

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

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ February 12, 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: N/A

CALL TO ORDER: 5:09 pm.

APPROVAL OF MINUTES: **Motion** by Carrington to accept the January and Budget Minutes with the corrected county balances and budget figures provided by Moore in an email dated February 5, 2020. 2nd by Wilbrecht. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$78,746.16. Reserve Fund: \$377,452.82 and the General Fund: \$104,620.59 for a total of \$565,122.55. Umpqua Bank balance: \$4,302.98.

The Board did a review of the 2020 Budget Overview report and mentioned that two Community Program Support requests had not been finalized, the Birch Bay Chamber of Commerce and the Healthy Youth Coalition's Blue Beat program.

Carrington reported that he attended the meeting with the Superintendent of the Blaine School District on Monday, February 10. He said 6 properties in the Birch Bay area are being looked at for potential sites for a new school in Birch Bay. He heard community members talk about the need for more infrastructure for schools, recreation and ballfields in the Birch Bay area.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Staff / Board Initiatives**– Board reviewed the Board and Staff driven initiatives. For the Ballfields at Bay Horizon Park, the Board decided to not continue to explore development of the fields at this location due to many complications. The Board wants to work closely with the Blaine School District in their search for property within Birch Bay to build a new school. The Board would like to draft a letter to send to the School District indicating the Board's intent to be actively involved in the property search. This may be a better place to build ballfields, maybe a community park and/or a building for future needs. Wilbrecht volunteered to draft a letter for the Board to review.
Discussion on hiring a bookkeeping support staff was held. Holmes to help define the role and what duties a bookkeeper could help with.
Moore reported that she has made an inquiry about the old Rite Aid space in Blaine as a potential building for District use. The building space may be tied

up in a lease, but that has not been finalized. Moore will continue to look into that possibility.

As for the staff driven initiatives of improving the efficiency and professionalism of the current workspace at the gym, Holmes reported that staff is working on finalizing plans working within the budget as set by the Board. Morris said he spoke with Mike McFarlane at Whatcom County Parks about the upgrades. McFarlane would like to see the final plans to see if any permits are necessary.

- **Audit Wrap Up** – An exit interview needs to be scheduled for the Audit. Moore and Morris will represent the Board. Holmes to finalize a date with the State Auditor.

- 2. Commissioner Emails** – As discussed in the January meeting, there is concern about the use of personal emails for District use by the Board. More follow up is needed before options can be discussed, Wilbrecht will continue to research this.
- 3. Scholarships – Point Roberts / Blaine School District** – The Board wanted it reflected in the minutes that residents of Point Roberts who attend the Blaine School District and want to play a Blaine School sport activity or Blaine Youth Sports related activity could request a scholarship through the District's scholarship program, as long as they met the requirements.
- 4. Purchase and Sales Agreement – 4656 Drayton Harbor Road** – Morris said there were some concerns from Washington Recreation & Conservation Office (RCO) about the current DRAFT agreement that may affect future grant opportunities. Morris told the Board he is scheduled to discuss this further with RCO representatives and he will present an updated agreement at a future date.
- 5. Conservation Easement Follow Up** – Morris told the Board that Attorney Roger Ellingson is still reviewing the easement and asked the Board if they had any more concerns about the document. There were still some concerns about legal terminology and that the legal description was not attached. **Motion** by Sturgill to accept the conservation easement subject to the attachment of the legal description and map with the final approval of the District's attorney. 2nd by Moore. After further discussion, **Motion** by Sturgill to table the approval of the easement until all the Board was comfortable with the easement and final approval from Roger Ellingson. 2nd by Carrington. 2nd **Motion** passed unanimously.

DIRECTOR'S REPORT –

- a. Trail** – Morris said there was not much new to report. Holmes said that a Wetland Delineation Report for the 8756 Water's Edge property has been completed by Katrina Jackson of Northwest Wetlands Consulting, LLC. Copies of the report will be at the BBBPRD2 office. Morris reported that with the acquisition of the Lim property the proposed trail can now loop around the Water's Edge and CA Creek Estuary properties, along with keeping pedestrian and bicycle traffic off a large section of Drayton Harbor Road.
- b. Relocation of Tenants at 4677 Drayton Harbor Road Property** – Morris said Tenants completely out, however the past owner, Elizabeth Settles has belongings in an outbuilding on the property and notice has been sent by WLT for the removal.
- c. Hazardous material testing** – Morris said the Haz Mat inspection is to be done on February 17. Once that is done, the ReStore (out of Bellingham) will see what they can salvage from the buildings. No bids have been done for the demolition yet but bid requests will be sent out soon.

- d. **New Grant Opportunities with RCO** – Morris said the Urban Wildlife Habitat Category for protecting functioning, native habitat near urban and urbanizing communities has expanded allowing more opportunities for the Blaine-Birch Bay areas. Morris said he will pursue grant opportunities this coming year for the California Creek and proposed trail properties.

Approval of bills & payroll – **Motion** by Wilbrecht to accept Voucher #021120A for \$55,438.31, #021120B for \$5,825.00, and payroll #PRFEB20 in the amount of \$8,241.83. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 6:35 pm. **Motion** by Sturgill, 2nd by Carrington. Approved unanimously.

Next regular meeting: March 10, 2020 – Blaine Senior Center, 5:00 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ March 10, 2020

PRESENT

Jeff Carrington, Commissioner, Chairman
Sheli Moore, Commissioner, Treasurer
Billy Brown, Commissioner
Richard Sturgill, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Heather Darrough, Activity Coordinator

EXCUSED:

Dave Wilbrecht, Commissioner

GUESTS: Danielle Gaughen, Birch Bay Chamber of Commerce, Liz Thornton, Birch Bay Chamber of Commerce, Brad Sakali, Blaine, Jay Dodd, Blaine Youth Sports; and Angela Rogers, Blaine Youth Basketball

CALL TO ORDER: 5:00 pm.

APPROVAL OF MINUTES: **Motion** by Moore to accept the February meeting minutes. 2nd by Sturgill. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$79,428.06. Reserve Fund: \$328,843.85 and the General Fund: \$91,981.80 for a total of \$504,755.19. Umpqua Bank balance: \$4,501.48

NEW BUSINESS:

- 1. Adjustable Basketball Hoops at Birch Bay Activity Center** – Angela Rogers and Jay Dodd spoke to the Board about the need for adjustable or lowered basketball hoops for the youth ages K – 3 grade. It is recommended the hoop height be either 8 – 9 feet. Rogers and Dodd asked if the Board could help provide a space where the younger children could play games or practice with hoops that are suited for their age group by adjusting the hoops at the Birch Bay Activity Center. There was discussion on the costs and logistics for accommodating the needs at the Birch Bay Activity Center.
- 2. Birch Bay Chamber of Commerce – Updated Community Program Support** - Danielle Gaughen and Liz Thornton from the Chamber of Commerce presented a new proposal for the Chamber's annual Kite Festival which is scheduled to be held on May 30 & 31, 2020 at the Birch Bay Library property on Birch Bay Drive. The Chamber is asking for \$5,000 for support. The Board received an updated line item expense breakdown. The Chamber plans to purchase kites with the District logo on them to distribute to kids who participate. The Library will be selling hot dogs as part of a fundraiser that weekend as well. The District has been invited to have a booth or have activities during the event. **Motion** by Brown to fund the \$5,000 asked by the Birch Bay Chamber for the Kite Festival. 2nd by Moore. Passed unanimously.
- 3. Community Program Support – Brad Sakali, Softball Sponsorship** - Brad Sakali approached the Board for sponsorship for a newly formed group of adults from Blaine and Birch Bay who want to play softball in the Bellingham Adult Softball league. As there are no leagues or game play in the Blaine or Birch Bay area, community members who want to participate have to travel to other communities to play. The group is asking for \$1,000 for sponsorship to help cover costs for membership fees and t-shirts. Sakali said the league starts in May and runs for about 10

games over a 3-month period. The Board would like to see the District logo on the shirts. After discussion on the proposal, **motion** by Carrington to support an adult softball team from the Blaine-Birch Bay area for \$700 to help cover the league fees. 2nd by Brown. Passed unanimously.

4. Programs & Office Report –

a. Task List

- **Staff / Board Initiatives**– Heather Darrough, Activity Coordinator, presented the proposed plans for improvements to the Program Manager’s office, Kitchen/Meeting Room and the Activity Coordinator office. Plans provided by Morris Floors and Interiors out of Ferndale were provided to the Board. Staff recommended this company to complete the work for the cabinetry after reviewing other bids. The Board discussed flooring options and suggested getting a couple more estimates. Darrough will continue to seek flooring bids to keep within the proposed budget. **Motion** by Sturgill to approve the cabinet purchase as presented by Morris Floors and Interiors. 2nd by Moore. Passed unanimously.

The Board discussed the possibility of leasing the Old Rite Aid building again. Moore said she and Commissioner Sturgill looked at the building. She reported the entire space size is 40,000 square feet. Staff needs to decide what type of space is necessary for District program needs.

- **Audit Wrap Up** – Holmes reported that she, Commissioner Moore and Director Morris met with the State Auditors office and had received the final report of the recent audit. Holmes reported the District complied in all material respects, with applicable state laws, state regulations and company policies and provided adequate controls over safeguarding public resources. The Board heard the recommendations regarding policies that need to be put into place. Draft policies for a Food Policy, Volunteer Recognition and a Petty Cash Policy were reviewed and discussed. Holmes to update the suggested changes and to present for final review and approval at the April meeting.
- **Update Employee Manual** – Holmes reported that she is currently reviewing the manual and has made some recommended updates. Since it was adopted in 2016, there have been a few new policies and procedures that need to be included. Holmes and staff to review and present an updated Draft to the Board.
- **Corona Virus Protection at the Birch Bay Activity Center** – Holmes told the Board staff is currently following the advice of the Whatcom Health Dept and Blaine School District. Staff has provided for easy public use hand sanitizer stations and Clorox wipes to clean equipment after classes along with surfaces in the gym and public areas. Staff has been informed on the health concerns and told to stay home if sick. There are Hand Washing Posters from the CDC that are posted in bathrooms and the public gathering places in the Center. The Board recommended cleaning and sanitizing all contact surfaces at least 2x a day, stock up on maintenance supplies, and make posters.

5. Community Program Support Follow Up– Healthy Youth Coalition Blue Beat Program –

Jesse Creydt gave an update to the Board about the status of the program with the Blue Beat program launching this fall. He said the City of Blaine has purchased a Bike Maintenance Station which will be installed at the G Street Plaza in Blaine. The Coalition is looking to install maybe

two more stations in the Blaine-Birch Bay area and would this be something the District would purchase. Discussion was held about promoting bike rides in the Birch Bay area. Creydt also talked about the need for leaders of the rides to be officially trained. He also said the Blaine School District along with WCOGS (Whatcom Council of Governments) to sponsor a bike safety rodeo in Blaine in June of 2020.

6. **New Policies** – Drafts were presented on the below policies and recommended changes were made. Final Drafts to be presented at the April meeting.
 - a. **Food Policy** – To allow the District to purchase food or refreshments for District needs.
 - b. **Volunteer Recognition** – to allow the District authority to recognize Commissioners, employees, and volunteers for the longstanding service, achievements, public service, etc.
 - c. **Petty Cash Policy** – To establish a fund of \$50 for the District to use in the capacity of making change.
7. **Commissioner Emails** – This was tabled until the April meeting.
8. **Bay to Bay Trail Map** – The Board reviewed the updated proposed trail map as provided by Commissioner Moore. It was decided that the Trail Committee would further review the map.
9. **Purchase and Sales Agreement – 4656 Drayton Harbor Road** – A final draft was presented to the Board for review. **Motion** by Sturgill to authorize the Board Chairman Carrington to sign the Purchase and Sales agreement as presented on behalf of the Board. 2nd by Moore.
10. **Conservation Easement Follow Up** – The Board reviewed the final easement after all recommendations by Attorney Ellingson had been made. **Motion** by Brown to allow Chairman Carrington to sign the Grant Deed of Conservation Easement to the Whatcom Land Trust on behalf of the District. 2nd by Moore. 2nd **Motion** passed unanimously.

DIRECTOR'S REPORT –

- a. **Trail Permit**– Morris discussed with the Board the need for an Agent Authorization form be completed and signed by a designee of the Board giving Morris the authority to speak with County Planning & Development Services regarding the Lot F building site. The Board agreed to have Carrington sign the application.
- b. **Engineering Bid** – Morris discussed the need for Civil Engineering bids to go out for the California Creek Project. The Board reviewed a bid from Alpine Engineering LLC.
- c. **DOT Trail** – Morris said the WA DOT is looking for a map of the proposed pedestrian/bike trail from Blaine to Birch Bay. The trail committee will continue to work on this project.
- d. **Lim Property / WLT** – Morris said the closing on the sale of the property is delayed slightly as the owners did not have a Fed Tax ID number that was required for the closing.
- e. **Rose Foundation** – Morris reported the Rose Foundation Grant for the CA Creek property has money leftover that may be able to cover the cost of the Haz Mat bill. He indicated there may also be more money available from the Foundation to help cover other costs like demolition of the buildings.
- f. **California Creek Archeology** – Morris said that paperwork is needed to state that the buildings on the CA Creek properties are not classified under Historic Preservation and that Garth Baldwin has assisted him with this task.

Approval of bills & payroll – Motion by Moore to accept Voucher #031020A for \$7,594.51, #031020B for \$10,118.47, and payroll #PRMAR20 in the amount of \$8,346.53. 2nd by Sturgill. Approved unanimously.

ADJOURNMENT: 7:55 pm. Motion by Sturgill, 2nd by Moore. Approved unanimously.

Next regular meeting: April 14, 2020 – Birch Bay Chamber of Commerce Visitor Center 5:30 PM

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ April 14, 2020 Birch Bay Chamber of Commerce Visitor Center

DUE TO THE COVID 19 PANDEMIC and the GOVERNOR'S STAY AT HOME ORDERS, THERE WAS NO APRIL MEETING OF THE BOARD OF COMMISSIONERS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ May 12, 2020 VIA ZOOM

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

EXCUSED: N/A

GUESTS: Alex Jeffers, Whatcom Land Trust

CALL TO ORDER: 5:35 pm.

APPROVAL OF MINUTES: **Motion** by Moore to accept the March meeting minutes. 2nd by Brown. Wilbrecht abstained as he was absent for the March meeting. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Building Fund: \$94,773.44. Reserve Fund: \$367,250.65 and the General Fund: \$118,309.67 for a total of \$580,333.76. Umpqua Bank balance: \$4,805.07 The question was raised about current tax payments being made to the County during the COVID-19 Pandemic. Treasurer Moore reported we have received over \$120,000 in tax receipts in April.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Staff / Board Initiatives**– Cabinets have been ordered; production was delayed due to Stay at Home orders throughout the country. New floors have been installed by Great Floor. Their bid came in at around \$4,000 and was the best bid. The painting is done. New Cabinets are scheduled for June 1 – 4, 2020.
- **Additional Space** – The staff hasn't had much focus on this project at the moment. Holmes suggested that due to the situation in the country, this might be something to hold off until 2021.
- **Stay @ Home Orders** - Holmes briefed the Board on what tasks the staff has been doing during the Stay @ Home orders. A discussion on current projects, such as the upcoming Video Trivia Night, was held. Suggestions for upcoming activities such as outdoor fitness classes in the parking lot, walks, bike rides, that could be done with safe distancing, were also discussed.
- **Hiring a Director** - Holmes asked the Board if they wanted to continue to pursue hiring a director. Morris said that he has been able to do most of the work at this time as the volunteer director. If the tasks become too much for

Morris especially with the California Creek project, the Board can revisit this option.

- b. Update Employee Manual** – Holmes presented the Board with an updated version of the current employee manual with suggested changes and updates, such as the new sick leave policy. Moore told the Board she has read the suggested changes thoroughly and they looked good. There was one sentence in the Orientation Section of the manual that a word (sufficient) should be left as originally intended.
 - c. Survey Monkey Results** – The Board had an opportunity to review the Community Survey that was posted through Survey Monkey recently. Holmes said the link to the survey was sent out in an email blast to over 1500 recipients and an ad was placed in The Northern Light newspaper and boosted on Facebook. 150 people have responded to the 10-question survey to date. Holmes will do a final opportunity email blast inviting people to complete the survey.
- 2. New Policies** – Drafts were presented on the below policies and recommended changes were made. Some of the Board members had not had the chance to review the final drafts. Holmes will resend those out and Board will vote in June to finalize.
 - a. Food Policy** – To allow the District to purchase food or refreshments for District needs.
 - b. Volunteer Recognition** – to allow the District authority to recognize Commissioners, employees, and volunteers for the longstanding service, achievements, public service, etc.
 - c. Petty Cash Policy** – To establish a fund of \$50 for the District to use in the capacity of making change.
- 3. Purchase and Sales Agreement (PSA) with Whatcom Land Trust** – Alex Jeffers joined the meeting to present to the Board the PSA for the sale of 4677 Drayton Harbor Road to the District. There was discussion about a Deed of Rights with RCO that was in the PSA for 4656 Drayton Harbor Road. Jeffers will update the PSA and resend to the Board for final review and approval. Jeffers updated the Board about Federal Coastal Wetlands Grants that WLT has received and will be used for three properties, including the 4656 Drayton Harbor Road property.
- 4. Request from Alex Wenger, Letter for ALEA Grant** – Holmes told the Board she had a request from Wenger for a letter of support from the Board for the \$800,000 grant the City of Blaine is seeking for Restoration and Naturalization of the Marine Park Shoreline. Sturgill said he is willing to reach out to Alex and construct a letter.
- 5. Commissioner Emails** – Further discussion regarding the use of personal emails by Board members for District Business. It was suggested that each Board member have an email address @bbbprd2.com for a more professional look and the emails can be put on the District’s website. There is a cost of approx. \$7 per month per email address for this service. The District will pay for this expense. **Motion** by Carrington to designate Commissioners emails through the bbbprd2.com email address. 2nd by Wilbrecht. After discussion it was suggested we also include the Director in the motion. Passed unanimously. Holmes to move forward on setting up the emails.
- 6. Volunteer Recognition** – Moore told the Board about the hours of work done by Doug Reimer for the GIS Map for the Bay to Bay Trail. She said it would be nice to formally recognize his work and how could that be done. It was suggested to see if there are any volunteer T-Shirts left and to have a plaque/certificate made along with a letter from the Board.

DIRECTOR'S REPORT –

- a. **Volunteer Time Sheet** – Morris suggested the Board start recording time spent volunteering on District projects and meetings. He said that time can be used for future grant purposes. Morris has an example of a form and will forward that to Holmes for the Board to review.
- b. **Asbestos Removal** – Morris said the Asbestos has been removed from the 4656 Drayton Harbor Road building. He said that building is ready for demolition as well as the 4677 property.
- c. **Appraisal Review** – Morris said as part of the RCO grant requirement a final technical review has been received.
- d. **Wetlands Delineation Study** – The study is almost completed on the 4656 and 4677 properties.
- e. **New Grant Request** – Morris said he is working on Phase 2 of the RCO grants for the CA Creek Property project. This new grant will be used for restrooms, septic, kayak launch, kiosk, interpretive signs, and storage. He will be seeking about \$500,000. Morris said he is also seeking funding of \$230,000 to help pay for the property which surrounds the CA Creek property to prevent development. The deadline for the new grant proposal is June 1. There was discussion about how much parking was necessary at the park.
- f. **Bay to Bay Trail** – Morris said he has sent the map of the proposed trail along Blaine Road to DOT.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #051220 for \$2,957.35 and payroll #PRMAY20 in the amount of \$6,740.00. 2nd by Wilbrecht. Approved unanimously.

ADJOURNMENT: 7:08 pm. **Motion** by Brown, 2nd by Moore. Approved unanimously.

Next regular meeting: June 9, 2020 – Birch Bay Chamber of Commerce Visitor Center 5:30 PM
LOCATION TO BE CONFIRMED PENDING STAY AT HOME REGULATIONS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ June 9, 2020 VIA ZOOM

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

EXCUSED: N/A

GUESTS: N/A

CALL TO ORDER: 5:34 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Umpqua Bank balance: \$4,884.96 Building Fund: \$98,620.86; Reserve Fund: \$376,892.13 and the General Fund: \$129,696.11 for a total of \$610,094.06. Treasurer Moore reported an additional \$35,000 plus has been received in tax receipts during the month of May. This amount is similar to what was received in the spring of 2019. It was asked if the District should keep track of expenses related to COVID supplies, maybe needed for budget next year if the restrictions apply? Holmes said she can track COVID expenses by using the Class feature in QuickBooks. The question was raised if any of the expenses could be reimbursed by either the federal or state government? The Birch Bay Chamber has free face masks to give out. Holmes to make arrangements to pick up a quantity for the Activity Center.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Office Improvements**– Cabinets have been installed. The installation of the new sink still needs to be completed.
- **Additional Space** – The staff hasn't had much focus on this project at the moment. Staff needs to put together an outline of projected space needs for consideration of building space. It was recommended we wait to see how the economic situation unfolds.
- **Logo for Bay to Bay Trail** – Holmes said she has been working with Commissioner Moore to put together a proposed logo. The Board was shown an example of the logo.
- **COVID 19 Opening Guidelines** – Holmes explained she met with Labor and Industries regarding the re-opening guidelines. A walk through of the Activity Center and outdoor pickleball courts was accomplished. Several guidelines were established for the Employer, Fitness Program and Pickleball. The LNI

representatives were pleased with the guidelines. Pickleball will resume the week of June 8 and limited fitness classes will begin the week of June 15.

- b. **Heather Darrough Resignation** – Holmes announced that Heather decided to move to Spokane and her last date of work was June 5. The job has been posted on the District's website. Holmes mentioned that the YMCA has been laying off people and she has passed the word onto some of those employees.
2. **New Policies** – The Board discussed the proposed policies that were recommended by the State Auditor's office. **Motion** by Wilbrecht to approve all three policies as presented. The Board will decide a dollar amount cap to the food purchasing policy. 2nd by Brown. Passed unanimously.
 - a. **Food Policy** – To allow the District to purchase food or refreshments for District needs.
 - b. **Volunteer Recognition** – to allow the District authority to recognize Commissioners, employees, and volunteers for the longstanding service, achievements, public service, etc.
 - c. **Petty Cash Policy** – To establish a fund of \$50 for the District to use in the capacity of making change.
3. **Need for Personnel for CA Creek Projects** - Moore asked the board about hiring a person to help with the California Creek grant projects. Her concerns are about the accounting and paperwork and did staff have enough time to properly look after the necessities. Discussion was held about hiring a bookkeeper to help with matters pertaining to the grants. Wilbrecht mentioned reaching out to the City of Blaine or Whatcom County to get help with permitting and documenting. Wilbrecht said he would reach out to Jeff Lazenby of the City of Blaine.
4. **Community Program Support Follow Up** – Holmes updated the Board on the status of the 2020 Community Program Support. Monies have been distributed to the Blaine Baseball / Fastpitch organization, and the Boys and Girls Scouts. The funding for Blaine Youth Sports was submitted for approval with the June bills. The Cubs Scouts organization has been closed to activities during the Stay @ Home orders; they are hoping to use the money in the fall of 2020 when they are able to do more with registrations and activities. Both the Birch Bay Chamber and the Whatcom Conservation District are unsure about their events for the summer. If the funding is needed to fund an event, they can reach out to the office to make arrangements.
5. **Commissioner Emails** – Each Board member and the Director have been issued a District bbbprd2.com email address. Holmes said she would like to start using those as soon as possible for all District business.

DIRECTOR'S REPORT –

- a. **Resolution for Authorization / RCO** – The formal authorization form was presented to the Board. This document authorizes Director Morris to act as the agent on behalf of the District with respects to the grant funding through RCO. Chairman Carrington will sign the document and Holmes will upload to PRISM.
- b. **Report on 4656 Archeology** – Garth Baldwin has completed the archaeology report for 4656 Drayton Harbor Road. This needed to be completed before the sale transaction with WLT could be finalized.
- c. **Report on 4656 Sale** – US Fish and Wildlife Service has completed their final review on the Kayak Launch. A few minor details are necessary to wrap up before the sale can be completed.
- d. **Lot F Update** – The SEPA (State Environmental Policy Act – Dept of Ecology, the process to identify and analyze environmental impacts of the project) is almost completed for Lot F. SEPA and Pre-App with Whatcom County needs to be done with the California Creek properties as well.

- e. **Phase 2** – Morris said he has completed the application for Phase 2 of the RCO grants for the CA Creek Property project. The next step is the Technical Review. The first one is scheduled for June 29th and the final one will be conducted in August. This new grant will be used for restrooms, septic, kayak launch, kiosk, interpretive signs, and storage. Morris explained how the grant money for Phase 1 will be used. Morris said he has been using the volunteer hour tracking sheet and asked Board members to do the same. The Wetland Study and Delineation Report has been completed for both properties. The invoice for this is being paid for by Whatcom Land Trust with Rose Grant monies they have received.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #060920A for \$27,647.86 and payroll #PRJUN20 in the amount of \$8,293.64. 2nd by Brown. Approved unanimously.

ADJOURNMENT: 6:35 pm. **Motion** by Moore, 2nd by Wilbrecht. Approved unanimously.

Next regular meeting: July 14, 2020 – 5:30 PM LOCATION TO BE CONFIRMED PENDING GOVERNOR'S SAFE START REGULATIONS.