

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.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ July 14, 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: Jay Dodd, Blaine School District Football Coach

CALL TO ORDER: 5:30 pm.

APPROVAL OF MINUTES: **Motion** by Brown to accept the June 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: \$4,373.17 Capital Improvement Fund: \$100,117.95; Reserve Fund: \$380,300.72 and the General Fund: \$101,189.13 for a total of \$585,980.97. Treasurer Moore reported approximately \$12,000 received in tax receipts during the month of June. Carrington asked the Board if revisiting the budget due to the COVID circumstances is needed? The Board felt that it was appropriate to plan for the loss of income. Carrington and Moore will work on a midyear budget review. Holmes reported that some expenses are down, for example, paying instructors, but also there is little income from program fees. Moore said grant reimbursements will help cover some of the expenses paid this year towards the CA Creek project.

NEW BUSINESS:

- 1. Request from Jay Dodd for Sponsorship for School Scoreboard** – Dodd told the Board that a new scoreboard for the football field at Blaine High School has been installed. The school is looking for a sponsor for a two-year period. A sign indicating the sponsor name / logo will be installed on both the front and back side of the scoreboard. Dodd presented photos for the Board to review and a draft design of the 10' x 3' aluminum composite sign. He said the scoreboard is visible from the football field, track and visible to all traffic entering Borderite Way going to the school. Dodd said the School District would eventually like to add lights to the Board for better visibility. Cost of the sponsorship is \$6,000 that will begin in either August or September of 2020. The cost includes the sign and installation. The District would have first option after the 2 year period for renewal. Holmes and Carrington will put together the Board questions for Dodd and will consider the request. No decision was made at the meeting.
- 2. Programs & Office Report –**
 - a. Task List**
 - **Office Improvements**– The project has been completed.
 - **Additional Space** – There are no updates on the search for additional space. More information is still needed by staff for size requirements.

- **Logo for Bay to Bay Trail** – Samples have been provided to the Trail Committee for review.

- b. L&I Consultation Visit of the Birch Bay Activity Center** – Holmes provided a copy of the L&I report prepared by Lani Gabriel from a visit from the agency on June 8. The consultation walk through was done to evaluate the safety and health of the workplace and to review COVID-19 re-opening guidelines. There were no general or serious hazards found during the visit.
- 3. Bookkeeper to Assist with District Financials / Grant** – The Board discussed the option to hire a bookkeeper, to assist Holmes with the day to day entries. Dori Binder, of Bookkeeping Solutions NW, Inc. has been approached to assist with that. Binder will be available in September to help. Wilbrecht said he has also spoken to the City of Blaine to see if they would be able to assist the District. There would be fees associated with the City’s services as well. Grant money is available to help cover administration cost. Wilbrecht also reported he feels there are many financial reports that can be created in QuickBooks that would be beneficial for the Board to see.
- 4. Birch Bay Chamber Request for Sponsorship of Drive In Movies at the Birch Bay Waterslides** – Billy Brown presented to the Board a proposal from the Birch Bay Chamber to show a series of outdoor movies at the Birch Bay Waterslides this summer, August through October. The event would be run by the Chamber. Drive-in Movie theaters are allowed during the COVID 19 guidelines. The budget for the movie as prepared by the Chamber was presented and reviewed by the Commissioners. \$5,000 was asked for the sponsorship. It was asked if insurance was needed for this and Brown indicated the Chamber already has the necessary insurance. A request was put in to bring the District’s Utility Trailer to the Waterslides to use at the event. **Motion** by Sturgill to approve the proposal for the \$5,000 sponsorship of this event. 2nd by Moore. Passed unanimously.
- 5. Commissioner Meeting Practices and Procedures** – Wilbrecht spoke to the Board about current procedures for the Public Meetings and Agenda. Since the District is funded by public monies, the Commissioners are elected to spend funds as proposed in the best interest of the public. Wilbrecht spoke about the need for the meeting agenda to have more details about each agenda item, for example to inform the public of what the District is doing. Wilbrecht also spoke on how much voting Board members can discuss outside a meeting setting as not to constitute a public meeting. Discussion was also held about how to create sub committees within the Board for special projects.
- 6. Rental of Gym by Water’s Edge Church Agreement** –Holmes addressed the need for more space in the Activity Center for day to day operations of activities and classes. Currently, tables and chairs which are stored in the gym and used once a week, need to be relocated to the container to make room for the day to day fitness class equipment. Water’s Edge has also been given some space to store some equipment for their weekly rental. Holmes indicated the District could benefit by having that space back. It was decided that Holmes and Morris will meet with the organization about the use of the space and other options to hold their service.
- 7. Director’s Report – Weekly Request for Updates** – Commissioner Moore was concerned with so much going on with the trails and the grants if Director Morris could provide a weekly report of what he has been working on. The Board discussed this with Morris and felt unless there was something he needed to apprise the Board of that needed immediate attention, the consensus was for him to continue the monthly meeting reports. It was suggested that if Moore had a specific question for Morris, that he is accessible and she could contact him directly.

DIRECTOR’S REPORT –

- a. **Lot F Trail Project** – Director Morris met with Katrina Jackson this past week at the Lot F (Waters Edge Way) Property. Jackson is available to do the mitigation especially since she completed the Wetland Study for the property. Jackson and Morris discussed ways to mitigate wetlands from the current CA Creek properties by using the latest acquisition by WLT. The 12-acres that will be given to the District would be available for that. Jackson’s mitigation report should be ready in about 3 weeks and will be included in the permit process for the lot.
- b. **New RCO Grant** – Morris said the grant was submitted and he has completed the initial technical review. The RCO Grant Manager has made comments of changes necessary and Morris and Holmes will work together to finalize the presentation for the final review in September.
- c. **Permitting on Park Project** – Once the new site plan has been completed, the pre-app will be submitted to the County.
- d. **Transfer of Properties** – Morris said the transfer of the 4656 Drayton Harbor Road properties into our name is expected later this month. Once transfer is complete, demolition of buildings can begin. As for 4677, there have been delays due to appraisal reviews. In an additional matter, WLT has about 20 acres of treed property that abuts the 12 acres. WLT has asked if we would want that property. Pros and cons of owning the property were discussed.
- e. **August 15 Fundraiser** – A fundraiser by the Whatcom Land Trust was held recently. One of the prizes in the auction bidding was a kayak tour along CA Creek and barbecue afterwards. Morris said he will be assisting with that.

Approval of bills & payroll – **Motion** by Brown to accept Voucher #071420A for \$6,211.99 and payroll #PRJUL20 in the amount of \$7,881.70. 2nd by Moore. Approved unanimously.

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

Next regular meeting: August 11, 2020 – 5:30 PM LOCATION TO BE CONFIRMED PENDING GOVERNOR’S SAFE START REGULATIONS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ August 11, 2020 VIA ZOOM

PRESENT

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

ABSENT: Richard Sturgill, Commissioner

GUESTS: Jay Dodd, Blaine School District Football Coach; Alex Jeffers, Whatcom Land Trust

CALL TO ORDER: 5:35 pm.

APPROVAL OF MINUTES: **Motion** by Wilbrecht to accept the July 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: \$4,972.17; Capital Improvement Fund: \$100,389.71; Reserve Fund: \$380,992.73 and the General Fund: \$87,487.99 for a total of \$573,842.60.

Review of 2020 Budget and to Authorize Budget Changes – Treasurer Moore and Chairman Carrington reviewed the budget expenses and income through June of 2020 and prepared proposed budget cuts for the 2020 Budget. Board members looked over the current expenditures and the suggested changes to the budget line by line. Some questions raised were about gym rental to families, funding for the Community Program Support, insurance discounts due to COVID, reimbursement for grant related legal fees and why the office budget was high. Holmes explained they are not currently renting to families as we could only have 5 people in the gym, but recent changes in the guidelines for fitness allow 11 people in the gym. It is possible to rent during hours when staff is available so the situation can be monitored. Holmes updated the Board on the status of funds issued to grant recipients, with the Blaine Youth Baseball (BYB) team returning the funds given as they were not able to have a season this year. BYB will resubmit for 2021. The Cub Scouts and the Whatcom Conservation District still have not received their funds due to delays in the programs they requested the funds for. Office budget line items were discussed, and one item was miscategorized. Other increases were due to new subscriptions to programs such as On the Clock and Zoom. Also, many expenses such as subscriptions to Adobe and Microsoft are paid for upfront in March. Some items related to necessary COVID supplies added to costs.

Chairman Carrington said he was pleased at how the budget looked so far this year even with the current situation surrounding the COVID pandemic.

NEW BUSINESS:

- 1. Further Discussion on the Request from Jay Dodd for Sponsorship for School Scoreboard** – The Commissioners reviewed the questions sent to Dodd for further clarification about the sponsorship for the School Sports Scoreboard. Some of the options discussed were a new offer for a three-year sponsorship starting in the summer of 2020 and ending the summer of 2023 for \$7,000. The Board heard that the school is willing to make announcements during sporting events of District Activities and recognition to the District will be given. However, the messaging on the sign will need to stay the same and it will be an aluminum sign and the cost to replace is not in the original sponsorship cost. The District also has first right of refusal or extension when

the contract ends. The question of sign permits was raised, Dodd said the school would take care any costs that would be related to that, if any. **Motion** by Brown to advertise the sign for the 2-year period at \$6,000.00 at the school under the terms presented. 2nd by Moore. Further discussion led to an amended motion by Carrington to include the 3-year option at \$7,000. Carrington later asked to remove the amended motion. The Board voted on the original motion for the 2-year period at \$6,000 level. Passed unanimously.

- 2. Request and Approval of the Conservation Easement Changes to 4656 Drayton Harbor Road** – Alex Jeffers of the Whatcom Land Trust (WLT) was present to answer questions the Board had regarding the updated easement. Due to WLT’s federal grants for California Creek, the Fish and Wildlife Department had made some changes to the original easement. The Board discussed the changes presented. **Motion** by Moore to accept the adjustments made to the conservation easement at 4656 Drayton Harbor Road. 2nd by Brown. Passed unanimously.
- 3. Programs & Office Report** – Holmes told the Board about the new changes to fitness classes as the number of participants allowed has increased. She reported on the attendance to the programs for June and July.
 - a. Task List**
 - **Additional Space** – There are no updates on the search for additional space. More information is still needed by staff for size requirements.
 - **Rental Agreement with Water’s Edge Church** – Holmes said notification has been given to Water’s Edge that the rental period will end on January 1, 2021 and that the items stored in the gym closet need to be removed by early September.
- 4. Review and Approval of Lease for the Bay Horizon Gym with Whatcom County Parks and Recreation** – The Board discussed the lease renewal for use of the gym. Morris said the only real changes to the lease was a two -year lease that would expire the same time the Lion’s Club lease would. Both leases would then be renewed to run concurrently. Holmes mentioned the insurance numbers were increased, but that Enduris has reviewed the request from the County regarding the insurance requirements. **Motion** by Wilbrecht to adopt the two-year lease with Whatcom County Parks and Recreation as proposed. 2nd by Moore. Passed unanimously.
- 5. Zip Whip Texting Program – To Authorize Yearly Subscription for Texting Software at Approximately \$1,200 annually.** – Discussion on the program and how it works was held during the review of the budget. Holmes said they are using the program for free for two months and so far response has been positive. The program uses the existing office phone number by mobile and computer apps to text critical messages to participants. She presented guidelines staff will use for the program and people can opt out of receiving messages. **Motion** by Wilbrecht to support the \$1,200 expense for the texting program. 2nd by Moore. Passed unanimously.
- 6. To Review Requests for Community Program Support as Approved for 2020**
 - a. Whatcom Conservation District** – There has been a request to change the expenditures as previously stated in original application. Due to COVID, the group may need to change how the event is operated. Money can be used for marketing materials such as the t-shirts. Holmes will stay in touch with Aneka Sweeney as to the fate of the event and work with her on expenditures.
 - b. Blaine Youth Baseball** – Check has been returned to the District as the season was cancelled and they decided not to purchase the equipment. The organization will reapply in 2021.

- 7. Announcement on Information Regarding Commission Meeting and Practices and Procedures** –Carrington said that due to the conversation last meeting about meeting practices and procedures he has more questions on this topic. Holmes has researched protocol and will pass along to the Board for their review. This has been tabled until the September meeting when the Board has had time to review the materials.

DIRECTOR'S REPORT –

- a. **Update on RCO Grant Submitted for CA Creek Property Phase 2** – Director Morris has resubmitted the grant application seeking approximately \$520,000 in funds for the park development and purchase of 12 acres. The last step of the grant is the final PowerPoint Technical Review presentation scheduled for late September.
- b. **Update for Permitting on CA Creek Property Phase 2** – The Pre App meeting with the County Planning and Development Agency has been scheduled for late August.
- c. **Mitigation for Lot F – 8756 Waters Edge Way Property** – Draft for the mitigation has been completed by Katrina Jackson and received by Morris.
- d. **Request from Birch Bay Berm Project for Funding for Benches along Birch Bay Drive** – Morris is meeting with Roland Middleton, Project Manager with Whatcom County Public Works later this week to discuss the District funding the purchase of benches, bike racks and signs to go on the new pedestrian path on the berm. This would not be initiated until the project is complete in the Spring of 2021. Morris will have more information on how the District can help fund the items to present to the Board at a later date.

Approval of bills & payroll – Motion by Moore to accept Voucher #081120A for \$14,291.66 and payroll #PRAUG20 in the amount of \$6,157.54. 2nd by Wilbrecht. Approved unanimously.

OLD BUSINESS: Commissioner Moore asked about the 20 acres are located that WLT is considering turning over to the Park District. Morris said the acreage, formerly the Lim-DeGuzman property, begins in the Lincoln Road area and ends near the Sunday Harbor property. Morris will provide a map to the Board so they will have a visual understanding

ADJOURNMENT: 7:35 pm. **Motion** by Carrington, 2nd by Moore. Approved unanimously.

Next regular meeting: September 8, 2020 – 5:30 PM LOCATION TO BE CONFIRMED PENDING GOVERNOR'S SAFE START REGULATIONS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ September 8, 2020 VIA ZOOM

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

ABSENT: N/A

GUESTS: Ashley Anderson, Blaine Girl Hoops President

CALL TO ORDER: 5:31 pm.

APPROVAL OF MINUTES: **Motion** by Moore to accept the August meeting minutes. 2nd by Wilbrecht. Sturgill abstained. Passed with four votes.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Umpqua Bank balance: \$4,131.66; Capital Improvement Fund: \$100,832.60; Reserve Fund: \$381,665.38 and the General Fund: \$72,771.63 for a total of \$559,401.27

Moore reported that tax funds are still trickling in. October and November will be the best indicator of what tax income is received this year, but the current District tax receipts are half of what was estimated for the entire year.

The Board discussed the status of an independent bookkeeper to assist the District. Holmes said she has a meeting with Dori Binder of Bookkeeping Solutions NW on September 23rd to discuss the services. Carrington said he would like to attend the meeting.

NEW BUSINESS:

1. Programs & Office Report -

a. Task List

- **Additional Space** – There are no updates on the search for additional space. Holmes said now that Sunday mornings will be available the hope is to add more Pickleball this year to that time slot. Due to COVID restrictions, all activities can be maintained at the gym for now.
- **Logo for Bay to Bay Trail** – Moore said she will go over options with Morris and Brown and then hand off the project to Sharon Swanson.

b. Discussion of Prioritizing Gym Schedule at Activity Center for Fall of 2020 –

Holmes mentioned the gym is currently scheduling Zumba, Line Dance and POUND Classes along with outdoor pickleball. She said there may be a large demand for indoor pickleball once the weather turns colder and rainier and staff is trying to figure out the best way to utilize the gym. She will send out an email to current pickleball players and the Bellingham Pickleball Club to gain a sense of how many people are looking for indoor play. Currently, the gym can have 1 indoor court with up to 6 people during an hour and a half session. Reservations must be made. It was suggested maybe looking into the cost of a tent to put over the outside courts to help keep the rain out. Holmes will

research tent options.

2. **Youth HORSE Tournament** – Holmes introduced Ashley Anderson who is interested in running a HORSE Basketball Tournament for local boys and girls in grades 4 – 12. Anderson talked about how the tournament will be run with 4 kids per team, two teams playing at once for 30-minute intervals, two adult scorers and one staff person. The event is scheduled for October and the District can provide services for kids to sign up. It was proposed to purchase t-shirts for each participant and sweatshirts for the winners. Trophies were also suggested as prizes for each division. Discussion was held on the cost for each person and the Board felt that a \$10 registration fee was reasonable to charge to help cover costs. Anderson said she and others will volunteer their time. The District will hire Dan Lang to help broadcast the event live for parents to watch online. Anderson said she wanted to make sure that COVID guidelines were enforced to keep everyone safe. **Motion** by Moore to contribute \$1,000 to move forward with the Youth HORSE Tournament to pay for shirts, trophies and sweatshirts and to include free gym time. Sturgill amended the Motion to increase the funding to \$1,500. 2nd by Brown. Passed unanimously.
3. **Boys and Girls Club request to use Pavilion for extended hours to assist with school online training** – Holmes told the Board a request has been put in from the Blaine Club to use the Pavilion during the daytime hours to host local youth with their online schooling. Holmes said they are not using the Pavilion at the moment and supported the request as long as when the need for the online schooling is no longer there, the use of the Pavilion will be turned over to the District. Holmes, with the assistance of Wilbrecht, will draft a letter of consent and understanding to the City of Blaine regarding the request.
 - a. **Making BBBPRD2's internet available for Hot Spots for Community Access** – Holmes told the board that the current Comcast internet services allows for a Hot Spot for guests to use outside the building. Holmes said she recently renegotiated the Comcast Business Contract to improve internet speed and extend the service in the building. Concerns about security were addressed. Holmes will set a time limit on guest usage to coincide with office hours only. Wilbrecht told the Board about an email he received from Jeff Carrington only to learn it was a spam. He wanted other Board members to be aware of these types of fishing requests by hackers to acquire money.
4. **Further Discussion on information regarding Commission Meeting and Practices and Procedures.** – Board members had been provided informational handouts regarding the Open Public Meetings Act. The Board discussed the laws and what is acceptable practice for meetings and what members cannot do when it comes to discussing and decision making outside of a meeting. Discussion was held on what practices to adapt for Board meetings. Holmes and Wilbrecht will work on getting models from other Districts to help mold procedures for our District. Also discussed was online training is available to Board members about the OPMA.
5. **Request by Blaine Youth Sports Regarding use of Community Program Support Funds to purchase first aid supplies with remaining funds** – Holmes told the Board that she received a request from Angela Rogers with the Blaine Youth Sports to use the remaining \$500 left over from the 2020 funds to purchase first aid kits for the sports teams to have. The Board had no objection to this, and Holmes will make an amendment to the contract allowing for these purchases.

DIRECTOR'S REPORT –

- a. **Update on the Lot F Mitigation** – Director Morris said he continues to work with Katrina Jackson regarding the mitigation. He said it looks like bridges for any trails are going to be necessary over the wetland areas due to codes. Jackson is almost complete with her report.

- b. **Work Party at California Creek** – Morris said the property at 4656 Drayton Harbor Road has been transferred into the District's name. He said maybe the District could consider getting volunteers to help with weed eating, removing blackberry bushes, etc.
- c. **Update on the Archaeology and Appraisal Review for Drayton Harbor Road Properties.** – Morris said there were some changes made to the report in order to meet RCO guidelines and some of the appraisal reviews had to be updated for RCO.
- d. **Roland Middleton, Public Works** – Morris met with Roland Middleton, Project Manager with Whatcom County Public Works about a request to help fund the purchase of benches on the new berm. Since most of the Berm project property is owned by private owners, Morris advised the District probably does not want to take on that responsibility. He suggested maybe looking into bike racks. The Health Department currently provides the trash cans along the drive.
- e. **Septic Agreement for Drayton Harbor Road Properties** – Morris said it is unlikely the current septic system will be allowed for the proposed restrooms and that needs to be changed in the title.
- f. **PreApp Meeting with County** – Morris said he met with numerous Whatcom County Departments for the PreApp application for the 4656 and 4677 Drayton Harbor Road improvements. Although he has not received the official written comments, he updated the board on concerns about which permits would be needed, need for an engineer to draft the site plan, parking lot needs, concerns for emergency vehicles, traffic analysis, septic issues, flood plan, and types of surfaces that can be used. The 20-acres of land that Whatcom Land Trust had offered us that buffers the CA Creek properties was asked about. Morris said he will talk to WLT and get a letter of intent on the donation of the land.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #090820A for \$4,028.59, #090820B for \$13,405.00 and payroll #PRSEP20 in the amount of \$5,970.76. 2nd by Sturgill. Approved unanimously.

OLD BUSINESS: Commissioner Moore asked about why a bill from NW Surveyors was over a year old and just being presented for payment now. It was suggested that if Commissioners are involved with agencies that are going to bill for services that they make sure the invoices are presented to the office in a timely fashion.

ADJOURNMENT: 7:12 pm. **Motion** by Wilbrecht, 2nd by Brown. Approved unanimously.

Next regular meeting: October 13, 2020 – 5:00 PM LOCATION TO BE CONFIRMED PENDING GOVERNOR'S SAFE START REGULATIONS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ October 13, 2020 VIA ZOOM

PRESENT

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

EXCUSED ABSENT: Jeff Carrington,
Commissioner, Chairman

GUESTS: N/A

CALL TO ORDER: 5:17 pm. Due to the absence of Chairman Carrington, Commissioner Wilbrecht was asked to chair the meeting.

APPROVAL OF MINUTES: **Motion** by Sturgill to accept the September 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: \$4,563.57; Capital Improvement Fund: \$101,516.58; Reserve Fund: \$383,414.78 and the General Fund: \$63,433.98 for a total of \$552,928.91

Treasurer Moore said she plans to meet with the contracted bookkeeper, Dori Binder, on Friday, October 16 at 2:00 pm to show her what journal entries are made to the QuickBooks account.

NEW BUSINESS:

1. Programs & Office Report –

a. Task List

- **Additional Space** – Holmes told the Board that she has reached out to the representative of the leasing agency, Kristyn Borgobello, that oversees the old Rite Aid building about what type of spacing needs would be sufficient for additional recreational space.

b. Potential Tent for Outdoor Pickleball Courts – Holmes told the Board that Mark Livingston, an avid Pickleball Player and Coach, has assisted in researching costs for tents that would be suitable for outdoor courts. Tent purchases ranged from \$6,000 to \$50,000. A discussion about a pole building or structure to cover the courts as a longtime investment was held. Holmes to find out about the lease to determine if we could build that type of structure and to make sure the new lease included the courts.

c. Accident Prevention Program – Holmes presented the Board with a proposed Accident Prevention Program for District employees based on recommendations from Labor and Industries that businesses have a plan. Holmes said the staff is holding monthly Safety Meetings during the last staff meeting of the month. The Board will take more time to review the proposed plan and will vote to adopt it officially at the November meeting.

2. **Youth HORSE Tournament Update**– November 7 & 8 – Holmes reported to the Board the proposed HORSE Tournament is set to be held on November 7 & 8, has 52 enrolled and will be live streamed for the community and family to watch.
3. **Discussion regarding the 2021 Levy Certification Paperwork for the Department of Revenue and to set meeting for 2021 budget** – Levy Certification paperwork has been received by the Whatcom County Assessor’s Office and needs to be completed along with a resolution to increase the amount levied adopted by November 17, 2020. 2021 Budget must be set by that date and submitted to County Council for their November 30, 2020 meeting. Concerns on how much tax money will be received in the October tax returns was expressed and how would that affect the budget. Board felt since we have recently reviewed the current 2020 budget that the November Board meeting will focus on setting and adopting a 2021 budget.
4. **Consideration of a feasibility study to determine if the former Blaine City Hall Building could be utilized as a multi-purpose facility that includes space for District activities** – Sturgill asked the Board to consider researching if the old City Hall would be a viable place for District use for recreational activities along with partnering with other groups in Blaine that will need office space or rooms. Wilbrecht said the City spent a considerable amount of money for a study that included a report and analysis to convert the building to other uses. Sturgill is interested in following up with the City officials as to the possibilities.
5. **Further discussion on information regarding Commission Board Policy and Procedures** – Wilbrecht told the Board that he and Holmes have gathered information from other agencies regarding their Board policies. These documents will be forwarded to the Board members for review and Board can discuss this further in December.
6. **Introduction and discussion regarding the opportunity for Open Space at Grandis Pond Development in Blaine** – Wilbrecht said a 500-acre site is under construction in Blaine and will be fully developed in about 20 years. One hundred acres of open space has been reserved for trails, pond and other recreational purposes. The developer is required to build all the amenities, but this could be turned over to the Park District to take over maintenance, however this could be very expensive. The trails will be open for public use. Morris expressed this was proposed to him about 10 years ago, but he turned down the option because of the prospective expense. Wilbrecht will ask for proof about the developer’s obligation to develop the property.

DIRECTOR’S REPORT –

- a. **4677 Drayton Harbor Sale and Update** – Director Morris reported the appraisal review has slowed down the sale transaction of the property. The latest appraisal has been submitted and the property is now ready to be transferred into the District’s name. Morris reported that is scheduled for the end of October. Once the sale is completed, demolition of the buildings can be scheduled for both properties.
- b. **Landscape Architect Prospect** – Morris has been in contact with a recent graduate with a Landscape Design degree who is interested in working with the District for a site plan and trail planning for the CA Creek property. He would like to invite her to join us in a future meeting so the Board has an opportunity to talk with her on how she could help us move forward. It was suggested that we budget for costs for a consultant in our 2021 Budget process as well as upcoming project costs
- c. **Permit Updates for CA Creek Estuary Project** – Results of Pre-App meeting with County received about what Permits are needed. A revised site plan needs to be completed. The traffic analysis paperwork required by the county Engineering services has been submitted with a new proposal for the driveway to the parking area be located on the 4677 Drayton Harbor Road property.
- d. **\$10,000 Grant for Kiosk at CA Creek Property** – A \$10,000 grant was awarded to Whatcom Land Trust from Whatcom Community Foundation to

erect a kiosk at CA Creek property. The next step is to request proposals from three different artists to submit bid proposals and designs for the panels of the sign.

- e. **Updates on RCO Grant Applications** – Morris reported that the scores for the project rankings for the ALEA and WWRP grants that were applied for have been released. The District scored 11th out of 14th on the WWRP, which is because the site design was lacking. Morris said there is still a chance we could receive money from this as funds trickle down. On the ALEA grant, the District scored 9 out of 18 which means we have a good chance for most of the \$500,000+ in funds that were requested. Final monetary awards will be determined after the Legislature budget has been determined.

Wilbrecht suggested the Board hold a workshop format meeting for the director once a month to discuss the grant projects as there is much to report on with the projects. It was also suggested maybe the Director's Report being done earlier in the meeting.

Morris also said Josh Peterson has been tasked to help with repair of the gate and other minor construction maintenance at 4656 Drayton Harbor Road.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #101320A for \$3,615.94 and payroll #PROCT20 in the amount of \$7,505.48. 2nd by Brown. Approved unanimously.

OLD BUSINESS: Commissioner Sturgill wanted to report that he has asked the City of Blaine's Engineer to provide information and a map with city properties, but that he has not received it yet.

ADJOURNMENT: 6:55 pm. **Motion** by Brown, 2nd by Moore. Approved unanimously.

Next regular meeting: November 10, 2020 – 5:00 PM LOCATION TO BE CONFIRMED PENDING GOVERNOR'S SAFE START REGULATIONS.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ November 10, 2020 VIA ZOOM

PRESENT

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

GUESTS: Ilsa Barrett

CALL TO ORDER: 5:03 pm.

APPROVAL OF MINUTES: **Motion** by Wilbrecht to accept the October 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: \$3,879.61; Capital Improvement Fund: \$116,616.32; Reserve Fund: \$412,209.27 and the General Fund: \$141,806.49 for a total of \$683,521.69

It was reported that the District received about 90% of the allocated taxes for 2020, however income to program services was significantly less due to the shutdown and enrollment restrictions.

The Board discussed the upcoming budget for 2021 and the new ruling that the District must now submit their next year budget to the County Council by November 30. The Board felt confident that since they have recently reviewed the budget, due to COVID-19 restrictions and guidelines, that they could rollover the budget into 2021.

NEW BUSINESS:

- 1. Update on prospective Project Manager for CA Creek Property – Ilsa Barrett** – Director Morris introduced Ilsa Barrett as a candidate for the CA Creek Project Manager's position as well as overseeing the Lot F Trail project. Barrett talked about her accomplishments and qualifications. Morris said he would like to recommend that she receive \$35 an hour and work as an independent contractor for the district, submitting invoices and approved expenses for payment each month. Morris estimated she would probably need about 10 – 15 hours a week, but hours may fluctuate. Wilbrecht expressed consideration of more hours, maybe up to 20 per week. Barrett would report directly to Morris and he would draft an outline of her expectations and duties. **Motion** by Wilbrecht to employ Barret up to 20 hours at \$35.00 per hour and reimburse for direct expenses related to the project and to provide a report on the work outcome and to support Morris on both Lot F and CA Creek Project. An amendment to the motion made by Brown to have a contract written to outline the perimeters of the employment. 2nd by Brown. Passed unanimously.
- 2. Programs & Office Report –**
 - a. Task List**
 - **Additional Space** –Holmes mentioned she reached out to the leasing company for buildings at the Cost Cutter Mall (AlbaneseCormier). The only spot they

have available is the old Block Buster store which she feels won't be of any use for pickleball or basketball.

- **Potential tent for outdoor pickleball courts** - Holmes reported on three concept types for covering the outdoor courts. The Board looked at the tent structure and two other open structures and their projected costs. The Board also talked about the Pavilion space and the possibility of having pickleball there as well but due to the floor condition people do not want to play there. Wilbrecht mentioned he would like to pursue the floor issue with the company that the floor was originally purchased from. He said this was done at the time he was the Blaine City Manager. Wilbrecht also inquired if Semiahmoo Resort was an option to rent for Pickleball and he would reach out to them.
- **Consideration to waive rental fee for use of the Birch Bay Activity Center for Blaine Youth Sports practices** - Holmes said that in 2019 and early 2020, the Board waived the rental fee for BYB use of the gym and wanted to know if that would still apply for the late 2020, early 2021 season. The Board had no objections to the BYB use of the gym. **Motion** by Wilbrecht to waive the fees for youth sports to rent the gym. 2nd by Moore.

3. Budget Planning Session -

- Consider purchasing a lighted warning system for bridge at Drayton Harbor Road / California Creek** - Moore suggested the Board consider purchasing this for safer travel on the bridge near the prospective trail. The County doesn't feel it is warranted and does not want to spend the money on one. The Board discussed the topic but decided to not make any decisions at this time but certainly revisit in the future as it is a great feature and would help with the safety of bicyclists using the proposed bike and pedestrian trail and Drayton Harbor Road.
- Consideration to install a half-barrel shaped rain shed for gymnasium back door** - Holmes said when it rains, the water can creep into the gym and cause havoc with the wood floor. The Board was asked to consider installing some type of gutter or rain stop to prevent water entering the building since doors need to be open for COVID-19 guidelines. Discussion was held about what would be the best options for this. **Motion** by Wilbrecht to authorize up to \$1,000 to purchase a method to improve rain and water conditions on that end of the building. 2nd by Brown. After further discussion on what type of feature to install, an amendment to the motion was made to increase to \$2,000. 2nd by Brown. Passed unanimously. Morris and Holmes to work on options.
- Budget Consideration for 20% match for the WSDOT Consolidated Grant Program** - Moore said that a requirement for the WSDOT Grant that she completed and submitted was a 20% match of funds to put toward the study for prioritizing what sections of the Blaine Road need improvements. She would like to see funds put aside in the event we are awarded the grant. **Motion** by Wilbrecht to set aside \$12,500 in matching funds for WSDOT grant for a planning study to identify, prioritize, and implement feasible concepts for safe transportation. 2nd by Moore. Passed unanimously.
- Budget consideration for temporary Office Receptionist for six months** - Holmes said that the office load has increased and since Office Assistant Lenton has limited office hours and the other Activity Coordinator position is still vacant, she would like to see a temporary staff person to assist with office tasks. Holmes said the increase in gym use has taken her away from many of her duties. Carrington said that Holmes needs to focus on administrative duties and wants all Board communication for staff to go through Morris. The bookkeeping duties will be streamed more through Dori and eventually transition those duties away from Holmes. **Motion** by Brown to support hiring temporary office helper for six months. 2nd by Sturgill. Holmes to present an outline of duties to Carrington.

4. **Approval of the Resolution regarding the 2021 Levy Certification paperwork for County Council**– The Board reviewed and discussed the 2021 Levy increase of 1%. It was discovered that the box for population of the district was incorrect and Moore would make the change and forward the levy certification paperwork with the correct population designation. **Motion** by Moore to approve the 2021 Levy increase, Ordinance / Resolution No. 2020-1 as presented with the population of the District being more than 10,000. 2nd by Wilbrecht. Passed unanimously.
5. **Discuss planning a workshop for Board members to further discuss and draft policies and procedures for Board meetings** -Wilbrecht asked the board to consider having a workshop on a different evening of the regular Board meeting so work can be done to formulate policies and procedures for Board meetings. He said the meetings are usually full of many other items and this would allow the Board to focus on just this topic. After discussion on the topic, it was decided that a committee of Wilbrecht and Carrington will work on the draft to present at the next meeting to be reviewed.

DIRECTOR'S REPORT –

- a. **4677 Drayton Harbor Sale, Security, and Demo Bid** – Director Morris reported the closing of the property is scheduled for Thursday of this week and that Whatcom Land Title has the purchase money from RCO. He reported that looters have gone through the 4677 vacant building and stripped it of many items. He recently trespassed a gentleman who was sitting in a car in the driveway. Josh Peterson has put a cable across the driveway to discourage trespassing as well as adjusting the current gate at the 4656 property. Regarding the demo of the existing buildings, he has received a bid for \$26,000, and is waiting for two more bids to come in. He said the wetlands situation is currently holding up the demo process.
- b. **Permit Updates for CA Creek Estuary Project** – Morris said until more is known regarding what the County will accept for wetland delineations, we are unable to start any engineering or site planning.
- c. **Permit Updates for Trail on Lot F, Waters Edge Property** – Once the mitigation plan is approved and a conservation easement is completed, the property should be ready to sell.
- d. **\$10,000 Grant for Kiosk at CA Creek Property** – Morris reported that three proposals for the work have been received. Money has been granted by the Whatcom Community Foundation for the kiosk.
- e. **Updates on RCO Grant Applications** – Morris said volunteer hours can be shown as matching monetary time for up to \$8,000 credit for the CA Creek RCO grant. He encouraged Commissioners to send in volunteer hours. He said the past work parties at the property count as well. He also said we will need to wait until the legislature approves the 2021 budget, probably March or April, to learn of what type of funds we will receive to continue Phase 2 of the project.

Approval of bills & payroll – **Motion** by Sturgill to accept Voucher #111020A for \$7,667.11, #111020B for \$3,985.00 and payroll #PRNOV20 in the amount of \$6,791.70. 2nd by Wilbrecht. Approved unanimously.

OLD BUSINESS: None

ADJOURNMENT: 7:15 pm. **Motion** by Moore, 2nd by Brown. Approved unanimously.

Next regular meeting: December 8, 2020 – 5:00 PM VIA ZOOM.

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ December 8, 2020 VIA ZOOM

PRESENT

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

EXCUSED: Richard Sturgill, Commissioner

GUESTS: N/A

CALL TO ORDER: 5:02 pm.

APPROVAL OF MINUTES: **Motion** by Moore to accept the November meeting minutes. 2nd by Wilbrecht. Passed unanimously. Commissioner Brown was not present during this vote.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Moore reported the following balances held by the County: Umpqua Bank balance: \$2,984.70; Capital Improvement Fund: \$118,695.41; Reserve Fund: \$426,437.02 and the General Fund: \$136, 936.14 for a total of \$685,053.27.

It was reported that the District received almost 100% of the allocated taxes for 2020. With one month to go in the year the difference is about \$1,000 of what was budgeted.

NEW BUSINESS:

- 1. Programs & Office Report** – Holmes reported that prior to the Governor ordered shutdown on November 17 the gym had steady use for fitness classes and pickleball along with private rentals for pickleball and basketball/volleyball youth practices. Although classes and gym capacity were limited to 11 people, most of the classes met the maximum as did the inside pickleball courts.

a. Task List

- **Carport Covering for Gym Door** – Holmes has researched three companies for prices. Will probably go with Carport.com and it will be \$945 delivered and installed. Holmes has reached out to Whatcom County Parks for permission and it has been granted if it is not permanently attached to building. Holmes spoke to Tim at Whatcom County Planning & Development as to what permits were needed and will file with Planning and Development once that determination has been made.
- **Temporary Staff Position** – Holmes was contacted by the Opportunity Council's Work Source and they may have a placement for the position, which would be no cost to us for 6 months. She will follow up with them, interview their contact and if it is a good fit, will probably utilize that opportunity.

- b. Gym Closure extended through January 4, 2021.** Holmes reported the COVID-19 Restrictions for gyms and fitness centers has been extended per the Governor. During the shutdown, she reported that over 30 lightbulbs in the gym have been replaced and other cleaning of the storage areas has been done.

- c. **Review proof and approval of design for the score board sign at BHS sports field** – The Board had an opportunity to review the suggested design for the sign. Changes were made and Holmes and Carrington will finalize the design.
2. **Approval for the proposed Accident Prevention Program** – Morris and other Board members said they have reviewed the proposed document and it looks good, needs a few tweaks which Morris and Holmes will address. **Motion** by Brown to approve the Accident Prevention Program as a living document. 2nd by Moore. Passed unanimously. Holmes will add a signature line for each employee to sign that they have read and acknowledged the program.
3. **Consideration to set aside money for the Community Program Support for 2021** – The Board discussed if funds were available to assist with community programs. Moore said that \$31,000 was in the budget that was presented. Due to the virus, not sure what activities can be held. The Board felt the policy was flexible enough so if community groups wanted to apply for funding the December 31 deadline would be extended. A media release will be made regarding the funding.
4. **Introduce a draft of the Rules of Procedures for Board Commissioners** -Wilbrecht prepared a draft document that is based on the Blaine City Council procedures and has tweaked it to reflect Commissioner’s needs. He said the Board needed to review it and possibly set time in January to work on the details. The document contains important guidelines of how meetings are to be run, including certain guidelines on how to deal with the public, annual nominations for a chairperson and protem chair, etc. Wilbrecht said many of the items will cover language of issues we may or may not experience but should cover most meeting concerns if the need arises.

DIRECTOR'S REPORT –

- a. **Update on Lot F (Water’s Edge Property)** – Director Morris reported that a mitigation plan has been agreed upon for planting 1 tree for each 14 linear feet on the property. He has Ilsa Barrett working on a map and a conservation easement for the property. Will need to have Roger Ellingson work on the trail easement and hopes to have the property ready for sale in the near future once those details have been finalized.
- b. **Wetland Delineation update for the CA Creek Project** – Morris said the plan has stalled due to the delineation plan previously done by the company hired by Whatcom Land Trust. Discussion was held on the challenges to the site due to the wetlands.
- c. **Incidents that occurred at the 4677 Drayton Harbor Road Property** – Morris reported a recent incident where the cable across the driveway was cut and a stolen boat was abandoned on the property. He said he has taken some security measures in case of future problems.
- d. **\$10,000 Grant for Kiosk at CA Creek Property** – Morris is still working on hiring an artist to make the designs for the Kiosk and has contacted several artists. Money for the signs was secured from a Whatcom Community Foundation grants.
- e. **Updates on Ilsa Barrett / CAD Software Program** Morris said Barrett has been using a free 30-day trial for the CAD software to create maps for the park projects. He said it would cost \$400 for the license along with about \$30 to purchase Whatcom County GIS shape files. After discussion, the Board felt it was a good investment to purchase the CAD program and to make sure that it is licensed in the District’s name and all files are to be property of the District. Barrett to continue working on GIS trail design, parking lot design and other future mapping for the park.

Approval of bills & payroll – Motion by Wilbrecht to accept Voucher #120820A for \$6,094.72, #120820B for \$4,530.02 and payroll #PRDEC20 in the amount of \$6,248.70. 2nd by Brown. Approved unanimously.

OLD BUSINESS: Moore asked about the status of several tasks from the November meeting regarding the floor at the Pavilion, workshops, sale and closing of the 4677 Drayton Harbor property. Wilbrecht said he has been in touch with the company that installed the floor and will be reporting more on that in January. The workshops were suggestions if the Commissioners needed to work on District business outside a regular meeting. Morris reported that the closing on the property has been finalized and transferred into the District's name. It was asked how the transition with the new Bookkeeper was going. Holmes said that it is going very smoothly, and that Dori has a much better understanding of the County reports and how our books are kept. It was also asked if a contract was completed for the work to be done by Ilsa Barrett on the CA Creek projects. Morris said one has been signed and to have Holmes share it with the other Board members to review.

ADJOURNMENT: 6:22 pm. **Motion** by Carrington, 2nd by Moore. Approved unanimously.

Next regular meeting: January 12, 2021 – 5:00 PM VIA ZOOM.