

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

**MINUTES ~ January 8, 2019**

**PRESENT**

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

Billy Brown, Commissioner  
Sheli Moore, Commissioner

**ABSENT:** Ted Morris, Director

**GUESTS:** Jesse Creydt, Healthy Youth Coalition; Jason Polverari, Cub Scouts Pack 4025; Chief Allen Schubert, Blaine Police Department; Max Shelton, Blaine Barracuda Wrestling Club

**CALL TO ORDER:** 5:38 pm

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

**PUBLIC COMMENT:** N/A

**TREASURER'S REPORT:** Robertson reported the Whatcom County financial statements had not been received by meeting time. Building Fund: N/A, Reserve Fund: N/A and the General Fund: N/A for a total of N/A. Umpqua Bank balance: N/A.

**NEW BUSINESS:**

- 1. Community Program Support Requests** – Max Shelton, coach for the Blaine Barracuda Wrestling Club, presented to the Board the new Barracuda Wrestling Club Singlets that were purchased from funding from the District in 2018. He reported currently they have about 45 kids on the team, ages ranging from kindergarten to grade 6. The club was able to offer 5 scholarships to local youth to assist with the enrollment fees. It was suggested that maybe the Barracuda's could use the District bus for transportation to attend tournaments.

The Following Groups presented requests for Community Program Support:

- a. Healthy Youth Coalition – Blue Beat Recreation** Jesse Creydt introduced the Blaine Police Chief, Allen Schubert, and they both spoke about the new program they would like to introduce in the Blaine Community. The Blue Beat program is designed for middle school age kids to ride bikes after school with local police officers. The program hopes to break down barriers between school age youth and law enforcement officers, get the kids to be more civic minded. The program is looking for \$3,000 to help purchase bicycles, water bottle holders, locks, bike rack, first aid kits and more. Creydt said Target is also interested in helping out by offering bicycles at a reasonable cost. Schubert outlined some of the highlights of how the program will work and the projected launch would be May of 2019. The program will reach out to kids who can't afford bikes on their own but will welcome kids who have their own bikes to participate as well.
- b. Birch Bay Chamber of Commerce** – Billy Brown spoke about the \$20,000 request from the Birch Bay Chamber to continue support of the summer recreation programs sponsored by the Chamber. He said the cost of the programs is rising and the Chamber has combined some of the programs to help defer costs.
- c. Whatcom Conservation District – Run with the Chums** – Unfortunately due to program conflicts, Aneka Sweeney was unable to attend the meeting to present the support request. Holmes outlined the request for the \$4,000 to help pay for costs related to the 7<sup>th</sup> Annual Run with the Chums 5k Fun Run and Walk. Money used for the event will help cover costs such as Materials and supplies, advertising, and refreshments. The Board would like to see

the District more as a partner in the event especially if they are funding half of the budget for the event.

- d. **Cub Scouts Pack 4025** – Jason Polverari addressed the Board about the request for funding of \$4,000 to assist the local cub scout program to continue to provide scholarships for dues and activities for children who struggle financially. The funds also help provide money for uniforms, patches, camping outings, and other materials required for earning badges. Polverari said currently there are about 45 kids enrolled in the program. He said the Scout's focus right now is to retain the amount of kids already involved and get more participation in outdoor events. Polverari said there has been an increase in adult involvement and the scouts are now accepting girls into the program with the focus on bringing families together.

## 2. Programs & Office Report –

- a. **Task List** – the Board tabled the discussion on the task list until next meeting.

- Staff / Board Retreat – nothing new to report.
- Binders – Digital file is complete, books are being updated.
- Additional Building – nothing new to report.

- b. **Volunteer Appreciation Follow Up** – Holmes updated the Board on the plans for the event. Invitations have been mailed to many volunteers. Shirts have been ordered and have arrived.

3. **Utility Trailer Follow-up** – Holmes told the Board the trailer purchase transaction has been completed and the insurance is in place. The Hold Harmless contract needs to be finalized.
4. **Ballfield, Wetland Study** – Brown said the surveyors still have not been out to the park, but they continue to assure him they will be there soon.
5. **Drayton Harbor Road Property** - Brown reported the sale has been completed and all the easements have been recorded.
6. **Whatcom Land Trust Purchase** – The Board discussed the option to assist the Land Trust with financial help to complete the purchase of the property adjacent to the 4656 Drayton Harbor property. Holmes told the Board that the chances are good that the original \$40,000 invested will be paid back to the District through the grant money requested from RCO. **Motion** by Sturgill to authorize the District to contribute up to \$50,000 to assist Whatcom Land Trust with the purchase of the property at 4677 Drayton Harbor Road. 2<sup>nd</sup> by Moore. Passed unanimously.

**DIRECTOR'S REPORT** – Morris was unable to attend the meeting, therefore no report.

**Old Business** – N/A

**Approval of bills & payroll** – **Motion** by Robertson to accept Voucher #010819A for \$8,583.92 and #121118B for \$1,514.00, and payroll #PRDEC18 in the amount of \$7,971.46. 2<sup>nd</sup> by Moore. Approved unanimously.

**ADJOURNMENT:** 7:16 pm. **Motion** by Robertson, 2<sup>nd</sup> by Sturgill Approved unanimously.

**Special Meeting: 2019 Budget Meeting:** Tuesday, January 29, 2019 – Blaine Senior Center, 5:30 PM

**Next regular meeting:** February 12, 2019 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2  
**MINUTES ~ January 29, 2019 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 reported the following balances held by Whatcom County: Building Fund: \$98,187.84; Reserve Fund: \$277,126.07 and the General Fund: \$137,004.14 for a total of \$512,318.05 Umpqua Bank balance: \$664.18. Robertson provided the Board with the 2019 actual budget worksheet.

**WORKSHOP BUSINESS:**

1. **2019 Budget Sheets** – The Board went through the 2019 Budget worksheet and 2018 year-end figures line by line for the operating expenses.

Suggested changes were as follows:

- a. **Estimated Cash Flow of Programming** - The board decided to go with \$62,000 versus the \$72,000 suggested.
- b. **Office Expense** – based upon spending in 2018 and needs for 2019, the Board increased the budget line from \$9,000 to \$9,500 and added an additional line for Office Equipment, such as a printer for \$1,000.
- c. **Utilities** – Line item for Cascade Natural Gas was adjusted to reflect \$3,500.
- d. **Payroll** – Line item for Employee Lenton was changed from \$24,720 to \$13,500. The original estimate was double what Lenton's hours should reflect. Employee Humphrey was adjusted from \$2,600 to \$2,880.
- e. **Advertising** - The Board discussed the upcoming expense of adding District logos to the bus and the trailer. Considerations made for that expense were split into a separate line item of \$5,000. The Board talked about hiring a professional to help create videos of our programming, events, trails etc. to use on website and social media. An extra line item of \$2,000 was created specifically for that purpose. The advertising budget for regular advertising such as newspaper, printing, clothing, etc. was set for \$8,000
- f. **Insurance** – Line item was split out to reflect insurance for vehicles at \$2,800 while the base insurance for liability etc. was set at \$5,700.
- g. **Elections** – Due to three Commissioner terms ending in 2019, \$6,800 was added to the Budget to pay for election costs.
- h. **Conference / Training / Dues** – This line item was reduced from the suggested \$2,000 to \$1,500.

- i. **Maintenance & Supplies** - Due to the addition of the bus and the trailer, new line times were added to reflect the cost to those. Building Maintenance and Supplies was set to \$5,500, Vehicle Maintenance and supplies, \$800 and vehicle fuel and oil, \$1,600.
- j. **Recreation Programs** – The Board also broke out the Recreation program into a new line item. To keep track of the instructor pay, a line item was set for \$50,000 to pay instructors, and added program support and sundry items at \$5,000.

**Motion** by Robertson, 2<sup>nd</sup> by Brown to adopt the 2019 Budget as discussed and agreed upon. Passed unanimously.

**2. Community Program Support** – After setting the operational budget, the Board looked at the Program Support Requests for 2019. The following requests were discussed:

- a. **Whatcom Conservation District** - \$4,000 request to help with the 2019 Run with the Chums Event. **Motion** by Robertson, 2<sup>nd</sup> by Sturgill. Passed Unanimously.
- 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. **Motion** by Moore, 2<sup>nd</sup> by Robertson. Passed Unanimously.
- c. **Blaine Barracudas Wrestling** –\$5,650 requests to continue to help Blaine/Birch Bay Youth participate in the wrestling program by providing money for scholarships, uniforms, supplies and tournament entry fees. **Motion** by Sturgill, 2<sup>nd</sup> by Moore. Passed Unanimously.
- 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. **Motion** by Moore, 2<sup>nd</sup> by Robertson. Passed Unanimously with the understanding that the Cub Scouts submit the financial paperwork of how the 2018 funds were spent per the conditions of terms of grant.
- e. **Healthy Youth Coalition / Blue Beat Bike Program** –\$3,000 was requested to help start up a new program in Blaine to purchase bikes and supplies for local youth to ride with the Blaine Police Department after school. **Motion** by Moore, 2<sup>nd</sup> by Robertson. Passed Unanimously.

**ADJOURNMENT:** 7:11 pm.

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

**MINUTES ~ February 12, 2019**

**Due to Inclement weather, the February 12, 2019 meeting was cancelled. The next regular meeting was held March 12, 2019.**