

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. 2nd 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 7th 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. 2nd 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. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 7:16 pm. **Motion** by Robertson, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ March 12, 2019

PRESENT

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

Billy Brown, Commissioner
Sheli Moore, Commissioner
Heidi Holmes, Program Manager

Ted Morris, Director

GUESTS: Gabe Epperson, Whatcom Land Trust; Doralee Booth, Friends of Birch Bay State Park (FOBBSP)

CALL TO ORDER: 5:34 pm

APPROVAL OF MINUTES: **Motion** to accept the January minutes with the mentioned amendments and the Budget Meeting minutes by Moore. 2nd 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: \$98,233.76 Reserve Fund: \$278,067.66 and the General Fund: \$82,674.56 for a total of \$458,975.98. Treasurer Robertson wanted to point out that the Budget Line for Legal / Accounting Services was overbudget by \$913.70. The Board discussed that when the line item was set it was unknown about the outstanding legal fees incurred at Roger Ellingson's office. The Board said there may be more legal fees in the coming year with the development of the Drayton Harbor Road Properties and trails as well as others. Chairman Carrington talked about transitioning over to QuickBooks Financial Software for daily and monthly bookkeeping duties. Moore and Holmes will start looking into setting that up with Robertson to oversee monthly reports. A written manual outlining the data entry procedures will be drafted.

Umpqua Bank balance: \$1,576.83

NEW BUSINESS:

- 1. Whatcom Land Trust** – Gabe Epperson presented to the Board information about the December 2018 land acquisition of 4677 Drayton Harbor Road which is adjacent to the previous property purchased in 2017. Epperson updated the Board on current progress on the first property purchased. The two sheds have been torn down and new trees planted by NSEA. Epperson reported on the status of the two grants that were applied for through RCO to pay for the acquisition of the property and improvements. The final amounts of the grants will depend on the 2019 Budget set by State Legislature this spring. Money would be available in September. The Whatcom Land Trust is looking for a Memorandum of Understanding that the BBBPRD2 will contribute \$50,000 towards the second property that was purchased. All properties are to be turned over to the Park District upon completion of the projects. More grants will be applied for in the next grant period for further development of the properties. The MOU was signed by Chairman Carrington on behalf of the Board of Commissioners. It was also requested to record a mortgage lien on both properties to protect the District. Brown to work with WLT to secure those.
- 2. Programs & Office Report** –
 - a. Task List**

- Staff / Board Retreat –Tabled until 2019. Maybe start to work on looking at our Master Plan, SWOT analysis, etc versus a retreat, especially as we look into our 2019 Community Program Support requests and District needs.
 - Additional Building – Holmes is currently researching options, such as elevators, building additions. Nothing new to report. The topic of the elevator was brought up, maybe remodeling the upstairs into classrooms or office.
- b. **Resignation of Jenny Kendall \ Vendor Fair?** **Motion** by Sturgill, 2nd by Robertson to move into Executive Session. At 6:51, the Board entered into Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session adjourned at 7:12 pm. **Motion** by Brown, 2nd by Sturgill. The resignation of Kendall was accepted by the Board, the Vendor Fair Coordination will be transferred to current staff.
 - c. **New District APP for Androids** – Holmes told the Board an app, BBBPRD2, was developed for smart phones for the District that will help relay important class info, cancellations, news, etc for people to download free through Google Play Store and the Apple Store. Currently the app is available on the Google Play Store, but awaiting approval from Apple to move forward to have it available through the Apple Store. Holmes will forward the link to the Board once it is approved by Apple.
 - d. **Bus & Trailer Advertising** - Further discussion on how to put advertising on the bus and trailer. A budget of \$5,000 had been approved. Holmes to get designs drawn up. It was decided to leave the bus color red for the time being. Holmes to get a more precise quote to remove the vinyl wrap from the utility trailer.
 - e. **Fan Fest Parade** – Doralee Booth who is in charge of organizing the Discover Days / NW Fan Fest Parade on Saturday, August 17, wanted some feedback from the Board about staging the parade at Bay Horizon Park.
3. **Community Program Support, FOBBSP** – Doralee Booth presented a request for funding to purchase and install signage, benches and a bike rack by the new children’s playground at Birch Bay State Park. FOBBSP is asking for \$1,000 and are also looking to partner with BP and FOBBSP on this project that has a total cost of \$2,500. Board will make a final decision at the April meeting on the funding.
 4. **Bookkeeping & Treasurers Reporting** – See Treasurer’s Report for notes.
 5. **Agreement for Use of the Trailer** – Holmes said she has sent several requests to the Law Office of Roger Ellingson to review a draft contract for use of the Bus and the Trailer. She still has not received a reply. Morris to contact to follow up.
 6. **Request for Use of Bus** – Discussion was held about the use of District bus by other agencies. **Motion** by Sturgill to charge \$75 per day, and to refuel the bus upon return to the District. 2nd by Moore. Passed Unanimously.
 - a. **Wings Over Water Program** – Holmes said the bus will be used during the Wings Over Water Festival on Saturday, March 16 for two field trips. One locally to Semiahmoo Spit and the second one to Lake Terrell. Both trips the bus will be operated by Activity Coordinator Josh Davies.

- b. Use of Bus by Camp Horizon** – Holmes told the Board Lion’s Camp Horizon has requested to use the bus on a couple of occasions in July and August for transportation to the Birch Bay Waterslides and Lake Sammish outings during their adventure camps.

DIRECTOR’S REPORT – No formal report was given.

Old Business – Moore informed the Board about meeting with Brown, Roland Middleton and Jon Hutchings, WC Public Works Director about the proposed trail route. The group examined the section of Harborview Road between Birch Bay - Lynden Road and Birch Bay Drive that is scheduled to have improvements made this summer. It was suggested that the sidewalk on the west side of the road would be extended into an enhanced shoulder to the top of the hill. Sidewalks would cross Morgan Dr. and Harborview Rd. to the north of Lynden – Birch Bay Rd. She also said the County experts feels it would be a safer route, due to the depth of the ditches on Harborview Rd, if the trail turns east on Anderson Road, from Harborview and winds its way through the Glendale Drive Neighborhood over to Lincoln Road to where the proposed trail easements to Drayton Harbor Road begin. The County experts also noted the ROW on Drayton Harbor Rd is quite narrow on the easements we will need to cross to get to our park. They also mentioned the possibility of being able to cantilever a pedestrian bridge over the California Creek Bridge. We drove them to the site on Dearborn Ave. where the route was obstructed and shared our concern about keeping the trail off Blaine Road for as long as possible.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #031219A for \$7,306.57 and #031219B for \$54,350.00 and payroll #PRMAR19 in the amount of \$7,424.18. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:27 pm. **Motion** by Sturgill, 2nd by Carrington. Approved unanimously.

Next regular meeting: April 9, 2019 – Birch Bay Chamber of Commerce, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ April 9, 2019

PRESENT

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

EXCUSED:

Richard Sturgill, Commissioner
Jeff Carrington, Commissioner, Chairman

GUESTS: Kelsey Green, Boys & Girls Club, Blaine Clubhouse; Kim Grams, COO, Boys & Girls Club of Whatcom County; Jesse Creydt, Healthy Youth Coalition; Tony Clark, Whatcom YMCA; Kristina Pollard, Whatcom YMCA.

CALL TO ORDER: 5:34 pm

APPROVAL OF MINUTES: **Motion** to accept the March minutes by Brown, 2nd by Robertson. Passed unanimously. **Motion** by Robertson to accept the January corrected minutes. 2nd by Brown. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson and Moore reported the following balances held by the County: Building Fund: \$49,882.47 Reserve Fund: \$278,067.66 and the General Fund: \$78,420.73 for a total of \$406,370.86. Umpqua Bank balance: \$2,521.79.

NEW BUSINESS:

- 1. Boys & Girls Club, Blaine – Request to Fund Volleyball System.** Kim Grams, Chief Operating Officer for the Boys & Girls Club of Whatcom County, and Kelsey Green, Club Director at Blaine Clubhouse, presented to the board a request for \$6,000 to purchase a portable volleyball system and equipment for the Blaine Club House. The system would be used and housed at the Blaine Pavilion. Grams said the club wants to introduce the members to volleyball as it is a confidence builder for youth and there is participation growth in the county for volleyball. Green shared a story of a club member who made the school team but needed more practice. With the purchase of the equipment, club members could have more time to practice as well as a structured program. Concerns about the current pavilion floor were discussed and the inability to slide along the floor. Grams said the new program could serve about 40 kids, ages 8 to 12 years of age. The District could also use the equipment if they wanted to do more family type volleyball games or activities when the Boys and Girls Club wasn't using it.
- 2. YMCA Program Follow Up with Tony Clark & Kristina Pollard** – Pollard reported on the success of the recent YMCA sponsored mini-series soccer and gymnastic activities held at the Birch Bay Activity Center this winter. During the soccer series for ages 4 – 6-years, there were 15 participants, all were Blaine-Birch Bay residents. The Y provided \$170 in scholarships to these families. During the 4-week gymnastic series, for ages 4 – 9-years, 21 students participated, which 20 were from the Blaine-Birch Bay community and one from Ferndale. \$231 in scholarships were utilized for gymnastics. Holmes reported there were no challenges in hosting the activities and very little District staff involvement. Parents were given a "Try a Class Free" coupon and some of them showed interest in attending programs offered by the District. There were many new faces to the gym who had not participated in District programs. Holmes said she would like to continue with other Y based programs during that Thursday time slot from 4 – 5 pm. Holmes will work with Pollard to see what is available to offer in the spring.
- 3. Update on Blue Beat Program** - Jesse Creydt updated the Board on the status of the newly formed Blue Beat Bicycle program where local youth, ages 11 – 14, will ride bicycles after school

with members of the Blaine Police Department. Creydt said that Acting Chief Ryan King, Blaine City Manager, Michael Jones and Blaine City Council are all behind the program as well as the Blaine School District Resource Officer. A new budget was presented to the Board as to how the \$3,000 funding will be used. Creydt said that approximately 80 bicycles have been donated to the program, some will need to be fixed up, others are in good shape, but they have people helping with that. Creydt said that the North Whatcom Fire Rescue wanted to help out by donating helmets. The program will kick off on Wednesday, May 1 at 4 pm with a Bike Rally at the Blaine High School Football Field parking lot. The program will continue for six Wednesdays after school and will change hours in the summertime. Creydt also said a grant request for \$1,000 was submitted to the City of Blaine to purchase a Bike Maintenance Station that has air pumps and tools for people to fix minor bicycle troubles.

4. **Follow Up on Community Program Request by FOBBSP** – The Board recapped the request from Doralee Booth and the Friends of Birch Bay State Park to help fund \$1,000 for signage, bike rack and benches for the playground at the park. **Motion** by Brown to accept the proposal by Doralee Booth and FOBBSP for \$1,000 assistance for a bike rack, signage and benches. 2nd by Robertson. Passed unanimously.
5. **Programs & Office Report** –
 - a. **Task List**
 - Staff / Board Retreat –Tabled until 2019. It was suggested the Board revisit the current Master Plan to see if there are any needs in the community or for the District that need to be discussed for future plans.
 - Additional Building – Holmes is currently researching options, such as elevators and building additions. A local elevator company from Arlington, WA was contacted but before a complete quote can be given, floor plans and general contractor plans need to be submitted. Holmes said on an average the cost to install a commercial elevator for one floor is around \$50,000. The Board discussed other options for buildings at Bay Horizon Park and addressed the concerns about the stairs leading up to the second floor of the gym which currently is used for storage. Holmes said the District might want to consider storage needs for when the ballfields are built.
 - b. **Update on Staff Search / Summer Position.** Holmes told the Board that applications are now being accepted for the Activity Coordinator position. She has seen several qualified applicants. Holmes also noted that part-time Activity Coordinator Leila Humphrey will be stepping back from her summertime duties and Holmes hopes to find a person to fill in those hours as well. It was suggested maybe checking with WWU to see if a paid internship might work for that. Morris said he has contacted past employee Jenny Kendall about an exit interview.
 - c. **Bus & Trailer Advertising** – Holmes is waiting for a quote from Justin at Upper Left Coast Wraps as to cost to wrap the trailer and logos for the Bus. The Board asked if staff could remove the vinyl wrap that is currently on the trailer. Holmes said she has read DIY articles on how to remove the wrap and it can be done with a heat gun. Staff will see about removing the wrap. Design suggestions were discussed of using real photos from the Blaine-Birch Bay communities, such as the Marine Park Playground and sunsets of Birch Bay.
6. **Agreement for Use of the Trailer / Bus Legal Documents** – An email from Attorney Roger Ellingson was shared with the Board about the concerns of renting the bus and trailer. He recommends the District not rent out the bus or trailer. However, if rented it is advised to have the District’s insurer cover the trailer and bus. The District staff or representative should

supervise the vehicle during it's use. It was also recommended any use be in writing and background checks conducted on the drivers. Holmes said currently she has renewed record backgrounds on herself and Josh Davies as both currently drive the bus. Board members expressed concerns about driver training for drivers. Holmes will continue to research bus driver trainings, CDL costs, or the cost to have a Chauffeur or Limo Driver's License.

7. **2019 Commissioner Position Openings** – Holmes reminded the Board that three of the Commissioners, Jeff Carrington, Richard Sturgill and Doug Robertson, have terms that expire on December 31, 2019. Should they want to run again for re-election, they will need to do so the week of May 13 – 17 with the Whatcom County Auditor's Office. Robertson announced he will not seek re-election. Holmes said the information is posted on the District's website and she will make sure The Northern Light makes an announcement of the position openings.
8. **Ballfields** – The Board looked at the proposed ballfield drawing prepared by staff as to how they see the baseball and multipurpose fields laid out along Gemini Street, north of the playground. After discussion, it was suggested to add diagonal parking along the west side of Gemini Street. An updated copy to be completed. Wetland Specialist, Katrina Jackson, will present this drawing to the County in the initial meeting.
9. **Trails** – Board members received a copy of the schematic map for the surveyors of the Drayton Harbor Property. The trail committee members present from the Board planned the course of the proposed trail and will visit the property to mark the trail with stakes and paint.

DIRECTOR'S REPORT – Morris talked about the California Creek properties and concerns about having a lien placed on the property should there be any reason the original agreement with Whatcom Land Trust is negated. Brown says he has initiated conversation with Attorney Roger Ellingson about the procedure for placing a lien against the properties. Morris reported that the Washington Budget process is going very well and the chances the District is awarded the requested grant money to start developing the California Creek property is very good. He has received positive communication from both Representatives Luanne Van Werven and Sharon Shewmake about the budget.

Old Business – None

Approval of bills & payroll – **Motion** by Brown to accept Voucher #040919A for \$5,826.48 #040919B for \$940.00, #040919C for \$3,000, and payroll #PRAPR19 in the amount of \$6,961.17. 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 8:03 pm. **Motion** by Brown, 2nd by Robertson. Approved unanimously.

Next regular meeting: May 14, 2019 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ May 14, 2019

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Billy Brown, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner

Heidi Holmes, Program Manager
Heather Johnson, Activity Coordinator
Ted Morris, Director

GUESTS: Dana Meyer-Smith, Blaine Youth Girls Basketball

CALL TO ORDER: 5:32 pm

APPROVAL OF MINUTES: **Motion** to accept the April minutes by Moore, 2nd by Robertson. Passed with 4 Yays, Sturgill abstained.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson and Moore reported the following balances held by the County: Building Fund: \$58,718.27 Reserve Fund: \$312,185.31 and the General Fund: \$132,548.76 for a total of \$503,452.34. Umpqua Bank balance: \$1,889.10.

Moore spoke to the Board about the use of the QuickBooks program for bookkeeping purposes. Inventory figures will be added to the file along with current assets.

NEW BUSINESS:

- 1. Request for Community Support – Blaine Youth Girls Basketball – Dana Meyer-Smith –** On behalf of the girls AAU Basketball program, Smith presented to the board a proposal for \$5,000 to help initially fund the girls K – 8 ages basketball program. Smith talked about the low enrollment for girls in the high school sports program and feels that if the girls had the opportunity to learn the skills necessary at younger ages, the high school program would benefit from that. Not only will the girls learn basketball skills, the program will help build teamwork, friendships, leadership opportunities and commitment. The goal is to sponsor a tournament in November 2019 at the Blaine School District for girls from surrounding communities. The money will be used towards league fees, tournament fees, marketing, equipment, etc. Smith said the organization is also seeking funding from other agencies and hopes to be self sufficient in the future by doing fundraisers and tournaments. Carrington told Smith about the scholarship opportunities through the Healthy Youth Coalition for families who may not have the funds for enrollment or equipment. The topic of gym time for practice was also discussed. The Birch Bay Activity Center may be able to accommodate for that in the coming year. The Board will look over the information and decide at the June meeting.
- 2. Programs & Office Report –**
 - a. Introduce New Staff –** Holmes introduced Heather Johnson to the Board as the new Activity Coordinator. Holmes also told the Board that Laura Marshall has accepted the part-time position recently vacated by Leila Humphrey and will be available for special events, staff substitution and other small tasks as needed.
 - b. Task List**
 - Staff / Board Retreat –Tabled until later in 2019. Holmes explained she has not had the time to dedicate to this currently but hopes to revisit it once the summer programming slows down.

- **Additional Building** – Nothing new to report on this topic. Holmes said with the other projects such as trails and ballfields in the forefront, she doesn't have anything new to add to this.
 - c. **Bus Driver Training.** Holmes told the Board she researched a couple of different companies that offer on-line bus safety training and the costs involved. The Board felt the training should be done locally if possible and to inquire if someone from the Blaine School District would be willing to train if they were paid. Holmes said she was able to download a manual that referred to safety around operating a 15-seat passenger van. Staff will review that in the meantime. It was recommended that staff initial each page acknowledging they read and understand the material. It was suggested a driver's time log be noted each time the bus was used. Holmes will investigate getting a First Aid Kit and Road Safety Kits (in case of breakdowns) for the bus.
 - d. **Bus & Trailer Advertising** – Holmes discussed the quote from Upper Left Coast Wraps. She said Davies has gotten 70% of the old vinyl wrap off the utility trailer. The Board felt we should keep it simple and go with the logos of each entity involved and maybe Facebook, website addresses and phone numbers. Holmes to come up with a draft to present to the Board next meeting.
3. **Follow Up on Community Program Request by the Boys and Girls Club for Volleyball Equipment** – The Board recapped the request from the Blaine Boys and Girls Club for volleyball equipment for the Pavilion. Moore said the quality of the equipment they have proposed is great, but concerns were raised over the current floor situation. A **motion** was made by Moore to grant the request for \$5,000 toward a purchase of the Volleyball System. 2nd by Sturgill. More discussion about the floor took place and the Board felt until the floor was replaced, it wasn't worth spending the money for the system. Moore withdrew the motion. Holmes will notify the Boys and Girls Club about the decision and see if we can get the Club on the same position about replacing the floor.
4. **Ballfields at Bay Horizon Park** – Consulting Services of Ali Taysi - The Board looked at the proposal from Taysi to assist in the initial planning and feasibility consulting of the ballfield project and to help prepare permits including the pre-app process with Whatcom County. Taysi projected the cost to be between \$1,000 and \$1,500 to complete. Morris suggested he could help with the pre-app process to save money on the fees. After discussion on whether to spend the money for the expertise of Taysi, **Motion** by Carrington to accept the bid of Ali Taysi to assist the process of the development of the ballfields at Bay Horizon Park. 2nd by Brown. Passed unanimously. Brown will contact Taysi of the decision.
5. **Trails** – Clean Up Work Party, June 2. Moore updated the Board on the scheduled work party to clean an area of the recently purchased Drayton Harbor Road property. Volunteers are needed and will meet at 9:00 am at the California Creek property.

DIRECTOR'S REPORT – Morris suggested to the Board that if an attorney's advice was needed for District business to run it by Morris first. The District has spent a significant amount of money this year on legal fees. Morris said he recently attended a forum with the North Sound Transportation Alliance on active transportation needs in a five-county area north of Seattle. The summit topics were about trail priorities and transportation needs. Morris also told the Board about the California Creek projects that received grant funding in this year's state budget. Since the grants did not receive complete full funding, Morris talked about Whatcom Land Trust's strategy to use the funds to pay off the two properties in the first phase pending approval from RCO. A second phase of funding for development will be sought in the 2020 grant process.

Old Business – None

Approval of bills & payroll – **Motion** by Sturgill to accept Voucher #051419A for \$6,196.58 and #051419B for \$2,183.50, and payroll #PRMAY19 in the amount of \$9,087.08. 2nd by Robertson. Approved unanimously.

ADJOURNMENT: 7:59 pm. **Motion** by Sturgill, 2nd by Robertson. Approved unanimously.

Next regular meeting: June 11, 2019 – Birch Bay Chamber Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ June 11, 2019

PRESENT

Jeff Carrington, Commissioner, Chairman
Doug Robertson, Commissioner, Treasurer
Billy Brown, Commissioner
Sheli Moore, Commissioner
Richard Sturgill, Commissioner

Heidi Holmes, Program Manager
Ted Morris, Director

GUESTS: Gabe Epperson, Whatcom Land Trust; Oliver Lazenby, The Northern Light Newspaper; Steve Hrutfiord; Blaine and Kathy McDevitt, Birch Bay

CALL TO ORDER: 5:32 pm

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

PUBLIC COMMENT: Oliver Lazenby introduced himself to the Board as a reporter for The Northern Light newspaper. He said staff reporters wanted to make an effort to attend public Board meetings. Kathy McDevitt introduced herself to the Board as a member of the Ferndale Lions Club. She was inquiring about the process of getting scholarships for campers to attend Lion's Camp Horizon for disabled adults in Birch Bay that may not be able to afford the weeklong camp. Holmes explained the process for the Community Program Support process and will assist McDevitt for the 2020 budget season as it is too late for the 2019 season.

TREASURER'S REPORT: Robertson reported the treasurer's reports were unavailable for meeting time. Robertson reported he had the figures for the General Fund: \$158,213.61. Holmes to update the figures when the reports arrive from the Treasurer's Office. Holmes reports following balances held by the County: Building Fund: \$64,356.39 and the Reserve Fund: \$330,969.42 for a total of \$553,539.42 Umpqua Bank balance: \$2,737.04. Moore reported that she had a different reconciled figure for the Umpqua Balance, \$1,012.35.

Moore presented to the Board 2019 Balance Sheet and Profit Loss Reports from data she has entered into the QuickBooks program. She said these reports will eventually replace the current excel spreadsheet version.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- Staff / Board Retreat – Nothing new to report on this topic.
- Additional Building – Nothing new to report on this topic.

b. Facebook Stats. Holmes told the Board staff has decided to include with the Activity Reports a statistic report from Facebook as to how much interaction Facebook page posts and boosts have with the page followers.

c. Follow Up to Bus Driver Special Training - Holmes reported that she and staff member Josh Davies met with JoAnne Banks, a retired school bus driver from the Lynden School District to learn about School Bus Safety. Banks discussed the procedures of what to inspect prior to driving the bus and safety measures during bus trips. She also provided a copy of the WA State DOL Commercial Driver's Manual that has two chapters specific to transporting children on School Buses and transporting of general public on regular buses. Holmes also told the Board that a log has been started on bus trips as well as to when

County Council asking to support access to funds from Conservation Futures to help offset the property cost. This will include a summation of what the park will have and include drone photos of the lot.

8. **Trails** – The June 2nd Clean Up Work Party was very successful. With approximately 27 volunteers, 1960 lbs. of trash was removed from the Drayton Harbor Road Property where the proposed trail will be located. Ecology blocks and a cable to be installed to block access to the property in the meantime.

DIRECTOR'S REPORT – Morris will work on a construction timeline for the proposed trail and has a trail designer, Russ Pfeiffer-Hoyt, who is willing to design a trail from Lincoln Road to Drayton Harbor Road. A wetland study needs to be conducted and then survey the County. Morris said permits will be needed prior to any construction.

Morris said that Luke Ridnour had reached out to him concerning replacing the floor at the Pavilion. Unfortunately, the call had to be cut short, but Ridnour sounded interested in assisting with the project. It was suggested that a determination be made of the square footage involved and what would be the best flooring to use.

Old Business – None

Approval of bills & payroll – **Motion** by Sturgill to accept Voucher #061119A for \$6,696.45 and #061119B for \$2,862.58, and payroll #PRJUN19 in the amount of \$8,757.53. 2nd by Brown. Approved unanimously.

ADJOURNMENT: 6:56 pm. **Motion** by Sturgill, 2nd by Moore. Approved unanimously. Meeting then entered into an executive session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Next regular meeting: July 9, 2019 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ July 09, 2019

PRESENT

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

Heather Johnson, Activity Coordinator

EXCUSED

Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:35 PM

APPROVAL OF MINUTES: **Motion** to accept the June minutes by Robertson, 2nd by Moore with the correction of the \$100 balance difference to the Umpqua Bank Account balance. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Robertson and Moore reported the following balances held by the County: Building Fund: \$64,568.81 Reserve Fund: \$331,677.26 and the General Fund: \$145,362.99 for a total of \$541,609.06. Umpqua Bank balance: \$5.59.

Moore updated the Board that the new Quickbooks file has been completed through June 2019 and is now in the hands of Holmes for her to start adding the sales items. She provided the Board with the new report formats, balance sheet, profit / loss, budget and cash flow. It was suggested that bar charts could be generated from these reports. Holmes to provide a copy of the income per class report as well.

NEW BUSINESS:

7. Programs & Office Report -

a. Task List

- Staff / Board Retreat – Nothing new to report on this topic.
- Additional Building – Nothing new to report on this topic.

b. Follow Up to Bus Driver Special Training – Holmes presented to the Board a letter written by Jo-Anne Banks, retired school bus driver for the Lynden School District from 1986 – 2017. Banks rode along with Josh Davies on Monday, June 24 at approx. 1:45 pm to Bellingham with passengers to observe Davies handling of the bus. This letter will be filed in Davies personnel file and filed in the office as well.

c. Bus & Trailer Advertising – Holmes presented to the Commissioners the final design from Upper Left Coast Wraps for the Utility Trailer. The final cost of the project was \$2,472.93. A deposit of \$1,200.00 was requested prior to the work being done. The deposit was made and work will start the week of July 15.

d. Pirate Daze – Heather Johnson spoke to the Board about the upcoming Pirate Daze event and the search to replace one of the pirate groups that used to participate. There is a concern the group wants to bring weapons and teach kids how to throw them. It has been since determined that the props are wood, not metal as originally thought. The group does have it's own insurance and has been a part of other Viking related events around the state. It was requested by the Board that we get proof of insurance from the group prior to the event and that the area where the demonstrations will be performed is well marked and all safety issues have been addressed. The Board gave its support for the group to participate.

- e. **Field Trips** – Johnson spoke to the Board about the recent adult field trip to Point Roberts and the desire to do more. She referenced the Federal Way Parks and Recreation Departments field trips and provided examples to the Board of what trips they take. It was brought up to maybe partner with the Blaine Senior Center. Johnson could make reference to the trips with special additions to our website and adding testimonials, both written and verbal. Another suggested field trip could be fishing, bird watching, or photography. The question was asked about the potential of the bus having a mechanical breakdown on the road and are we prepared? Holmes to look into a Roadside Assistance Package for the District, also maybe to purchase a hydraulic jack, wrenches and tools to change a tire if need be. There was discussion on a maintenance program and mileage logs for the bus.
 - f. **Dan Lang, DLS Media Services for Media** – Holmes introduced the services of Dan Lang. Lang is currently on the committee for the FantFest NW event and does video services, drone footage and promotional material to use on websites, Facebook and othe social media. Lang is currently doing work for the Birch Bay Waterslides and is willing to create promo material at a cost for the District. He hadn't at this time quoted an exact cost. The Board also mentioned another local person who does drone footage and video that staff could reach out to. The topic of using District funds to help captivate video for the trail project was also discussed.
 - g. **Score Board** – Holmes told the Board that a veteran of the Blaine Air Force Base, Rick Chinn, has shown an interest in refurbishing the old scoreboard that is in the gym. He has looked at the board and spent some time this weekend delving into the inner parts of the Board and has resurrected a controller for it. He has made a determination that some of the parts work but that he is concerned to bring it back up to full operation may become too costly, especially because of the age of the board. He has made an offer to the District to purchase a brand new scoreboard and donate it to the Activity Center. The cost to the district would be for installation costs. He was unable to provide an exact outline of those costs except for the fact that a scissor lift would be necessary. Chinn said he can do most of the work himself. It was asked if permits were necessary and would they have to hire an electrician. **Motion** by Carrington to accept the generous offer and to fund the installation of the scoreboard for a reasonable installation fee. 2nd by Brown. Passed unanimously.
- 8. Reader Board Followup**– A budget was outlined for the Board on labor and material cost of about \$108 to clean and paint the donated reader board. Holmes said she is still trying to get a cost of the letters but it was estimated of about \$400 dollars to purchase. She said she tried the letters that the Birch Bay Chamber uses for their board and that size works. The Board gave the go ahead to purchase the letters and to get the board in working condition.
- 9. Amazon Prime Account** – Currently staff uses Amazon to purchases many items from office supplies to recreation equipment. In order to get free shipping, they currently use a personal Prime Account. It was decided to have the District sign up for it's own Prime Account. It was also discussed about the CitiCard credit card and should we have Ted Morris' name removed and get it in the District alone. Holmes to research options.
- 10. Follow Up Ballfields at Bay Horizon Park** – The Board reviewed the Consulting Service Contract from Ali Taysi at AVT Planning. The Board discussed the \$1,500 fee for the first phase of services which would cover the pre-planning and pre-application meeting with the County. He also spelled out the other 2 phases, Additional Land Use and Building permits and prepared hourly wages, but was unable to give the exact cost of those services. Carrington signed the contract on behalf of the Board.
- 11. California Creek Property – Letter to Whatcom County Council re Whatcom Conservations Futures Funding** – A draft letter was presented to the Board asking the County to consider funding through the Whatcom Conservations Future Funding. The Board decided the letter needed work and have assigned that to Commissioner Sturgill. Tabled until next meeting. Holmes to send Sturgill the digital file to work with.

12. Trails – Reimburse Josh Peterson for Mileage for Garbage Disposal – It was discussed if the District should pay for the mileage or some other form of reimbursement to Peterson for his efforts to dispose of the trash from the June 1 trail clean up. The Board left it to staff discretion.

DIRECTOR'S REPORT – Morris was unavailable for the meeting, however he sent via email an update of what he has been working on:

- I flagged 900 feet of trail through lot F with Russ.
- Working with Luke on the Pavilion flooring. He helped put new flooring in the Lynden Christian school gym that he thinks will work well in the Pavilion. – Further conversation took place about replacing the floor. It was mentioned that Luke Ridnour wants to financially help out. A meeting is scheduled for Wednesday, July 17 at Blaine City Hall to discuss the issue further. Commissioner's Moore, Carrington, Sturgill would like to attend the meeting. It was suggested maybe letters from people who can't use the pavilion due to the floor. Holmes to provide Carrington with the rough draft of floor dimensions. During this conversation, it was mentioned about the complaints to Commissioner Carrington about the black mold on the Marine Park Play Structure and the audio features that no longer work. The Board felt since the District has invested a great deal of money into the structure that they would like to pay to get the structure powerwashed and new batteries purchased for the audio devices as soon as possible. **Motion** by Sturgill to move forward to spend up to \$1,000 to pressure wash and purchase batteries to replace the dead ones in the audio features on the Marine Park Playground structure. 2nd by Moore, passed unanimously. Sturgill to reach out to the City to advise of the Board's decision.
- Working on the re-design of the California Creek Estuary Park for RCO
- Set up a construction schedule for CCEP for RCO
- Toured the CCEP with our RCO liaison June 24th.
- Contacted all Whatcom County Council members by phone and email letting them know about our projects and specifically the extra property we added to the CCEP.

Old Business – None

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #070919A for \$7,351.17 and #070919B for \$5,983.16, and payroll #PRJUL19 in the amount of \$8,646.29. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 6:49 pm. **Motion** by Brown, 2nd by Carrington. Approved unanimously.

Next regular meeting: August 13, 2019 – Birch Bay Chamber of Commerce Visitor Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ August 13, 2019

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: Yvonne Lindquist, Birch Bay Chamber of Commerce Board Member

CALL TO ORDER: 5:36 PM

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

PUBLIC COMMENT: Yvonne Lindquist introduced herself and wanted to volunteer for the District as a bus driver for the 2019 Birch Bay Chamber Discover Days and FanFest event. Lindquist said she drove as a commercial bus driver for the City of Bellingham and the WTA. She spent 32 years as a driver as well as teaching bus driver training. Lindquist said she is available Friday – Sunday to operate the bus during the festivities on August 16 – 18, 2019.

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$64,644.91. Reserve Fund: \$331,920.94 and the General Fund: \$128,217.04 for a total of \$524,782.89 Umpqua Bank balance: \$1,115.04. Moore presented to the Board the new printed report format that will replace the spreadsheets provided by Robertson. All current financial data is now entered in the QuickBooks program and these reports will be made available to each Board member at the monthly meetings.

NEW BUSINESS:

1. Programs & Office Report –

a. Task List

- Staff / Board Retreat – Nothing new to report on this topic.
- Additional Building – Nothing new to report on this topic.

b. Trailer Advertising by Other Parties – It was brought to the attention of the Board that during the Birch Bay Chamber of Commerce Sandcastle / Rollback weekend event other businesses had displayed their banners or decals on the trailer. The Board agreed that only the District, Birch Bay Chamber of Commerce and the Healthy Youth Coalition will be able to utilize the trailer for advertising.

2. Board Meeting Times – A discussion was held about the current Board meeting time of 5:30 pm and if there was any objection to moving the meeting to an earlier time frame, especially during the winter months. The Board agreed to winter hours, October – March, with the meeting time to start at 5:00 pm. Holmes to update website of the new hour changes.

3. Bus for Discover Days / Fan Fest – Brown asked the Board for permission to use the bus to shuttle handicap people from the Sealinks Golf Course Parking Lot to the Community Beach Park during the festival. Brown said due to the amount of activity on the Beach Park property, there is

no room for Handicap parking. Brown said that Yvonne Lindquist is available and willing to volunteer to operate the bus for this purpose. The Chamber will provide gas money for the bus for this event. The Board agreed since the District is co-sponsoring the event, that this will be allowed and approved for Lindquist to drive the bus. Holmes told the Board she has checked with Enduris, who provides vehicle and liability insurance to the District, and the District's policy will cover a volunteer bus driver acting in the capacity of the District. Enduris sent recommendations on obtaining background checks to include driver history and a driver abstract on each volunteer who would be operating the bus. Carrington and Holmes will draft a policy and procedure for use of the bus for special events outside of normal District business.

4. **Review Lines of Authority and Structure of Park District** – The Board reviewed the RCW rules as to the Duties of the Commissioners elected to a special park district. Carrington said that in 2014 when the Director's volunteer position was implemented, specific duties and the role of the position were never finalized. In order to prevent confusion on what the volunteer position does it was suggested that a job description be drafted for the Board to approve. In order to clarify people's roles, it was recommended by the MRSC that the District also draw clear guidelines for all volunteer positions. The role of the committees within the Board was also discussed and what the parameters of these committees were. Carrington will draft some initial guidelines to present to the Commissioners for review.
5. **Follow Up on Ball Fields** – Holmes told the Board that the contract with Ali Taysi has been signed by both parties and that he is working on the pre-application package and it should be ready anytime now for Board review. Holmes said she sent a follow up email to his office inquiring of the process and if they had an invoice for the District. She had not heard back from them by meeting time.
6. **California Creek Property – Letter to Whatcom County Council re Whatcom Conservations Futures Funding** – A letter that had been drafted and approved by the Board was sent to the County Council requesting funding to use for California Creek properties. At the time of the meeting, there has been no response to the letter. It was determined to wait another week and if nothing was heard to reach out to the WCF staff. It was also suggested that we reach out to a County Council member to help advocate the request. Moore will follow up with this to find out the next best step. Morris told the Board that he has been working with RCO to update how the grant money will be spent on the California Creek development. Morris has spoken to an architect and also WRS about what costs to expect. He discussed the permits needed and appraisals. The Board recommended Ray Pelletti as the appraiser and Tom Follis as the appraisal reviewer. Morris mentioned that an archeology study will need to be done and Garth Baldwin was recommended for that. An updated map of the suggested use for the property was provided by Morris.
7. **Trails** – Moore told the Board about the presentation she made at the Whatcom County Public Works Committee Annual Meeting along with Eileen Kadesh, Chairman of the Whatcom County Bike / Pedestrian Advisory Committee. They presented a map and project overview. Concerns were addressed to Public Works about safe methods to cross the bridge at California Creek. Moore talked about the Bay to Bay International Trail project overview that was created by an intern for the County's Public Works Department.

DIRECTOR'S REPORT – Morris updated the Board on the California Creek project and other Trail matters. There was discussion how to block off the proposed trail area to keep the public off the property during the development process. The Board discussed the surveying and wetland study progress of the trail between Drayton Harbor Road and Lincoln Road. Morris invited the Board to attend a viewing of the California Creek Property along with Whatcom Land Trust and other local dignitaries and stakeholders on Thursday, August 15 at 12:30 pm.

Old Business –Moore asked about the status of the outstanding projects from the July meeting such as a travel insurance plan if the bus breaks down, the scoreboard and the reader board. Holmes said she has not found a roadside assistance plan that will cover the bus. AAA does not cover buses and the current vehicle insurance provider, Enduris, doesn't have one. She has not found one at this time. The Scoreboard for the gym has been ordered and will arrive sometime the week of August 12 – 16. Once it has arrived, she will make arrangements with Rick Chinn to install the board. The Reader Board is almost finished, it has been cleaned and one coat of fresh paint has been put on it. The letters were ordered from The Sign Post and have arrived and are ready to use.

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #081319 A for \$7,068.42 and #081319B for \$4,583.25, and payroll #PRAUG19 in the amount of \$10,694.71. 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 7:19 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: September 10, 2019 – Blaine Senior Center, 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ September 10, 2019

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: N/A

CALL TO ORDER: 4:01 PM

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$64,813.17. Reserve Fund: \$332,492.59 and the General Fund: \$112,296.23 for a total of \$509,601.99. Umpqua Bank balance: \$936.62. Carrington asked the Board to consider increasing the balance of the Umpqua petty cash account in case of unexpected expenditures and when there isn't time to get a check issued from the County. The current amount kept in the Umpqua account each month is about \$1,000 and some months the balance can get quite low. **Motion** by Sturgill to increase the balance to \$5,000.00 in the Umpqua Petty Cash account. 2nd by Moore. Passed unanimously.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Staff / Board Retreat** – Nothing new to report on this topic.
- **Additional Building** – Nothing new to report on this topic.
- **Draft a Procedure for Use of the District's Bus** – A draft policy for the District's bus was presented to the Board. The policy outlines vehicle operation and maintenance, what to do when mechanical failures arise, vehicle use, in case of an accident, personal use, and driver specifications. The Board was asked to review that document as well as the proposed daily bus inspection checklist. This will be further reviewed at the October meeting.
- **Community Partnerships** – Holmes to prepare a document to include funding with other entities showing the financial partnership.

b. Heidi Away - 9/25 - 9/30

- c. Bus Driver's License Records and DOL** – Holmes said an account has been established with WA Dept of Licensing and we can now run driver's record check and license checks online. She said staff record checks have been done to include herself, Joshua Davies and Heather Johnson along with Yvonne Lindquist who was driving for us during Birch Bay Discover Days / Fan Fest weekend. Any of the Commissioners that want to drive the bus will need to provide their driver's license and a record check can be performed. There is a fee to run a driver's record check but it is free to inquire about the status of a driver's license. This was recommended by the District's insurance carrier, Enduris.

d. Vancouver Field Trips

- Meal Reimbursement – The Board was asked about meal reimbursement on upcoming field trips, especially those trips which require crossing into Canada. Holmes said there is no plan in effect as to paying staff for meals when on field trips. Holmes will research what other Park and Recreation Districts do. The Board approved reimbursement for any international trips. Time duration of the field trip will also be a factor in meal reimbursement.

2. Review Lines of Authority and Structure of Park District Follow Up– A draft job description was presented to the Board for duties of a director. This draft came from San Juan Island Park and Recreation District and is a paid position. It was asked of the Board to review the duties and to give their input as to how these could be used for Director Morris’s role for BBBPRD2 or for future use if the District hires a director. The Board will follow up at the October meeting to finalize.

3. Follow Up on Ball Fields – The paperwork for the County Pre-App has been signed by Carrington and the check for \$824 has been sent to Ali Taysi to start the process. Carrington would like a face to face meeting with Taysi regarding the process. Members of the Ballfield committee are Carrington, Brown, Morris, Davies and Holmes.

4. Trails – Brown reported that the surveyor found some discrepancies with the west side property line on the recently acquired Drayton Harbor Road Site F property. Approximately 14 feet of property should be in the District’s property. The surveying company is looking into the matter and it should not be difficult to resolve. Brown reported the wetlands survey has also been completed, the next step is the surveying for the trail itself. Further discussion was held about putting up posts and chains to keep the four wheelers off the property.

5. California Creek Property –

- a. Relocation, Archeology and Surveying** – Morris brought to the attention of the Board that due to a DOT regulation, the District must assist in relocating the occupants of the 4677 Drayton Harbor Road property. Morris researched companies that assist in this type of service and presented the costs and services to the Commissioners for review. Morris said the funding for this can come from the grant money through RCO. **Motion** by Sturgill to hire Abeyta and Associates to assist in the relocation process for the tenants of the California Creek property. 2nd by Moore. Passed unanimously.

Morris reported that the archeology assessments have been started by Garth Baldwin. The Wetland Delineation process needs to be done. The person doing the delineation must be approved by the County as a Wetland Specialist. In other business on the California Creek property and funding, there has been no word from the Whatcom Conservations Futures in regard to the letter sent by the District. Moore will follow up with that.

6. Whatcom Land Trust Proposal – Birch Point – Morris told the Board that Whatcom Land Trust is looking at a parcel of property on Birch Point to purchase. Morris said there could be 30 acres of the waterfront bluff that could potentially be used for park land. Morris mentioned another piece of property along Hoyt Road in which the landowner has approached WLT for possible purchase. The Board will take these into consideration should WLT make these purchases.

DIRECTOR’S REPORT – Morris said he has been in touch with Luke Ridnour regarding the Pavilion floor issue and Ridnour will contact Pat Freeman of the Blaine Public Works directly about what he would like to have done.

Old Business –The Board discussed what they would like to accomplish at the Whatcom County Council meeting they plan to attend that evening. Moore has prepared a three-minute statement asking the Council for a feasibility study for Dearborn Ave and to thank them for their continued support for the specific sections of the proposed Bay to Bay Trail that are on the 6-year Transportation Improvement Plan.

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #091019A for \$9,828.18 and #091019B for \$18,095.80, and payroll #PRSEP19 in the amount of \$8,644.47. 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 7:19 pm. **Motion** by Robertson, 2nd by Carrington. Approved unanimously.

Next regular meeting: October 8, 2019 – Birch Bay Chamber of Commerce Visitor Center, 5:00 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ October 8, 2019

PRESENT

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

EXCUSED:

Billy Brown, Commissioner
Richard Sturgill, Commissioner
Ted Morris, Director

GUESTS: N/A

CALL TO ORDER: 5:03

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$65,628.88. Reserve Fund: \$334,365.49 and the General Fund: \$83,785.69 for a total of \$483,780.06. Umpqua Bank balance: \$2,970.41. Moore said she didn't receive the Whatcom County Treasurer's reports until the day of the meeting and has not had time to reconcile those with QuickBooks. Holmes will send updated financial reports to the Board once that has been completed.

The Community Program Support for 2019 was discussed. Holmes to notify The Northern Light newspaper to do an article on the upcoming program for 2020. Holmes to make sure all the 2019 recipients have fulfilled their requirements for documentation and receipts.

NEW BUSINESS:

13. Programs & Office Report -

a. Task List

- **Staff / Board Retreat** – The Board discussed if it was necessary to continue with the retreat idea on the task list. It was suggested to set goals since the District has new staff and will have a new Commissioner in 2020. Holmes will write out Board driven, and staff driven initiatives. Since there are many projects in the works it would be good to prioritize them. An action plan will be made, and the Board can recap in the next few meetings. It was suggested to touch base with Dave Wilbrecht, who is on the November 2019 ballot for the Commissioner #5 position being vacated by Doug Robertson, and invite him to join us for the next two meetings.
- **Additional Building** – Nothing new to report on this topic.
- **Draft a Procedure for Use of the District's Bus** – The Board reviewed the draft copy and made note of a few changes to Driver Specifications such as the driver must be an approved, documented employee or volunteer and to make sure the word volunteer is inserted along with "employee." All volunteers must fill out a volunteer application, show proof of license and have driver's record run through DOL.

- **Community Partnerships** – This was not discussed at the meeting; however Holmes has prepared a document showing funding with other entities showing the financial partnership. A copy was emailed to the Board on 10/1/19.
 - b. **Scholarships** – Requests for Basketball and Ski Bus – Holmes told the Board they have received requests for payment to cover Girls AAU Basketball league fees for two local Blaine residents. Both applicants have provided the proper paperwork. **Motion** by Moore to approve the application requests. 2nd by Robertson. Approved unanimously. The Board discussed whether the Ski Bus that Blaine School Students can ride to Mt. Baker in the winter would qualify for scholarship funding and it was decided that was a recreational activity.
 - c. **Roadside Cleanup** – Holmes told the Board the next roadside clean up for Alderson Road is scheduled for Monday, October 14 at 12:00 pm. Carrington asked how we get the word out to the public that help is needed and to make sure we reach out to those who the District has backed financially. Holmes said there is a sign-up sheet currently at the gym and in the past have used social media to invite the community to help.
 - d. **Perfect Mind Software** – Holmes told Commissioners that staff is currently looking at a new recreation management software. Staff currently uses Civic Rec (Rec1) to perform all receipting tasks, signups for programs and acts as a database for customers. The Perfect Mind software has features that outweighs what the current software does. There are concerns about the monthly cost as it may be more than the current \$100 per month spent on Rec1. Staff will be having a live demo with the company on Wednesday, October 16 at 1 pm. It was suggested that Commissioner Moore sit in on the demo as well to review the positive and negative aspects of the program and functionality.
 - e. **PicklePalooza Follow Up** – Holmes told the Board about the successful pickleball event held at the Activity Center in September with over 150 people in attendance. She mentioned how useful it was to have the utility trailer as the main registration booth.
 - f. **Meeting Places for 2020** – The Board discussed the possibility for larger meeting spaces for the 2020 meetings. Holmes expressed some concern that the Senior Center may not be available in January of 2020 due to another organization looking at using that space. The January meeting is usually when organizations send representatives to present their Community Program Support requests. It was suggested that the meeting be held at the Pavilion. Also, the Chamber’s room is sometimes too small as well for meetings where it is likely the public or organizations attend for Community Program Support presentations. Holmes will check with The Bridge to see if space would be available for December 2019 and February of 2020.
 - g. **Resolution to Increase 2020 Property Tax Levies** – Holmes reported that a resolution was needed to increase the 2020 levy amount from the previous year by up to 1%. The resolution needs to be approved by the Board. Moore to review the paperwork that was presented and signed by the Board.
- 14. State Auditor Office – 2016 – 2018 Audit of Records** – Holmes said the WA State Auditor’s office will conduct the years 2016 through 2018 Audit of District records this October. Holmes is preparing the requested paperwork and will double check the records, especially in areas that were addressed by the Auditor’s office during the previous audit.
- 15. Follow Up Review Lines of Authority and Structure of Park District**– This was tabled until November due to the absence of Director Morris and two other Board members.
- 16. Follow Up Ball Fields** – Holmes reported that she has not been able to make contact with Ali Taysi’s office regarding a meeting between the Ballfield Committee and Taysi.

DIRECTOR'S REPORT – Morris was unable to attend however he sent an update via email which was read to the Board:

- Working with Relocation Specialist to get tenants moved. If anyone knows of a 3-bedroom house for rent please let me know asap. Hope to give the packet to the Renters by October 19th. They have 90 days to move then.
- RCO does not require a survey. But we should do one of the perimeters of the California Creek properties.
- Archaeological assessment was done on the first property. Nothing significant was found. Working on getting the renters piece done next.
- Worked with Whatcom Land Trust to submit a \$10,000 grant request to the Community Foundation for design of the interpretive kiosk, interpretive trail design and some installation costs.
- Waiting for the 5-acre parcel survey so I can speak to the County planning and development about trail location and permitting.

Old Business – Moore briefed the Board on her meeting with Jon Hutching, Roland Middleton, James Lee and Christ Thomsen regarding the Bay to Bay International Trail along California Creek bridge, Harborview Road and Dearborn Avenue.

Moore also said she had sent an email to the Whatcom County Executive's Office to use Conservations Futures funding for the California Creek Trail property. She said the email was received and acknowledged by the executive's office. No word yet on any action.

Approval of bills & payroll – **Motion** by Robertson to accept Voucher #100819A for \$13,648.24 and #100819B for \$150.00, and payroll #PROCT19 in the amount of \$8,565.48. 2nd by Moore. Approved unanimously.

ADJOURNMENT: 5:52 pm. **Motion** by Moore, 2nd by Robertson. Approved unanimously.

Next regular meeting: November 12, 2019 – Blaine Senior Center, 5:00 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ November 12, 2019

PRESENT

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

EXCUSED:

Doug Robertson, Commissioner, Treasurer

GUESTS: Dave Wilbrecht, Commissioner- Elect; Bob Kirby, City of Blaine Park and Cemetery Board

CALL TO ORDER: 5:00 pm

APPROVAL OF MINUTES: **Motion** to accept the October minutes by Moore, 2nd by Carrington. Passed with 4 in favor, 1 abstained.

The Board recognized Dave Wilbrecht as the new Commissioner-elect for the District. Wilbrecht will start serving his term in January 2020. Also, Commissioners Carrington and Sturgill were re-elected for their respective positions for another 4 years.

PUBLIC COMMENT: Bob Kirby, Blaine resident, introduced himself to the Board. Kirby who is retired from the National Park Service and Dept of Defense, attended the meeting to learn more about the park district. Kirby is the chairman of the Blaine Park and Cemetery Board and wanted to identify two big upcoming projects the city of Blaine is working on. The first project is the Marine Park Restoration and Stabilization project and the second big project is the relocation of the Blaine Skate Park.

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$73,144.10. Reserve Fund: \$359,455.56 and the General Fund: \$119,922.52 for a total of \$552,522.18. Umpqua Bank balance: \$4,825.43. Moore said the October tax funds have been coming in and we should have seen most of that money for the second half of the year.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Staff / Board Retreat** – Holmes told the Board because of the audit and the upcoming December event; she hasn't put together initiatives that are Board or Staff driven. Staff is looking at needs around the Activity Center and have started compiling a list of considerations.
- **Additional Building** – Staff continues to work on an action plan for office improvements to present to the Board for the upcoming budget planning session. Space is becoming a real issue at the Activity Center. Staff is looking at ways to make the current space more efficient and yet professional.
- **Draft a Procedure for Use of the District's Bus** – The Board had the opportunity to review the final draft of the bus procedure and the Daily Bus Inspection List. One minor change was made to the inspection list, other than that both documents met with approval.

- **Community Partnerships** – The Board reviewed the list of partnerships with local organizations over the past 11 years. A couple of new additions needed to be added to the list from 2019 and there were suggestions on ways to filter the information so totals could be easily determined by certain categories.
- b. **Scholarships** – Requests for Basketball Reimbursement– Holmes told the Board they have received requests for payment from a local family who is having financial difficulties and asked the District to assist with enrollment fees. The family currently is not enrolled in the school reduced or free lunch program but did provide proof of income. Commissioner Brown does know the family and spoke briefly of their financial status. The Board reviewed the circumstances of the case. **Motion** by Brown to approve the application requests. 2nd by Moore. Approved unanimously. The Board discussed a request from the Blaine Youth Sports (BYS) requesting funds to help pay for gym time for basketball practices for kids in the 2nd and 3rd grades. Katie Smith, President of the BYS, sent in an email, a request to help cover the costs to rent the Blaine Pavilion for approximately 23 Blaine youth who now have only from 8 -9 pm to use the school’s gym for practice. Since the kids are ages 7 – 9 years of age, this is late in the evening for them to practice. Utilizing the Pavilion would allow them to practice from 7 – 8. Smith said she was quoted a rate of \$35 an hour to rent the space. A total of 49 hours was needed to cover the season, costing approximately \$1,715. Also, there was a request to use the Birch Bay Activity Center (BBAC) for practice space. It was suggested fees be waived to rent the BBAC for Thursdays from 5 – 6:30 pm. Members of the Board raised concerns about the use of the Pavilion because of the floor. It was suggested that the City may have a non-profit rate for rentals and Dave Wilbrecht and Bob Kirby are willing to reach out to the city and to Katie Smith to see about a better rental rate. The Board felt since practices have started, there is a time urgency. **Motion** by Carrington to release scholarship funds to pay for the rental of the Blaine Pavilion for a month. This would allow Wilbrecht and Kirby to negotiate a better rate. 2nd by Moore. Passed unanimously.
- c. **Office Improvements** – Holmes told the Board staff had been considering a new recreation management software program, Perfect Mind, to provide the needs of cash receipting, scheduling, database needs and other miscellaneous tasks. After a couple of demos and learning the cost to the program, the staff felt that this isn’t the right time to initiate that. The program does provide areas that could be time saving to staff, but staff feels that other needs should be addressed in the office to make it more efficient and professional. Staff is compiling a list of concerns and what can be done to address needs. This will be presented to the Board in a more formal manner along with quotes.
- d. **80 YOA + Free classes? Resident / Non-Resident** – Holmes told Commissioners several years ago the Board approved those 80 years of age or older to be able to participate in fitness and recreational programs for free. It was asked if this was for residents only. Holmes said she was unable to find any documentation of that. **Motion** by Brown to allow anyone, resident or non-resident, who is 80 years of age or older to participate for free in fitness or recreational activities. 2nd by Sturgill. Passed unanimously.
- e. **Meeting Places for 2020 Meetings** – Holmes addressed the Board regarding meeting space issues in December 2019, January and February of 2020. Due to the size of the meetings for those months, a larger space was necessary for the December and February Birch Bay scheduled meetings. She has talked with The Bridge as a potential space, but there was a schedule conflict with another group. The Bridge was also asking for \$50 an hour rental fee. Due to a request from the Friends of Blaine Library for a large meeting space for the January Public Meeting to discuss new plans for a new library, the Senior Center Cafeteria was unavailable for the scheduled January meeting. Due to space concerns for the January meeting, the meeting will now take place at the Blaine School District Office on H Street. Holmes will continue to look for meeting spaces for the December 2019 and February 2020 Birch Bay meetings.

- f. **Resolution to Increase 2020 Property Tax Levies** – Moore said she has reviewed the resolution that was signed by the Board at the October meeting. The information appears to look fine. Holmes to submit to the County.
 - g. **State Auditor Office – Audit Issues** – Holmes said the WA State Auditor’s office has started the 2016 through 2018 Audit of District records. Both she and Commissioner Moore have spoken with the Assistant Auditor, Steven Lutz, and answered questions. The areas the Audit is addressing are cash receipting at hosted events, disbursements at hosted events, payroll, and petty cash review. Each Board member was sent an email from Lutz regarding the process and the areas the office will be evaluating. The audit will examine management, use and safeguarding of public resources, to ensure there is protection from misuse and misappropriation as well as adherence to state laws, regulations and policies and procedures.
2. **Hiring a Director** – Commissioner Moore expressed concerns that the potential workload of overseeing the grants monies and project management would be more than the staff or volunteer Board has time for. She suggested looking at hiring a Director or another staff person to help with the work burden. The Board discussed maybe using contracted help. The Board decided to look at what the workload will be and maybe checking with other entities with similar budgets to see how they handle the workloads. Consideration will be given to additional staff during the budget process.
 3. **Follow Up Review Lines of Authority and Structure of Park District**– This topic may rollover with the potential of hiring a director so therefore the District may need to define the exact roles.
 4. **Follow Up Ball Fields** – Both Carrington and Holmes have called the office of Ali Taysi Consulting attempting to find the status of the pre-application permit with the County for the Ballfield construction. Calls and emails have gone unreturned. The check that was written to Whatcom County Planning Dept for \$824 has been cashed. Morris will contact Planning Department to find out the status of the meeting.
 5. **Trail Survey** – Regarding the Bay to Bay International Trail, Commissioner Brown reported the surveyors are still working on a discrepancy of about 14’ and the wetlands still need to be surveyed for the County’s approval.
 6. **California Creek Property** – Commissioner Moore and Director Morris attended a meeting with County Deputy Executive Tyler Schroeder regarding a request for money to help fund the acquisitions of the California Creek property from the Conservation Futures Funds. Due to Jack Louws leaving office, projects are on hold. Morris said conversations will continue with incoming County Executive, Sidhu, once he is sworn into office.
 7. **Grant from Whatcom Community Foundations** – A grant for \$10,000 was awarded to Whatcom Land Trust to help pay for an interpretive Kiosk at California Creek Estuary.
 8. **Road Barriers at Drayton Harbor Road Property** – Cement barriers and a chain with pipe over it will be placed at the entrance to the Drayton Harbor Property to keep vehicles and all-terrain vehicles out of the property. Josh Peterson and Mike Brevick are overseeing that project.

DIRECTOR’S REPORT – Morris said that Whatcom Land Trust is looking at purchasing a property that abuts the existing California Creek properties which would give another 12+ acres to the existing proposed park land and will also allow for a trail easement from Lincoln Road to Drayton Harbor Road for the Bay to Bay International Trail. Morris also reported that the wetland delineation has been done on the two properties, appraisals reviewed, and the archeology assessment has been done.

Morris reported the relocation of the tenants at 4677 Drayton Harbor Road is moving along. A new place has been found and the paperwork has been processed. A check request for \$53,039.00 has been submitted to cover the relocation settlement. The closing for the house is scheduled for Nov 25. A check for \$427 has been requested to pay for the home inspection. Both these costs will be reimbursed to the District from the RCO Grant monies.

Old Business -N/A

Approval of bills & payroll - **Motion** by Moore to accept Voucher #111219A for \$9,613.97 and #111219B for \$53,988.00, and payroll #PRNOV19 in the amount of \$10,698.49. 2nd by Sturgill. Approved unanimously.

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

Next regular meeting: December 10, 2019 - Location TBD, 5:00 PM