

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ January 10, 2012

PRESENT

Ted Morris, Chair Commissioner

Heidi Holmes, Office Manager

Katy Montfort, Commissioner

Rachel Ely, Activity Center Manager

Doug Robertson, Commissioner, Treasurer

Jeff Carrington, Commissioner

Richard Sturgill, Commissioner

CALL TO ORDER: 7:08 pm

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

TREASURER'S REPORT: **Motion** by Morris, 2nd 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, 2nd by Montfort to adjourn. Approved unanimously.

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

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ February 21, 2012

PRESENT

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

Heidi Holmes, Office Manager
Rachel Ely, Activity Center Manager

GUESTS

Jeremy Schwartz

CALL TO ORDER: 7:01 pm

APPROVAL OF MINUTES: There was discussion regarding an addition to the January minutes regarding the executive session and also where a hard copy of the minutes are stored. **Motion** to accept corrected copy by Montfort, 2nd by Robertson. Approved unanimously.

TREASURER'S REPORT: Motion made by Sturgill to approve the bills Batch # 022112, 2nd by Robertson. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$229,782.81 Sterling Savings Bank balance: \$1,281.82.

NEW BUSINESS:

1. Activity Center [AC]

1. Holmes updated the board on the success of the "Step Out For Fun" Health & Fitness Fair/Open House that was held January 28, 2012 at the Birch Bay Activity Center. The commissioners were updated on the upcoming event on May 5 that will promote the summer programs. Discussion was held on ways to bring people out to the open house.

2. Ely told the board about the meeting she had with the Lions Club Camp Director Rachel Hammes and Kathy Berg regarding the Lions Club use of the gymnasium from July 8 - August 5. The Lions Club provided dates and times that they would like to use the building.

2. Programs & Office Report - Ely updated the board on all the programs that ran this past month as well as current and future programs.

3. 2012 Budget. The Commissioners discussed the updated budget that was determined from the past budget meeting. Robertson made a **motion** to approve the 2012 budget of \$100,043. 2nd by Carrington. It was also mentioned that \$62,000 of this year's budget are in reserve for projects that have already been approved, but not completed. Motion passed unanimously.

4. Grant Requests - The Board discussed the grant request from Blaine Youth Baseball and the Blaine Jazz Festival. It was decided to grant \$1,000 to the Blaine Youth Baseball and denied the grant request to the Blaine Jazz Festival of \$5,000 because we don't have the funds due to the levy not passing.

OLD BUSINESS:

1. Trails Update - Blaine to Birch Bay Trail - Morris reported that there is no updated information on the trails and that he will continue to contact Roger Ellingson about the progress.

2. Morris reported that a group of local people have started a Waterfront Group and this group has started to discuss the land of the golf course that has gone into bankruptcy.

ADJOURNMENT: 8:10 pm. **Motion** by Sturgill, 2nd by Morris. Approved unanimously.

Next regular meeting: March 13, 2012 - Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ March 13, 2012

PRESENT

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

Heidi Holmes, Office Manager
Rachel Ely, Activity Center Manager

GUESTS

Kathryn McDevitt

CALL TO ORDER: 7:00 pm

APPROVAL OF MINUTES: There was no discussion regarding the February minutes. **Motion** to accept by Robertson, 2nd by Sturgill. Approved unanimously.

TREASURER'S REPORT: Motion made by Sturgill to approve the bills Batch # 022112, 2nd by Robertson. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$225,813.05 Sterling Savings Bank balance: \$512.62.

NEW BUSINESS:

1. Activity Center [AC] Holmes updated the Board on the progress of the "Step Out For Summer" Open House to be held on May 5, 11 am to 2 pm which will feature a cookout in the playground. She told the Board that The Market LLC had contacted her and is interested in making a financial donation to help cover the cost of the food that will be served at this event.

2. Programs & Office Report – 2. Ely told the board about the current programs and the upcoming spring and summer programs that are offered by NWPRD2. The topic of the Administrative fees currently charged by NWPRD2 for classes held at and off site sponsored by the District was discussed. The Board suggested the office staff come up with a proposal for the next meeting as to how much they would like to charge for the fee.

3. Request For Approval of Japanese Culture Class - The Commissioners discussed a proposed class by Kathryn McDevitt to offer a Japanese Culture Class through the NWPRD2. McDevitt was present to answer questions about the curriculum and where the class would be held. A **motion** was made by Carrington to approve the Japanese Culture Class and 2nd by Robertson. Passed unanimously.

4. Activity Center Issues - Holmes addressed the board regarding the taping of the gymnasium floor and the request by a group of the Pickleball players to add a single court using tape they had purchased. It was decided that the staff should only use the vinyl tape made specifically for the gym floor and that it would be up to the staff to decide if the court lines would add too much confusion to the already lined courts. A request by the Water's Edge Church to use our volleyball standards and to put two eye bolts in the existing board on the gym wall was granted by the Commissioners. Holmes told the Board about the current situation of the finish peeling off the gym floor. She advised them that she has contacted the Company who refinished the floor last year and he suggested it could be moisture coming up from underneath the floor but that he would stop by and look at the floor. It was also suggested that we tell him of the use the floor gets in case this could be caused by toys or shoes being used on the floor.

5. Lion's Camp Horizon Gym Usage – The Board was advised of a recent certified letter received by the President of the Lions Camp Horizon Foundation in response to a meeting with their camp director and our staff. The letter advises NWPRD2 that the Gymnasium would not be available for our use during the camp season as NWPRD2 had proposed. Discussion was held on this matter and it was suggested that the staff respond with a certified letter that we would like to modify the original agreement.

6. Porta- Potty & City of Blaine, Whatcom Parks – The Board was updated that there was no agreement in 2011 with the City of Blaine to provide and pay for a porta-potty at Salishan Park and there is no current request for one. The board discussed the porta-potty for the 2012 summer season at the Bay Horizon Park Playground. A **motion** was made by Montfort to contribute \$75 towards a ADA approved unit from May 1, 2012 to September 30, 2012 at the Bay Horizon Playground. 2nd by Robertson. Approved unanimously.

OLD BUSINESS:

- 1. Trails Update – Blaine to Birch Bay Trail** – Morris reported that there is no updated information on the trails and that he will continue to contact Roger Ellingson about the progress.

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

Next regular meeting: April 10 , 2012 –Birch Bay Activity Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ April 10, 2012

PRESENT

Ted Morris, Chair Commissioner

Katy Montfort, Commissioner

Doug Robertson, Commissioner, Treasurer

Jeff Carrington, Commissioner

Richard Sturgill, Commissioner

Heidi Holmes, Office Manager

Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 7:02 pm

APPROVAL OF MINUTES: There was no discussion regarding the March minutes. **Motion** to accept by Montfort, 2nd by Robertson. Approved unanimously.

TREASURER'S REPORT: Motion made by Robertson to approve the bills Batch # 041012, 2nd by Sturgill. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$218,695.36 Sterling Savings Bank balance: \$1,586.87.

NEW BUSINESS:

1. Activity Center [AC] Holmes updated the Board on the progress of the "Step Out For Summer" Open House to be held on May 5, 11 am to 2 pm which will feature a cookout in the playground. She told the Board that The Market LLC had contacted her and is interested in making a financial donation to help cover the cost of the food that will be served at this event.

2. Programs & Office Report – 2. Ely told the board about the current programs and the upcoming spring and summer programs that are offered by NWPRD2.

4. Gym Floor Update – Holmes advised the board the appointment with the Traditional Maintenance Service had to be rescheduled. A discussion was held on the condition of the current finish on the floor.

5. Lion's Camp Horizon Gym Usage – Ely told the board about her conversation with Jan Polen, President of the Lion's Club and that she is willing to work with us on building use. A letter will follow from Polen about usage.

6. Levy – Morris asked the Board if it wants to run a Levy either in 2012 or 2013. Discussion was held on the matter. Robertson suggested maybe a special election in January or February of 2013. The Board will consider the options.

OLD BUSINESS:

1. Trails Update – Blaine to Birch Bay Trail – Sturgill advised the Board that he has spoken with Roger Ellingson and that he is preparing the paperwork for the property easements pro-bono. Ellingson will be following up with the trails legal matters as soon as he is freed up with time. Holmes told the Board about a WSDOT grant available for Pedestrian Trails. She is going to work with the City of Blaine to apply for this grant.

2. ADJOURNMENT: 7:56 pm. **Motion** by Robertson, 2nd by Morris. Approved unanimously.

Next regular meeting: May 8, 2012 –Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ May 8, 2012

PRESENT

Ted Morris, Chair Commissioner

Katy Montfort, Commissioner

Doug Robertson, Commissioner, Treasurer

Jeff Carrington, Commissioner

Richard Sturgill, Commissioner

Heidi Holmes, Office Manager

Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 7:04 pm

APPROVAL OF MINUTES: There was one change made to the April minutes. **Motion** to accept by Robertson, 2nd by Montfort to accept the corrected minutes with the date. Approved unanimously.

TREASURER'S REPORT: Motion made by Robertson to approve the bills Batch # 050812, 2nd by Montfort. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$215,806.36 Sterling Savings Bank balance: \$1,042.94.

NEW BUSINESS:

1. Activity Center [AC] Holmes gave the Board a recap of the "Step Out For Summer" Open House to held on May 5 at the Bay Horizon Park Playground. Discussion was held on the success of the event.

2. Programs & Office Report – 2. Ely told the board about the current programs and the upcoming spring and summer programs that are offered by NWPRD2. The Board was updated on the two new interns from WWU that are volunteering their time this summer to fulfill their program internship requirements. The Board was advised that record checks were done on the two and it was suggested that a guideline and discipline be established for instructing and working with children. The Board discussed a recent email that was sent by Christina Alexander regarding the current pricing of the Zumba classes held at the Birch Bay Activity Center. The Board feels that the class is a need at our facility and are comfortable with the \$3 drop in fee suggested by the current instructor, Brenda Gelwick. An email will be sent to Ms. Alexander about the Board's decision. Both Holmes and Ely advised the Board of their summer vacation schedules and will work out details to make sure the office hours will be covered.

4. Gym Floor Update – An estimate of the cost to clean, refinish, apply game lines and replace any broken boards if necessary was presented to the Commissioners. Robertson spoke about his meeting with Earl of Traditional Maintenance Services regarding the flaking off of the floor's finish and reported that it is not a moisture problem, but a separation problem because of the various layers. Morris said that he is willing to approach BP and ask if they would be willing to donate to the cost of the floor. Office staff will get two more bids on the floor reflected in the estimate provided by Traditional Floor Maintenance.

5. Lion's Camp Horizon Gym Usage – The Commissioners were provided with a letter dated April 20, 2012 from Lions Club Camp Horizon President Jan Polen regarding the updated usage of the AC this summer by the camp.

6. Lion's Club Family Fun Day – The Board was advised of the request from the Birch Bay Lions Club to rent the AC on May 26 for a Family Fun. The Board was asked what should we charge for this type of event? Discussion was held about suggesting either a \$150 fee for the actual time the event is open to the public or in lieu of money, a rental trade for the facility at the Lions Club Camp.

7. Fourth of July or Discovery Days Booth? The Board was asked if they wanted to attend these events. Carrington is considering his Band of Pirates Gang to participate in the Blaine Fourth of July parade. Morris said that the District could provide candy for them to hand out at the parade if wanted. Holmes said she would be interested at manning a booth at Discovery Days and a decision was made to do so. **Motion** by Robertson that the District spend up to \$200 to cover expenses for participation in the Fourth of July Parade and Discovery Days. 2nd by Morris. Approved unanimously.

OLD BUSINESS:

1. Trails Update – Blaine to Birch Bay Trail – Morris told the Board that Roger Ellingson has provided us with an easement for the Recreational Trail for Edwin Kohn property. Morris said he will send suggestions of changes to Ellingson and the Board discussed the wording on the easement.

2. ADJOURNMENT: 8:24 pm. **Motion** by Robertson, 2nd by Morris. Approved unanimously.

Next regular meeting: June 12, 2012 – Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ June 12, 2012

PRESENT

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

ABSENT

Doug Robertson, Commissioner, Treasurer

Heidi Holmes, Office Manager
Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 7:04 pm

APPROVAL OF MINUTES: Motion to accept by Montfort, 2nd by Sturgill to accept the minutes.

TREASURER'S REPORT: Motion made by Morris to approve the bills Batch # 061212, 2nd by Carrington. Passed unanimously. Holmes reported in the absence of Robertson a net amount held by Whatcom County of \$213,614.83. Sterling Savings Bank balance: \$837.55

NEW BUSINESS:

- 1. Activity Center Rental Fundraiser Request:** Carrington told the board about a request to use the gym for a fundraiser dance for the Blaine fastpitch team. Discussion was held on the matter and the commissioners agreed that this type of function would be fine to have and the rental fee would be \$25 per hour.
- 2. Request from Jazz Festival – Chairs:** A request was made by Kitty King, President of the Blaine Jazz Festival for use of about 80 chairs. The Board discussed this and had concerns about what if it rained. It was determined that stickers would be placed on all of the chairs so as to identify them as our property as well as marking the bottom with a pen with NWPRD2 and assigning a number to each one. A motion was made by Sturgill to allow the Blaine Jazz Festival the use of the chairs at no cost, but with a \$100 refundable damage deposit which will be given back upon the return of the chairs in good condition. 2nd by Montfort. Passed unanimously.
- 3. Waters Edge Church – Rental Agreement** – Holmes told the Board that the Church wants to continue renting the gym beyond the original agreement of July 1, 2012. The Church is looking for a more permanent home and inquired about a new rental agreement that would allow flexibility in case they find a place. Discussion was held and it was decided to have the Church sign a rental agreement allowing both parties to cancel the agreement with a 30-day notice.
- 4. Programs & Office Report** – Holmes and Ely reported on the progress of the summer programming and showed them a copy of the ad that was placed in The Northern Light. Ely told the Board she is working on guidelines for the two WWU interns that are working with us this summer.
- 5. Gym Floor Update** – A bid from Ken Jones was presented to the Board for sanding, painting lines and refinishing floor. Holmes told the Board that she is still waiting on the estimate from Lynden Floor & Design who recently was out here looking at the floor.
- 6. Birch Bay Chamber Office Invitation** – The Board was told about an invitation from the President of the Birch Bay Chamber, John Gargett, that NWPRD2 could use their office at the chamber's Visitor Center, Birch Bay Drive as an office for NWPRD2. After discussion of the generous offer, the Board felt our office should remain here at the gym and very much appreciated the offer.

OLD BUSINESS:

1. **Trails Update – Blaine to Birch Bay Trail** – Morris told the Board that he is still waiting for the corrected easement language from Ellingson.
2. **ADJOURNMENT:** 8:12 pm. **Motion** by Morris, 2nd by Sturgill. Approved unanimously.

Next regular meeting: July 17, 2012 – Blaine Senior Center, 7:00 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ July 17, 2012

PRESENT

Ted Morris, Chair Commissioner
Katy Montfort, Commissioner
Jeff Carrington, Commissioner
Doug Robertson, Commissioner, Treasurer

ABSENT

Richard Sturgill, Commissioner

Heidi Holmes, Office Manager
Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 7:08 pm

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

TREASURER'S REPORT: Motion made by Robertson to approve the bills Batch # 071712, 2nd by Carrington. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$210,890.81. Sterling Savings Bank balance: \$328.70

NEW BUSINESS:

- 1. Gym Floor Update :** The board was presented with three bids on sanding, striping and refinishing the gym floor provided by Traditional Maintenance Services, Lynden Floor & Design, and Ken's Custom Services. Discussion was held on ways to fund the cost of the project. Morris said that he has spoken to Mike Abenhoff of BP and they are willing to donate up to \$1,000. The Board discussed finding other organizations to possibly make donations. A **Motion** by Montfort to accept the lowest bid by Traditional Maintenance Services. 2nd by Robertson. Passed unanimously.
- 2. Programs & Office Report** – Holmes and Ely reported on the progress of the summer programming. Enrollment has been low for the Summer Learning Camps. Ely reported that the two WWU interns have been working out great.
- 3. Fire Extinguisher Update** – The Board was informed that the two fire extinguishers in the gym were overdue for service. The Commissioners agreed that the office staff will cost out replacing vs. servicing the extinguishers.
- 4. Levy** – The Board discussed the possibility of promoting a levy for 2012. Discussion was held and office staff will look into the costs of running a levy in February 2012 or November 2012.

OLD BUSINESS:

- 1. Trails Update – Blaine to Birch Bay Trail** – The Commissioners were told that the Peace Portal Trail has been paved and the ribbon cutting ceremonies will be held on August 8 from 10 am to noon. The Board was encouraged to attend.
- 2. Meeting Time:** Carrington asked the board if there was a special reason the meetings had to be at 7 pm. Discussion was held about changing the time to an earlier time slot. **Motion** by Robertson to change the monthly Commissioners meetings from 7 p.m. to 5:30 p.m. 2nd by Morris. Passed unanimously.
- 3. ADJOURNMENT:** 7:55 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: August 14, 2012 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ August 14, 2012

PRESENT

Ted Morris, Chair Commissioner
Katy Montfort, Commissioner
Richard Sturgill, Commissioner
Doug Robertson, Commissioner, Treasurer

ABSENT

Jeff Carrington, Commissioner

Heidi Holmes, Office Manager
Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 5:33 pm

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

TREASURER'S REPORT: Motion made by Robertson to approve the bills Batch # 081412, 2nd by Sturgill. Morris abstained, passed unanimously. Robertson reported a net amount held by Whatcom County of \$206,448.19. Sterling Savings Bank balance: \$264.43

NEW BUSINESS:

1. Gym Floor Scheduled Maintenance: The Board was advised that the maintenance of the gym floor will begin August 27 and will wrap up on September 7. The floor should be ready for use on September 9th. Robertson told the Board that he met with Earle from Traditional Floor Maintenance and they estimate that there should be no more than 10 boards that need to be replaced. Morris advised the Commissioners that BP and Whatcom County Parks have both pledged \$1,000 to help with the cost of the floor maintenance. Holmes presented three estimates on recharging or replacing the three fire extinguishers at the gym. **Motion** by Robertson to hire Washington Fire Safety out of Bellingham to service the extinguishers as proposed. 2nd by Montfort. Passed unanimously.

2. Gym Floor Use & Damage Deposit: Discussion was held on how staff can help ensure better care of the gym floor by renters and overall users. The topic was tabled and staff will research potential gym rules and damage deposit suggestions and present the recommendations at the next meeting. Robertson will look after getting some felt for the bottom of the benches to prevent scratches.

3. Programs & Office Report – Holmes and Ely reported on the progress of the summer programming. Holmes will schedule the upcoming Bay to Bay Bike Ride for September 8 at 9 a.m.

4. Levy – Holmes reported to the Board that she spoke with Whatcom County Auditor, Debbie Adelstein regarding costs related to having the levy in February of 2013 vs. November 2013. Adelstein reported that the more items on the ballot reduces the cost to the District and she is going to work up some potential cost comparisons for the Commissioners.

OLD BUSINESS:

1. **Trails Update** – Nothing new to report.

2. **ADJOURNMENT:** 7:10 pm. **Motion** by Robertson, 2nd by Sturgill. Approved unanimously.

Next regular meeting: September 11, 2012 – Blaine Senior Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ September 11, 2012

PRESENT

Ted Morris, Chair Commissioner
Katy Montfort, Commissioner
Jeff Carrington, Commissioner
Doug Robertson, Commissioner, Treasurer

ABSENT

Richard Sturgill, Commissioner
Rachel Ely, Activity Center Manager

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:39 pm

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

TREASURER'S REPORT: Motion made by Montfort to approve the bills Batch # 081412, 2nd by Carrington. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$182,164.35. Sterling Savings Bank balance: \$1,497.33

NEW BUSINESS:

- 1. Gym Floor Rules:** A new set of gym floor rules was proposed to the Commissioners and discussion was held. Staff will monitor people's shoes prior to entering gym and staff to enforce rules. Staff to inspect all toys or bouncy houses prior to using in the gym.
- 2. Programs & Office Report** – Holmes reported on the upcoming September programs. Carrington made a **motion** to have office staff purchase a 4-foot white board with dry erasure to list tasks that are to be done. 2nd by Robertson, passed unanimously.
- 3. Levy 2/2013 or 11/2013** – Holmes reported to the Board that she spoke with Whatcom County Auditor, Debbie Adelstein regarding costs and the deadlines related to having the levy in February of 2013 vs. November 2013. Adelstein reported that roughly a February run on the ballot could run anywhere from \$8,000 to \$20,000 versus the general election ballot in November which roughly is about \$5,000. Discussion was held on the matter and a **motion** was made by Carrington to hold a levy in November 2013. 2nd by Robertson. Passed unanimously.
- 4. Intern:** Holmes told the Board about a request they received from a WWU student in the Kinesiology program who would like to do an internship with NWPRD2 this fall. The board accepted this request pending the interview and WATCH check.
- 5. Birch Bay Chamber Meeting:** Holmes advised the Board that the October general meeting of the Birch Bay Chamber of Commerce will be held at the Birch Bay Activity Center, Tuesday, October 16 from 11:30 am to 1 p.m. and that NWPRD2 will be the speakers of that meeting, reporting on the districts accomplishments and upcoming projects and levy. Discussion was held about purchasing rug remnants for the gym floor to use under the tables when food is going to be served. Montfort will look into remnant prices.
- 6. Playground Equipment:** Holmes reported to the Board that recalled slide that was removed this past spring still has not been replaced and after she spoke with Mike McFarlane of WCP he said it would be replaced as soon as they receive the new piece from the manufacturer. Morris to follow up with this.

7. Sign at End of Gemini Street: The Commissioners were advised that staff has contacted WCP about the possibility of having our name on a sign at the beginning of Gemini Street. Holmes to follow up with Eric Axelson of WCP about this.

8. Rachel & Heidi Hours: The Commissioners were told that Ely will be unavailable often in September, October and November due to an increase in her hours at the hospital.

9. Toilets and Plumbing: Holmes told the Board of the ongoing problem with the toilets easily plugging up. Holmes to follow up with the plumbers who came out last to determine if the problem lies in the building boundaries or outside.

10: Executive Session: Volunteer & Criminal Record. The Board met in Executive Session regarding a potential volunteer with criminal record.

OLD BUSINESS:

1. **Trails Update** – Morris reported that he received an email from one of the property owners that we have been working with on the property easement for the trail. The owner has decided at this time to suspend signing an easement as the property is up for sale and has a potential buyer. The owner suggested that NWPRD2 purchase the property to have exclusive right to any trail or property use.

2. **ADJOURNMENT:** 7:30 pm. **Motion** by Robertson, 2nd by Morris. Approved unanimously.

Next regular meeting: October 9, 2012 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ October 9, 2012

PRESENT

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

Heidi Holmes, Office Manager

ABSENT

Rachel Ely, Activity Center Manager

GUESTS

None

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept by Robertson with corrected date of September 11, 2012 2nd by Morris to accept the minutes. Passed unanimously.

TREASURER'S REPORT: Motion made by Montfort to approve the bills Batch # 091112, 2nd by Carrington. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$174,199.59. Sterling Savings Bank balance: \$1,331.20

NEW BUSINESS:

1. Programs & Office Report – Holmes reported on the upcoming October programs.

2. Microphone Equipment / Recognition plaque – Discussion was held about purchasing microphone equipment for use in the Zumba and other fitness programs. **Motion** made by Robertson to give a budget of \$300 to purchase microphone equipment for the Activity Center. 2nd by Carrington. Passed unanimously.

3. Fall Hours of Operation For Office and Activity Center: Carrington inquired about the office hours and possibility of opening up the Activity Center on Saturday for a structured open gym, or possibly free basketball clinics. Discussion was held on what type of activities could be held and what office hours are. Carrington made a **motion** to have Open Gym on Saturdays from 10am to 6pm. 2nd by Morris. Passed unanimously. A decision was made to leave the current office hours from Monday and Tuesdays Thursdays and Fridays, 10 – 4 pm, Wednesdays, noon to 4 pm. If staff needs to be away from the office, they will try to find a replacement person so the office can be left open.

4. Birch Bay Chamber Meeting Luncheon: Commissioners were reminded of the upcoming Birch Bay Chamber meeting luncheon to be held at the Activity Center. Discussion was held on the cost to purchase carpet as well. It was decided to use Robertson's paint drop cloths on the floor to help protect the floor from possible food spills.

5. Toilets & Plumbing Update: Robertson told the board that a clean out valve was installed and the toilets were to be snaked on Thursday.

6. Active Transportation Summit Presentation: Morris said he would be attending this function and was going to update the group about our plans of a path in Blaine and Birch Bay.

7. Bicycle/Pedestrian Trail Along Peace Portal: Discussion held on how the trail was seeded and the lack of watering. Sturgill reported that he brought this to the city's attention.

8. Porta Pottie at Salishan Neighborhood Park: Since no current agreement is in place remove this from our list of accomplishments.

9. Cleanup of Telescope Beach at Marine Park: Sturgill told the board that the group that has cleaned up this area of Marine Park would like to add sand. Concerns that mother nature will wash it away. Commissioners said would consider this down the road if funding is available.

10. Budget, Policies and Procedures: Discussed what policies and procedures were in place for NWPRD2. Holmes to prepare these for the Commissioners and email out. A Budget Meeting for 2013 needs to be set. Holmes to send out a survey to Commissioners to find a common date that works for everyone.

OLD BUSINESS:

1. **Trails Update** – Morris said he is waiting to hear if the property sells.

2. **ADJOURNMENT:** 7:10 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: November 13, 2012 – Blaine Senior Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ November 13, 2012

PRESENT

Katy Montfort, Commissioner
Jeff Carrington, Commissioner
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner

ABSENT

Rachel Ely, Activity Center Manager
Ted Morris, Chair Commissioner

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:30 pm

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

TREASURER'S REPORT: Motion made by Robertson to approve the bills Batch # 091112, 2nd by Carrington. Passed unanimously. Robertson reported a net amount held by Whatcom County of \$173,031.65. Sterling Savings Bank balance: \$551.72

NEW BUSINESS:

- 1. Programs & Office Report** – Holmes reported on the upcoming November and December programs.
- 2. Saturday Open Gym** – Discussion was held regarding concerns about children left without parent supervision and personnel to cover the Saturday hours expressed by AC Manager Ely in a letter addressed to the Board. **Motion** made by Carrington have office staff see what other community and recreation centers are doing and what ages or age limits are involved, to have half the gym be used for basketball; to ask the current interns if they are interested in continuing on after their internship at \$10 an hour to cover Saturday hours and if not to advertise the position as a gym supervisor; to have parents sign a consent sheet allowing children to play at the gym without the parent supervision; and to hand out the gym rules to each participant. 2nd by Robertson. Passed unanimously.
- 3. Policies and Procedures:** Robertson moved to table this discussion until the next meeting when all Commissioners could be present.. 2nd by Carrington. Passed unanimously.
- 4. Carpet Cleaning:** Office staff will contact M&W Cleaners and get a price to clean the kitchen area rug and office.
- 5. Alcohol Policy:** The Board was advised that there have been inquiries for rentals that want to have alcohol at a function in the gym. No one is aware of a policy in place prohibiting it, as long as the required banquet permit is acquired by the renter. Staff will check with other agencies as to their policies. The Board considered charging an extra floor cleaning fee along with the deposit.
- 6. Drop Cloths :** Holmes inquired if we should purchase canvas drop cloths to have in house for occasions when food and drink are to be present in the gym. The Board decided against this.
- 7. 2013 Budget:** Carrington made a motion to table this topic until all Commissioners could be present to discuss this. 2nd by Robertson.

OLD BUSINESS:

- 1. Trails Update** – No discussion.
- 2. ADJOURNMENT:** 6:20 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: December 18, 2012 – Birch Bay Activity Center, 5:30 PM

NORTHWEST PARK & RECREATION DISTRICT 2
MINUTES ~ December 18, 2012

PRESENT

Katy Montfort, Commissioner
Ted Morris, Commissioner
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner

Rachel Ely, Activity Center Manager

ABSENT

Jeff Carrington, Commissioner

Heidi Holmes, Office Manager

GUESTS

None

CALL TO ORDER: 5:30 pm

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

TREASURER'S REPORT: Robertson reported a net amount held by Whatcom County of \$170,546.03 Sterling Savings Bank balance: \$1,217.65

NEW BUSINESS:

1. Programs & Office Report – A written office and activity report prepared by Ely was given to all the present board members. Discussion was held about the continuing use of interns from Western to help with the Activity Center. Ely advised she has sent correspondence to the Recreation Program directors in hopes to interest more students. The board was told about the wonderful participation and success with the past and current interns from WWU. It was suggested that a spring break schedule be set up and advertised for kids to use the activity center during the school's vacation. Commissioners asked how word is getting out about the Saturday Open Gym. Holmes advised through The Northern Light, Birch Bay Village newsletter, the website, Facebook and mass emailing. A flyer at the Boys and Girls club was suggested.

2. Follow Up- Alcohol Policy; Open Gym – Holmes updated the board that she spoke with Whatcom County Parks about the use of alcohol here at the AC. WC Parks has no restriction on it other than we should make sure all WSLCB rules and permits are required and a additional insurance provided by the event organizer covering the serving of alcohol. Holmes also told the board that the city of Blaine requires a \$300 deposit at the Senior Center if alcohol is to be served. The Board asked Holmes to follow up with our insurance company about added liability and what our policy covers. Regarding follow up to the Open Gym policy and supervision of children, Holmes told the Board that the local YMCA and recreation groups have a policy that children under 12 years must have supervision. The Commissioners asked the office staff to write up a proposed policy regarding children and adult supervision and present to the Board in January 2013 for approval. hours and if not to advertise the position as a gym supervisor; to have parents sign a consent sheet allowing children to play at the gym without the parent supervision; and to hand out the gym rules to each participant.

3. Ping Pong Tables: Ely told the Board that one of the badminton players wants to donate a Ping Pong table to NWPRD2 and is willing to buy a second table so that Ping Pong can be offered. The Board agreed to this as long as there is sufficient room to store them.

4. Policies and Procedures: The Commissioners reviewed the current policies and procedures that are currently in place for NWPRD2. A **motion** was made by Sturgill to use the following language "up to

\$2,000” replacing the current language, “up to \$1,000” in the Petty Cash Resolution 2008-02. 2nd by Montfort. Approved unanimously.

5. 2013 Budget: The Board reviewed the proposed 2013 and a **motion** was made by Robertson to approve the budget as presented. 2nd by Sturgill. Approved unanimously.

OLD BUSINESS:

1. **Trails Update** – Morris reported there is no news.

2. **ADJOURNMENT:** 6:30 pm. **Motion** by Robertson, 2nd by Morris. Approved unanimously.

Next regular meeting: January 8, 2012 – Blaine Senior Center, 5:30 PM