

**Northwest Park & Recreation District 2  
Minutes ~ December 14, 2010**

**Commissioners present:**

Ted Morris  
Richard Sturgill  
Katy Montfort

**Commissioners absent:**

Terry Johnston  
Betty Robertson

**Staff/volunteers absent:**

Linda Roorda, Office manager

**Call to order:** 7:02pm

♦**Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve **Minutes** from November 9, 2010. Approved unanimously.

**Treasurer's Report:**

Commissioners approved Payroll and Claim form #101202. Robertson's written report showed a balance of \$38,742.16 in the District's cash account and \$435,770.22 in the Investment Pool. Sterling Savings Bank balance: \$1,055.60.

**Old Business:**

**Bay Horizon Park Gym** – Terry Johnston submitted a written report in his absence: he is pleased with Colacurcio's supervisor, Tim Post. The project is estimated to be complete by January. Five Change Order Proposals have been approved to date at a total of \$8,850.12. Total construction costs to date: \$135,986.92.

**WRPA Mid-Year Conference Summary** – Commissioners discussed their experience at the conference.

**Senior Center Weight Training Class** – ♦**Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve the class and the instructor application from John Moore. Approved unanimously.

**Grant Requests** – Commissioners will review all applications at the January 11 Board meeting.

**New Business:**

**2011 Budget** – A work planning session is tentatively scheduled for Jan. 10<sup>th</sup> at 5:00pm at the District's office in Blaine.

**Levy 2011** – Commissioners discussed future levy strategies and plans for possible committees.

**Office Computer Problems** – The office main computer has been crashing almost on a daily basis for a few years. The all-in-one printer/scanner/fax machine refuses to accept faxes. Previous attempts at repair of both systems have failed. The Board approved up to \$2,000 for a new computer system, all-in-one printer and necessary software. Estimated costs/bids will be researched prior to final approval for purchase.

**Adjournment:** Time: 7:34pm.

Next regular meeting: January 11, 2011 – Senior Center, 7:00 PM

**Northwest Park & Recreation District 2**  
**Minutes ~ November 9, 2010**

**Commissioners present:**

Ted Morris                      Terry Johnston  
Richard Sturgill              Betty Robertson  
Katy Montfort

**Staff/volunteers present:**

Linda Roorda, Office manager

**Guests Present:** Bud Powell

**Call to order:** 7:00pm

♦**Motion** by Montfort, 2<sup>nd</sup> by Johnston to approve **Minutes** from October 12, 2010. Approved unanimously.

**Treasurer's Report:**

Commissioners approved Payroll and Claim form #101101. Robertson reported a balance of \$57,456.72 in the District's cash account and \$435,368.08 in the Investment Pool. Sterling Savings Bank balance: \$1,131.91.

**New Business:**

**Senior Center – Bud Powell** spoke in behalf of the Center's Board of Directors, explaining how the cut-backs from Whatcom County Parks has adversely affected their budget. He presented two proposals to NWPRD2.

1. An estimate of approx. \$5,000 for a new elliptical exercise machine.
2. Request for sponsorship of a strength training class, where the Senior Center would handle registration, and NWPRD2 would take care of instructor payroll and providing insurance coverage.

Commissioners agreed to review the two written proposals before making decisions.

**Bay Horizon Park Playground** – Commissioners reviewed a grant request from Rodney Lamb of Whatcom County Parks for the installation and maintenance of a portable restroom at the new playground at Bay Horizon Park. ♦**Motion** by Montfort, 2<sup>nd</sup> by Johnston to make available to Whatcom County Parks up to \$100 per month for an ADA accessible portable restroom at Bay Horizon Park Playground, to be installed and maintained until December 31, 2011. Unanimously approved.

**Bay Horizon Gym** – ♦**Motion** by Sturgill, 2<sup>nd</sup> by Morris to approve Change Order Proposal (COP) #1 as presented by Colacurcio Brothers Construction Co. Passed 4/0, with Robertson abstaining.

♦**Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve COP #2 as presented. Unanimous approval.

♦**Motion** by Sturgill, 2<sup>nd</sup> by Morris to withhold approval of COP #3 as presented.

♦**Motion** by Johnston, 2<sup>nd</sup> by Sturgill to approve COP #4 as presented. Passed 4/0, with Robertson abstaining.

**WRPA Mid-Year Conference** – Commissioners discussed their plans for attending the event on Nov. 19.

**Levy Update / Future of NWPRD2** – Commissioners discussed the Levy results and made a decision to schedule a retreat/work session in the near future that will focus on budgeting and vision planning for 2011.

**Old Business:**

**Point Whitehorn Bike Racks** – The bike racks have been purchased and will be installed by March, 2011.

**PayPal Account** - ♦**Motion** by Morris, 2<sup>nd</sup> by Montfort to close the existing PayPal account. Unanimous approval. The need for a re-opened account will be discussed as registration needs arise.

**Adjournment:** Time: 8:58pm.

Next regular meeting: December 14, 2010 – Birch Bay Bible Community Church, 7:00 PM

**Northwest Park & Recreation District 2**  
**Minutes ~ October 12, 2010**

**Commissioners Present:**

Ted Morris, Chairman  
Terrance Johnston  
Katy Montfort

Richard Sturgill  
Betty Robertson

**Call to Order:** 7:00pm

Public Comment: No guests present.

**Minutes approved:** for September 14, 2010 Board Meeting . Unanimous approval, with Terry Johnston abstaining due to absence. Minutes approved for Sept. 25, 2010 Special Session, unanimous approval.

**Acknowledgment of Thanks:** to all who helped with the move to the new office, especially: Richard Sturgill, Sue Sturgill, Katy Montfort and Dodd's Marina.

**Treasurer's Report:** Cash-\$22,107.61. Investments: \$474,865.74. Sterling Acct., no info at this time.

**Old Business:**

**Updates:** New office transition; Bike Racks at Point Whitehorn Park - being accomplished; Community Meetings – positive report.

**Office Manager Wages:** Linda Roorda will work as a contract employee for now. Motion by Robertson, 2<sup>nd</sup> by Johnston to approve wages of \$15.00 per hour; Unanimous approval.

**Bay Horizon Park, Gym and Playground update:** Playground officially opened last weekend. Gym construction will start soon. Colacurcio Bros. Construction is doing the work. Tim Post is the construction supervisor for them. Terry will get safety manual for playground equipment.

**New Business:**

**Signs for Office-** Sturgill proposed good signage for new location on outside of building, if approved by the Landlord and City of Blaine. Motion by Johnston, 2<sup>nd</sup> by Morris to approve monies of up to \$500 for new signage; unanimous approval. Commissioners also approved the purchase of neon "OPEN" signs for windows in the office.

**Levy:** election signs are up; discussion was held regarding possible new locations for signs.

**Office hours:** will be from 12:00 noon until 3:00pm Tuesday through Friday. Board meetings have been posted for 2011.

**Senior Center Program:** Terry will discuss with their Board of Directors what equipment and program needs they may have. They may need help with their weight training equipment program.

**Conference:** Washington Recreation and Parks Association is having their mid-year conference on 11/19/10. Board Members Morris, Sturgill, Johnston and Montfort are interested in attending. Roorda will register them.

**Pay Pal Account:** Commissioners decided to keep this account open and viable for the time being.

**Motion to Adjourn** by Johnston and 2<sup>nd</sup> by Robertson; approved.

**Adjournment time:** 8:04pm

Next regular meeting is November 9, 2010

**Northwest Park & Recreation District 2**  
**Minutes ~ September, 2010 ~ Special Session**

**Commissioners Present:**

Ted Morris, Chairman  
Betty Robertson, Treasurer  
Richard Sturgill  
Katy Montfort  
Terrance Johnston

**Staff/Volunteers Present:**

Barbara A. Isaacson

**Call to order:** 2:00 pm

**New Business**

**New Office Location:** 685 Peace Portal Drive, Blaine, WA 98230. Discussed gas heating and the need to check on utilities. **Motion** by Johnston to accept the offered lease based on proposed amendments to the agreement; 2<sup>nd</sup> by Sturgill, unanimous approval.

[Amendments: 24 hour notice for any repairs except in an emergency. Lease to commence on October 1<sup>st</sup>.]  
\$1,000.00 will be put on a Receipt for file.

**Bay Horizon Park Gym:** Discussion of Inter fund Permit Fees and possible hours of operation.

**WRPA Membership:** Discussed how WRPA could play a part in the future of the District.

**Personnel:** With Barbara Isaacson resigning her position as Office Manager, Commissioners discussed a solution to office staff needs. **Motion** by Robertson, 2<sup>nd</sup> by Johnston, for Linda Roorda to return to the position to help with the office transition ~ 10 hours per week, at the rate of \$14.50 per hour; unanimous approval.

**Motion to Adjourn** by Johnston, 2<sup>nd</sup> by Robertson, unanimous approval.

**Adjourned time:** 3:23pm

**Northwest Park & Recreation District 2  
Minutes ~ September 14, 2010**

**Commissioners present:**

Ted Morris, Chairman  
Betty Robertson, Treasurer  
Richard Sturgill  
Katy Montfort

**Staff/volunteers present:**

Barbara A. Isaacson ~ Office Manager

**Commissioners Absent:**

Terrance Johnston

**Call to order:** 7:00 pm

**Guests/Public Agenda:** Fred Wagner, Architect for Bay Horizon Gym: reviewed the bid process. **Motion** by Montfort to accept the bid from Colacurcio Bros. Construction; 2<sup>nd</sup> by Sturgill, unanimous approval. **Motion** by Sturgill to accept the extended contract with Grinstad & Wagner Architects; 2<sup>nd</sup> by Robertson, unanimous approval.

**Minutes:** August 10, 2010 Minutes Approved - Motion by Morris, 2<sup>nd</sup> by Montfort, unanimous.

**Treasurer's Report:** Approval of bills and payrolls. Financial Funds: Cash \$468.62  
Investment: \$504,308.99 Sterling Account: \$1,519.73

**Old Business:**

**Enduris policy** – BHG ~ completed.

**Grant Requests** for next year: **Motion** by Sturgill to accept the “Application for 2011 Grant Request” Form; 2<sup>nd</sup> by Morris, unanimous approval.

**Discussion:** Community Meetings ~ reviewed marketing material; New office location; Levy plans.

**Bay to Bay Bike Ride:** Report ~ 23 people in attendance.

**New Business:**

**Bay Horizon Gym** Update & Discussion: Bids, mail box, signs, address, completion date, Comcast, Utilities, Architect Contract.

**FEE Policy** for NWPRD2 Programs & Services: forms were reviewed.

**Discussion:** Instructor Applications, Contracts, Golf lessons/Boy & Girls club lessons (grants) ~ reviewed forms.

**Office Manager Duties:** review in 6 months. **Motion** by Morris to approve up to 36 hours a week with office hours 10 to 5, 4 days a week Tuesday through Friday, which allows 8 hours of flex time; 2<sup>nd</sup> by Robertson, unanimous approval.

**Motion to Adjourn** by Sturgill, 2<sup>nd</sup> by Montfort, vote unanimous.

**Adjourned:** 9:43 pm

Next regular meeting: October 12, 2010, 7:00 pm @ BBB Community Church

**Northwest Park & Recreation District 2  
Minutes ~ August 10, 2010**

**Commissioners present:**

Ted Morris      Richard Sturgill  
Katy Montfort   Betty Robertson  
Terrance Johnston

**Staff/Volunteers present:**

Barbara A. Isaacson ~ Office Manager

**Call to order:** 7:00 PM

**Guests:** John Yost, (Ferndale Teacher) Resident of Blaine.

**Public Agenda:** Requested trail improvements around the shore at the Water Marine Park development for beach access.

**Minutes:** July 13, 2010 Minutes Approved - **Motion by:** Montfort, 2<sup>nd</sup> by Sturgill, unanimous

**Treasurer's Report:** Approval of bills & payroll. Financial funds: Cash: \$ 14,463.87

Investment: \$ 503,688.29    Sterling Account balance: \$ 1,990.75

**Motion** by Sturgill to appoint Robertson as the Financial Officer (Resolution No. 3) 2<sup>nd</sup> by Johnston, unanimous.

**Old Business:**

**Bay Horizon Gym Plans** ~ Plans & Contract were reviewed and ready to proceed.

**Community Meeting Schedule & Promotion** ~ 1<sup>st</sup> Community Meeting is at 6:30 pm on September 22, 2010 at the Senior Center. The 2<sup>nd</sup> Community Meeting is at 6:30 pm on October 5, 2010 at the Birch Bay Bible Community Church.

**Brochure Photos/information** ~ formed an ad hoc committee to design the new brochure.

**Levy Report** ~ Discussion held.

**New Business:**

**Enduris Policy** ~ updated & renewed

**Grant Requests for next year** ~ Grant requests need to be completed by October 1<sup>st</sup> for the following year.  
"Grateful dogs off Leash" requested a grant for the next 2 years.

**New location for small tide water craft launch** ~ City of Blaine launch is off of Marine Dr.

**Bike Racks at Point Whitehorn County Park** ~ **Motion** made by Robertson to purchase two bike racks for Point Whitehorn Marine Reserve, 2<sup>nd</sup> by Johnston, unanimous.

**Bay Horizon Park Gym** ~ Discussed the utility & key transfer. Address: 7506 Gemini St, Blaine, WA 98230  
Cascade Natural Gas – 425 Gemini St

**Executive Session Started 8:45 pm**

**Adjournment time: 9:00 pm**

Next regular meeting: September 14th, 2010, 7:00 Senior Center

**Northwest Park & Recreation District 2**  
**Minutes ~ July 13, 2010**

**Commissioners present:**

Ted Morris            Richard Sturgill  
Katy Montfort        Betty Robertson  
Terrance Johnston

**Staff/volunteers present:**

Erin McCain-Anderson ~ Director  
Barbara A. Isaacson ~ Office Manager

**Call to order:** 7:00 PM

**Guests:** Alex Wenger - **Public Agenda:** Agreement with the City of Blaine(CoB) is set to expire. Marine Park Shelter will be opening soon. Sign will be completed as well. Hughes Bayview Park is completed. Peace Portal Trail: CoB requested they be able use left-over funds of \$17,000.00 to complete the trail in asphalt. Wenger will submit a copy of the grant proposal. \* **Motion** by Sturgill to partner with the City of Blaine for the TIB grant proposal for the Peace Portal trail project, of which the \$17,000.00 can be part of the matching grant. 2<sup>nd</sup> by Robertson, vote unanimous.

**Minutes:** June 8, 2010 Minutes Approved - \* **Motion** by Robertson, 2nd by Montfort, unanimous

**Treasurer's Report:** Approval of bills and payrolls. Financial Funds: Cash \$ 9,542.57

Investment: \$543,142.25    Sterling Account: \$3,032.27

**Old Business:**

**Peace Portal Trail – Letter from Alex Wenger W/City of Blaine – City of Blaine: 2009 Inter-local**

**Agreement:** Research will be done with the County for the proposition and resolution numbers: Language for a 4 year Levy    Dead line is August 16<sup>th</sup>. The Commissioners requested a pro-committee be formed by the 1<sup>st</sup> of August.

**Birch Bay State Park Playground** – may need a shoreline permit. Morris will contact the County.

**Drayton Harbor Maritime Days** – completion of the plans is in process.

**Trail Construction in Wetlands** - NRPA can give information, as specified by RCO on how to construct trails in Wetlands. Research will be done on plans and cost.

**Birch Bay to Blaine Trail** – Discussion: option to purchase before getting a wetland delineation study.

**New Business:**

**Bay Horizon Gym plans** –Anderson reported on the changes needed and cost of the project. Architect is working on the project plans. The storage room needs some work or changes of usage. Commissioners reviewed and approved the changes as presented, with possibly a December finish date. Improvement costs of approx. \$153,000.00 will be submitted as soon as possible for approval.

**Community Meeting Schedule and Promotion** – Community Meetings are scheduled Wednesdays September 22<sup>nd</sup> at the Senior Center and Tues. October 5<sup>th</sup> at Birch Bay Bible Community Church.

**Brochure photos/information** – Reviewed the tri-fold brochures.

**Recreational Service Area vs. Special Recreation District** – Commissioners decided to stay with a Special Recreation District.

**Birch Bay Discovery Days** – Commissioners discussed involvement in event.

**Motion to adjourn** by Johnston, 2<sup>nd</sup> by Sturgill, vote unanimous.

**Adjourned 9:15 PM**

Next regular meeting: August 10, 2010, 7:00 BBB Community Church

**Northwest Park & Recreation District 2**  
**Minutes ~ June 8, 2010**

**Commissioners present:**

Ted Morris     Richard Sturgill  
Katy Montfort   Betty Robertson

**Staff/volunteers present:**

Erin McCain-Anderson ~ Director  
Barbara A. Isaacson ~ Office Manager

**Call to order:** 7:00 pm

**Minutes:** May 11, 2010 Minutes approved

**Treasurer's Report:** Approval of bills and payrolls. Financial Funds: Cash \$19,514.02  
Investment: \$ 542,587.45     Sterling Account: \$1,334.03

**Old Business:**

**Levy Strategy** – information on writing the levy. Levy Language: 2010 Wording corrections were discussed. Discussion: How to distribute the funds, wording of levy language from the auditor's office copy or Voter's pamphlet. Need a resolution document – pro statement – con statement; S/B a PAC (political action committee) appointed, which should consist of 3 people.

**PayPal Account** – contact the Secretary of State office for the business structure Municipality and what that means. (Municipality is a tax exempt status non-profit structure per the Master Business License Service.)

**County Agreement for the Gym:** signed by Ted Morris

**Director's Update & Discussion:** volunteers; Porta-Potty agreement; Promo materials; new Logo. The Commissioners asked Anderson to furnish a Bouncy House, motion for BB discovery days, Drayton Harbor Days, & 4<sup>th</sup> of July. Sturgill made a motion, Morris 2<sup>nd</sup>, Robertson abstain

**Office Update:** Phone System 2 lines: 1 is the fax line for sending out ONLY  
FREE E-fax 1-224-649-8085 \* for all incoming  
Parade – List of needs were handed out  
On-line Banking now active

**New Business:**

**Bay Horizon Park** - Contract signed. Special meeting needed to discuss cost of preparing building for occupancy.

**BB State Park Playground decision 2010** – discussed bids, cost, components, and community pick of the new playground equipment.

**Birch Bay Discovery Days** – NWPRD2 will participate

**Drayton Harbor Days** – We will be there August 7th

**Community Meeting for Levy Planning** –Suggested meeting time 6:30, more than 1 at least 2 meetings should be scheduled, one in BB, one in Blaine (Senior Center) or School Maybe in late September.

**Trail Construction in Wetlands** – Anderson gave a report on cost and procedures

**Motion to adjourn** by Sturgill, 2<sup>nd</sup> Roberson, Unanimous

**Adjourned 9:21 pm**

Next regular meeting: July 13, 2010, 7:00 Blaine Senior/Community



**Northwest Park & Recreation District 2**  
**Minutes ~ May 11, 2010**

**Commissioners present:**

Ted Morris      Terry Johnston  
Katy Montfort   Betty Robertson  
Richard Sturgill

**Staff/volunteers present:**

Erin McCain-Anderson ~ Director  
Barbara A. Isaacson ~ Office Manager

**Call to order: 7:00pm**

**Minutes:** April 13, 2110 Minutes approved

**Treasurer's Report:** Approval of bills and payrolls

Financial Funds: Cash \$23,375.27      Investment: \$541,862.68      Sterling Account: \$1575.65

**Old Business:**

**Trails Update** - Ted Morris gave an update on the trail from East Drayton harbor Road to Lincoln Road. He will meet again with the owners to work out an option for the District to purchase a trail easement. The next step would be to have a wetland delineation report done. He would like information on the square foot cost of building in a wetland. He intends to set up a meeting with Whatcom County Planning and Development to discuss options after the wetland report is done.

**Programs Update** – Anderson reported on some summer programs she is working on including; all-comers track meet, youth and preschool classes, youth trips, family programs. Erin Anderson presented the new program guide and discussed presentation.

**Bay Horizon Park (BHP)** – Final draft of agreement between Lion's Club and NWPR was discussed. There are still some wordings and specifics that are not finalized. Discussed: Concerns regarding the exclusive use of new playground by Lions during summer program, term of use for camps, and term of lease. Also, Mike McFarlane and Lynn Givler of WCP will purchase all equipment and pay for building costs and bill NWPRD2 when work is complete. This will simplify the process. Check into a possible grant.

Talk about whether a wetland mitigation buffer will be needed.

Architect Grinstead and Wagner will be hired to do preliminary inspection and construction plans, there is \$6,000 in budget for this. Construction work will be put out for bid. (Nancy Poe needs to be contacted regarding this process). Street name: Dearborn.

**Birch Bay State Park:** Morris met with Lummi Nation representative and capitol programs people re. Archeological concerns. Shovel probes are necessary to see if we are building in a sensitive area. Still need exact dimensions of playground to place on property. Shovel probes can be lined up with post holes needed for install. (\$500-\$1000 probe total was quoted by Morris)

**New Business:**

Introduction of New Office Manager: Barbara A. Isaacson

**Northern Light** - Had some nice Letters to the editor giving credit to NW Park & Recreation

**Levy Strategy** – Promotion items, 4th of July parades (BB & Blaine), Community input by talking about projects, Public meetings, Senior Centers, Boys & Girls club boards, make list of locations to promote, brain storm promotional materials.

**Policies and Procedures** – Anderson will put together more concise and specific fee structure policies, refund policy, professional service contracts, and others as needed. Completed

**Activity Guide:** Apx. \$2,000.00 cost, which is less than last year.

**Discussion of WCP Equestrian Center- Office space-** discussed moving to gym vs. WCP equestrian space vs. staying on H St. Moving/overhead cost report by Isaacson Discussion on expenses of house and suggestions were to stay in the present location. Johnston made Motion to stay in present location for now. Second by Sturgill, vote unanimous.

**PayPal Account** – Presented by Barbara Isaacson. Robertson made Motion to open a PayPal Account so NWPRD2 can accept credit cards on-line (later), at the office and over the telephone. Second by Montfort, vote unanimous.

**4th of July parade** – need to get permit for NWPR to be in parade. Booth space? Anderson will do this.

**Peace Arch State Park Playground Request** – Park Ranger request Help with this project. We will keep on file till after the levy passes. Will take another look at it at that time.

**Motion to adjourn** by Morris, 2nd by Sturgill, vote unanimous.  
Adjourned 9:32pm

Next regular meeting: June 08, 2010 – Birch Bay Bible Community Church 7:00 PM.

**Northwest Park & Recreation District 2**  
**Minutes ~ April 13, 2010**

**Commissioners present:**

Ted Morris      Terry Johnston  
Katy Montfort

**Staff/volunteers present:**

Erin McCain-Anderson – Director

**Call to order:** 7:00pm

**Minutes:** March 9, 2110 Minutes approved

**Public Comment:** None

**Treasurer's Report:**

Approval of bills and payrolls. Report by Robertson : Financial Funds : Cash \$22,146.11  
Investment: \$541,089.19 Sterling Account: \$228.46

**Old Business:**

**Trails Update** – Morris discussed the trail from Drayton Harbor Rd to Lincoln Rd. Not much progress since last month. He may propose walking the property with owners.

**Programs Update** – Anderson reported on some summer programs she is working on including; all-comers track meet, youth and preschool classes, youth trips, family programs.

**Bay Horizon Park (BHP)** – Final draft of agreement between Lion's Club and NWPR was discussed. There is still some wording and specifics that are not agreed upon yet. Concerns regarding the exclusive use of new playground by Lions during summer program, term of use for camps, and term of lease.

Mike McFarlane and Lynn Givler of WCP will purchase all equipment and pay for building costs and bill NWPRD2 when work is complete. This will simplify the process.

**Discussion:** whether a wetland mitigation buffer will be needed.

Grinstad & Wagner Architects will be hired to do preliminary inspection and construction plans, \$6,000 in budget for this. Construction work will be put out for bid. (Nancy Poe needs to be contacted regarding this process). Hopeful starting date: August, after camp program.

**Birch Bay State Park:** Morris met with Lummi Nation representative and capitol programs people re. archeological concerns. Decided that we will do at least 4 shovel probes to see if digging in a sensitive area. Still need exact dimensions of playground to place on property. Shovel probes can be lined up with post holes needed for install. (\$400-\$1000 a probe was quoted by Morris)

**Blaine Youth Baseball** – Letter of thanks and request for funds and insurance coverage was sent. There was no dollar amount on request letter. Anderson will contact them to clarify.

**2010 Budget Update** – Drayton Harbor Maritime is not requesting funds this year for their sailing classes. These funds were already in the budget. Anderson will send the commissioners the final version of the community request procedure for approval at next meeting.

**Office Manager** – Preliminary interview scheduled for Friday, April 9. Morris will join Anderson for these interviews.

**New Business:**

**Discussion of WCP Equestrian Center-** discussion about the house on the property. Made available to NWPR2 if wanted by Mike McFarlane. Talked about how this house could best be used: program space, office space, joint collaboration with WCP.

**Event participation:** Anderson will not be able to attend Wings over Water event.

4<sup>th</sup> of July parade – need to get permit for NWPR2 to be in parade. Booth space? Anderson will do this.

**Policies and Procedures** – Anderson will put together more concise and specific fee structure policies, refund

policy, professional service contracts, and others as needed.

**Summer Staff** – Discussion about hiring a summer staff person to work occasional programs and events. Morris is talking to WWU class and will mention that we are looking for this person. Anderson will put together a budget for this position.

**Programs** - Rodarco golf classes clarified. Driving lessons only. Ideas: to work with a local golf course to offer discounted round of golf for kids. Golf lessons should be subsidized at 35%.  
Morris will consider helping with the Bay to Bay bike ride. Johnston will consider helping with history walks. Anderson will talk with Karin with B&GC and how she will publicize the babysitting course and NWPR2 involvement. Discussed: youth golf and bike rodeo.

**Computer Update:** Anderson purchased a new laptop for use in office.

**Office space-** discussed moving to gym vs. WCP equestrian space vs. staying on H St.

**Johnston: ♦Motion** to become members of both Blaine and Birch Bay chambers. Second by Montfort, vote unanimous. Anderson will make the payments for this.

**♦Motion** to adjourn by Johnston, 2<sup>nd</sup> by Morris, vote unanimous.  
Adjourned 9:09pm

Next regular meeting: May 11, 2010 – Blaine Senior Center 7:00 PM.

**Northwest Park & Recreation District 2**  
**Minutes ~ March 9, 2010**

**Commissioners present:**

Ted Morris                      Terry Johnston  
Richard Sturgill              Betty Robertson  
Katy Montfort

**Staff/volunteers present:**

Erin McCain-Anderson – Director  
Sylvia Goodwin - Secretary

**Guests:** No guests present

**Call to order:** 7:07pm

**Minutes:** February 9, 2110 Minutes approved, with spelling changes and clarification of Department named in trails update to “Whatcom County Shorelines Administrative Planning and Development Department.

**Treasurer’s Report:**

Approval of bills and payrolls

Report by Robertson : Financial Funds : Cash \$29,882.70                      Investment: \$540,335.25

Petty Cash: \$247.46

Public Disclosure for 2009 is due April 15, 2010

**Old Business:**

Welcome new director, Erin McCain-Anderson.

**Trails Update** – Morris discussed the trail from Drayton Harbor Rd to Lincoln Rd. He met with owner of property walked the possible trail location. Discussion regarding ways to address wetlands issues included boardwalks and gravel. Costs of accommodating wetland issues will need to be considered for feasibility.

**Bay Horizon Park (BHP)** – Johnston is working with Don Webster of Lions Club and Lyn Givler of WCP to come to agreement regarding gym improvements, lease, & maintenance. Inter-local agreement for playground and gym still needed. NWPRD2 has given \$35,000 to the project combined with \$65,000 from County.

**Birch Bay State Park:** Morris working on getting more detailed design plans for playground, may need shoreline permit and/or archaeology study. Location of playground will be near the restrooms.

**Blaine Youth Baseball** – \$1,500.00 funding for BYB was approved at last meeting without formal request letter. Anderson will follow up with Christy Rector to get letter and statement of insurance naming NWPRD2 as additional insured. Morris will send Anderson pertinent email info. NWPRD2 will also request a letter describing the use of last year’s funds.

**Senior Center** – Insurance Certificate has been provided. Senior Center will work on an acknowledgement plaque by donated equipment. Photos and promotion discussed.

**City of Blaine** has not installed acknowledgement sign on recent trail project. Johnston will follow up.

**New Business:**

**2010 budget:** revision/new format discussed. Funding for community programs discussed, \$12,000 allocated. Johnston and Robertson presented ideas for establishing procedures for approval of funding requests, inter-local agreements and insurance requirements. Letters from requesting agencies will need to be submitted by October for consideration in following fiscal year budget. At request from Morris a reserve fund will be established to allow for mid-year funding and project collaboration requests. Anderson will write up formal procedure “Community Program Support Procedure” for approval at next meeting.

**Office Lease Agreement** discussed. It was determined that at this time, office should remain at 380 “H” St. until it is necessary or desired to find new office space. Discussion of possible office space at Bay Horizon Park in the future. In the time being, steps will be made to make current office space more secure.

**Special Work Session** scheduled for Thursday, March 11 at 6:30 at 380 “H” St. to discuss Director role, goals and objectives.

**Budget** for new office furniture and computer for Anderson discussed. Decided that more details will be presented on Thursday’s work session meeting. Anderson will do more research in pricing and needs to be presented at a future date.

**Adjournment to Executive session:** Time: 8:45pm

Motion to adjourn by Johnston, 2<sup>nd</sup> by Montfort, vote unanimous.  
Adjourned 9:25pm

Next regular meeting: April 13, 2010 – Birch Bay Bible Community Church 7:00 PM.

**Northwest Park & Recreation District 2**  
**Minutes ~ February 9, 2010**

**Commissioners present:**

Ted Morris                      Terry Johnston  
Richard Sturgill              Betty Robertson  
Katy Montfort

**Staff/volunteers present:**

**Guests:** Christie Rector, Blaine Youth Baseball

**Call to order:** 7:00pm

**Minutes:** January 12, 2110 Minutes approved, with the change on Trails Update to delete 2<sup>nd</sup> sentence starting with "Morris also reported"...

**Public Comment:** Christie Rector requests for financial assistance for Blaine Youth Baseball. Written request will be presented at March meeting. Inter-local agreement needed. ♦Motion by Sturgill and 2<sup>nd</sup> by Johnston to give \$1,500.00 to Blaine youth Baseball Program for 2010. Passed by all with Robertson abstaining.

**Treasurer's Report:**

Approval of bills and payrolls (signatures needed)

Report by Robertson : Financial Funds : Cash \$43, 508.04                      Investment: \$539,552.88

**Old Business:**

**Dakota Creek Kayak Launch** request for funds from City of Blaine ♦**Motion** by Sturgill: recommends financial assistance of \$8,000. Montfort 2nds; voting for: Robertson, Montfort, Sturgill. Johnston abstains.

**Trails Update** – Morris met with Chad Jung, Whatcom County Shorelines Administrative Planning and Development Department regarding wetland area, which is still being researched.

**Bay Horizon Park (BHP)** – Meeting 2/11/2010 with Lions Club and Whatcom co. Parks

**Architect proposal presented by Terry Johnston:**

**Gym:** Grinstad & Wagner recommended by bid: ♦Motion by Robertson, 2<sup>nd</sup> by Montfort to accept this proposal. Voting for: Morris, Sturgill, Montfort, Robertson, with Johnston abstaining.

**Playgrounds** – Bids and equipment presented by Johnston:

**Bay Horizon -** Playground equipment bids. ♦Motion by Montfort, 2<sup>nd</sup> by Robertson to accept bid and equipment by Northwest Recreation of Washington and Playcraft Systems. Voting for : Morris, Sturgill, Robertson, Montfort, with Johnston abstaining.

**Birch Bay State Park:** Motion to accept Northwest Recreation of Washington and Playcraft : ♦Motion to accept by Sturgill, 2<sup>nd</sup> by Montfort. Voting for: Robertson, Sturgill, Montfort. Abstaining: Morris & Johnston

**Pt. Whitehorn bike racks:** on hold

**New Business:**

Accept Linda Roorda's letter of resignation. Motion by Johnston. Vote unanimous.

**Adjournment to Executive session:** Time: 8:45pm.

Motion to adjourn by Sturgill, 2<sup>nd</sup> by Johnston, vote unanimous.  
Adjourned 9:08pm

Next regular meeting: March 9, 2010 – Blaine Senior Center 7:00 PM.

**Northwest Park & Recreation District 2**  
**Minutes ~ January 12, 2010**

**Commissioners present:**

Ted Morris                      Terry Johnston  
Richard Sturgill              Betty Robertson

**Staff/volunteers present:**

Linda Roorda, Office manager

**Commissioners absent:**

Katy Montfort

**Call to order:** 7:00pm

**Minutes:** ♦**Motion** by Sturgill, 2<sup>nd</sup> by Johnston to approve the December 8, 2009 minutes. Motion passed 3/0.

**Treasurer's Report:**

Commissioners approved Payroll and Claim form #100101. Robertson reported a balance of \$50,696.76 in the District's cash account and \$538,741.44 in the Investment Pool. Petty cash balance: \$618.73.

**Old Business:**

**Senior Center – Bud Powell** reported on the strength training program at the Senior Center and the faulty condition of some exercise equipment. Presenting an estimate for a new treadmill and recumbent bike, Bud then requested a donation of funds for the purchase of this equipment. ♦**Motion** by Sturgill, 2<sup>nd</sup> by Johnston to continue the relationship with Blaine Senior Center and to provide the Center with \$5,200.00 for the purchase of a new treadmill and recumbent bike, on condition of receiving some equipment cost estimates in writing. Motion passed 3/0.

**City of Blaine Parks – Alex Wenger and Michael Jones** represented the City of Blaine in a status report of the three park projects in the 2009 Inter-local Agreement and five proposed projects for 2010: Dakota Creek Kayak Launch; Montfort Park Shoreline Access; Marine Park Birding Shelter #2; Kilmer Park Swing-set; and Skate Park equipment. Commissioners will discuss at the February Board meeting the possibility of a matching grant for the Dakota Creek Kayak Launch.

**Trails Update** – Morris reported on the proposed Birch Bay – Blaine Trail, which included his walk-through with a wetlands expert. Morris also reported on a meeting with a BP representative regarding a new heron center; a walk-through is scheduled for January 13, and permit application will occur the following week.

**Bay Horizon Park (BHP)** – Morris reported on his discussion with Mike McFarlane of Whatcom County Parks regarding the upgrades necessary for the BHP gym. Johnston presented two bids from local architects for the structural work. Commissioners agreed that at least one more bid was desired for the process, and Goodwin will provide a few more names of firms to contact.

**Playgrounds** – Commissioners reviewed schematics of playground structures for Birch Bay State Park. Commissioners agreed that estimates should include both full installation and installation of just setting the posts (allowing volunteers to participate in the assembly of the other components). Johnston will email additional plans/estimates to the NWPRD2 office for distribution to the other Commissioners.

**New Business:**

**NWPRD2 Director Interviews** – Commissioners will hold interviews prior to the February Board meeting.

**Adjournment:** Time: 9:15pm.

Next regular meeting: February 9, 2010 – Birch Bay Bible Community Church, 7:00 PM