

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ January 21, 2020

PRESENT

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

GUESTS: Glenn Tuski; Kent Schuyleman; Adam Akre; Kimberly Akre; Jay Dodd; Max Shelton; Randy Reiss; Dakota Reiss; Katie Smith; Corrina Cheever; Carol Thomas; Russell McCarty; Jesse Creydt; Tony Reyes; Liz Thorton; Jason Polverari; Henry Hollander; and Shannon Reiss

CALL TO ORDER: 5:00 pm.

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

PUBLIC COMMENT: Henry Hollander, Retired Firefighter and participant of activities at the Birch Bay Activity Center addressed the Board to praise the BBBPRD2 staff. Hollander remarked how friendly and helpful the staff is at the Birch Bay Activity Center and felt it was important that the Board know this.

TREASURER'S REPORT: Moore reported the December financial reports have not been received at meeting time and could not report confirmed balances. (NOTE: Treasurer's Reports arrived 1/27/2020 and Moore asked to have the minutes updated to reflect those figures) Capital Improvement Fund: \$77,773.93; Reserve Fund: \$377,167.57 and the General Fund: \$75,436.81 for a total of \$533,601.35. Umpqua Bank balance: \$4,026.81. The Budget meeting was set for Tuesday, January 28, 2020 at 5:00 pm. Location to be determined.

NEW BUSINESS:

- 1. Community Program Support:** The following groups had representatives speak on behalf of their organization's request for financial support in 2020. Chairman Carrington told all the representatives that these events must fall within the District's mission. He also reminded them all receipts and accounting obligations must be met before new funds are made available. Carrington said no decisions would be made at this meeting, but after the District has set the 2020 budget.
 - a. Birch Bay Chamber** – Liz Thorton and Tony Reyes spoke to the Board requesting \$20,000 to help fund the Chamber's summer programming such as the Kite Festival, Rollback and Sand sculpture and Discover Days events. Due to construction of the Birch Bay Drive and Pedestrian Facility Project the Birch Bay Beach Property may not be available for use for the Chamber's summer programming. At this time dates have been set for the events, but locations still need to be confirmed. There is a possibility some events could take place at the Birch Bay Waterslides and the Birch Bay State Park. Chamber representatives reported that thousands of people locally come out and enjoy these events and District Banners are placed at all events showing BBBPRD2 as a sponsor. There were concerns expressed about the logistics and safety of the events due to the new locations.
 - b. Blaine Youth Baseball** – Kimberly and Adam Akre addressed the board with their request for \$3,000 to help purchase new safety equipment such as helmets and catcher's equipment. Akre said this will serve boys and girls ages 5 – 13 that attend the Blaine School

District. Last year 177 kids participated in spring baseball programs. The program has been going strong for 13 years. The main source of funding comes through the registration fees which also covers the team shirts and hats which the child keeps at the end of the season. Thirteen teams will share the equipment. The Youth Baseball Group would recognize the District's funding by a team sponsorship and reference on the helmets. The group was made aware that the District has set scholarship money aside for registration fees should parents qualify.

- c. **Healthy Youth – Blue Beat Bicycle** – Glenn Tuski told the Board about the success of the program in 2019 and his level of participation to help. Bikes have been donated to the program and volunteers make sure all the equipment is working properly. Volunteers teach the kids how to properly ride on the roads and what type of clothing should be worn. The Blaine Police Department has a school resource officer who rides with the kids and is trained in mentoring the kids. The Blue Beat program serves kids in Middle to High School. In 2019 about 40 to 50 kids participated in the program. Jesse Creydt told Commissioners that the Blaine School District received a grant that will purchase mountain bikes, storage and money for maintenance of the bikes. The Blue Beat program is looking for funding in 2020 to assist in training for leaders. There was some concern about the funds being used for training and more clarification is needed on the spending of funds.
- d. **Boys Troop 4025** – Randy Reiss introduced himself as the Leader of the Boys Troop which serves boys ages 11 – 18 years old from the Blaine – Birch Bay area. Currently they have 9 members in the group with 4 more advancing to the troop in March from the Cub Scouts. The group can serve up to 20 kids with the current volunteer leaders but would need more volunteers if the group numbers increased. The members of the group work with a leader to plan a budget for the year, raise money or work off the costs by bartering. This year the group is looking for recreational equipment in the amount of \$5,650.00 that will be used for training to earn badges and develop the boy's character through healthy recreational activities. The boys also assist in community projects such as beach cleanups, tree planting, trail maintenance, etc. Reiss also mentioned that the registration fees have increased from \$33 to \$60 annually. The boys hope to attend a summer camp. Currently the troop has been involved in fundraising by candy sales, helping with the Christmas tree sales and pickup and also selling the Camp Cards. The group was made aware that the District has set scholarship money aside for registration fees should parents qualify.
- e. **Blaine Youth Sports** – Katie Smith and Jay Dodd addressed the proposal to the Board of the need for \$15,000.00 to help the Blaine Youth Sports organization purchase equipment and uniforms. Currently the Youth Sports offers tackle and flag football, volleyball, youth cheer, basketball and wrestling under its umbrella. These programs are separate from the school sports and are open to kids in the Blaine-Birch Bay area, ages kindergarten to 8th grade. Their goal is to keep costs low to the families in the area. This year approximately 300 kids participated in the sports. The group has been doing some fundraising and the registration fees help pay for equipment and uniforms. Fees are needed to pay for rental of the facilities for practice and games. The Board would like to see more detail on how the money would be spent. The group was made aware that the District has set scholarship money aside for registration fees should parents qualify.
- f. **Girls Troop 4038** – Shannon Reiss spoke on behalf of the newly formed Girls Troop 4038. Reiss is the leader of the group and they are based out of the Custer Gun Club. The troop serves girls ages 11 – 18. In their first year they had 5 girls participate. The girl's troop is asking for \$3,675.00 to purchase recreational equipment. For example, the girls have been renting equipment to participate in recreational activities, by purchasing them, this would eliminate the need to rent or lease. The girls have participated in bake sales, concessions at Gun Club functions, tree and wreath sales as part of their fundraising efforts. The program mirrors the boy's structure. By the BSA rules, the groups must be separate. It was asked if the two groups could share the equipment, but that would depend on if the groups are

training at separate times. The group was made aware that the District has set scholarship money aside for registration fees should parents qualify.

g. Pack 4025 (Cub Scouts) Jason Polverari, Carol Thomas and Russell McCarty represented the Cub Scouts Pack 4025 and their request for \$4,000 to support Cub Scout recreation. The group asked for the funding to help pay for registration fees and uniforms for approximately 25 local kids. Funds can also be used for field trips to places such as the Point Defiance Zoo, Museum of Flight, and Boy Scouts Camp. The fees have increased from \$33 to \$60 per child this year. The Scouts have been doing some fundraising such as popcorn sales, selling Christmas trees and wreaths along with Christmas tree pick up and a new fundraiser opportunity by selling Camp Cards which have discount coupons for local restaurants. Thomas did say unfortunately the number of children participating has dropped due to schedule conflicts with other children's sports programming. The group was made aware that the District has set scholarship money aside for registration fees should parents qualify.

h. Whatcom Conservation District – Corrina Cheever with the Whatcom Conservation District (WCD) presented the proposal for the 2020 Run with the Chums 5k Fun Run / Walk sponsorship. This FREE event to the community promotes outdoor exercise and nurtures a positive relationship with local natural resources. Cheevers said WCD is asking for \$4,000 to sponsor the annual event. Funding is used for advertising, bibs, ribbons, refreshment materials and supplies for the 1k Obstacle course for the kids, printing etc. Cheevers said the District logo would be on all the advertising materials and the t-shirts.

2. Election of Treasurer – Due to the retirement of Doug Robertson, the treasurer's position is open. **Motion** by Sturgill to elect Sheli Moore as treasurer. 2nd by Brown. Passed unanimously. Chairman Carrington wanted to thank Moore for the transition with Robertson and Holmes to set up the QuickBooks platform for the District's financial reporting. Moore spent a great deal of her own time working on the books and preparing the software for use.

During this time, the Board asked for updated business cards and name badges to use in a professional capacity as Board Members.

3. Programs & Office Report –

a. Task List

- **Staff / Board Retreat** – Due to the length of the meeting and much more to discuss, this was tabled until the next meeting.
- **Audit Wrap Up** – Holmes told the Board a preliminary finding was given by Auditor Steven Lutz and this was subject to change. Commissioners were provided with a printed copy of the findings and recommendations. The Audit will be discussed more in the February 2020 meeting.

4. Birch Bay Chamber of Commerce January Luncheon – The Board was invited to the meeting which is to be held at the Birch Bay Activity Center on Thursday, January 23 at 11:30. Carrington said he would like to attend.

5. Commissioner Emails – Commissioner Wilbrecht wanted to talk with the Board about the use of personal emails for District business and wanted to remind the Board that all district email conversations are subject to the Public Records Act. Emails could be subject to review from the public if a formal complaint was ever filed or legal action taken. It was discussed of other ways or formats for the Commissioners to use for communicating District business. Wilbrecht will research the topic and provide an update at the February meeting.

6. Bay Horizon Park Events – Holmes told the Board that the County Parks had rejected a request to hold the Kite Festival event along with the Birch Bay Chamber at the Bay Horizon Park. Parks said they do not permit for events at that location and cited it was zoned for residential use and

the concern about parking for attendees. Morris said he spoke with Director Mike McFarlane further about the request. No further action was taken, and the Chamber has been notified that the event cannot take place in May, as hoped, at the Park.

7. **Conservation Easement Follow Up** – Morris told the Board that Attorney Roger Ellingson has reviewed the easement presented by Whatcom Land Trust (WLT) regarding the California Creek Estuary Park. There was still concern about section 13.7 regarding cost of enforcement and “personal representatives” being liable to any costs due to unauthorized use or activity on the property. Morris will run this concern by Roger Ellingson and any other Board members concerns prior to the February 11th meeting. A decision will need to be made at that meeting whether to accept the easement as written.

DIRECTOR'S REPORT –

- a. **Relocation of Tenants at 4677 Drayton Harbor Road Property** – Morris reported the tenants are all moved out and he has received the keys to the building. Water and electricity have been turned off.
- b. **Hazardous material testing** – Morris has received 3 bids for the testing of Hazardous materials in the two buildings at 4656 and 4677 Drayton Harbor Road. The bids were discussed and **motion** by Brown to accept the proposal by Little Bear Services to do the Haz Mat Inspection on the California Creek property houses. 2nd by Moore. Passed unanimously.
- c. **New property possibilities (\$50,000)** – Morris said WLT has the Lim Property (43 acres) under contract. There are about 12 acres that include about 600 feet of freshwater shoreline and 200 feet of saltwater shoreline which abuts the California Creek Estuary Park properties. Morris referred to the property as parcel 380 on a map he provided the Board from WLT. (referred to as California Creek/Drayton Harbor Lim Property, Township 37 North, Range 5 East. W.M.) This piece of property would be deeded over to the District and would work perfect for the trail from Lincoln Road to Drayton Harbor. Also, the addition of this property would allow for a mile-plus long looped trail that would connect with the Lot F property purchased by the District. This property also includes tidelands on the north side of Drayton Harbor / California Creek bridge. WLT is asking the District for \$50,000.00 toward the purchase of the property and the 12 acres, parcel 380, will be deeded to the District. **Motion** by Sturgill to partner with WLT to purchase the 3 parcels with the trail easement with a memorandum of understanding. 2nd by Moore. After discussion the Board did not feel comfortable with this motion and the motion did not pass.
Motion by Sturgill to provide a letter of intent to participate with the WLT in the purchase by paying \$50,000 for the Lim Property subject to being granted a trail easement connecting Lot F to the California Creek property subject to approval at the 2020 Budget Meeting in February. 2nd by Brown. Passed unanimously.

Old Business –N/A

Approval of bills & payroll – **Motion** by Moore to accept Voucher #011420A for \$6162.07, #011420B for \$11,418.98, #012120 for \$1,576.25 and payroll #PRJAN20 in the amount of \$9,430.98. 2nd by Carrington. Approved unanimously.

ADJOURNMENT: 8:45 pm. **Motion** by Wilbrecht, 2nd by Brown. Approved unanimously.

Next regular meeting: February 11, 2020 – Location to be determined, 5:00 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ January 28, 2020 BUDGET WORKSHOP

PRESENT

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

GUESTS: None

CALL TO ORDER: 5:05 pm

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by Whatcom County as of December 31, 2019: Capital Improvement Fund: \$78,659.91; Reserve Fund: \$377,167.57 and the General Fund: \$77,773.93 a total of \$533,601.35. Umpqua Bank balance: \$4,026.81. Carrington provided the Board with the 2020 actual budget worksheet.

WORKSHOP BUSINESS:

- 1. 2020 Budget Sheets** – The Board went through the 2020 Budget worksheet and 2019 year-end figures line by line for the operating expenses.

Suggested changes were as follows:

- a. Office Expense** – based upon spending in 2019 and needs for 2020, the Board agreed to \$10,400.00
- b. Utilities** – based upon spending in 2019 and needs for 2020, the Board agreed to \$12,145.00.
- c. Payroll & Personnel Expenses** – based upon spending in 2019 and needs for 2020, the Board agreed to \$168,174.00. This will reflect \$1 an hour raises to the entire staff for cost of living increases along with 2 paid holidays that the District office and gym would be closed and one paid holiday. Discussion was held about the upcoming need for a project manager and accounting assistant for the California Creek project. The Board included \$24,000 for independent contractors for those expenses.
- d. Legal & Accounting Services** - based upon spending in 2019 and needs for 2020, the Board agreed to \$1,500.00
- e. Advertising** - based upon spending in 2019 and needs for 2020, the Board agreed to \$9,500.00.
- f. Insurance** – based upon spending in 2019 and needs for 2020, the Board agreed to \$13,500.00 for both liability, property and vehicle.
- g. Elections** – Due to three Commissioner terms ending in 2019, \$6,000 was carried over to the 2020 Budget to pay for election costs which weren't billed until January 2020.
- h. Audit Expense** – Due to the State of Washington Auditors Office required audit which took place at the end of 2019 and into early 2020, no new money was set aside. The District is on a 3-year cycle for the audit and should look to budget money in 2022 for the expense of the auditor.

- i. **Conference / Training / Dues** – based upon spending in 2019 and needs for 2020, the Board agreed to \$1,000.00
 - j. **Maintenance & Supplies** - based upon spending in 2019 and needs for 2020, the Board agreed to \$10,100. The gym floor was refinished in 2019 and does not need to be done for another 18 months so money will be allocated in 2021 for that expense.
 - k. **Recreation Programs** – based upon spending in 2019 and needs for 2020, the Board agreed to \$52,800.00 for instructor costs and program support and sundry items.
 - l. **Recreation Equipment** - based upon spending in 2019 and needs for 2020, the Board agreed to \$3,000.00
 - m. This would bring the total Minimum Operational Budget to \$288,119.00.
2. **Community Program Support (CPS)** – After setting the operational budget, the Board looked at the Program Support Requests for 2020. The Board looked at ways to have better control of what the funds were being used for and that they met the guidelines under gifting public monies. It was also determined that all receipts from purchases needed to be submitted in a more timely fashion and that should be spelled out in the contract so the recipient is well aware of when the money is spent and invoices and receipts are being turned in to the District office. The following requests were discussed:
- a. **Blaine Youth Baseball** - \$3,000 request to purchase new safety equipment such as helmets and catcher’s equipment was approved by the Board.
 - b. **Girl Scout Troop 4038** - \$2000 was approved by the Board to purchase outdoor recreation equipment as line outlined in the 2020 CPS request.
 - c. **Whatcom Conservation District** - \$4,000 request was approved by the Board to help fund the 2020 Run with the Chums Event.
 - 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, and uniforms.
 - e. **Healthy Youth Coalition / Blue Beat Bike Program** –\$4,000 was requested to help fund the Blue Beat Program. More information was needed on how the funds would be used so this request was tabled, and a new presentation made to to the Board.
 - f. **Boy Scout Pack 4025** - \$3,600 was approved to help fund outdoor recreation equipment from the group that serves boy ages 11 – 18.
 - g. **Blaine Youth Sports** - \$15,000 was approved to help the youth sports program with equipment and uniforms for the tackle and flag football, youth cheer, volleyball and basketball programs.
 - h. **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. Due to the uncertainty of this year’s locations and logistics of the events because the Birch Bay Beach Park is not available, the Board wants to break down the \$20,000 to \$5,000 per event and will approve funding by event once plans are finalized.
3. **Motion** by Wilbrecht, 2nd by Moore to adopt the 2020 Budget as discussed and agreed upon. Passed unanimously. Moore suggested the District consider putting money aside for another building that could be utilized for sports activities in the Blaine area.
4. **Old Business** – The Board reviewed the Letter of Intent prepared by the Whatcom Land Trust and Ted Morris regarding the purchase of real property parcel #400118310380 for the purpose of habitat conservation and the enhancement of the recreational infrastructure. The District would contribute \$50,000 toward the purchase of the property in return for 12 acres of the

property to construct and maintain trails in conjunction with the California Creek Estuary Park. This property abuts the California Creek Property and was discussed in length at the January 21, 2020 Regular Board of Commissioners meeting. A map of the proposed trail was also provided. **Motion** by Wilbrecht to accept the letter of intent as written. 2nd by Carrington.

ADJOURNMENT: 7:30 pm.

Next regular meeting: February 11, 2020 – Birch Bay Chamber Visitor Center, 5:00 PM