

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ January 9, 2018

PRESENT

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

EXCUSED ABSENT:

Doug Robertson, Commissioner, Treasurer
Billy Brown, Commissioner

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

CALL TO ORDER: 5:35 pm

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

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

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

NEW BUSINESS:

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

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

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

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

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

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

OLD BUSINESS – N/A

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

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

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ February 13, 2018

PRESENT

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

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

CALL TO ORDER: 5:35 pm

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

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

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

NEW BUSINESS:

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

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

2. Programs & Office Report –

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

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

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

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

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

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

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

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

PRESENT

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

GUESTS: None

CALL TO ORDER: 5:31 pm

PUBLIC COMMENT: N/A

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

WORKSHOP BUSINESS:

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

Suggested changes were as follows:

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

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

ADJOURNMENT: 7:17 pm. **Motion** by Moore 2nd by Sturgill. Approved unanimously.

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ March 13, 2018

PRESENT

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

EXCUSED ABSENCE:

Billy Brown, Commissioner
Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:29 pm

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

PUBLIC COMMENT: N/A

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

NEW BUSINESS:

1. Programs & Office Report -

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

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

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

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

OLD BUSINESS – No old business discussed at this time.

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

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

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ April 10, 2018

PRESENT

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

EXCUSED

Richard Sturgill, Commissioner
Ted Morris, Director

GUESTS: None

CALL TO ORDER: 5:41 pm

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

PUBLIC COMMENT: N/A

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

NEW BUSINESS:

1. Programs & Office Report -

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

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

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

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

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

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

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

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

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

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

PRESENT

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

EXCUSED

Sheli Moore, Commissioner

GUESTS: None

CALL TO ORDER: 5:40 pm

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

PUBLIC COMMENT: N/A

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

NEW BUSINESS:

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

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

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

6. **Programs & Office Report** –

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

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

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

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

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

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

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

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

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

OLD BUSINESS – N/A.

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

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

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ June 12, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Billy Brown, Commissioner
Richard Sturgill, Commissioner
Sheli Moore, Commissioner
Ted Morris, Director
Raina Lenton, Office Assistant

EXCUSED

Heidi Holmes, Program Manager

GUESTS: None

CALL TO ORDER: 5:31 pm

APPROVAL OF MINUTES: **Motion** to accept the May minutes by Robertson. 2nd by Carrington. Moore abstained.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$87,352.57. Reserve Fund: \$363,471.85 and the General Fund: \$156,624.19 for a total of \$607,448.61. Umpqua Bank balance: \$93.34

NEW BUSINESS:

4. **Fee Scholarship Form Update** – Commissioners reviewed the form included in the agenda and discussed whether we will give scholarships for programs that are not offered through BBBPRD2. It was decided that the Commissioners will work on a case by case basis for each application to determine whether the applicants will be approved for scholarships. BBBPRD2 will work with the Healthy Youth Coalition on most applications. Moore mentioned it would be advisable to have the applications passed through the Healthy Youth Coalition to have them check the financials of applicants.
The board would like a press release added to our website with the scholarship information and form included for access by the public.
The Commissioners would also like Heidi to contact the Northern Light newspaper to ask them if they will print the information about BBBPRD2 offering scholarships as a way we support our community.
5. **Programs & Office Report** –
 - a. **Task List** – the Board discussed ongoing tasks and the status of each task.
 - i. **Doors** – Ted informed the Board that BBBPRD2 has agreed to have NW Door Pro replace the existing original doors at the Birch Bay Activity Center since we have a good working relationship with them. A current bid was recently acquired. The down payment was approved in the Claims Payment Request forms during the meeting.
 - ii. **Binders** – Ted advised that since summer is such a busy time for staff at BBBPRD2, with community events and activities, we will leave the binder project to the fall and revisit the project of making a digital version starting in October.

It was discussed that when the binder is made digital it should be in Word format, not PDF so it can be editable.

Sturgill expressed that he thinks it would be wise to have progress dates for the completion of the project once it gets under way.

iii. Additional Building – Nothing new at this time.

iv. Staff / Board Retreat – No updates.

b. **Pickleball Court** – Raina informed the commissioners that the outdoor pickleball court is completed. Ten volunteer players painted the two courts. BBBPRD2 provided pizza and ice cream for the volunteers.

The commissioners expressed that we should have a picture of the finished courts put in the Northern Light newspaper to let prospective players know the court is completed and now available to play on.

c. **Gym Floor Refinish Update** – Raina informed the commissioners the gym floor refinish has been completed and is curing this week. The gym will reopen on Monday, June 18th. Sound Hardwood Solutions did a great job.

d. **Volunteer Appreciation Follow Up** – Brown will follow up with Birch Bay Village to see when the Club House is available in September for the event. The Blaine Chamber is also interested in joining the day's festivities. However, it was decided that it will just be an event for BBBPRD2 and the Birch Bay Chamber to keep the number of guests manageable.

6. **Ballfield update** - Brown requested a check be made out to Whatcom County Planning and Development Services in the amount of \$35 to cover the cost of the Natural Resource Notification of Activity application fee. This form needs to be completed and the fee paid to allow the proposed ballfield land to be mowed so Katrina Jackson, the Wetland Specialist, can evaluate the land without the canary grass.

Robertson requested Raina to write the check out of the Umpqua petty cash account for the application fee and said he will come sign it so Billy can turn it in.

Carrington said he will complete a preliminary draft of what our intentions are for the restoration of the ballfields.

7. Brown informed the Board of the new reader board they installed in front of the Birch Bay Visitor Center and said we are welcome to use it to promote upcoming events for BBBPRD2.

New Tasks

- Sturgill requested we ask Heidi if we have overdraft protection on the Umpqua Accounts.

- Moore requested the Whatcom County Treasurer reports get forwarded to her when they are forwarded to Robertson.
- The board requested copies of receipts be emailed with Umpqua and Citi card statements to Robertson before the meeting, so a second set of eyes can review purchases.
- The board discussed employee time cards and the need to come up with a set policy for lunch breaks, as to whether they should be paid or unpaid. The board requested that Heidi look up the state labor laws to confirm that we are in compliance. Morris to discuss further with Heidi when she returns from vacation.
- Carrington wants a procedure in place as to whether we are rounding up or down on staff time cards in regard to the 15 minute increments.
- Commissioners discussed the possibility of getting a time clock for BBBPRD2 staff, so time cards are legal and trackable.

DIRECTOR'S REPORT –

- Morris reported he and Heidi completed Jenny Kendall's employee review. It went well. Morris spoke of the events Kendall has brought to BBBPRD2, including her successful Love Affair vendor event in February.
- Morris reported he attended a BBBPRD2 staff meeting. He informed the Commissioners that the district has reached a saturation point for helping at community events. It was discussed that currently we have no interns so the number of events we do is at its limit with the staff we have.
- Trail project update: Ted expressed his need for a good trail map from BP all the way to the Peace Arch. Sturgill said the City of Blaine may have one and he will follow up to find out. Moore suggested the Road Department may have one.
- Brown proposed BBBPRD2 purchase the vacant property at Lot F Drayton Harbor F Road, for a trail site. Listing price is \$139,000. **Motion** by Brown to put in an offer of \$95,000 along with no listing commission charged on the sale, for the property Lot F Drayton Harbor F Road, Blaine WA 98230, Tax ID: 400118253251. With a 90 day feasibility study, subject to appraisal and successful negotiation of additional easement for Kohn property. 2nd by Robertson. Passed unanimously.
The board empowered Billy to be the contact for this property purchase.
Jeff will sign the Purchase and Sale Agreement.
Carrington gave Robertson authorization to transfer \$2,000 to allocate toward earnest money. This amount was added to the current Claims Payment Request at the meeting and signed by the Commissioners Carrington, Robertson and Brown.
It was discussed that after the trail is made the remaining property can then be sold.
- Morris reported updates regarding the California Creek property and his trip to Olympia to present the grants. He reported we will be receiving a score.
Moore suggested a drone photographer to take video during high tide, with kayaks in the water to promote the property.

- Morris reported the grass on Blaine road around the BBBPRD2 sign was recently mowed.
- Morris invited the Commissioners to attend his retirement party at the Heron Center on Saturday, July 7 from 1 to 4pm.

Approval of bills & payroll – Motion by Robertson to accept Voucher #061218A for \$11,851.31 and #061218B for \$5,366.97 and payroll #PRJUN18 in the amount of \$9,184.00. 2nd by Carrington. Approved unanimously.

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

Next regular meeting: July 10, 2018 – Blaine Senior Center, 5:30 PM

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

PRESENT

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

EXCUSED

Richard Sturgill, Commissioner

GUESTS: None

CALL TO ORDER: 5:38 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: The treasurers reports from Whatcom County had not been received by meeting time. Robertson reported the following balances held by Whatcom County: Building Fund: \$87,492.05, Reserve Fund: \$363,936.66 and the General Fund: \$135,649.88 for a total of \$587,078.59. (Reports received 7/16/18 and current balances are reflected.) Umpqua Bank balance: \$688.64

NEW BUSINESS:

1. Programs & Office Report -

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

- i. Doors - The deposit has been sent to NW Doors and received. The doors have been ordered and David will call to schedule.
- ii. Binders - Holmes to make a digital version of the binders in WORD format, will start in the fall.
- iii. Additional Building - Nothing new at this time.
- iv. Staff / Board Retreat - No updates.
- v. Umpqua Bank - Overdraft Protection. Can't add overdraft protection because it is a public funds account. What we do have in place is if there are insufficient funds in the account, the card will be declined for a purchase at an atm, debit card machine or online transaction.
- vi. Pickleball Courts and The Northern Light - Have sent pictures and information about the new courts to the paper. Not sure when or if they will use it, but it has been passed along to the editor. Photo was published in the July 5 issue.
- vii. Scholarship Form - Have started a page within our website for the form. I am sure tweaks can be made as to wording, any suggestions would be appreciated. Here is the link: <http://bbbparkandrec.org/scholarships/>. Holmes will organize information to send to the paper.

b. Volunteer Appreciation Follow Up - Carrington will check with Birch Bay Village on upcoming available dates.

2. Ballfield update - The County has approved the mowing and provided the outline of the property that can be mowed. The Board has asked to get quotes for cost of the mowing. Brown and Morris to review permit as to what can be mowed. **Motion** by Carrington to mow the

proposed field based on the permit and the lowest bid submitted. 2nd by Robertson. Passed unanimously.

3. **Time Cards, Meals** – Discussion was held about the current method for lunch breaks taken by the staff. The Meals and Rest Periods Administrative Policy was reviewed by the Board. The Board decided to allow staff to waive the half hour unpaid lunch break if they are attending to business. The Board wanted to make sure that staff members are taking their required breaks as allowed by the law. Holmes will also prepare a meal waiver for the employees to sign. The Board discussed the current procedure for how time sheets are filled out. The Commissioners want to make sure that the time cards are being checked by the program manager and being accurately reflective of the staff's start and stop time. Staff will now put actual time they arrive and leave on the sheets. Program Manager will sign each time sheet at the end of the payroll period and initial on the sheet each week as a checks and balance. Concerns were expressed about staff banking extra hours to use for comp time and how that is being recorded. Holmes will research the proper procedure and rules for hours worked over 8 a day and 40 a week so a proper procedure can be determined.
4. **Drayton Harbor Road Property Update** – Brown reported he has spoken to Jay Irwin, a land consultant, about the property they are considering purchasing along Drayton Harbor Road. It has also been suggested that we obtain an attorney to look at the easement and deed history of the property. **Motion** by Carrington to initiate a counter offer of \$120,000 and release funds for feasibility study, legal fees, wetland study and other cost that may arise. 2nd by Moore. Passed unanimously.

Brown also added that power and water are now available at the Birch Bay Beach property.

DIRECTOR'S REPORT – Morris said they are finalizing the paperwork for the grants submitted to RCO for the California Creek property. He said that Whatcom Land Trust has been instrumental in assisting in the grant preparation. Morris will be presenting the grants in August for the Grant Evaluation Meeting in Olympia.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #071018A for \$5,221.77 and #071018B for \$12,649.22 and payroll #PRJUL18 in the amount of \$8,129.50. 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 6:56 pm. **Motion** by Carrington, 2nd by Brown. Approved unanimously.

Next regular meeting: August 14, 2018 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ August 14, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Richard Sturgill, Commissioner
Billy Brown, Commissioner
Sheli Moore, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Joshua Davies, Activity Coordinator
Leila Humphrey, Activity Coordinator

GUESTS: None

CALL TO ORDER: 5:34 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$87,630.79, Reserve Fund: \$364,398.47 and the General Fund: \$114,763.11 for a total of \$566,792.37. Umpqua Bank balance: \$1,582.78

Questions were brought up about the procedure for the warrants. Moore asked about the difference of when the DRAFT bills are sent out prior to the meeting, as there are blank amounts in the form. Holmes explained that there are bills that haven't been received prior to the meeting and once bills arrive, the claims warrant is updated. The Board signs the final claims warrant at the meeting. That original is sent to the County Finance Department. No new bills are added to that claim form once the Commissioners sign off of the form at the meeting. Any new bills that come in after that date, are entered to be paid for the following month. The signed claims warrants forms will now be scanned in and forwarded to the District's Treasurer after the meeting. Moore asked more questions about purchases from the Umpqua Bank Petty Cash Account to which Holmes provided the information.

Questions were asked about a separate Puget Sound Energy bill for the \$700 charge. Holmes said that was for the installation of power to the Birch Bay Beach Park. The District will pay for the installation, however moving forward, the Birch Bay Chamber will pay for monthly power use and the bills or account should be moved into the name of the Birch Bay Chamber.

NEW BUSINESS:

1. Programs & Office Report -

- a. **Task List** - the Board discussed ongoing tasks and the status of each task.
 - i. Doors - Doors to be installed on Thursday, August 16. County Parks has been notified and will be out that day to install the locks.
 - ii. Binders - Holmes to make a digital version of the binders in WORD format, will start in the fall.
 - iii. Additional Building - Nothing new at this time.
 - iv. Staff / Board Retreat - No updates. Holmes to contact Dave Wilbrecht in September.
 - v. New Request - Move tires away from the building, concerns for a fire hazard.

- b. **Activity Center Closure** – Holmes told the Board that staff feels the Activity Center should be closed on Monday, September 3, for Labor Day. Staff will be working the Discovery Days event both Saturday and Sunday of Labor Day weekend and Monday, Labor Day, in the past has been a slow day for participation. Holmes will announce on flyers, website and Facebook.
 - c. **Volunteer Appreciation Follow Up** – No date has been set for a gathering. Discussion was held about ways to recognize the many volunteers and businesses that contribute to the District’s events and overall operation. Suggestions included plaques for businesses, certificates, food vouchers, and t-shirts for the volunteers. Holmes was asked to research the cost of letters, plaques, and t-shirts to provide at the September meeting. It will be determined later whether a recognition party will be held and where.
 - d. **Silver Sneakers FLEX Program** - Holmes told the Board that the District has been approved to accept the Silver Sneakers insurance. The District will be reimbursed up to \$3 per class per person up to \$50 a month for participation. She also informed them there is training that needs to be completed by instructors and that the District will need to sign a contract with the organization. Many of the current classes offered already qualify for the insurance coverage.
2. **Bus Proposal** – Holmes presented an opportunity for the District to purchase a 2008 Chevrolet School Bus from Bob Boule at Smuggler’s Inn for the price of \$5,000. Holmes provided a sheet on the specs of the bus, photos and insurance costs. The Board asked how we would intend to use the Bus. Joshua Davies spoke on how it would be an asset to bring students from school to the Activity Center for the after-school program as transportation is an issue for parents. The bus could also be used for field trips for both adults and children throughout the year. It was also asked if there was an income stream that could be affiliated with the bus to help cover the yearly cost to run it. The Board directed staff to take the bus to Axton Motors in Ferndale for an assessment. It was also suggested that we find out what cost would be to paint and put our logo on the vehicle as it would be a great way to advertise. A report will be presented at the next meeting.
3. **Ballfield update** – The fields on both the east and west side of Gemini Street have been mowed as allowed by the permit issued by the Natural Resource Department. There is no expiration date on the mowing. Brown will follow up with Katrina Jackson, so she can continue her investigation of the wetland study. The Board would like to see an additional mowing of the west side of the Gemini Street to cut the grass down even lower. **Motion** by Brown to mow the west side of the field on Gemini Street. 2nd by Moore. Passed Unanimously. Holmes to ask for quote from North County. Brown to ascertain a quote from Peetoom Construction as well.
4. **Meal Waiver** – Holmes provided a draft meal break waiver request for staff to sign. This example form was provided by the MRSC and is in accordance with the WA State Labor and Industries policy. The form will be provided to staff, so they understand that they have the right to a 30-minute unpaid meal period if they work 5 hours or more in a shift. **Motion** by Robertson to accept the meal waiver request as presented. 2nd by Brown. Passed unanimously.
5. **OT & Comp Time** – Holmes discussed with the Board the laws regarding overtime pay and compensation pay. If a staff member works more than 40 hours a week, then OT kicks in at time and a half. The Board would like to see how often in the past year more than 40 hours per week has occurred. This may warrant an additional staff member to be hired or increase hours to current part-time staff members to help keep overtime costs down.
6. **Drayton Harbor Road Property Update** – Brown reported that an extension on the feasibility study and a potential closing date for purchasing the property on Drayton Harbor Road has been extended into September. Members of the trail committee have met with other neighbors near the proposed trail between Lincoln Road and Drayton Harbor Road regarding options for land easements. Brown said he has met with some opposition from property owners about the potential trail.
7. **Use of Tables and Chairs for Community Functions** – The Board discussed the current policy or procedure of how the community can access use of the District owned tables and chairs.

Holmes said that anyone who rents the gym has access to the tables and chairs at the \$25 an hour rate. She said that the Water's Edge Church who rents the gym every Sunday from 9 – 12 uses them on a regular basis for their service. Rental forms are used for the gym rentals as well as for rental requests for tables and chairs. It was asked if any community organizations use them, Holmes said the tables and chairs have been offered free to the Blaine and Birch Bay Chambers for special events as well as the Drayton Harbor Music Festival. Occasionally a request from the BP Heron Center Renter will ask to rent additional tables and chairs for a function or a request from a community member. There is a charge of \$1 per table and/or chair if rented from a private citizen, along with a \$100 damage deposit.

8. Trail Update for Blaine-Birch Bay Non-Motorized Trail

- a. **Blaine Connection, Peace Portal Drive and Clark Street, Marine Drive** – Sturgill spoke about the current bike paths in Blaine and lack of road markings. He said some communities paint their paths or crossings in green paint. He also expressed concerns about the Peace Portal Drive path and the parallel parking in Blaine and how this affects the safety of the bike traffic. The Board felt reaching out to the City of Blaine about these concerns would be appropriate.

DIRECTOR'S REPORT – Morris continues to work the Whatcom Land Trust (WLT) on the upcoming grant proposal for the California Creek Property. Final touches are being made to the PowerPoint presentation for the August 21 presentation in Olympia. He said he is having a hard time getting quality maps of that area. He asked the Board if they would consider compensating him for lodging for the night prior to the presentation as he has a morning appointment. The Board agreed to reimburse Morris for lodging. Morris informed the Board that the current property owner adjacent to the WLT property on California Creek has approached the WLT about purchasing her property. This is the property that has the shared sewer system. Currently the WLT is having that property appraised and is considering the purchase. Morris said it might be good to consider other partners involved in the purchase of the property.

Old Business – Sturgill spoke of the great success of the Splash Days event that was held in Blaine over the past two weeks. He said he counted at least 150 participants. There were vendors selling ice cream and hot dogs for the participants.

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #081418A for \$6,498.01 and #081418B for \$2,153.24 and payroll #PRAUG18 in the amount of \$9,697.94. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:28 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: September 11, 2018 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ September 11, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer

Richard Sturgill, Commissioner
Billy Brown, Commissioner
Sheli Moore, Commissioner

Ted Morris, Director
Heidi Holmes, Program Manager

GUESTS: Dave Wilbrecht

CALL TO ORDER: 5:40 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$87,630.79, Reserve Fund: \$364,398.47 and the General Fund: \$100,767.24 for a total of \$552,796.50. Umpqua Bank balance: \$1,187.76.

The Board talked about ways that the money that sits in our accounts with the County could somehow be invested or have interest earned. Currently, the Whatcom County Treasurer's office offers an investment pool and the District currently uses this opportunity to earn interest. Commissioner Moore will contact the Treasurer's office and look further into the investment pool program.

NEW BUSINESS:

1. Programs & Office Report -

- a. **Task List** - the Board discussed ongoing tasks and the status of each task.
 - i. Staff / Board Retreat - Dave Wilbrecht, former City of Blaine City Manager, attended the meeting and spoke about what he could do to help facilitate a retreat and what the Board feels is most important to address.
 - ii. Doors - Doors were installed Thursday, August 16. Holmes said they need to be painted and has a recommendation from NW Door as to what paint to use and best method of painting them.
 - iii. Binders - Holmes to make a digital version of the binders in WORD format, will start in the fall.
 - iv. Additional Building - Nothing new at this time.
 - v. Tires - The tires that were next to the building have been moved away from the building. Arrangements to be made to dispose of additional tires that aren't being used for District events.
- b. **Consideration to Replace Floor at Pavilion, Partner with City?** - Holmes asked the Board to consider working with the City of Blaine to replace the flooring that is in the Pavilion. It was suggested that she contact the other stakeholders in the Pavilion to find out the weaknesses in the floor and why it can't be used for certain programs. The Board feels it isn't the District's responsibility to pay to replace the floor.
- c. **Pickleball Boot Camp**
 - i. **Matt Goebel, \$500 sponsorship**- Holmes told the Board about a proposed pickleball boot camp at the Activity Center in February. BBBPRD2 would be a sponsor of the event that would bring in a professional player and instructor to work with a maximum of eight attendees. The group organizing the event would

also like to bring in an additional instructor, who has local ties to the Bellingham community and is a decorated champion player. The group has asked if the District would like to help sponsor that player by donating \$500. After much discussion, the Board felt the event organizers should find an alternative way to pay the second instructor but is willing to offer the space.

- d. **Volunteer Appreciation Follow Up** – Holmes spoke to the Board about costs to provide t-shirts to volunteers. Sturgill mentioned another local company that he has used that can also do shirts.
- e. **Alderson Road Cleanup, Saturday, October 6, 9:00 am.** Holmes invited the Board to participate in the fall road cleanup date.
2. **Bus Proposal** – The Board looked over the vehicle inspection report given by Alley Auto of Blaine regarding the 2008 Chevrolet School bus the District is considering purchasing. The Board asked for a second inspection to be done. Also, discussion was held about how the program would work to pick up students at the school and drive them to the gym. The Board felt those details can be worked on at a later date, but it was more important to make a decision on the purchase. **Motion** by Robertson to purchase the bus up to \$5,000 pursuant to further vetting and authorize up to \$300 for an additional inspection. 2nd by Brown. Passed unanimously.
3. **Opportunity Council WorkFirst Employment Program** – Holmes presented the program to the Board and asked if they would consider participating in the program which would provide a paid employee to the district. This program is designed to help individuals who are receiving state or federal financial assistance to increase their work experiences and skills. In the meantime, the District will have an opportunity to have a staff member to assist in day to day activities such as the childcare during the fitness classes, help greet and register class participants, assist with the outside events and activities as well as cleaning and organizing duties. The Board gave approval for Holmes to move forward with it.
4. **Ballfields and Mowing** – Holmes said she has received one quote to do a second mow on the westside field along Gemini Street. She is waiting to hear back from another bidder. Commissioner Brown will contact Katrina Jackson and finish up with the wetland study. Director Morris will let the office know later this month whether to have the field mowed again this year.
5. **Community Program Support**
 - a. **DRAFT CPS Application & Suggested Changes to Community Program Support Request Policy** – The Board reviewed the drafted application and changes to the 2015 Community Program Support Request Resolution. Some minor wording changes were made to the draft application and a date change of November 30 to December 31 was made to the Resolution. Once those changes have been made, Holmes will email the Board the updated paperwork and bring to the October meeting for final approval.
6. **Drayton Harbor Road Property Update** – Brown advised that progress on the purchase of the property is being made, they are waiting for the legal description to be written and given to the attorney. An extension for the closing has been given. Brown and Holmes to work on getting a check available for the closing once that date has been set.

DIRECTOR'S REPORT – Morris said he recently presented the grant proposals for developing the California Creek property for RCO consideration and the District's scored quite well in the process. He reported on the Water Access grant the District scored 6 out of 16, and for the ALEA grant, scored 7 out of 15. In March the final determinations and financial amounts will be announced.

Old Business – N/A

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #091118A for \$6,184.53 and #091118B for \$20,392.14 and payroll #PRSEP18 in the amount of \$7,392.65. 2nd by Brown. Approved unanimously.

ADJOURNMENT: 7:30 pm. **Motion** by Sturgill, 2nd by Brown. Approved unanimously.

Next regular meeting: October 9 – Birch Bay Chamber of Commerce Visitors Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ October 9, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Ted Morris, Director
Heidi Holmes, Program Manager

Richard Sturgill, Commissioner
Billy Brown, Commissioner
Sheli Moore, Commissioner

GUESTS: N/A

CALL TO ORDER: 5:30 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$84,983.17, Reserve Fund: \$366,183.00 and the General Fund: \$78,336.01 for a total of \$529,502.18. Umpqua Bank balance: \$1,448.49

Commissioner Moore reported that she spoke with the Whatcom County Treasurer's office about investment options for the District. The only option available is the one currently in place. She said that the District would have to have over a million dollars in new funding in order to use a different type of investment program.

NEW BUSINESS:

1. Programs & Office Report –

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

- i. Staff / Board Retreat – Have supplied Dave Wilbrecht with Board contact information. An email was received late on the afternoon from Wilbrecht that he is happy to help out with a retreat and is going to be contacting each Board member about areas the Board would like to address. Each Board member should have received the email.
- ii. Binders – Holmes has started to work on a digital version of the binders in PDF format. Want to collect all the books at the November meeting so we can update all Commissioners binders. Holmes said at this time she is going to put everything in a PDF format as the District has the Adobe Acrobat Pro software that allows editing of PDF files and that scanned files can be easily converted to PDF as well as WORD documents.
- iii. Additional Building – Nothing new at this time.
- iv. Pavilion Floor Follow-up – Moore inquired about the status of contacting the parties involved in the complaints about the floor at the Pavilion. Holmes said she hasn't reached out to the parties involved as of yet. Morris said he will contact Alex Wenger from the City. Sturgill told the Board about the newest member of Blaine's Public Works staff who is very pro parks minded.
- v. Pickleball Boot Camp - Moore also asked how the Pickleball Boot Camp was coming? Holmes reported that they are proceeding with it as funding was made available to support the second instructor.

b. Volunteer Appreciation Follow Up – Holmes provided the Board with a list of volunteers and businesses staff would like to recognize for their volunteer contributions at events or activities sponsored by the District. The Board suggested a date of January 12, 2019 for the

event. Sturgill to inquire from the County Parks about the use of the building at the Semiahmoo Parkway. Holmes to prepare a budget of costs for the event. Once the date is set, invitations to be sent to all the volunteers and businesses requesting an RSVP.

- 2. Property Acquisition Signing Authority** – The Whatcom Title Company (WTC) is requesting the Board appoint a Commissioner to signing authority for the upcoming closing on the Drayton Harbor Road property. A resolution was drafted using an example provided by the WTC. The resolution authorized Jeff Carrington to sign any paperwork regarding the Lot F, Drayton Harbor Road, which is referenced in the purchase and sales agreement dated June 15, 2018 transaction. **Motion** by Sturgill to accept Property Acquisition Signing Authority Resolution 2018-03 as presented, 2nd by Brown. Passed unanimously.
- 3. Bus Proposal** – Morris told the Board he had a chance to test drive the Bus and to meet with the current owner, Bob Boule. Morris said he feels the bus needs an alignment, but other than that feels it is a solid vehicle and a good opportunity for the District. He addressed some concerns about how the after-school kids pick up would work but feels the concerns can all be worked out. After further discussion, the Board agreed to purchase the bus, citing the original motion to purchase and vote to approve the purchase in the September 2018 Board meeting.
- 4. WTA Bus Grant** – The Board heard about a grant opportunity that the Whatcom Transportation Authority currently is offering. WTA is going to give away three retired buses to nonprofit, government organizations. The Board felt the District should apply. Holmes and Morris to work on grant application.
- 5. Ballfields and Mowing Update** - Brown made arrangements with Katrina Jackson to finish up the wetland study prior to the end of October. He said a surveyor will be necessary and will contact Jeremy DeMeyer of Northwest Surveying & GPS, in Lynden. **Motion** by Carrington to move forward on the wetland study of the ballpark. 2nd by Sturgill. Approved unanimously.
- 6. Community Program Support**– The Board reviewed the drafted resolution, Community Program Support Request Policy Resolution 2018-02, with the new changes. The Board approved and signed the updated resolution.
- 7. Drayton Harbor Road Property Update** – Brown reported an easement was signed and notarized giving the District rights to put a trail connecting Drayton Harbor Road and the new property. He reported that the closing date for the Lot F land along Drayton Harbor Road is set for October 19.

DIRECTOR'S REPORT – Morris told the Board that an opportunity has been presented to the Whatcom Land Trust (WLT) to purchase a property adjacent to the California Creek Property. WLT is currently negotiating with the owner on a possible offer. They are looking for partners again to assist with the purchase. The Board discussed the benefits of owning this property as it will increase the size of the proposed park. The Commissioners agreed to support the property acquisition, similar to the California Creek agreement with WLT. Morris also mentioned a summit that Whatcom Parks Foundation is organizing for groups and individuals who are working on trail projects.

Old Business – N/A

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #100918A for \$5,316.05 and #100918B for \$915.29, #100918C for \$118,621.33, #100918D for \$5,000.00 and payroll #PROCT18 in the amount of \$8,763.94. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:52 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously.

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ November 13, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Ted Morris, Director
Heidi Holmes, Program Manager

Richard Sturgill, Commissioner
Billy Brown, Commissioner
Sheli Moore, Commissioner

GUESTS: Michael Jones, City Manager, City of Blaine; Kristina Pollard, YMCA

CALL TO ORDER: 5:33 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$96,395.62, Reserve Fund: \$280,642.61 and the General Fund: \$145,518.95 for a total of \$522,557.18. Umpqua Bank balance: \$1,350.42

NEW BUSINESS:

1. Programs & Office Report -

SilverSneakers Update – Holmes updated the board on the status of the SilverSneakers insurance program. Classes are scheduled, both at the Activity Center and the Blaine Pavilion, and the District will start the week of November 19 accepting the insurance. Discussion was held about ways to market the classes, such as reaching out to other senior centers in the area. Holmes said the information has been published on the website, Facebook and an ad is scheduled with The Northern Light newspaper that will go out the first of December in the Senior Section.

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

- i. Staff / Board Retreat – Have supplied Dave Wilbrecht with Board contact information. Dave still needs to make contact with a few Board members. Heidi will follow up this week with Dave per his request.
- ii. Binders – Want to collect all the books at the November meeting so we can update all Commissioners binders.
- iii. Additional Building – The topic of the necessity for more space at the Birch Bay Activity Center for offices, storage and class space was revisited. One option discussed was investigating the cost to put a service elevator in the gym leading to the storage upstairs. The grounds on the west side of the gym may be wetland problematic. The Board talked about maybe putting a building on the northside, relocating the admin offices there as well as relocating them to the California Creek property. The option of talking to Camp Horizon again was brought up about using their vacant building during the off season. Holmes will research room size for fitness rooms and cost to put in an elevator.

b. Partnership with YMCA – The Whatcom County YMCA is interested in running programs, especially children's programs, at the Birch Bay Activity Center. The programming and instructors will be the responsibility of the Y, the District will be the facilitator. It was determined that more information was needed, and a meeting will be set up with Carrington, Morris and the staff director from the YMCA. The Board shared concerns as to

whether this will strengthen our presence in the community or take away from the growth?

- c. **Staff Evaluations** – The Board was given the opportunity to review the yearly staff evaluations for Joshua Davies and Raina Lenton.
- d. **Volunteer Appreciation Follow Up** – Holmes told the Board the County Parks Building on Semiahmoo Parkway has been reserved for the event. The event will be held on Saturday, January 12 from 11 – 2. Holmes to prepare slideshow of photos from District events. Further discussion held on what to serve for food and the possibility of moving the event to the Birch Bay Village club house.

- 2. Resolution for 2019 Increase in Regular Property Tax** – The Board was asked to consider signing a resolution that would ask the Department of Revenue to increase the budget dollar amount legally allowed by law for the 2019 tax year by either the 1% or 2.169%, whichever is lower, from the highest lawful levy since 1985. Holmes said the office of the County Assessor will notify the District of what amount they can legally increase it by. Commissioners signed the Ordinance / Resolution No. 2018-03, RCW84.55.120.
- 3. Paid Leave Act 2019** – The Board was informed about the new WA State Paid Family & Medical Leave act. Since the District employs less than 50 people, the District is not bound to pay the employer portion of the tax, but that employees must contribute. The tax will come out of the pay checks automatically. Holmes assumed the County Finance will do this and the reporting as they currently oversee the Social Security, Unemployment and Worker’s Comp taxes. Holmes will confirm with County Finance. After discussion of should the District also contribute towards the tax, a **Motion** by Moore was made to have the District pay the employer portion of the Paid Family Leave Act. 2nd by Sturgill. Passed unanimously.
- 4. Bus – Maintenance Safety Usage Plan** – Holmes suggested to the Board that a protocol be established for routine maintenance checks be conducted on the newly purchased bus. It was also discussed that a full inspection be done immediately, and the Board approved up to \$3,000 to be set aside for any repairs necessary to make the bus safe. Staff to work on a “pre-use” checklist as well. Holmes will also get quotes on painting the bus.
- 5. Enclosed Utility Trailer** – Carrington proposed to the Board the opportunity to purchase a 32-foot enclosed Cargo Trailer. This trailer could be used at community events, fundraisers, or to act as a mobile facility for community information. The trailer has shelves and cupboards and a small separate area with a built-in bench and table. A partnership with the Birch Bay Chamber and the Healthy Youth Coalition could be formed to help cover the yearly expenses as well as some of the initial costs. The trailer is available to purchase for \$8,000. The thought was to have the District pay \$4,000 and the chamber and youth collation kick in the other 4,000. Yearly expenses such as insurance, operational gas, oil and other maintenance costs were estimated at \$1,356 per year. Holmes told the Board she envisions the trailer to be used at many of the outside events such as Wings Over Water, Holiday Lights Dash, Pirate Daze, as well as the Chamber events. Certain concerns were raised about the unit, such as who is going to monitor the rental and usage of it, would it overburden staff, insurance concerns, how it would be transported, and who could drive it and set it up. Holmes was asked to follow up on the insurance concerns and forward to the Board members, as well as what employee costs were involved as far as moving the unit and who could drive it. The Board will consider the options and decide at the December meeting. No action taken.
- 6. Ballfields and Mowing Update** – Brown said Katrina Jackson has completed her study and is waiting for the results of the survey in order to finalize the report. The surveyors, Northwest Surveying & GPS are out of town presently, so that has not been completed.
- 7. Drayton Harbor Road Property Update** – Brown reported the paperwork has been drawn and an offer of \$1,500 to the property owners for a 20-foot easement was made. This is the Randie/Xuan property that will connect Drayton Harbor Road to the property the District is

purchasing along Lot F. Friday, November 16 has been set for the signing. Holmes to have a check available to pay the owners.

DIRECTOR'S REPORT – Morris updated the Board regarding the property adjacent to the California Creek Property. Whatcom Land Trust has entered into an agreement with the owner, Elizabeth Settles, and is now trying to secure financing. WLT is still looking for potentially \$40,000 to \$50,000 to assist with the down payment. The District could possibly apply for a loan. Holmes is inquiring on the legalities of that with MRSC. Morris reported that an environmental study is being done on the property. Morris said he is still working with the Whatcom Parks Foundation to hold a Trail Summit this coming February.

Old Business – N/A

Approval of bills & payroll – **Motion** by Sturgill to accept Voucher #111318A for \$6,442.27 and #111318B for \$1,500.00, and payroll #PRNOV18 in the amount of \$9,188.68. 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 7:51 pm. **Motion** by Carrington, 2nd by Sturgill. Approved unanimously.

Next regular meeting: December 11 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ December 11, 2018

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Ted Morris, Director
Heidi Holmes, Program Manager

Richard Sturgill, Commissioner
Billy Brown, Commissioner
Sheli Moore, Commissioner

GUESTS: Michael Jones, City Manager, City of Blaine; Kristina Pollard, YMCA

CALL TO ORDER: 5:32 pm

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson reported the following balances held by Whatcom County: Building Fund: \$97,941.42, Reserve Fund: \$284,303.98 and the General Fund: \$143,643.03 for a total of \$525,888.43. Umpqua Bank balance: \$3,314.95

NEW BUSINESS:

1. **Updates from the City of Blaine** – Michael Jones, the recently appointed City Manager for the City of Blaine, met with the Board to see if they had any questions for him in his new role. He also wanted to bring to the Board's attention that the City Council is considering adopting a multi-family development tax exemption for a certain residential area of Blaine. Jones said the city hopes to increase more affordable housing units in Blaine and stimulate downtown redevelopment. If this is adopted in Blaine, the District would be affected by new development tax exemptions for either an 8- or 12-year period, and will only apply to residential improvements within a certain zone of downtown Blaine. Jones also told the Board about the possibility of the Blaine Skate Park being moved in order to allow for new development in that area of Blaine. Suggested sites are either at Marine Park or Lincoln Park.
2. **Partnership with YMCA** – Kristina Pollard from the Whatcom YMCA talked to the Board about how a partnership with the District and the Y would work to bring children's structured programs to the Birch Bay Activity Center and future outdoor fields. The classes are mini camps, usually 4 weeks. She said there are currently 411 family units within the Blaine, Birch Bay and Custer communities who already are YMCA monthly full membership or YMCA program members who just participate in programs only. She provided a handout of how the program works. She said the Y will be responsible for signups and money intake. If the occasional call comes into the District, they will be referred to the Y. Holmes told the Board that Kristina has volunteered to run some programs for the District and they have had great response for the 4 – 5 pm Thursday time slot. Holmes said they have tried adult programming during that time, and the attendance was low. It was asked if staff could monitor about how much staff time is involved and to see who locally participates versus a Y member from another community. **Motion** by Brown to give the YMCA a trial period of two 4-week period mini sessions. 2nd by Robertson. Passed unanimously.
3. **Programs & Office Report** –
 - a. **Task List** – the Board discussed ongoing tasks and the status of each task.
 - i. Staff / Board Retreat – Holmes said she recently met with Dave Wilbrecht about his meetings with the Board members. At this time, she said she is considering a different direction instead of a retreat, more focused on how to better manage the current workload and needs of the District. She asked the Board to table the

discussion until she has had time to prepare a new proposal of how the Board can approach the needs.

- ii. Binders – Binders still need to be collected from several Board members.
 - iii. Additional Building – Holmes said she has contacted several companies that install elevators to look at the potential of installing an elevator but has not heard back from them. She was able to get some figures on room size for fitness centers and will continue to work on building ideas.
- b. **SilverSneakers Update** – Holmes told the Board they are now fully equipped to accept both SilverSneakers and Silver&Fit insurances and people have started to respond to it. The Silver&Fit insurance will cover Pickleball play and there has been excitement from current players about that.
 - c. **Volunteer Appreciation Follow Up** – The Board continued conversation about the Volunteer Appreciation Dinner. It was decided to have the event on January 12, 11 – 2 pm at the Whatcom County Parks Cannery Lodge at Semiahmoo Parkway. Food needs and supplies were discussed. **Motion** by Robertson to approve a budget of \$1,200 for food and supplies for the Volunteer Appreciation Event. 2nd by Moore. Passed unanimously.
 - d. **Staff Raises** – The Board discussed raises for employees Raina Lenton and Josh Davies. **Motion** by Sturgill to increase the pay for Raina Lenton by \$1.50 an hour and Josh Davies by \$1.00 an hour, effective the current pay period starting December 12. 2nd by Brown. Passed unanimously.
4. **Easement Approval – Updated Tacoma Addition** – Morris said the updated easement has been prepared for the trail on the Randie Nilsen and Nguyen Hong Xuan property but needs Board approval. **Motion** by Robertson to accept and approve the easement. 2nd by Moore. Passed unanimously.
 5. **Utility Trailer Follow-up** – The Board continued conversation about the purchase of the 32’ Utility Trailer. Carrington told the Board about the insurance information he ascertained from Joe Davis at Enduris and the recommendations. Several professional truck drivers have stated they would be happy to move the trailer when needed for free. Those volunteering are Meridian Towing in Blaine; Jeff Schamel; Mike Peetom; and Brian Gilbert. Any driver whose vehicle is used to tow the truck must show proof of insurance of at least \$1,000,000 and sign the Hold Harmless Form. The District will have the legal agreement drafted. The Board will put the trailer in the District’s name. A letter was received by the Birch Bay Chamber President Mike Peetom of their intent to contribute \$2,000 towards the purchase. Jesse Creydt of the Healthy Youth Coalition has committed \$2,000 towards the purchase. **Motion** by Brown to purchase the 32’ Utility Trailer for \$4,000 to be owned by the Park District. 2nd by Robertson. Passed unanimously.
 6. **Ballfield, Wetland Study** – Brown said he is still waiting on the surveyors, but he has been in touch with them and they will be looking after that very soon. Brown said they are not charging the District for this service.
 7. **Drayton Harbor Road Property** - Brown reported that as soon as the easement for the property adjacent to Drayton Harbor Road is signed, the property acquisition will be completed. Moore presented to the Board an updated map of the area for the proposed trail to be used for planning or at presentations, etc.

DIRECTOR’S REPORT – Morris talked about the maintenance report on the bus provided by Service Pro. There were some concerns about the turbo booster, but Morris said that is not something that needs to be fixed immediately or cause safety concerns. The bus still needs to get a front-end alignment and tires rotated and that will be done by Les Schwab.

Morris said the Whatcom Land Trust (WLT) has taken out a loan and will be closing on the Settles property on Drayton Harbor Road that is adjacent to the previously purchased California Creek

Property. He is still not sure how much money WLT will be asking from the District to assist with related costs.

Old Business – N/A

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #121118A for \$6,735.61 and #121118B for \$1,514.00, and payroll #PRDEC18 in the amount of \$7,971.46. 2nd by Brown. Approved unanimously.

ADJOURNMENT: 7:39 pm. **Motion** by Brown, 2nd by Moore. Approved unanimously.

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