Request for Proposals has been approved, Holmes has sent out to five potential vendors.
  - ii. Door – Nothing new currently. Holmes will follow up with Whatcom County Parks to see if there is any news on this.
  - iii. Binders – No new updates, but staff will add procedures for the Great Love A-Fair Vendor fair.
  - iv. Follow Up with Whatcom County about use of Building at Camp Horizon during off Camp season - Holmes will check in with Don Webster of the Lions Club to inquire about separate utilities for that building and to follow up on insurance costs, what to do with the inventory in the building, and to draw up an agreement on use of the building.
  - v. Ballfields – This discussion was held later in the meeting.
  - vi. Staff / Board Retreat – Holmes has an estimate of cost for a facilitator for a retreat. Location is still being determined. The Board felt that a facilitator was unnecessary at this point and Holmes to research material so that the Board can facilitate themselves. Holmes presented the following rates from local professional facilitators.
  - vii. Holly O’Neil’s fees run between 1,200 - 1,500 for a full day retreat, and 750 - 1,000 for a half day retreat. That includes pre-meetings, design, materials, facilitation, and a report at the end. Holmes followed up with two other facilitators.
  - viii. Whatcom Dispute Resolution Center – Fees: \$250 an hour.
  - ix. Janet Ott, Bellingham, WA Fees: 3 – 4 Hours \$750; 6-7 hours \$1,000
- b. **Picnic in Playground** - Request to fund accommodations for the Star Wars characters, May 19 event. Holmes told the Board that they have requested the appearance of the Star Wars characters for the May 19 Picnic in the Playground. Many of the characters live below Seattle and wanted to encourage more to come to the event if there were sleeping accommodations. She has a local rental house that she could access for about \$120 per night, looking for a two-night stay. **Motion** by Moore to approve \$250 for housing accommodations for the Star Wars Characters for the May 19 Picnic in the Playground. Second by Sturgill. Passed unanimously.
- c. **Splash Days** – Holmes said she is hoping to partner with the City of Blaine and the Blaine Chamber of Commerce this summer to bring back the popular Splash Days event in Blaine. A portion of the street is closed and the fire hydrants are used to spray water for the kids to play in during this event. The Board discussed the budget of approximately \$640 that is cost to run the 2-day event. **Motion** by Carrington to authorize up to \$350 towards the cost of the Splash Days program in the summer of 2018. 2<sup>nd</sup> by Moore. Passed unanimously.
- d. **Raina Lenton Evaluation.** Morris and Holmes discussed the recent 3 to 6-month evaluation of employee Lenton. Morris said it was a favorable evaluation and that the Board should consider increasing the job hours up to 20 hours a week to accommodate the work load. The Board was receptive to the idea and will address it during the Budget process.
- e. **Commissioner Photos and Bios** – Holmes explained to the Board that she has recently upgraded the website and has put Board and Staff photos on the site. She asked the Board if they prefer to supply a photo of their own or a short bio to use in the social media highlights.

3. **Mowing for Beach Park** – Holmes said that North County Lawn Care has asked if they Board wants them to continue mowing the Birch Bay Community Beach Park this summer. There was much discussion on the topic as now the County is charging the Birch Bay Chamber of Commerce fees for use of the park for the community events. Morris and Brown will speak with Mike McFarlane about the topic and look into an interlocal agreement about the maintenance of the grounds.
4. **Request to Fund Water and Power, Birch Bay Community Beach Park.** This was moved for discussion during the budget process.
5. **Set Budget Meeting Date** – The Board has set Tuesday, February 20<sup>th</sup>, 5:30 pm for the 2018 Budget process. Holmes will find out what location is available to hold the meeting.
6. **Ballfields, Wetland Study** - Billy Brown presented to the Board his findings of costs to have an updated Wetland Delineation report for the area at Bay Horizon Park proposed for ballfields. The Board discussed what options were for costs, mitigation and to use the space that was once a ballfield during the time Air Force Base was in operation. **Motion** by Carrington to move forward and direct Katrina Jackson to do an updated wetland study. 2<sup>nd</sup> by Moore. Passed unanimously.

**DIRECTOR'S REPORT** – Morris reported that the trail committee met with Whatcom County officials about the proposed route and obstacles. He also gave an update on the California Creek property currently owned by Whatcom Land Trust and the grants they are seeking for development.

**OLD BUSINESS** – Regarding last month's conversation about an all tides small craft launch for Blaine Marina, Holmes said she provided the Board with information from the Port of Bellingham's 2018 Recreation, Conservation & Public Access Plan for Blaine Harbor.

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #021318A for \$6,797.65 and #021318B for \$287.00 and payroll #PRFEB18 in the amount of \$9,236.75. 2<sup>nd</sup> by Moore. Approved unanimously.

**ADJOURNMENT:** 7:44 pm. **Motion** by Sturgill, 2<sup>nd</sup> by Brown. Approved unanimously.

**Next regular meeting:** March 13, 2018 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ February 20, 2018 BUDGET WORKSHOP

**PRESENT**

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

**GUESTS:** None

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

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson & Carrington provided the Board with the 2018 actual budget worksheet.

**WORKSHOP BUSINESS:**

1. **2018 Budget Sheets** – The Board went through the 2018 Budget worksheet and year-end figures line by line for the operating expenses.

Suggested changes were as follows:

- a. **Office Expense** – based upon spending in 2017 and needs for 2018, the Board increased the budget line from \$8,000 to \$9,000,
  - b. **Legal / Accounting** – Consideration was given to this category to decrease the budget line as there are no projected auditor fees for 2018. The budget was changed from \$6,500 to \$2,000.
  - c. **Carry Over Monies** – The board discussed the need to plan savings for the future operating expenses in case a new levy does not pass in 6 years.  
**Motion** by Sturgill, 2<sup>nd</sup> by Moore to accept \$215,511.00 as the minimum 2018 operational budget. Passed unanimously.
2. **Grants** – After setting the operational budget, the Board looked at the Program Support Requests for 2018. The following requests were discussed:
    - a. **Whatcom Conservation District** - \$4,000 request to help with the 2018 Run with the Chums Event. The Board approved this request.
    - b. **Birch Bay Chamber of Commerce** – The Board took into consideration the \$20,000 request from the Birch Bay Chamber of Commerce to help fund and promote summer events in Birch Bay. An additional \$1,500 was approved to help sponsor a new event in the summer of 2018 called the New Old Time Chautauqua performance scheduled for the last weekend in July. \$21,500 was authorized for the Birch Bay Chamber of Commerce.
    - c. **Blaine Barracudas Wrestling** – A request for \$5,000 towards the wrestling program in Blaine was authorized by the Board. This money will help Blaine/Birch Bay Youth participate in the wrestling program by providing money for scholarships, uniforms, supplies and tournament entry fees.



- d. **Cub Scout Pack 4025** –The Board approved \$4,000 to the Cub Scouts to assist with membership dues for those having financial difficulties as well as camping outings, materials for badges, storage unit and uniforms.
  - e. **Healthy Youth Coalition** – A request for \$5,000 to be allocated for scholarships for local Blaine, Birch Bay students was approved by the Commissioners. These scholarships will help families who financially can't afford sports equipment or enrollment fees in local sports activities. A policy & procedure will be put in place for guidelines and principles as to how the money will be granted.
  - f. **Pacific Arts Association** – The Association had asked the Board for funding to help pay tuition costs for local Blaine & Birch Bay students with financial difficulties. The cost of the weeklong camp is \$400 per student. After much discussion about the request and whether it fits the mission of the District, the Board denied the request.
3. **Reserve Funds** – Carrington led a discussion regarding the unallocated funds. It was suggested in lieu of earmarking money for specific future projects that money should be put in reserves and can be requested at a Board meeting when the need is there for a project. **Motion** by Sturgill to approve the \$39,500 towards the Community Program Support requests. 2<sup>nd</sup> by Robertson. Passed unanimously. **Motion** by Carrington to put \$40,000 for operating reserves of the projected funds of \$179,300 and the rest to be left as liquid asset to be allocated at a later date. 2<sup>nd</sup> by Robertson. Passed unanimously.

**ADJOURNMENT:** 7:17 pm. **Motion** by Moore 2<sup>nd</sup> by Sturgill. Approved unanimously.

**Next regular meeting:** March 13, 2018 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ March 13, 2018

**PRESENT**

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

**EXCUSED ABSENCE:**

Billy Brown, Commissioner  
Ted Morris, Director

**GUESTS:** N/A

**CALL TO ORDER:** 5:29 pm

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

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$71,319.43; Reserve Fund: \$310,083.17 and the General Fund: \$104,947.37 for a total of \$486,349.97 Umpqua Bank balance: \$726.49.

**NEW BUSINESS:**

**1. Programs & Office Report –**

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

- i. Floor Refinish – Responses have been slow to come in. Holmes said follow up with phone calls have been made. Only three companies have replied to our calls. One company said it was beyond their scope of work, two others are considering their schedules to make time to look at the project to place a bid.
- ii. Door – The County will not pay for the replacement of doors or hardware. Holmes spoke with David at NW Door Pro, he is going to find a price to replace just the door handles and locks as well. There is a unit left over from the Heron Center project that if fits, could be purchased from the FOBBSP as an option.
- iii. Binders – Holmes brought new handouts regarding the new sick leave law and updated table of contents. Further discussion was held on sick leave law and how it pertains to unused sick time accumulated. Holmes to find out if the County Finance has to put the accrued sick leave on the pay stubs. Moore to provide the office with a template for the sick leave.
- iv. Use of Camp Horizon Building – Concerns about sharing the building with Camp Horizon and schedule conflicts have been discussed with Camp Horizon President Don Webster. Maybe a “preferred” rental rate for the District when the need arises for the use. Consideration of what District needs are may justify exploring building a separate building strictly for District storage and class / office use.
- v. Ballfields – Waiting for results of wetland study. Katrina Jackson will schedule time to look at the property when the weather is suitable.

- vi. **Staff / Board Retreat** – Holmes researched retreat topics. A location to hold the retreat needs to be determined. Holmes to talk with staff about agenda topics and prepare a draft for the next Board meeting to look over and tweak.
  - b. **April Meeting Location** – The Board decided to have the Birch Bay Chamber Visitor Center as the location for the April meeting and all other Birch Bay meetings. If the need arises for more space, they will consider asking The Bridge for use of the building.
  - c. **Volunteer Appreciation** – Holmes spoke to the Board about recognizing the many volunteers who donate their time to help out with District projects and activities. The Board liked the idea of having a park and recreation volunteer recognition dinner. It was suggested the volunteers be presented with certificates and consider choosing a “volunteer” or “staff” member of the year, maybe similar to the Blaine Builder Award that the City of Blaine gives to volunteers in the community.
2. **Painting of Pickleball Courts / Costs** – Holmes asked the Board to consider a budget for painting the outdoor pickleball courts. She said that both Birch Bay Village and Latitude 49 have outdoor courts that were painted by volunteers and they had positive results with the courts. Holmes said this would be the most cost-effective way to do the courts and that volunteers are ready to go once the weather is dry. **Motion** by Moore to allow a budget of \$1,000 to purchase paint and materials to paint two pickleball courts. 2<sup>nd</sup> by Robertson. Passed unanimously. Sturgill said he has a high-power blower that we could use to clean off the surface prior to painting.
3. **Ballfields, Wetland Study** – This was discussed during the task list portion of the agenda.
4. **Mowing for Beach Park – Further Conversation** - The Board talked about continuing to pay for the mowing at the Birch Bay Community Beach Park in 2018. The Board chose not to maintain the park for mowing. The Board also talked about the new fees for the use of the Park set by Whatcom County for special events. The County must charge a rental fee for use of the property by Birch Bay Chamber. One option would be for the District to enter into an interlocal agreement with the County and any events held at the property are to be sponsored by the District. This agreement would refer to the events sponsored by the Birch Bay Chamber specifically. The Board felt that it probably would be a better idea to financially help pay for the daily rental fee for the Chamber events versus trying to take on the events themselves.
5. **Water Access – All Tide Boat Launch** – Sturgill presented the Board with the plan from both the Port of Bellingham and City of Blaine’s recommendation of the development of a small water craft hand launch facility on the north side of Marine Drive, just before the transition to the Jorgensen Pier, along with a map showing the proposed location. The Board discussed other suggested areas for possible launch that has been suggested by avid kayakers, such as adding on to the current launch at Dakota Creek or at California Creek. Sturgill would like to see the Board provide a letter of support to the City and the Port backing the potential project. Sturgill will draft a letter and the Board will look at it more at the April meeting.
6. **Request to Fund Water and Power, Birch Bay Community Beach Park.** The Board said the money to fund this will come from the monies allocated in the budget towards the development of the property.

**DIRECTOR’S REPORT** – Morris was unable to attend the meeting. Holmes said that Morris spoke to Mike McFarlane regarding the fees charged to the Birch Bay Chamber for use of the property for their summer events. This was discussed earlier in the meeting. Holmes said that Morris is continuing to work with Whatcom Land Trust on the grants for the California Creek property and the septic system. Morris met with Roger Ellingson on the current septic agreement of the property owners and the Health Department about building bathrooms on the property. Moore spoke to the Board on the subject of the upcoming Storm Water project on Harborview Road leading to Birch Bay Drive. Since this area, the intersection of Birch Bay Lynden Road and Birch Bay Drive, is where the suggested non-motorized pedestrian trail would go, the project would enhance the area by adding sidewalks.

**OLD BUSINESS** – No old business discussed at this time.

**Approval of bills & payroll** – **Motion** by Moore to accept Voucher #031318A for \$5,777.25 and #031318B for \$22,785.83 and payroll #PRMAR18 in the amount of \$7,188.75. 2<sup>nd</sup> by Carrington. Approved unanimously.

**ADJOURNMENT:** 6:45 pm. **Motion** by Sturgill, 2<sup>nd</sup> by Carrington. Approved unanimously.

**Next regular meeting:** April 10, 2018 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ April 10, 2018

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Doug Robertson, Commissioner, Treasurer  
Billy Brown, Commissioner  
Sheli Moore, Commissioner  
Heidi Holmes, Program Manager  
Jenny Kendall, Activity Coordinator

**EXCUSED**

Richard Sturgill, Commissioner  
Ted Morris, Director

**GUESTS:** None

**CALL TO ORDER:** 5:41 pm

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

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$72,907.26; Reserve Fund: \$315,370.54 and the General Fund: \$84,369.64 for a total of \$496,558.57. Umpqua Bank balance: \$1,102.90

**NEW BUSINESS:**

**1. Programs & Office Report -**

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

- i. Floor Refinish -The Board had an opportunity to review the bids submitted by Greater Seattle Floors and Sound Hardwood Solutions, LLC. Motion by Brown to accept the bid from Sound Hardwood Solutions, LLC to refinish the gymnasium floor for the bid of \$9,873.50. 2<sup>nd</sup> by Carrington.
- ii. Door - David, from NW Door Pro, has looked into using the exit device and trim that is available from the BP Heron Center. There are two problems with the hardware, one the panic bar is technically too small to fit the entry doors. That one is sized for a 36" door and the front doors are 41". If you can get the fire marshal or code enforcement officer to permit it, we can install it. The second problem is the exterior lever trim will leave some exterior holes on the outside of the door. We can plug them if that works for you. Both problems can be overcome. The Board discussed the potential cost for door replacement versus just purchasing new exit door handles. Carrington said he will follow up with NW Door Pros to as to what the regulations are.
- iii. Binders - nothing new at this time, just waiting for new sick leave policy.
- iv. Additional Building - Nothing new at this time. Consideration of what District needs are may justify exploring building a separate building strictly for District storage and class / office use.
- v. Ballfields - Waiting for results of wetland study. Brown said that he met with Katrina Jackson, Wetland Specialist, and the District needs to ask Whatcom County

Parks permission to mow and maintain that field prior to any more forward movement on developing the field. Holmes to draft a letter to Whatcom County Parks.

- vi. Staff / Board Retreat – Draft agenda has been forwarded to the Board for discussion at the meeting. The Board reviewed the suggested agenda. Due to the busy summer activities planned, the Board felt it was best to wait until September or October to conduct the retreat.
  - b. **Pavilion Classes** - Holmes and AC Kendall presented to the Board a snapshot of what the class schedule looks like at the Blaine Pavilion with the departure of Brenda Gelwicks and the Zumba and line dance classes. There was also discussion about how to utilize the space for kid's activities this summer, especially for Sundays. Some ideas were sports clinics for kids. It was suggested to work with the Healthy Youth Coalition on programming.
  - c. **Volunteer Appreciation Follow Up** – The Board suggested maybe a summer event to be held at the Birch Bay Village Club House where guests could use the club amenities. It was also discussed to invite the Blaine and Birch Bay Chambers to join the District and recognize their volunteers as well. Brown to check on availability for the club house.
  - d. **Alderson Road Clean Up**. Holmes invited the Board to join the staff for the annual clean up of Alderson Road set for Saturday, April 21, 2018 at 9:00 am.
  - e. **Heidi Away**– Holmes apprised the Board that she will be away for vacation from June 6 to June 18. She will provide a schedule of office coverage for the Board.
2. **Sick Time Policy** – The Board reviewed the draft sick leave policy as provided by the WA State Labor and Industry and inserted suggested changes to reflect the Board's desires. It is the Board's desire to pay out unused sick time over the allotted 40 hours a year or if the employee separates from employment at the District. The Board also expressed that a Doctor's note must be obtained if the employee is sick for more than two consecutive days. The changes will be updated and sent to the Board for approval at the May meeting.
  3. **Ballfields, Wetland Study**. Discussed under the Task List portion of the meeting.
  4. **Water Access – All Tide Boat Launch** – Tabled until the May meeting.

**DIRECTOR'S REPORT** – Morris was unavailable for the meeting, there was no report.

**OLD BUSINESS** – Morris asked about any updates with the County's Storm Water Project for Harborview Road, Brown said they are still waiting for a report from the County.

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #041018A for \$7,532.16 and #041018B for \$1,263.66 and payroll #PRAPR18 in the amount of \$7,772.25. 2<sup>nd</sup> by Moore. Approved unanimously.

**ADJOURNMENT:** 7:29 pm. **Motion** by Robertson, 2<sup>nd</sup> by Brown. Approved unanimously.

**Next regular meeting:** May 8, 2018 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
MINUTES ~ May 8, 2018

**PRESENT**

Jeff Carrington, Commissioner, Chairman  
Doug Robertson, Commissioner, Treasurer  
Billy Brown, Commissioner  
Richard Sturgill, Commissioner  
Ted Morris, Director  
Heidi Holmes, Program Manager  
Raina Lenton, Office Assistant

**EXCUSED**

Sheli Moore, Commissioner

**GUESTS:** None

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

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

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the following balances held by Whatcom County: Building Fund: \$155,057.97; Reserve Fund: \$356,468.47 and the General Fund: \$85,248.88 for a total of \$596,775.32. Umpqua Bank balance: \$107.93

**NEW BUSINESS:**

1. **Ballfields / Wetland Study** – Brown explained that recently Katrina Jackson, of Northwest Wetlands Consulting, LLC has done a preliminary “look” at the Bay Horizon Park proposed ball field location. Early results show the area is covered in canary grass which is an evasive weed. Jackson is requesting the areas on the east and west side of Gemini Street be mowed so she can continue with her assessment of the property. Mike McFarlane has given verbal permission for the District to mow the grounds to investigate the possibility of restoring the former ball fields at the park. Brown said Natural Resource Notification of Activity form needs to be completed and forwarded to Whatcom County Planning & Development Services. **Motion** by Brown to approve mowing the proposed ball field areas on both the east and west side of Gemini Street. 2<sup>nd</sup> by Sturgill. Passed unanimously.
2. **Water Access / All Tide Boat Launch** – Sturgill addressed the Board about considerations for supporting an All Tide Boat Launch on the north side of Blaine Harbor Pier. He said that the Port of Bellingham and City of Blaine both support the construction of the launch.
3. **Update on Mowing at Birch Bay Drive Community Park** – Morris and Brown had approached Mike McFarlane recently about the County mowing the grass at the Birch Bay Beach Community property. The County will not be mowing the grounds. The Board reconsidered maintaining the property in 2018. **Motion** by Robertson to mow the lawn at the beach property and to weed whack the beach side. 2<sup>nd</sup> by Sturgill. Passed unanimously. The Board agreed this money will come out of the reserves set aside for development of the Birch Bay Community Beach Property. Commissioners talked about the power and water hookup for the property as well.
4. **Sick Time Policy Finalize** – The Board took a final review of the drafted Paid Sick Leave Resolution 2018-01. Holmes mentioned to the Board that in the April meeting there was discussion on how many days an employee could be absent before a doctor's notice was required. She said that after consulting with MRSC it was determined that once the employee has had three consecutive days of illness or sick time, a doctor's note was necessary if more time away from



work was needed. **Motion** by Carrington to accept the policy as written. 2<sup>nd</sup> by Brown. Passed unanimously.

5. **Fee Scholarship Form** – A draft Fee Scholarship Eligibility Form was reviewed by the Board and suggested changes were made. Holmes to follow up with questions to the Bellingham Park and Recreation District as the form was modeled after the one they use. Holmes to inquire from Bellingham Parks about how they determined income levels, which classes qualify or not, and what they used for proof of hardship.

6. **Programs & Office Report** –

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

- i. Door – Board had a chance to revisit the quotes from 2017 for replacing doors and hardware for the main entrance at the Birch Bay Activity Center. Holmes recommended that the doors and hardware be replaced and that with the positive relationship and workmanship in the past with NW Doors, to utilize that company again. **Motion** by Sturgill to accept the bid from DW Door to replace doors and hardware. 2<sup>nd</sup> by Brown. Passed unanimously.
- ii. Binders – nothing new at this time, just waiting for new sick leave policy. It was suggested that a digital copy be created for a back up. Also, any of the Board that needs to have their books updated can bring to the office.
- iii. Additional Building – Nothing new at this time. Consideration of what District needs are may justify exploring building a separate building strictly for District storage and class / office use.
- iv. Staff / Board Retreat – Draft agenda has been forwarded to the Board for discussion at the meeting. The Board reviewed the suggested agenda. Due to the busy summer activities planned, the Board felt it was best to wait until September or October to conduct the retreat. It was recommended Holmes contact Dave Wilbrecht to see if he would facilitate a retreat this fall.

b. **Pickleball Court** – Holmes told the Board that when she researched the cost to paint the court this summer, she was unaware of a product that is recommended prior to painting. She said that put her over the original \$1,000 budget. **Motion** by Robertson to increase the budget by \$300. 2<sup>nd</sup> by Brown. Passed unanimously.

c. **Tires** – Holmes mentioned she is working on disposing the old tires currently stored at the Activity Center. The intention is to take to the free tire disposal in May in Birch Bay.

d. **Update on Pavilion & Summer Classes** - Holmes presented the Board with a schedule of family events to be held in the Pavilion this summer as well as an update on summer programming throughout the community.

e. **Volunteer Appreciation Follow Up** – Billy Brown will check with the Birch Bay Village Club House for availability for the first Saturday in September for the event. Holmes said the Blaine Chamber is also interested in joining the day's festivities.

f. **Heidi Away**– Holmes provided the office coverage during her absence. Also, Office Assistant Raina Lenton will be the office go to person during the time away. Lenton will cover the Board meeting in June.

**DIRECTOR'S REPORT** – Morris said that three grant applications have been submitted for purchase and development of the California Creek property. Morris reported Whatcom Land Trust assisted with the grants since they are ineligible for RCO grants. Morris said he will represent the District in Olympia on May 30 to verbally present the grants. RCO needs an Applicant Resolution / Authorization from the District since this is the first-time grants have been submitted by BBBPRD2. Morris is willing to act on behalf of the District as the authorized person of contact. **Motion** by Robertson to approve the resolution naming Ted Morris as authorized agent for the RCO grants. 2<sup>nd</sup>



by Sturgill. Passed unanimously. Morris said a Legal Opinion is also needed affirming that the District is eligible for grants. Morris will ask Roger Ellingson to assist with that. The Board approved for Morris to submit for mileage expenses incurred during the grant process.

**OLD BUSINESS** – N/A.

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #050818A for \$9,175.98 and #050818B for \$380.00 and payroll #PRMAY18 in the amount of \$7,540.75. 2<sup>nd</sup> by Sturgill.  
Approved unanimously.

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

**Next regular meeting:** June 12, 2018 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM