

NORTHWEST PARK & RECREATION DISTRICT 2  
**MINUTES ~ December 13, 2011**

**PRESENT**

Ted Morris, Chair Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer

**ABSENT**

Terry Johnston, Commissioner  
Richard Sturgill, Commissioner

Heidi Holmes, Office Manager  
Rachel Ely, Activity Center Manager  
Doug Robertson, Commissioner in waiting

**CALL TO ORDER:** 7:08 pm

**APPROVAL OF MINUTES,** November : **Motion** to accept corrected copy by Robertson, 2<sup>nd</sup> by Montfort. Approved unanimously.

**TREASURER'S REPORT:** **Motion** by Morris, 2<sup>nd</sup> by Montfort to approve Payroll and Claim #121311. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$258,645.60 Sterling Savings Bank balance: \$408.02

**NEW BUSINESS:**

**1. Activity Center [AC]**

1. Ely updated the board on the activities that are currently running at the AC. A discussion was held regarding Open Gym. Ely reported that in the past month, only a few people have come for the program and the last two weeks no one showed up. The board decided to postpone the Open Gym until further notice to see if there is another program that could use the time frame.

2. Discussion was held regarding a local party that would like to use the gym for a private fundraiser at no cost.

3. The Board gave Doug Robertson permission to purchase and install sleeves for the lights in the gymnasium.

**2. Programs & Office Report** – Holmes updated the board on the current programs and future ones and provided a financial report of the income received from the programs held in 2011.

**3. Bite of Blaine** – The Commissioners agreed to donate the two basketball rims that could not be returned to the company to the Bite of Blaine Auction.

**4. Budget Meeting** – The Board scheduled a budget meeting for the 2012 year for Tuesday, January 17, 5 p.m. at the AC.

**5. Levy Statistics**- The Commissioners were given the official results from Whatcom County of the failure of the passing of the Levy Vote.

**OLD BUSINESS:**

- 1. Trails Update – Blaine to Birch Bay Trail** – Morris reported that Roger Ellingson has received two easements and is waiting for the third from Wilson's Engineering which will be forwarded to him when completed.

**ADJOURNMENT:** 8:30 pm. **Motion** by Morris, 2<sup>nd</sup> by Montfort to adjourn. Approved unanimously.

**Next regular meeting:** January 10 , 2012 – Blaine Senior Center, 7:00 PM

NORTHWEST PARK AND RECREATION DISTRICT 2

**MINUTES ~ NOVEMBER 15, 2011**

**PRESENT**

Ted Morris, Chair Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner,  
Treasurer  
Terry Johnston, Commissioner  
Richard Sturgill, Commissioner

Rachel Ely, Activity Center Manager

**Absent:** Heidi Holmes, Office Manager

**Guests:** Jeff Carrington, Commissioner in waiting  
Doug Robertson, Commissioner in waiting  
Ken Ely

**CALL TO ORDER:** 7:10 pm

**APPROVAL OF MINUTES:** October 11, 2011 minutes approved. **Motion** by Johnston, 2<sup>nd</sup> by Robertson

**TREASURERS REPORT:** **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve payroll and bills. Claim #110811. Motion passed unanimously. Robertson reported a net amount held by Whatcom Co. of \$260,159.49.  
Sterling Savings Bank balance: \$1,275.82

**NEW BUSINESS:**

**1. Activity Center (AC)**

- a. Calendar presented.
- b. Boys and Girls Club has requested some after school activity time: Rate of 50% off will apply. (\$12.50 an hour) for youth programs. They do have equipment they can share to use in gym.
- c. Wall mount basketball hoops to be installed shortly.
- d. Key for after hours activities A/C lock box with code. **Motion** by Morris, 2<sup>nd</sup> by Sturgill to purchase a key lock box.
- e. Open Gym for 11/23/2011 cancelled due to holiday.
- f. Aramark Uniform Co. bid for rug and mop cleaning tabled.
- g. The Goff building is already rented for the Harbor Lights and will not be available for children's activities that Heidi was planning to run.
- h. Broken light in gym from rental discussed. Plastic safety sleeves should have been installed when gym was refurbished. If not in purchase order/ requirement for lights, we will see to it that they are installed.
- i. Heater for gym. Doug Robertson purchased a new/rebuilt motor, and sealed unit due to moisture problems.
- j. Plugs will be installed in drains to old shower/steam room area.

**2. Programs & Office Report:**

- a. Heidi will return to the office 11/21/2011.
- b. Hollinger refund for \$1,000 damage deposit was received by county; they will mail to NWPRD2.

**3. Playground bid** for Birch Bay State Park is now \$49,000 with installation. Discussion was held regarding the increased cost of equipment and fees to use the State Park. Given the loss of levy,

and increase in price: **Motion** by Sturgill, 2<sup>nd</sup> Robertson, to disapprove purchase of this. Vote was unanimous to disapprove the grant request. Johnston and Morris recused themselves from the discussion and vote.

- a. Outstanding grants are Birch Bay to Blaine trail between Lincoln and Drayton Harbor and Blaine Peace Portal Trail.
4. **Port-a-Potty at Bay Horizon Park** will be removed from Oct. through April. **Motion** was made to remove the Port-a-Potty was made by Sturgill and 2<sup>nd</sup> by Morris. We will email Whatcom Co. Parks regarding this decision.
5. **Budgets and Grants** will be tabled until Jan. Potential to hold a workshop in Jan 2012 regarding the budget. Meeting to be set at the Dec. 2011 Board meeting.

**OLD BUSINESS:**

1. Trails updates and easements presented by Morris: the board's decision was to go ahead with Wilson Engineering, who is doing this pro bono. (Lincoln Rd/Drayton Harbor Rd.).

**ADJOURNMENT:** 8:30 pm. **Motion** by Morris to adjourn, 2<sup>nd</sup> by Sturgill. Approved unanimously. Next regular meeting: Dec 13, 2011, 7:00 pm ~ Birch Bay Community Bible Church.

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ October 11, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer

Terry Johnston, Commissioner  
Richard Sturgill, Commissioner  
Heidi Holmes, Office Manager

**CALL TO ORDER:** 7:01 pm

**APPROVAL OF MINUTES,** September : **Motion** to accept corrected copy by Montfort, 2<sup>nd</sup> by Johnston. Approved unanimously.

**TREASURER'S REPORT:** **Motion** by Morris, 2<sup>nd</sup> by Montfort to approve Payroll and Claim #101111. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$260,732.26 Sterling Savings Bank balance: \$882.06

**NEW BUSINESS:**

**1. Activity Center [AC]**

1. The Board discussed the possibility of installing Sodium Vapor Lights on the outside of the building. Doug Robertson said the cost will be about \$80 each and that he will install them for free. Discussion also held on installing a third light above the office / main door entrance and adjusting the motion detector lights.

2. Holmes advised the board that the new windows have been ordered through Louis Auto Glass and should be installed within the next week or two. Also, that Comcast will be at the AC on Wednesday to bury the cable line.

3. The Commissioners had a discussion on whether to hire someone to help with light janitorial duties. It was decided that Holmes will attend to the cleaning of the bathrooms etc, but will also get some costs of hiring out someone to clean the bathrooms maybe once a week, such as a maid service.

4. Holmes asked the board about further advertising in The Northern Light Newspaper. Johnston advised the board that there was still money in the budget for advertising for the year. The board approved for an ad to be placed in next week's paper and also check with the Blaine School District about sending home about 1,000 flyers with students, grades 2-6 regarding the district's accomplishments.

5. NWPRD2 was approached by Jan Boykin regarding a senior at BHS who would like to volunteer his time helping out at Open Gym nights and other tasks as part of his senior project. The Board agreed this would be OK and if necessary, a background check if it can be done on a student of his age.

6. The board hired Rachel Ely for the AC Manager position.

7. Wall Mount Basketball Hoop Bids – The Board looked over the 3 bids for a Gared Sports 2'-3' Three Point wall mount fan board package. The board agreed to accept the bid from Sports Unlimited and requested that 4 units be ordered and to be installed at the gym. The Board decided to donate the two rims and old metal backboards to the Lions Club if they would like to use them for their outside basketball hoops.

**2. Programs & Office Report** – Holmes reported they had 7 children participate in the Pumpkin Carving Contest held at the Blaine Farmer's Harvest Day. She also informed the board that the Tai Chi classes and the Bay Kids playgroup have started and will run each week at the AC.

**3. Grants** – The Board suggested we send out to past Grant recipients and other organizations grant request applications for 2012. Grants will be determined based on the upcoming levy.

**OLD BUSINESS:**

- 2. Birch Bay State Park Playground** – Morris told the Board that they are waiting for the Archeology Sample to be done and are waiting to go in front of the hearing examiner for approval.
- 3. Trails Update – Blaine to Birch Bay Trail** – Morris reported that he is still waiting for the legal definition of the trail for the easement. It was suggested that Morris take the map to a surveyor to have the legal definition be written.

**ADJOURNMENT:** 8:15 pm. **Motion** by Sturgill, 2<sup>nd</sup> by Johnston to adjourn. Approved unanimously.

**Next regular meeting:** November 8 , 2011 – Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
**MINUTES ~ September 13, 2011**

**PRESENT**

Ted Morris, Chair Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer

Terry Johnston, Commissioner  
Richard Sturgill, Commissioner  
Heidi Holmes, Office Manager

**GUESTS:** Jim Carberry, Waters Edge Church  
Scott Sticklin  
Doug Robertson

**CALL TO ORDER:** 7:00 pm

**APPROVAL OF MINUTES,** August 9 and August 15, 2011: **Motion** by Johnston, 2<sup>nd</sup> by Monfort. Sturgill abstained. Approved unanimously.

**TREASURER'S REPORT:** **Motion** by Montford, 2<sup>nd</sup> by Sturgill to approve Payroll and Claim #091311. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$267,079.44 Sterling Savings Bank balance: \$1,243.12

**NEW BUSINESS:**

**1. Waters Edge Church** – Jim Carberry updated Commissioners on some of the programs that the Church's activities. Requested to put a sandwich board at the end of the driveway for time other than Sunday morning. It was decided that he and Morris will speak to Whatcom County about that as it may fall under the County Parks jurisdiction. Carberry proposed a free Car Wash at the AC that would benefit residents of Birch Bay and Blaine. This event was approved by the Board.

**2. Activity Center [AC]**

- a) **Bids for Window Replacement** – Doug Robertson presented to the board two bids, Louis Auto Glass and Lyndale Glass for the replacement and installation of the three windows in the office of the AC. **Motion** by Johnston, 2<sup>nd</sup> by Montfort to accept the bid from Louis Auto Glass in the amount of \$4,439.42. Approved unanimously.
- b) **Bill Beckett Resignation.** The Commissioner's accepted Beckett's resignation and Holmes updated them on status of applications received. Discussion held on job requirements and date for interview process. October 6th was chosen. Commissioners will look over the resumes and choose the top candidates for interviews.
- c) **Scott Sticklin** - Sticklin introduced himself to the Board and offered to volunteer his time through the beginning of October as Interim Activity Center Manager. He will be available for Open Gym and some rental events to open, close and monitor the activities.
- d) **Office Move Update** – Holmes informed the Board that the office will be moved on September 15. It was agreed upon by the Commissioners that we could hire Blaine Marina to assist with the moving with a budget up to \$200.
- e) **Office Hours** – Discussion was held as to what to have for office hours at the Activity Center. The Board agreed to have Holmes set the hours, to keep them consistent and advise them.
- f) **Smell in Storage Room / Locks** – Montfort advised the Board of the unpleasant odor coming from the old shower room and can something be done about it. The Commissioners agreed to have Scott Sticklin look at it. Holmes advised that some of the locks at the AC are not easy to close up. It was suggested to get some Tri Flow and spray on the locks.

**g) Rules for AC** – Holmes presented to the board a new rental agreement which include gym rules. Holmes said she checked with Enduris and was told the agreement looks fine. The commissioners accepted the updated form.

**3. Programs and Office Report** – Holmes updated Commissioners on the programs currently in the planning stages. Swim lessons are being planned for fall at Beachwood Resort and a Pumpkin Carving Contest to be held on October 8 at the Farmer’s Market. Discussion was held on possibility of having BP help cover the cost of the Babysitting classes. Morris will approach Mike Abenhoff with the idea.

**4. Mileage Policy** – Holmes presented to the board the current NWPRD2 mileage policy and how the State Auditor’s office views mileage reimbursement. It was decided that our current policy reflects that and no changes were necessary to the existing policy.

**5. Office & Gym Keys** – Discussion on the current status of office & gym keys was held. Current office or gym related keys will be kept locked in the office file cabinet.

**7. Mileage Interpretation** – Holmes reported to the Board of her conversation with the State Auditor’s Office regarding the mileage policy. Holmes will write up the findings and give to the Board at the next meeting.

**8. Office & Gym Keys** – Discussion was held on who currently has office and gym keys. Holmes will take an inventory of the keys and provide a list.

**9. Levy Ad Hoc Committee** – The committee has been putting up signs on properties and in businesses.

**OLD BUSINESS:**

**4. Trails Update** – Morris reported that he met with one of the property owners involved and they have agreed upon easement terms and after the survey is done the amount of square footage will be determined.

**10. Executive Session:** The Commissioners entered into the Executive Meeting at 8:45 p.m. to discuss personnel issues.

**ADJOURNMENT:** 9:00 pm. **Motion** by Sturgill, 2<sup>nd</sup> by Robertson to adjourn. Approved unanimously.

**Next regular meeting:** October 11, 2011 – Birch Bay Community Bible Church, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ July 12, 2011

**PRESENT**

Richard Sturgill, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer  
Terry Johnston, Commissioner

**ABSENT**

Ted Morris, Chair Commissioner  
  
Bill Beckett, Activity Ctr Mgr  
Heidi Holmes, Bookkeeper

**CALL TO ORDER:** 7:05 pm

**TREASURER'S REPORT:** **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve Payroll and Claim #071211. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$280,528.25. Sterling Savings Bank balance: \$1,578.41.

**NEW BUSINESS:**

**1. Levy Ad Hoc Committee** -Carrington updated the Commissioners via an email on the levy Ad Hoc committee.

**2. Activity Center [AC]**

- h) Activities, Leagues** -Beckett updated the Commissioners on the Fall scheduling. Beckett presented to the board a proposal from Jim Carberry of Water's Edge Church of Birch Bay for use of the activity center.
- i) Bulletin Board** - Beckett proposed to the Board about purchasing an enclosed outdoor bulletin board that can be locked and is weather proof to bolt to the outside of the Activity Center. This would be used to post activities, etc. Board decided to table the purchase so they can examine sizes.
- j) Garbage & Maintenance** - It was reported that garbage is not being collected at the AC by Sanitary Services. Office staff will look into both the garbage and recycling issues at the AC. Commissioners discussed if the District should provide a trash can by the playground. It was suggested that signs be put up requesting playground users' help in keeping the park clean by taking out their own trash. Discussion was held on purchasing a trash picker for use at the AC playground. Also discussed: a couple of inoperable windows in the AC office.

**3. Programs and Office Report**

- a) Programs** - Holmes updated Commissioners on the classes that are currently scheduled as well as programs recently finished. The Board discussed the swim lesson proposal by Eric Cramer and gave the approval to get it started.
- b) Office Move & Comcast** - Commissioners discussed the upcoming office move. **Motion** by Sturgill, 2<sup>nd</sup> by Montfort to void the previous motion to move the office in August to a date to be determined in October. Motion passed unanimously.

**4. Linda Roorda's Resignation** - **Motion** by Monfort, 2<sup>nd</sup> by Robertson to accept Linda's resignation as Office Manager. Approved unanimously.

**5. Mileage Interpretation** - Discussion held on the interpretation of the mileage policy. The Commissioners would like the State Auditor's office to clarify what is official business and whether it includes travel from a home office.

**6. 4th of July & Discovery Days booths** - Johnston reported a successful day at the 4<sup>th</sup> of July booth. Robertson & Montfort will be at the Discovery Days booth.

**OLD BUSINESS:**



5. **Jazz Festival – Youth Art Contest, July 16:** Johnston will be at the office overseeing the Art Contest.

6. **Trails Update** – Sturgill reported that Attorney Roger Ellingson recommends that the District hire a party to verify if the information on the easement is correct. **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to hire a party to verify existing legal description of the existing easement of the Birch Bay Water Sewer District per the District’s plans for a bike/pedestrian trail. Approved unanimously.

**ADJOURNMENT:** 8:30 pm. **Motion** by Sturgill, 2<sup>nd</sup> by Robertson to adjourn. Approved unanimously.

**Next regular meeting:** August 9, 2011 – Birch Bay Bible Community Church, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ June 14, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Richard Sturgill, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer  
Terry Johnston, Commissioner

Linda Roorda, Office Manager  
Bill Beckett, Activity Ctr Mgr  
Heidi Holmes, Bookkeeper

**GUESTS:** Jeff Carrington

**CALL TO ORDER:** 7:00 pm

**APPROVAL OF MINUTES, May 10 & May 23, 2011:** **Motion** by Morris, 2<sup>nd</sup> by Montfort. Approved unanimously.

**TREASURER'S REPORT:** **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve Payroll and Claim #061411. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$287,487.86. Sterling Savings Bank balance: \$820.15.

**NEW BUSINESS:**

- 1. American Express Card** –Commissioners discussed how the American Express bill should be paid. It was decided that the card will be paid by Whatcom County, not from the Sterling Bank Checking account.
- 2. Levy Ad Hoc Committee** –Carrington updated the Commissioners on the levy Ad Hoc committee and presented to the Board new “District awareness” cards that will be distributed to promote the levy. Also discussed: open forum meetings for the public... one in Blaine, and one in Birch Bay in September.
- 4. Activity Center** – Kathy Berg has offered to draft some gym rules for the AC.
  - k) Open Gym** – Discussion was held on the hours of the open gym. The new hours will be Wednesdays, 4:30 – 8:30 pm; drop-in fees: \$2 for 13+ and \$1 for 12 and under.
  - l) Activities, Leagues** –Beckett updated the Commissioners on the scheduling for basketball, pickleball, badminton and volleyball leagues for Fall. Beckett has been approached by Water’s Edge Church of Birch Bay for rental of the gym on Sunday’s for church services. With this possibility in mind, the Board decided to purchase dust mop oil, entry way rugs, and a large screened clock.
  - m) Fall Activities:** Commissioners suggested that Fall programs start as early as September. The Board agreed to the scheduling of Tai Chi classes offered by Guo Cheng. Cheng would like to do a free class followed by paid classes.
  - n) Reader Board** – Commissioners gave the go ahead for Beckett to purchase a non-electrical reader board that is covered and locked to be positioned out by the main road of Bay Horizon Park entry.
- 5. Programs and Office Report**
  - c) Office Banner** – Commissioners agreed to move forward with banner signage for the main office and to apply for the \$25 sign permit with the city of Blaine.
  - d) Programs** – Roorda updated Commissioners on website statistics, Facebook, the classes that are currently scheduled and how they are being promoted with flyers, emails, and website. Commissioners agreed on more advertising with The Northern Light for upcoming summer activities. Holmes updated Commissioners on the Facebook page and an upcoming promotion to

encourage more Facebook followers. It was agreed that she could offer a prize of 3 hours use of the Activity Center.

**6. Office Move & Comcast** – Office staff will be deciding the exact moving date to the Activity Center in early August, after the Pirate Daze event, and will contact Comcast for installation.

**7. 4th of July & Discovery Days booths** – Johnston and Montfort will set up the 4<sup>th</sup> of July booth. Robertson will be at the Discovery Days booth.

**OLD BUSINESS:**

**7. Jazz Festival – Youth Art Contest, July 16:** Commissioners agreed to co-sponsor this event at the District’s main office.

**8. Trails Update** – Morris reported he has spoken to Attorney Roger Ellingson regarding the easement language and making sure the legal survey is correct.

**ADJOURNMENT:** 9:19 pm. **Motion** by Robertson, 2<sup>nd</sup> by Sturgill to adjourn. Approved unanimously.

**Next regular meeting:** July 12, 2011 – Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ May 23, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Richard Sturgill, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commissioner, Treasurer  
Terry Johnston, Commissioner

**CALL TO ORDER:** 6:03 pm

**NEW BUSINESS:**

- 1. Ad Hoc Committee** – We cannot use paid employees of NWPRD2 for Levy business, however they can work with our accomplishments and be used for informational purposes. They cannot be involved in Levy promotion.
- 2. Facebook/Levy** – Discussion regarding the District’s new Facebook page... should it be strictly for District use, or also for use by Friends of NWPRD2 for levy purposes? Employees of the District cannot be legally involved in any levy promotional work. Will be discussed further at the June Board meeting.
- 3. Activity Center Update** –Progress is being made to contact instructors/groups to schedule various events at the AC.
- 4. Banners** – Commissioners approved the purchase of a large banner for the north side of the Activity Center and a smaller banner for the Office.
- 5. Recreation Program** – Linda Roorda is in the process of planning the summer activity program, as well as the parade entry for Blaine’s 4<sup>th</sup> of July festivities.
- 6. Reader Board for Activity Center** – A portable sign is needed at this point; it will be necessary to check with Whatcom County for approval of this.
- 7. Jazz Festival** – July 4-17 – Festival workers have requested the use of our office space during that week. Terry will work on the details.
- 8. Moving Office to Activity Center** – At the last Board meeting, Commissioners passed a motion to move the office by 5/31/11. After careful consideration and discussion of different moving dates, they decided to pend the move until sometime between July 5 and Aug. 10. Feedback will be solicited from office staff regarding dates, and the Board will approve a new moving date at the June Board meeting. **Motion** by Johnston, 2<sup>nd</sup> by Robertson to recind the May 31<sup>st</sup> moving date. Approved unanimously.
- 9. Commissioner Elections** – There are three NWPRD2 Commissioner positions up for re-election at the next election. Of those three, Terry Johnston has decided not to run again. Commissioners will request the Office Manager do some checking with Whatcom County regarding election costs for non-salaried positions.
- 10. Credit Card** – Commissioners discussed the need for Heidi Holmes (Bookkeeper) being approved for use of the District’s VISA card.

**ADJOURNMENT:** **Motion** by Sturgill, 2<sup>nd</sup> by Johnston to adjourn. Approved unanimously.  
**Next regular meeting:** June 14, 2011 – Birch Bay Bible Community Church , 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ May 10, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Richard Sturgill, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Commis., Treasurer  
Terry Johnston, Commissioner

Bill Beckett, Activity Ctr Mgr  
Heidi Holmes, Bookkeeper

**ABSENT**  
Linda Roorda, Office Manager

**GUESTS:** Jeff Carrington

**CALL TO ORDER:** 7:01 pm

**APPROVAL OF MINUTES, Apr 12, 2011:** **Motion** by Montfort, 2<sup>nd</sup> by Robertson; Johnston abstained. Approved unanimously.

**TREASURER'S REPORT:** Commissioners approved Payroll and Claim #051011. **Motion** by Sturgill, 2<sup>nd</sup> by Montfort to approve. Motion passed unanimously. Robertson reported a net amount held by Whatcom County of \$293,878.33. Sterling Savings Bank balance: \$394.49.

**NEW BUSINESS:**

**1. Cash Account** –Robertson addressed the balance in the cash account, \$56,697.98 and suggested we move \$36,697.98 into the investment account, leaving the balance of the cash account at \$20,000. The balance is currently high due to past taxes collected recently.

**2. Sterling Bank Checking Account** – Discussion to raise the limit to \$3,000 from \$1,000. **Motion** by Sturgill, 2<sup>nd</sup> by Johnston to approve. Motion passed unanimously. Discussion on the American Express account and whether it should be paid by the County or with the Checking account.

**3. Levy Ad Hoc Committee** –Carrington presented to the Commissioners an action plan for the upcoming Levy. Discussion followed. Commissioners set a meeting for the Ad Hoc Committee for Wednesday, April 18, 6:30 p.m. to be held at the Blaine Senior Center. Jeff requested Commissioners provide a list of District accomplishments with brief narratives.

**4. Bay Horizon Gym**

- 1. Banners for Activity Center & Office** –Discussion of details for new banners signage: **Motion** by Sturgill, 2<sup>nd</sup> by Johnston to order 10' x 24' banners for the Activity Center and a smaller sign for the office on Peace Portal. Approved unanimously.
- 2. Comcast / Garbage** – Discussion to start garbage service at Activity Center with SSC for small tote garbage on wheels.
- 3. Activity Center Fees and Scheduling** – Discussion was held on the rates and fees for the Activity Center by going with previously approved tier levels. Research to be done regarding appropriate wording for rental agreements and instructor contracts.
- 4. Activities, Leagues** –Beckett updated the Commissioners on the soccer instructional camps. The gym is too small, but they are interested in the grounds for use in August. Bill would like to have a reader-board on wheels to put by the road; he will look into the cost.
- 5. Summer Activities:** Heidi updated the Board on progress of activity planning.
- 6. Open House** – Commissioners agreed that the Open House was a success.

**5. Office Location** – Discussion on the pros and cons of moving the office to the Bay Horizon Activity Center. **Motion** by Robertson, 2<sup>nd</sup> by Johnston to move the office to the Activity Center by May 31. Four in favor, Sturgill, opposed. Motion passed.

**6. Portable Toilet** – Discussion regarding the placement of a portable handicap unit at Bay Horizon Playground. Research costs and contact Rodney Lamb of Whatcom County Parks as to where it needs to be placed.

**7. City of Blaine** – the Board discussed Lincoln Park and what NWPRD2 could offer to help enhance the park. Discussion was also held regarding the City of Blaine’s request for interpretive signage funding. **Motion** by Morris, 2<sup>nd</sup> by Montfort to give a grant of \$1,500 to the City. Approved unanimously.

**OLD BUSINESS:**

**1. Trails Update** – Morris reported on the continual communication with property owners in the interest of a link to the Peace Portal Trail, and whether to have Whatcom Land Trust or Roger Ellison look over the easement to make sure wording is appropriate.

**ADJOURNMENT:** 10:03 pm. **Motion** by Morris, 2<sup>nd</sup> by Montfort to adjourn. Approved unanimously.

**Next regular meeting:** June 14, 2011 – Birch Bay Bible Community Church , 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ April 12, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Richard Sturgill, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Treasurer  
Linda Roorda, Office Manager

Bill Beckett, Activity Ctr Mgr  
Heidi Holmes, Bookkeeper

**ABSENT**

Terry Johnston, Commissioner

**CALL TO ORDER:** 7:00pm

**APPROVAL OF MINUTES, Mar. 8, 2011:** **Motion** by Montfort, 2<sup>nd</sup> by Sturgill - Approved unanimously.

**TREASURER'S REPORT:** Commissioners approved Payroll. Robertson reported a net amount held by Whatcom County of \$290,097.28. Sterling Savings Bank balance: \$588.22.

**NEW BUSINESS:**

**1. Acknowledgment of Doug Robertson** –The Board expressed appreciation of Doug Robertson's service to the District. For 20 years, Doug has volunteered in such areas as creating financial spreadsheets, budgeting, computer IT work, and most recently, participating in the final touches at the newly refurbished Activity Center at Birch Bay. Doug also supervised the handyman work on the gym.

**2. Personnel** – **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to approve the hiring of Bill Beckett as Activity Center Manager. **Motion** by Robertson, 2<sup>nd</sup> by Montfort to approve the hiring of Heidi Holmes as Bookkeeper/Clerical Worker. Both motions passed unanimously.

**3. Bay Horizon Gym** - **Motion** by Sturgill, 2<sup>nd</sup> by Morris to name the new facility: Northwest Park & Recreation District 2 ACTIVITY CENTER. Approved unanimously.

- **Office Needs** – Beckett will meet with Doug Robertson regarding needs of the gym, such as keys, telephone hookup, outlets, and signage (including a large exterior banner or painted sign).
- **Gym Activities** – Bill Beckett presented ideas for the purpose and use of the new facility. The Board held a discussion about types of activities, fees, and scheduling. Beckett will be talking with different groups and individuals to assess their needs as pertaining to facility use. Commissioners discussed a policy of “highest and best use”, with evaluations following activities, events and misc. facility rentals.
- **Open House** – scheduled for April 23 from 11:00am to 4:00pm. The Board discussed the details, such as food, raffle, demos of select activities, a free-throw contest, advertising and promotion, furniture for the event, and various other ideas for the event.
- **Rental Fees** – Commissioners discussed the possibility of having flex-rates for a few months.

**4. Spring/Summer Recreation Program** –Roorda proposed doing a full-page ad in the Northern Light as opposed to a costly multi-page Activity Guide. The ad would direct people to the District's website and the main office for full descriptions of each activity, as well as registration. Commissioners approved the idea, which will save money and time. Roorda and Beckett will continue contacting previous instructors and potential new activity leaders. Heidi Holmes will check into ad space availability.

**5. Levy Ad Hoc Committee** – the next meeting is April 21. Roorda & Morris will work on the agenda.

**OLD BUSINESS:**

**2. Trails Update** – Morris reported on the continual communication with property owners in the interest of a link to the Peace Portal Trail.

**ADJOURNMENT:** 8:50pm. **Motion** by Sturgill, 2<sup>nd</sup> by Morris to adjourn. Approved unanimously.

**Next regular meeting:** May 10, 2011 – Blaine Senior Center , 7:00 PM



NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ March 8, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Terry Johnston, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Treasurer  
Linda Roorda, Office Manager

**ABSENT**

Richard Sturgill, Commissioner

**CALL TO ORDER:** 7:07pm

**APPROVAL OF MINUTES, Feb. 8, 2011:** **Motion** by Johnston, 2<sup>nd</sup> by Montfort - Approved unanimously.

**TREASURER'S REPORT:** Commissioners approved Payroll. Robertson reported a net amount held by Whatcom County of \$364,208.22. Sterling Savings Bank balance: \$1,291.84.

**NEW BUSINESS:**

**1. Budget approval and Grant Requests wrap-up – Motion** by Robertson, 2<sup>nd</sup> by Johnston to approve the 2011 Budget as written. Approved unanimously. Roorda will be contacting all Grant recipients and notifying of any last details before funds are distributed.

**2. Personnel – Motion** by Robertson, 2<sup>nd</sup> by Johnston to approve the hiring of a Bookkeeper/Clerical Worker for the office and a Community Center Manager for the Gym at Bay Horizon Park. Approved unanimously. Roorda will post ads on craigslist for the positions.

**3. Bay Horizon Gym**

- **Maintenance** – Mt. Baker Mechanical will be contacted for a yearly estimate on furnace maintenance. Johnston will round up names of handymen to complete some finishing details in the building. Commissioners discussed a late-June Conditions Assessment (walk-through) of the building prior to Camp Horizon's scheduled use of the gym.
- **Signage – Motion** by Montfort, 2<sup>nd</sup> by Johnston to approve the purchase of 2 signage banners for the gym and office on condition of procuring three bids. Approved unanimously.
- **Open House** – scheduled for April 23 from 11:00am to 4:00pm.
- **Rental Fees** – Commissioners discussed the possibility of having flex-rates for a few months.

**4. Spring/Summer Recreation Program** – Johnston and Roorda will meet to start planning.

**OLD BUSINESS:**

**3. Election Levy** – Levy Ad Hoc Committee: The Board discussed having a pre-meeting that all potential committee members would be invited to – tentatively scheduled for March 26th. Election fees were also discussed.

**4. County Parks Signage** – Morris updated the Board on the status of signage.

**ADJOURNMENT:** 8:49pm.

**Next regular meeting:** April 12, 2011 – Birch Bay Bible Community Church , 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
**MINUTES ~ February 8, 2011**

**PRESENT**

Terry Johnston, Commissioner  
Katy Montfort, Commissioner  
Betty Robertson, Treasurer  
Richard Sturgill, Commissioner

**ABSENT**

Ted Morris, Chair Commissioner  
Linda Roorda, Office Manager

**GUESTS PRESENT:** Alex Wenger, Debbie Harger

**CALL TO ORDER:** 7:01pm

**GUEST COMMENTS:** (see #1. below)

**APPROVAL OF MINUTES, Dec. 14, 2010 and Jan. 11, 2011:** **Motion** by Montfort, 2<sup>nd</sup> by Sturgill - Approved unanimously.

**TREASURER'S REPORT:** Commissioners approved Payroll. Robertson's reported a balance of \$77,180.94 in the District's cash account and \$286,449.15 in the Investment Pool. Sterling Savings Bank balance: \$1,448.76.

**NEW BUSINESS:**

**1. Grant Requests** – Debbie Harger presented a Grant Request application from the City of Blaine for help with fabrication and installation of Interpretive Signage at the Blaine Wharf and Semiahmoo Spit. Alex Wenger spoke in reference to City of Blaine's Grant Request for removal of ivy and improvements at Lincoln Park. Both requests have been tabled temporarily.

**2. Office Inventory** – Montfort and Roorda will be conducting office inventory in the coming month.

**3. Bay Horizon Gym:**

- **Completion & Occupancy** – an occupancy permit will not be required, as the gym was previously occupied. Completion is being finalized as some issues are resolved.
- **Gym flooring** – 3 quotes were received. Commissioners approved a quote for rough buffing and recoating from Traditional Maintenance Services for \$1,875.00.
- **Equipment** – Following a review of several equipment quotes, Commissioners approved:
  - Sports Unlimited for heavy duty basketball nets, volleyball nets, volleyballs, basketballs, soccer balls, playground balls, and manual table top scoreboard for a total of \$514.62.
  - BSN Sports for rear mount backboards, Bison break-away goals, and portable power volleyball standards for a total of \$1,840.16.
  - Promats wall mats at a total of \$1,453.32.
  - Costco folding chairs and tables at a total of \$4,018.20.
  - TOTAL for all: \$9,701.30.
- **Gym Committee** – A committee was formed for establishing policies, fee structures, and District-sponsored programs. Committee members: Terry Johnston and Katy Montfort.
- **Open House** – The possibility of a Gym Open House was discussed, with a tentative date of March 12<sup>th</sup>, with the details of the lunch/food to be decided yet.

**4. Election Levy** – Commissioners will be recruiting committee members from the community to assist with the next election levy. Guidelines for the Levy Committee were approved.

**OLD BUSINESS:**

**1. Trails Update – Motion** by Sturgill, 2<sup>nd</sup> by Robertson to authorize Ted Morris to negotiate an easement purchase for the surface rights above the Birch Bay Water and Sewer District's water line easement running between Drayton Harbor Rd and Lincoln Rd. Unanimously approved.

**ADJOURNMENT:** 8:40pm.

**Next regular meeting:** March 8, 2011 – Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2  
MINUTES ~ January 11, 2011

**PRESENT**

Ted Morris, Chair Commissioner  
Richard Sturgill, Commissioner  
Katy Montfort, Commissioner

Terry Johnston, Commissioner  
Betty Robertson, Treasurer  
Linda Roorda, Office Mgr.

**GUESTS PRESENT:** Bud Powell, Alex Wenger, Ron Snyder, Rich Warsofsky

**CALL TO ORDER:** 7:02pm

**GUEST COMMENTS:** Each of the four guests presented verbal explanation of their **Grant Requests** for the year 2011. (see #1 below)

**TREASURER'S REPORT:** Commissioners approved Payroll and Claim form #011111. Robertson reported a balance of \$-25,812.72 in the District's cash account and \$436,084.68 in the Investment Pool. Sterling Savings Bank balance: \$502.76.

**NEW BUSINESS:**

**1. Grant Requests**

- Bud Powell for the Senior Center: \$5,000 for a new elliptical exercise machine. **Motion** by Johnston, 2<sup>nd</sup> by Sturgill to grant \$5,000 on condition that the Senior Center provides 3 separate estimates for elliptical machines. Motion passed unanimously.
- Alex Wenger for City of Blaine: \$18,000 for Lincoln Park improvements; \$20,000 for proposed Brickyard Park development. Commissioners decided more time was necessary to review the grant proposals for the two parks.
- Ron Snyder for Blaine Sailing School: \$4,050 stipend for 2011-12 tuition scholarships. **Motion** by Montfort, 2<sup>nd</sup> by Robertson to grant \$4,050 to the Sailing School for the 2011 and 2012 sailing seasons. Motion passed 4/0, with Sturgill abstaining.
- Rich Warsofsky for Grateful Dogs Unleashed: \$750 for maintenance/improvements of unleashed dog area at Skallman Park. **Motion** by Morris, 2<sup>nd</sup> by Robertson to grant \$750 to Dogs Unleashed for 2011 and 2012. Motion passed 4/0, with Johnston abstaining.
- Blaine Youth Baseball: \$1,500 for scholarships and gear improvement. **Motion** by Montfort, 2<sup>nd</sup> by Sturgill to grant \$1,500 to Blaine Youth Baseball for 2011. Motion passed unanimously.
- Whatcom County Parks: \$1,200 for a Sani-can at Bay Horizon Park playground. Commissioners will be conferring with WC Parks regarding this grant request as well as progress on BHP gym, an update on the bike racks for Point Whitehorn, and appropriate signage (NWPRD2 recognition) for various projects.

Commissioners discussed appropriate signage that would give credit to NWPRD2 for grant requests that include items such as exercise machines. Sturgill advised a sticker that could be affixed to each piece of equipment. Recognition signage for some previous projects was also discussed.

**2. 2011 Budget** – Commissioners postponed budget approval, as Whatcom County's year-end report is still pending, and there are still a few budget changes to be made. **Motion** by Johnston, 2<sup>nd</sup> by Sturgill to amend the Budget by subtracting \$33,000 from the 2012 Budget and adding it to the 2011 Budget in the Community Support column. Motion passed unanimously.

**3. Office Equipment** – Roorda presented estimates for a new printer/scanner/fax machine. Commissioners approved a model from Costco for \$515.36 (incl. tax). Doug Robertson will order it online and assist with printer set-up and also the process of setting up the laptop as the office's main computer terminal.

#### **4. Bay Horizon Park**

- Gym Renovation update – Commissioner Johnston shared total costs to date (\$149, 249.03) and a summary of Change Order Proposals.
- Open House/Friends of NWPRD2 – to be scheduled for sometime in March.
- Equipment needed: backboards, rims, padding, tables, chairs, janitorial equipment. Johnston and Robertson will head up an equipment committee.

#### **OLD BUSINESS:**

- 1. Trails Update**– Morris reported on talks with certain land owners regarding easements.
- 2. Award for Richard Sturgill** – Commissioners gave proud recognition to Sturgill, who recently won the William Dietrich Award from the Whatcom County Parks Foundation.

**ADJOURNMENT:** 9:15pm. **Motion** by Sturgill, 2<sup>nd</sup> by Morris to adjourn; passed unanimously.  
**Next regular meeting:** February 8, 2011 – Birch Bay Bible Community Church, 7:00 PM