



January 12, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:00 pm

A. Call to Order

1. Roll call and approval of December meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

- ~~1. Consideration for Community Program Support Funding Request from Cub Scouts Pack 4025 – CANCELLED~~
2. Programs & Office Report (Heidi)
 - a. Task List
 - b. Update on Staff Projects
 - c. Gym Closure extended until January 11, 2020. New guidelines based on 1.11.21 Phase 1 restrictions.
3. To accept the resignation of Commissioner Sturgill with discussion on a replacement
4. Introduce a draft of the Rules of Procedure for Board Commissioners

E. Director's Report –

1. Update on Project Manager Assistant projects (Ilsa)
2. Lochans home for sale
3. Update on Birch Bay Water Sewer Charges at 4656 Property
4. Update on Lot F, Conservation Easement & Map (Waters Edge Property)
5. Wetland delineation update for the CA Creek Park
6. RCO 2020 Grant Application Update
7. Permit Process at CA Creek Park
8. Work Party at CA Creek Park, Kayak Launch

F. Approval of bills & payroll –

G. Old Business -

Adjournment time: _____

Next meeting ~ February 9, 2020 5:00 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ January 12, 2021 VIA ZOOM

PRESENT

Jeff Carrington, Commissioner, Chairman Sheli Moore, Commissioner, Treasurer

Billy Brown, Commissioner

Dave Wilbrecht, Commissioner

Ted Morris, Director

Heidi Holmes, Program Manager

GUESTS: N/A

CALL TO ORDER: 5:05 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Due to the December County Financial reports being unavailable, Moore was unable to report the following balances held by the County. It is typical for the December reports to be late. Once the reports arrive, Holmes and Bookkeeper Dori Binder will finish the data entry and reconciliation. When the reports are ready, Holmes will email them out to the Board and provide Moore with the QuickBooks's flash drive for her to review.

NEW BUSINESS:

- 1. Resignation of Commissioner Richard Sturgill** – Sturgill has formally resigned his position as Commissioner in an email sent to Director Morris. The Board discussed the responsibility and procedures for filling the vacancy. The District can nominate and choose a willing, qualified person to fill the spot. A job description, expectations and request for resumes will be posted to the District's website, Facebook page and The Northern Light newspaper. The Board has 90 days to fill the position.
- 2. Programs & Office Report –**
 - a. Task List**
 - **Carport Covering for Gym Door** – Holmes still waiting to hear what permit is needed. She has submitted a site plan to County.
 - **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. Holmes has been working with OCWS for a placement and awaiting an interview with a prospect.
 - **Staff Reviews** – Holmes will start the 2020 staff performance evaluations. Carrington stated he would like to see the other members of the staff have a voice in what

the district can do better, how we can expand, be actively strong, provide feedback and work together as a strong team.

- b. **Staff Projects** – Holmes reported that she is currently working with the Wings Over Water committee to present the virtual birding festival in March. The District will provide kids activities that will be COVID -19 guideline compliant. She also said that the District sponsored several virtual ZOOM based Trivia nights and is currently working with members of the Friends of the Birch Bay Library for an upcoming Zoom based trivia event in late January.
 - c. **Gym Closure extended indefinitely as of January 11, 2021.** Holmes reported the COVID-19 Restrictions for gyms and fitness centers has been extended per the Governor. Holmes reported that we could have fitness classes of up to 5 people with an instructor for 45-minute classes but that many instructors and participants are unwilling to due to the restriction of having to wear a mask during exercise. She said Pickleball can take place outside, but masks must be worn. The gym can be used for a single household up to 6 people. Prior to the shutdown, there were several families who had reserved the gym for basketball and volleyball skill practices. This is allowed under the current rules and those rentals have resumed. Staff will be present when those individual families are using the gym to make sure the guidelines are being followed.
- 3. Introduce a Draft of the Rules of Procedures for Board Commissioners** -Board members weighed in on the drafted procedures for the Board. Since the draft presented came from the City of Blaine and much of the rules didn't apply, the Board would like to see a more simplistic document. Some felt that too much responsibility was put on the Director, which in our case, is a volunteer position. It was recommended that legal counsel review the final version. Wilbrecht and Morris will continue to work on the draft.

DIRECTOR'S REPORT –

- a. **Update on Project Manager Assistant Projects (Ilsa Barrett)** Morris spoke about the work Ilsa and he have completed on the Lot F property conservation easement and design. Morris reported that the District now has free access to the county's shared map files so Barrett can work on site plans. Maps created of the property and the conservation easement were made available to the Board. Morris reported that the work on the conservation easement is almost completed and once the County signs off on the easement, it will be ready for recording with the County Auditor. After that the property will be ready to put on the market.
- b. **Potential Sale of Lohan's Property on Drayton Harbor Road** – Morris said he and the Whatcom Land Trust have been approached by the Lohan family who reside in Canada about selling their approximately 2-acre property. This property abuts the 4677 Drayton Harbor Road. Morris said he was not aware of the selling price but first wanted to discuss with the Board if this property is worth pursuing. The District already has an easement on the property that will allow for the proposed trail to be built on. The Board discussed the viability of the purchase but decided there was no interest.
- c. **Birch Bay Water Sewer District and Water at CA Creek Property** – Morris said the District is now paying for water hookup at the 4656 property. He said he needs to determine if there is a need to continue with water service. If the water is shut of completely and there is a need for service in the future, the cost to reinstate it would be costly, possibly in the thousands of dollars. It was decided to leave the water on until set plans are in place for water needs.

- d. **Wetland Delineation Update for the CA Creek Project** – Morris said the company that did the original delineation report that was not accepted by the County has reflagged the area they are preparing a new report that will be presented to the County. Once that is approved, the permit process and development plans can move forward. Morris also reported that he is working with the County on documenting time spent by NSEA on the planting of 600 – 900 plants on the property earlier for wetland mitigation.
- e. **Work Party at CA Creek Park, Kayak Launch** – Morris would like to organize a work party to remove a large section of blackberry bushes from the 4656 property around March and was looking for volunteers from the Board.

Approval of bills & payroll – **Motion** by Brown to accept Voucher #011221A for \$5,319.33, and payroll #PRJAN21 in the amount of \$7,821.92. 2nd by Wilbrecht. Approved unanimously.

OLD BUSINESS: Wilbrecht updated the Board on his progress with potentially replacing the flooring at the Pavilion and continues to work on it. He has obtained a tile from the floor and has been in touch with the Contractor. He needs to talk with the City of Blaine.

Moore asked what the staff has been doing during the shutdown and Holmes responded that inventory was done, storage rooms cleaned and painted, light bulbs were replaced.

Morris mentioned that he is still working on the Interpretive Kiosks and has two bids at this time. He is estimating the project to cost about \$12,000 to \$16,000 but the grant money will cover that.

Moore said she has volunteered time to help score other grant applications for the WSDOT grant. This was part of her obligation as a grant applicant of WSDOT to assist.

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

Next regular meeting: February 9, 2021 – 5:00 PM VIA ZOOM.



February 9, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:00 pm

A. Call to Order

1. Roll call and approval of January meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Consideration for Community Program Support Funding Request from Whatcom Conservation District, 2021 Run with the Chums – Aneka Sweeney
2. Consideration for Community Program Support Funding Request from Birch Bay Chamber of Commerce, Summer 2021 Events – Liz Thorton, Danielle Gaughen
3. Programs & Office Report (Heidi)
 - a. Task List
 - b. To discuss options for free gym time rentals for families during current COVID guidelines
 - c. Request to purchase new office computer for Program Manager
4. Continuing search for a replacement Commissioner
5. Review of the draft of the Rules of Procedure for Board Commissioners

E. Director's Report –

1. California Creek Wetland Report
2. New Grant Progress
3. Lot F Trail Update
4. Interpretive Trail and Loop Trail Update

F. Approval of bills & payroll –

G. Old Business -

Adjournment time: _____

Next meeting ~March 9, 2021 5:00 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ February 9, 2021 VIA ZOOM

PRESENT

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

GUESTS: Don Bowman, Birch Bay Resident; Danielle Gaughen, Birch Bay Chamber; Doralee Booth, Birch Bay Chamber; Tonya Wahl, Birch Bay Chamber; Aneka Sweeney, Whatcom Conservation District

CALL TO ORDER: 5:05 pm.

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

PUBLIC COMMENT: Don Bowman spoke to the Board regarding free use of the gym for family time during the COVID restrictions. Bowman has been a long-time user of the open gym time at the Birch Bay Activity Center and has appreciated the free use. He has a large family and paying the \$25 per hour right now would be tough on his budget. He was concerned since the gym reopened in January that there was now a \$25 fee for he and his family to use the gym to play basketball. It was asked by the Board why there was now the fee? Holmes explained that prior to the shut down in November, there was some free family time offered when a staff member was present at the office, but if families or individuals wanted to use the gym for pickleball or basketball, etc under the strict COVID guidelines, there was a \$25 fee for the hour and half use of gym when staff was not available. When the District was able to resume use of the gym in January for fitness classes and rentals to 1 household families of up to 6 members, it was decided to instill the fee as some families had been renting the gym prior to the shutdown. Due to the strict restrictions, use of the gym was very limited. The Board discussed the need for families to use the gym and would like to see the gym be used more, especially now as there are limited activities families can do. **Motion** by Brown to temporarily allow families that live in our district to reserve the gym for free based on staff availability until August or when COVID restrictions ease up. 2nd by Wilbrecht. Passed unanimously.

Wilbrecht asked about what if families want to use the gym or rent the gym when staff is not available, Holmes reported that due to the strict COVID restrictions that do not allow for mixed families to use the gym at one time, staff felt it was important to monitor the rentals and use of gym as not to have the guidelines abused. After more discussion on rentals after hours, **Motion** by Wilbrecht to authorize staff to approve reserving the gym on an hourly basis when staff is available outside of their regular hours. 2nd by Moore. Passed unanimously.

TREASURER'S REPORT: Moore reported the following balances held by the County: Umpqua Bank balance: \$4,828.80; Capital Improvement Fund: \$119,220.69; Reserve Fund: \$427,343.34 and the General Fund: \$118,255.32 for a total of \$669,648.15. Moore said there are some minor adjustments to be made in the QuickBooks files.

A discussion was held about a threshold for reporting inventory cost. Holmes will provide a more thorough explanation at the March meeting of what this would look like for the Board to decide on what cost would be reported as inventory versus business expenses.

NEW BUSINESS:

- 4. Consideration for Community Program Support Funding Request from Whatcom Conservation District, Aneka Sweeney**– Sweeney presented a request for \$4,000 to help fund and support the 2021 Run with the Chums 5k Fun Run / Walk which is scheduled for Saturday, September 11 at the BP Highlands in Blaine. Sweeney took a moment to talk about the 2020 Virtual Run as an in-person one was not allowed due to the COVID restrictions. Sweeney said 2021 plans are still uncertain whether the event will be virtual or in person, but that a decision will be made by the end of April 2021. Discussion held on how funds would look if the event were held virtually as to in person costs. Sweeney will look at an alternative budget and the Board will revisit the request in April or May when how the event will be run is determined.
- 5. Consideration for Community Program Support Funding from Birch Bay Chamber of Commerce, Summer Events – Danielle Gaughen, Event Coordinator** - Gaughen presented the proposal from the Chamber for support of \$20,000 to support and fund their proposed 2021 events. The Chamber plans to hold events such as Drive-In Movies, Golf Cart Poker Run, Kite Festival, Sand Sculpture/Rollback Weekend, Discover Birch Bay Days, Birch Bay Chamber of Horrors Halloween Haunted House, Santa @ the Vic and Ring of Fire and Hope / Polar Bear Plunge. All programs will follow all COVID guidelines and with advice by the Whatcom County Health Department. Gaughen said that programs run in 2020 were successful. Gaughen asked if they could receive the money in one large sum as it is more efficient to make marketing purchases.
- 6. Programs & Office Report –**
 - a. Task List**
 - **Carport Covering for Gym Door** – Holmes said she is tabling the purchases of the carport as there is limited use of the gym at this time and until less chance of inclement weather.
 - **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. At this time, no interview has been set up, as still waiting for an applicant. Holmes said that she hopes that Office Assistant Lenton will be able to return to the office in the near future as in-school learning returns.
 - **Staff Reviews** – Holmes had completed the staff evaluations and will be meeting with staff and Director Morris this week for review.
 - b. To discuss options for free gym time rentals for families during current COVID guidelines** – See Public Comment discussion for details of this matter.
 - c. Request to purchase new office computer for Program Manager** – Holmes said she has been experiencing issues with the seven-year-old computer in the office. She is requesting approximately \$1,000 to \$1,200 to purchase one that can accommodate the high-end programs she uses daily. Recently when the Bookkeeper was updating records, the computer froze up and caused delay in her work. Holmes said the computer has crashed once about a year ago and had to have parts replaced. It was discussed that in upcoming budget talks equipment replacement should be addressed. Holmes to work with

Commissioner Brown on purchase options.

7. **Continuing Search for a replacement Commissioner** – A press release was published in The Northern Light newspaper and Holmes will update the website advertising the position. So far one person has inquired but may have a conflict as they currently serve on the Planning Commission of the city. The Board will review any applicants at the March meeting and potential interviews. It was suggested Board members reach out to people they know in the community for interested people.
8. **Review of the draft of the Rules of Procedures for Board Commissioners** -The Board felt this matter needs to be priority for the next meeting and should be addressed at the beginning of the meeting. Tabled until March.

DIRECTOR'S REPORT –

- f. **California Creek Wetland Report** - Morris says the revision for the report by ASTI has been stalled as there have been some organizational changes. Ilsa Barrett has been working on the trail design for the interpretive trail and placement of signs. A proposed trail has been drawn from Lincoln Road to Lot F (Waters Edge property).
Morris reported that he has been approached by University of Washington and the Department of Fish and Wildlife to continue trapping for the invasive green crabs starting in April.
- g. **New Grant Progress** – Morris said there is great news on the recent grant applications and funding from RCO for the 2nd phase of the California Creek project. He said there is potential funding of \$143,000 for the WWRP grant for land acquisition and he believes the ALEA funds of approximately \$500,000 will be fully funded.
- h. **Lot F Trail Update** – Morris said the conservation easement for the Lot F has been completed and that Roger Ellingson is currently working on the trail easement.
- i. **RCO Grant Money Reimburse** - Morris said all but about \$1,200 for legal fees and recent wetland delineation bills have been reimbursed.
- j. **Work Party at CA Creek Park, Kayak Launch** – Morris would like to organize a work party on Saturday, March 6 with five or six people to remove evasive species, such as blackberry bushes.
- k. **Email Letter from Concerned Citizen about District Programs** – an email that was emailed to all Board and the Director regarding concerns about what the District is currently doing for fitness programs and pickleball was addressed. Moore said she did send a response to the person.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #020921A for \$5,536.36, and payroll #PRFEB21 in the amount of \$5,662.76. 2nd by Wilbrecht. Approved unanimously.

OLD BUSINESS: Wilbrecht updated the Board on his progress with potentially replacing the flooring at the Pavilion. He has met with City Manager Michael Jones and Boys and Girls Club CEO, Heather Powell about the disappointment in the floor. Wilbrecht said the City is willing to help with the floor. One option is to remove the current floor and just use the concrete. The concrete was damaged during the pouring process due to hot weather which is why the current flooring was chosen. Another option is to

have a floor expert to look at ways to repair the concrete and paint. Wilbrecht to continue pursuing this matter.

ADJOURNMENT: 7:11 pm. **Motion** by Wilbrecht, 2nd by Moore. Approved unanimously.

Next regular meeting: March 9, 2021 – 5:00 PM VIA ZOOM.



March 9, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:00 pm

A. Call to Order

1. Roll call and approval of February meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$
3. Discussion on setting a threshold for inventory purchases. Action Recommended: To approve a dollar amount of what is disposable inventory and would be expensed to capital or inventory.

D. New Business

1. Community Program Support for the Birch Bay Chamber of Commerce, Summer Events: Action Needed: Motion to approve the \$20,000 funding requested.
2. Board of Commissioner Applicants Interview and Questions. Action Recommended: Break into Executive Session to Discuss interviews.
3. Rules of Procedures: Action Needed: Motion to approve the Rules of Procedure for Board Commissioners as drafted.
4. Discussion to purchase of lawn mower for use at the Birch Bay Activity Center. Action Recommended: Motion to approve the funding for a gas-powered lawn mower as presented in the proposal from Carl's Mowers.
5. Programs & Office Report (Heidi)
 - a. Task List
 - b. Wings Over Water (Virtual) Birding Festival, March 19 – 21.
6. Discussion to purchase of adjustable basketball hoops for the gymnasium for youth sports. Action Recommended: To approve a budget to purchase 2 adjustable wall mounted basketball hoops for the Birch Bay Activity Center.

E. Director's Report –

1. Update on the ATSI wetland delineation report
2. Update on Ilsa Barrett's projects
3. Work Party at CA Creek Park, Kayak Launch rescheduled, March 13

4. Report on discussion with Skip Jansen
5. Request from fire department to use buildings at 4656 and 4677 Drayton Harbor Road for training purposes.
6. Staff Evaluations have been completed.

F. Approval of bills & payroll –

G. Old Business –

1. Update on Pavilion Floor

Adjournment time: _____

Next meeting ~ April 13, 2021 5:00 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ March 9, 2021 VIA ZOOM

PRESENT

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

GUESTS: Danielle Gaughen, Birch Bay Chamber; Jesse Creydt, applicant for Commissioner position; Sonia Hurt, applicant for Commissioner position

CALL TO ORDER: 5:05 pm.

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

PUBLIC COMMENT: N/A.

TREASURER'S REPORT: Holmes reported the following balances held by the County: Umpqua Bank balance: \$4,854.65; Capital Improvement Fund: \$118,840.04; Reserve Fund: \$428,355.62 and the General Fund: \$108,918.56 for a total of \$660,968.87.

A discussion was held about setting a threshold for reporting inventory cost. Holmes explained that a monetary (dollar value) should be determined that moves a purchased item from disposable to an inventory item. The Board discussed what items should be inventoried as assets and how records are kept for equipment. Holmes explained that each year inventory is taken and recorded on a spreadsheet. This will also be helpful for budgetary purposes for when equipment needs to be replaced. Major items that are purchased should be recorded as assets.

NEW BUSINESS:

- 9. Community Program Support for the Birch Bay Chamber of Commerce, Summer Events:**
Action Needed: Motion to approve the \$20,000 funding requested. – Danielle Gaughen from the Birch Bay Chamber was present to answer any last questions regarding the request for funding. She said the Chamber has been working closely with the Whatcom County Health Department on the summer events and they are COVID safe and fully expected to proceed. **Motion** by Moore to fully fund the \$20,000 to support the Birch Bay Chamber events. 2nd by Wilbrecht. Passed unanimously.
- 10. Board of Commissioner Applicants Interview and Questions. Action Recommended: Break into Executive Session to Discuss interviews.** Sonia Hurt and Jesse Creydt, Blaine residents, were present at the meeting to answer questions from the Board about their interest in the Commissioner position vacated by Richard Sturgill. At 6:10 pm, the Board went into executive session to evaluate the qualifications of a candidate for appointment to elective office. At 6:28 pm, the Board came out of executive session to announce the chosen candidate. **Motion** by Wilbrecht to support Jesse Creydt's application for the position of Commissioner for the Blaine-Birch Bay Park and Recreation District. 2nd by Brown. The motion was passed with 3 yea, 1 nay vote cast.

11. Rules of Procedures: Action Needed: Motion to approve the Rules of Procedure for Board Commissioners as drafted. The Board was asked if they wanted to go through the DRAFT Rules of Procedure line by line or to look at the document as a whole. Moore said she had sent changes for the Table of Contents and Holmes explained those had been updated. The Board decided they would like to take another look at the document to simplify and make it cleaner. This would also give new member, Jesse Creydt, a chance to review it. Tabled until April.

12. Discussion to purchase lawn mower for use at the Birch Bay Activity Center. Action Recommended: Motion to approve the funding for a gas-powered lawn mower as presented in the proposal from Carl's Mowers. The Board had an opportunity to review a proposed lawn mower as requested by staff to keep the lawn around the gymnasium mowed. Camp Horizon used to mow around the footprint of the gym but have stopped due to the expense to them. Whatcom County Parks only mows around the playground and the area by the entrance to Gemini Street. Staff currently uses a push mower which cannot handle the amount of area they would like to keep mowed. Concerns were raised about insurance liability and lawn mowing safety. Director Morris said he is an advocate of the purchase and also said he would like to see a trimmer purchased to help keep invasive plants down around the gym, such as the blackberry bushes. **Motion** by Carrington to purchase the Honda HRX217HYA mower and to include a weed eater at the director's discretion. 2nd by Morris. Passed unanimously.

13. Discussion to purchase adjustable basketball hoops for the gymnasium for youth sports. Action Recommended: To approve a budget to purchase two adjustable wall mounted basketball hoops for the Birch Bay Activity Center. Holmes said she would like to revisit the conversation started in March 2020 by the Blaine Youth Sports group to add basketball hoops to the gym that would be adjustable for the younger players. The consensus of the Board was they would like to move forward to get quotes to make the improvement.

14. Programs & Office Report –

a. Task List

- **Staff Reviews –** Holmes has completed the evaluations and has met with each staff member along with Director Morris. Copies of the evaluations have been emailed to the Board for their review.
- **New Tasks-** The Board has asked Holmes to contact our insurance provider, Enduris, to join us for a meeting for a review of the District's insurance policy.

DIRECTOR'S REPORT –

1. **Update on the ATSI wetland delineation report –** There is no change from last month's report as no updated report has been received. ATSI has been asked to provide the report by the end of this week.
2. **Update on Ilsa Barrett's projects –** Barrett has done three site visits and is preparing a Request for Proposal (RFP) for a wetland delineation of the Kohn property section of the trail. She has been working on the Interpretative Trail Station, a site plan for the property and a tree protection plan. She has contacted engineering firms for what is needed for bids and is also creating a RFP for bids on the whole project. RFP's needed will be wetland delineation, the actual project with an engineering firm and the construction of the project.
3. **Work Party at CA Creek Park & Kayak Launch rescheduled, March 13 –** Morris said the work party has been rescheduled to March 13. Any Board members interested are to RSVP Holmes as it is limited to a group of 10 people.
4. **Report on discussion with Skip Jansen –** Morris met with Skip Jansen, of JIJ Construction, as to how he might be able to help with the CA Creek Estuary Park. He said he would be willing to offer a backhoe for a work party, donate mulch and chips and might be able to offer a good price on gravel.

5. **Request from fire department to use buildings at 4656 and 4677 Drayton Harbor Road for training purposes.** Morris said he has gotten permission from RCO to allow the local fire department to use the vacant buildings for fire training. They probably will not burn them to the ground but will use for other purposes.
6. **Staff Evaluations have been completed.** Morris reported that he has met with staff about their 2020 evaluations. The Board asked questions about how the staff managed during the 2020 pandemic and all the restrictions.
7. **Lot F Trail Easement** – Morris said Roger Ellingson is looking at the trail easement and how it works into the conservation easement. Preferred to make both easements as one documentation. Ellingson has made some legal recommendations.

Approval of bills & payroll – Motion by Wilbrecht to accept Voucher #030921A for \$6,201.75, #030921B for 201.30 and payroll #PRMAR21 in the amount of \$6,023.60. 2nd by Creydt. Approved unanimously.

OLD BUSINESS: Wilbrecht reported he has been meeting with the City of Blaine about the floor and the preliminary recommendation replacement is to remove the current tiles and paint with an acrylic type of paint. Wilbrecht hopes to have what is going to be recommended at the next meeting.

ADJOURNMENT: 7:18 pm. **Motion** by Brown, 2nd by Moore. Approved unanimously.

Next regular meeting: April 13, 2021 – 5:30 PM VIA ZOOM.



April 13, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:30 pm

A. Call to Order

1. Roll call and approval of March meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. To meet with Shellie Klink, Enduris Insurance, to review and ask any questions regarding the current policy provided by Enduris.
2. To review the finalized draft of the amended conservation easement at 4656 Drayton Harbor Road with Alex Jeffers, Whatcom Land Trust. Action Needed: To make changes to the draft or motion to approve the amended easement.
3. Programs & Office Report (Heidi)
 - a. Introduction to Pickleball – Invitation by Coach Mark by Board for an in-person overview of the game of Pickleball and our Strategic Plan to Grow Pickleball in Blaine & Birch Bay. Overview of what special events are planned at the BBAC in 2021.
 - b. Laura Marshall resignation
 - c. Task List
 - d. Discussion on equipment needs for the Birch Bay Activity Center Programs for 2021 – Proposal by Holmes of what is needed for this coming year.
4. Review of the Continued Interlocal Agreement with Whatcom County Finances for Payroll Services: Action Needed: Motion to approve the Interlocal Agreement for Payroll Services with Whatcom County Finances for \$10 per paycheck for a period of January 1, 2021 to December 31, 2022 as presented in the agreement.
5. Rules of Procedures: Action Needed: Motion to approve the Rules of Procedure for Board Commissioners as drafted.
6. Pavilion Floor: Motion: Authorize the Director or his designee to coordinate with the City of Blaine staff and bring a recommendation including final cost, schedule, product

recommendation, and contractor to the BBBPRD2 Commission at an upcoming meeting. Agree to fund the entire cost for the replacement floor cover material.

7. Director requests passing an additional 5 paid vacation days for the Program Manager. Action Needed: Motion to approve an additional five (5) paid vacation days for the Program Manager Holmes.

E. Director's Report –

1. Update on the wetland delineation
2. Update on Ilsa Barrett's projects
3. Conservation Trail Easement – Lot F

F. Approval of bills & payroll –

G. Old Business –

Adjournment time: _____

Next meeting ~ April 13, 2021 5:00 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ April 13, 2021 VIA ZOOM

PRESENT

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

GUESTS: Shellie Klink, Enduris Insurance; Doralee Booth, Birch Bay Chamber of Commerce; Alex Jeffers, Whatcom Land Trust

CALL TO ORDER: 5:34 pm.

APPROVAL OF MINUTES: **Motion** by Moore to accept the March meeting minutes with the correction of changing the 2nd by Morris to Moore in paragraph 4. 2nd by Wilbrecht. Passed unanimously.

PUBLIC COMMENT: Doralee Booth told the Board about a request from the Birch Bay Community to Whatcom County to revisit the golf cart boundary zone. She asked the Board if they would support an additional zone on Alderson Road that would extend the current 25 mph speed zone, from Loft Lane to the new access road, to the new Whisper Lake's Housing Development. The new development is currently under construction on Blaine Road with an access road off Alderson Road. This new extension would allow golf carts to access Gemini Street from Alderson Road. The Board had no issues with this request and encouraged the lowering of the speed zone to help with bicycle and pedestrian traffic on Alderson.

Booth also informed the Board that Whatcom County Parks will be removing the power and utility box from the Beach Park property on Birch Bay Drive. Due to an RCO grant restriction, there is to be no above ground utilities. Since the District gave funding to purchase the equipment, they will retain the equipment once it has been removed. Booth said the County Parks plans to install a new fence along the west side of the property and to remove the asphalt this summer. She also said County Parks will not allow use of the Park for Birch Bay Chamber events this summer and it is unsure for 2022.

TREASURER'S REPORT: Moore reported the following balances held by the County: Umpqua Bank balance: \$3,569.64; Capital Improvement Fund: \$124,474.05; Reserve Fund: \$429,334.74 and the General Fund: \$93,824.99 for a total of \$651,203.42.

NEW BUSINESS:

- 15. To meet with Shellie Klink, Enduris Insurance, to review and ask any questions regarding the current policy provided by Enduris.** Ms. Klink joined the meeting to talk about how the Enduris Risk Pool Insurance worked. Enduris serves only government agencies. The discussion covered the general liability, auto liability, professional, employment and public officials' errors and omissions.
- 16. To review the finalized draft of the amended conservation easement at 4656 Drayton Harbor Road with Alex Jeffers, Whatcom Land Trust. Action Needed: To make changes to the draft or motion to approve the amended easement.** Jeffers explained to the Board the

amendment changes for the original easement on the property. This is due to a Federal Grant that Whatcom Land Trust received for other development along the California Creek Property that effects the shoreline of 4656 property. **Motion** by Wilbrecht to authorize the Chairman to sign the amended easement. 2nd by Moore. Passed unanimously.

17. Programs & Office Report –

- a. Introduction to Pickleball – Invitation by Coach Mark to the Board for an in-person overview of the game of Pickleball and our Strategic Plan to Grow Pickleball in Blaine & Birch Bay. Overview of what special events are planned at the BBAC in 2021.**
Holmes talked about the desire to have an introduction to pickleball classes, lessons for youth, and the other events such as mini tournaments and the Picklepalooza. Holmes will find a date to set up with Mark Livingston for the Board to be introduced to Pickleball.
- b. Laura Marshall Resignation –** Holmes reported that Marshall and her husband are moving away from the area and therefore will be unable to continue her position as part-time Activity Coordinator. Holmes will assess the need for this role for 2021.
- c. Task List**
 - **Update on the progress of obtaining quotes for adjustable basketball hoops**
– Holmes has reached out to a company in Portland OR who installed hoops at Blaine Elementary School, as recommended by Jay Dodd. A quote has been received. She also has spoken with a representative who sells for Bison Basketball products and has received prices for the hoops themselves, is working on quotes from local contractors to install them. She was trying to obtain quotes from a couple of other companies. A more complete package will be available for the May meeting.
- d. Discussion on equipment needs for the Birch Bay Activity Center Programs for 2021 –**
Holmes addressed the Board on the need and cost to purchase two new pickleball net systems and a starter kit of paddles and balls for a youth program. Concerns were raised if there would be enough demand to justify the purchase. More research is needed on that. Holmes mentioned the desire to replace a worn-out gymnastic mat, but also doing more research on that.

18. Review of the Continued Interlocal Agreement with Whatcom County Finance for Payroll Services: Action Needed: Motion to approve the Interlocal Agreement for Payroll Services with Whatcom County Finance for \$10 per paycheck for a period of January 1, 2021 to December 31, 2022 as presented in the agreement. Holmes explained that Whatcom County Finance has asked to extend the existing agreement and that Board approval was needed. **Motion** by Moore to approve the interlocal agreement with Whatcom County Finance for payroll services. 2nd by Wilbrecht. Passed unanimously.

19. Rules of Procedures: Action Needed: Motion to approve the Rules of Procedure for Board Commissioners as drafted. Wilbrecht presented the latest draft of the rules and told the Board that after contacting MRSC it was determined the section on Public Meetings and the Quasi-Judicial language was not needed and had been removed. The Board moved through each section of the proposal. Rule 18 – Voting, section (c) needed further clarification on what to do in the case of a tie when only 4 Board members were present. Wilbrecht suggested to add to the paragraph “In the case where there are 4 Commissioners present, the vote is tied, then the motion will be tabled until all 5 Commissioners were present.” **Motion** by Moore to adopt the procedures as written with the addition to be added under rule 18 (c). 2nd by Brown. Passed unanimously.

20. Pavilion Floor: Motion: Authorize the Director or his designee to coordinate with the City of Blaine staff and bring a recommendation including final cost, schedule, product recommendation, and contractor to the BBBPRD2 Commission at an upcoming meeting. Agree to fund the entire cost for the replacement floor cover material. Wilbrecht told the Board that after conversations with the City of Blaine and the Boys and Girls Club that neither organization had funds to replace the floor, but permission has been granted for the

District to move forward to do so. **Motion** by Wilbrecht to Authorize the Director or his designee to coordinate with the City of Blaine staff and bring a recommendation including final cost, schedule, product recommendation, and contractor to the BBBPRD2 Commission at an upcoming meeting and not to exceed \$20,000. 2nd by Moore. Passed unanimously.

21. Director requests passing an additional 5 paid vacation days for the Program Manager.

Action Needed: Motion to approve an additional five (5) paid vacation days for the Program Manager Holmes. The Board discussed the request and should the vacation days be carried over to the following year if not used. **Motion** by Wilbrecht to increase the Program Manager's vacation accrual from 40 hours to 80 hours a year. Vacation hours may be carried over to the next year, not to exceed 80 hours. 2nd by Brown. Passed unanimously.

DIRECTOR'S REPORT –

8. **Update on the ATSI wetland delineation report** – The revised wetland report by ATSI has been given to the County Planning and Development agency, they have gone to the site and looked it over. The next step is for the approval by the County.
9. **Update on Ilsa Barrett's projects** – Barrett 's contract ends in May. She will be starting a new full-time job in August and has plans for other work this summer. She will be ending her work with the District. She has prepared RFP's for the wetlands for the trail, for the engineering, and has drafted a site plan.
10. **Conservation Trail Easement** – Morris said the easement for Lot F (Water's Edge property) is almost completed by Roger Ellingson and once that is filed, the property can be sold. The value of the property has risen since it was purchased by the District.
11. **Bids for California Creek Interpretive Signage** – Morris presented two bids for the work. This has been tabled until the May meeting so more information can be presented.
12. **Bids for Demolition for the buildings at 4656 and 4677 Drayton Harbor Road:** Morris presented three bids to remove the buildings and fill in the septic system. The Board had an opportunity to review the bids. **Motion** by Wilbrecht to select J.T. Muenscher General Contractor, Inc at \$23,320 to do the demolition of the property. The **motion** was amended to authorize J. T. Muenscher General Contractor, Inc to do the demolition of the property not to exceed \$27,320. 2nd by Brown. Passed unanimously.

Approval of bills & payroll – **Motion** by Wilbrecht to accept Voucher #041321A for \$7,380.53, #041321B for 274.00 and payroll #PRAPR21 in the amount of \$7,711.71. 2nd by Brown. Approved unanimously.

OLD BUSINESS: No old business discussed.

ADJOURNMENT: 8:28 pm. **Motion** by Carrington, 2nd by Brown. Approved unanimously.

Next regular meeting: May 11, 2021 – 5:30 PM VIA ZOOM.



May 11, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:30 pm

A. Call to Order

1. Roll call and approval of April meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Revisit Community Program Support requested by Whatcom Conservation District for the 2021 Run with the Chums event. (Aneka Sweeney) Action Needed: Motion to approve funding for the 2021 Run with the Chums event.
2. Elections for Chairperson and Vice Chairperson. (Commissioner Carrington) Action Needed: Motion to nominate a Board Member for the Position of Chairperson, Vice Chairperson, and Treasurer of the Board of Commissioners pursuant to the adopted Rules of Procedures.
3. Discussion regarding Accounting Practices and Procedures – (Commissioner Carrington)
4. Programs & Office Report (Heidi)
 - a. Introduction to Pickleball – Special introduction on Saturday, May 22 from 1 – 3 pm.
 - b. Request to Purchase eight (8) Vulcan Youth Pickleball Paddles to be used for Youth Pickleball Camps and future programs at \$450. Action Needed: Motion to approve the purchase of 8 Vulcan Youth Pickleball Paddles at a budget of \$450.
 - c. Revisit Gym Rental without Staff Supervision – Request from Maurice Christian to rent the gym on Monday nights, from 7 pm to 9 pm for basketball.
 - d. Task List
5. Discussion to add to current employee benefit package three (3) paid bereavement days. (Director Morris): Action Needed: Motion to approve the addition of three (3) paid bereavement days for all employees to the current Paid Time Off benefits.

6. Discussion to partner with Whatcom Transit Authority to build bus shelters along the route in the Birch Bay Area. (Commissioner Moore)

E. Director's Report –

1. To choose the vendor for the design of the CA Creek Interpretive Signs
 - a. James Engelhardt
 - b. Larry Eifert
2. To discontinue contract with Ilsa Barrett
3. Update on Lot F
4. Update CA Creek
5. RCO Grant
6. Conservation Alliance Grant Application

F. Approval of bills & payroll –

G. Old Business –

Adjournment time: _____

Next meeting ~ June 8, 2021 5:30 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ May 11, 2021 VIA ZOOM

PRESENT

Jeff Carrington, Commissioner, Chairman

Sheli Moore, Commissioner, Treasurer

Ted Morris, Director

Billy Brown, Commissioner

Dave Wilbrecht, Commissioner

Jesse Creydt, Commissioner

Heidi Holmes, Program Manager

GUESTS: Aneka Sweeney, Whatcom Conservation District

CALL TO ORDER: 5:32 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Due to the month end reports not being available until late in the day of the meeting, it was recommended that the Board review the reports within 48 hours that were emailed to them. If they have any questions regarding the finances forward them to Carrington or Morris. Holmes reflects in the minutes the following balances held by the County: Umpqua Bank balance: \$4,823.63; Capital Improvement Fund: \$165,736.34; Reserve Fund: \$435,823.21 and the General Fund: \$183,875.73 for a total of \$790,258.91.

NEW BUSINESS:

22. Revisit Community Program Support requested by Whatcom Conservation District for the 2021 Run with the Chums event. (Aneka Sweeney) Action Needed: Motion to approve funding for the 2021 Run with the Chums event. Sweeney told the Board that a decision was made based on what other organizations were doing in Whatcom County for similar types of events. The 2021 Run with the Chums event will be held in person on Saturday, September 11. Sweeney said strict COVID 19 protocol will be in place with groups of 50 people to start at one time and with staggered start times. Limited refreshments will be served. Sweeney is asking for support of \$4,000 as outlined in the 2021 Community Program Support application. **Motion** by Moore to support the Run with the Chums with the \$4,000.00 Community Program Support. 2nd by Wilbrecht. Passed unanimously.

23. Elections for Chairperson and Vice Chairperson. (Commissioner Carrington) Action Needed: Motion to nominate a Board Member for the Position of Chairperson, Vice Chairperson, and Treasurer of the Board of Commissioners pursuant to the adopted Rules of Procedures. Nominations were made for each position and discussion held. Nomination by Jeff Carrington to accept Dave Wilbrecht as Chairman. Passed unanimously. Nomination by Billy Brown to accept Jeff Carrington as Vice Chairman. Passed unanimously. Nomination by Jesse Creydt to accept Billy Brown as treasurer. Passed unanimously.

24. Discussion regarding Accounting Practices and Procedures – (Commissioner Carrington) Discussion was held on current accounting procedures. Carrington explained the process of how tax and program income is held in an account held by the county, warrants are issued by the county as well as replenishing the funds for the Umpqua Petty Cash account. Currently, the District uses QuickBooks software program to record the transactions to help the Board make decisions on finances and budgets. The County is responsible for writing the checks to our vendors. It was also suggested that due to the timing of the financial reports from the County and the meeting dates to move the monthly meeting to the 3rd Tuesday of the month. This would allow for plenty of time to prepare month end financial reports. Holmes said she had a concern about the timing of payroll but will look into that with the County Finance Office. The Board will continue to discuss this option at the next meeting.

25. Programs & Office Report –

- a. **Introduction to Pickleball – Special Introduction planned for Saturday, May 22**
Holmes encouraged the Board to meet with Coach Mark Livingston to learn more about the game and how it continues to grow in Birch Bay. Holmes to find a date that Board can meet with Mark to learn more.
- b. **Request to Purchase eight (8) Vulcan Youth Pickleball Paddles to be used for Youth Pickleball Camps and future programs at \$450. Action Needed: Motion to approve the purchase of 8 Vulcan Youth Pickleball Paddles at a budget of \$450.** Holmes told the Board there has been a real interest in starting a youth pickleball program and they already have committed sign ups for the summer youth camps. **Motion** by Wilbrecht to authorize the spending of \$450 for youth pickleball paddles. 2nd by Moore. Passed unanimously.
- c. **Revisit Gym Rental without Staff Supervision – Request from Maurice Christian to rent the gym on Monday nights, from 7 pm to 9 pm for basketball.** Holmes asked the Board if a group of local residents could use the gym unsupervised to play basketball on Monday nights. Concerns about COVID guidelines were discussed, Holmes said they do have cameras and can monitor. It was suggested that strict rules would be in place and if violated, the use would be discontinued. There would be no charge for this use. **Motion** by Moore to accept Monday night for basketball use at no charge, with spot checking, for a 30-day trial period. 2nd by Brown. Passed unanimously.
- d. **Task List**
 - **Update on the progress of obtaining quotes for adjustable basketball hoops**
– Holmes has searched several options for basketball hoops and has some quotes. She just recently learned of another option using the current hoops and just got a quote on that for the device, needs to get a labor cost quote. Will bring to June meeting for Board approval.

26. **Discussion to add to current employee benefit package three (3) paid bereavement days. (Director Morris): Action Needed: Motion to approve the addition of three (3) paid bereavement days for all employees to the current Paid Time Off benefits.** Morris said due to a recent situation where an employee's parent passed away, the discussion of paid bereavement pay was raised. Currently there is no benefit in the event of the death of an immediate family member. It was recommended that the Board consider making a benefit for all employees. Morris and Holmes to draft up language to be added to the employee benefit package. **Motion** by Wilbrecht to authorize the director to make a bereavement policy for fulltime and part time employees based on hours worked and bring to the next meeting. 2nd by Brown. Passed unanimously. The 3 paid bereavement days will be retroactive for Holmes for her recent absence.
27. **Discussion to partner with Whatcom Transit Authority(WTA) to build bus shelters along the route in the Birch Bay Area. (Commissioner Moore)** Moore asked the Board if they would be interested in partnering with WTA to help them build covered bus shelters along the Birch Bay routes. Each station is about \$5,000 to build. Concerns were discussed if this is an appropriate use of public funds and probably does not fit under the District's scope or mission.

DIRECTOR'S REPORT –

13. **Bids for California Creek Interpretive Signage** – After the board reviewed the work samples and bids from two local artists for the interpretive signs for California Creek property, there was a **motion** by Moore to except Larry Eifert's bid to do the CA Creek interpretive signs and add the fabrication cost to the bid. 2nd by Wilbrecht. Passed unanimously.

14. **Update on Ilsa Barrett's Contract** – Barrett 's contract ends in May, Morris asked to extend to end of August with the same provisions on "as needed basis." The Board accepted this extension.
15. **Update on Lot F** – Morris said the easement has been submitted for recording. Holmes mentioned there were some parts of the paperwork that were missing and needed to be resubmitted. Morris said that realtors can donate their services to the District but should have a written contract. The language for the listing and sales and purchase agreement needs to reflect the two easements. It was recommended that the agent who brings a buyer to the property should be allowed a commission.
16. **Update on California Creek** – Morris said the wetland delineation still has some adjustments to be made. The on-site sewage system is the cause for the hold up for the demolition of the two buildings by the Health Department. Morris said the designs for the septic system were located so that should help.
17. **RCO Grant:** Morris reported a decision will be made in a couple of weeks as to how much financing the District will receive, but it looks promising for the full amount which will allow for acquisition of 12 more acres of land surrounding the current lots.
18. **Conservation Alliance Grant Application** – Morris said the district was nominated to apply for this grant which could give the District up to \$50,000 towards purchasing another 30-acres of currently owned property of Whatcom Land Trust that abuts the current lots.

Approval of bills & payroll – **Motion** by Wilbrecht to accept Voucher #051121A for \$4,424.49 #051121B for 1,385.00, #051121C for \$255.00 and payroll #PRMAY21 in the amount of \$6,320.94. 2nd by Brown. Approved unanimously.

OLD BUSINESS: Wilbrecht expressed that the search for new flooring for the Pavilion floor has begun, but there are so many products and to make that decision on what is the best is out of his expertise. He will look for guidance on what is the best product. He also mentioned there is more talk with Ken Hertz regarding the property in East Blaine that is currently being developed and how the District could help. Wilbrecht will continue to gather information on that.

ADJOURNMENT: 7:02 pm. **Motion** by Brown, 2nd by Wilbrecht. Approved unanimously.

Next regular meeting: June 8, 2021 – 5:30 PM VIA ZOOM.



June 8, 2021 ~ Meeting Agenda
VIA ZOOM, Meeting ID: 879 6120 4097, 5:30 pm

A. Call to Order

1. Roll call and approval of May meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Request from Blaine Youth Sports for Community Program Support for \$29,688 to purchase sports equipment. A presentation will be made by Greg Sacknoff, current president of BYS to address the need for the request.
2. Request from Brad Sakali to support the Blaine/Birch Bay Softball team for summer league play with the Bellingham Parks and Recreation District Softball league. This is a follow up request from the 2020 support request that was put on hold due to COVID 19 pandemic and the 2020 season cancellation. Sakali is asking for \$650 to cover league fees. (Holmes)
3. Introduction of new Activity Coordinator, Kaileigh Hubbard. (Holmes)
4. Programs & Office Report (Holmes)
 - a. Introduction to Pickleball – Special introduction dates clinics on Saturday, June 19, July 24, August 7 & 28, from 1 – 3 pm.
 - b. Task List
 1. Basketball Hoops – to review the options of adjustable basketball hoops to install at the Birch Bay Activity Center.
5. Continue the discussion of moving the monthly meeting to third Tuesday of the month in order for financial reports to be completed. (Wilbrecht)
6. Request from the Birch Bay Chamber to use the Utility Trailer this summer for the Drive-in movies at the Waterslides. (Holmes)
7. Update on DOT Grant that was submitted (Moore)

E. Director's Report –

1. Conservation Easement for Lot F (Water's Edge)

2. Critical Areas Report
3. Building Demolition at California Creek Properties
4. Conservation Alliance Grant Application

F. Approval of bills & payroll –

G. Old Business –

Adjournment time: _____

Next meeting ~ July 13, 2021 5:30 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ June 8, 2021 VIA ZOOM

PRESENT

Dave Wilbrecht, Commissioner, Chairman

Billy Brown, Commissioner, Treasurer

Ted Morris, Director

Sheli Moore, Commissioner

Jeff Carrington, Commissioner

Jesse Creydt, Commissioner

Heidi Holmes, Program Manager

Kaileigh Hubbard, Activity Coordinator

GUESTS: Greg Sacknoff, Kevin Reid, of Blaine Youth Sports

CALL TO ORDER: 5:32 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Brown reported the following balances held by the County: Capital Improvement Fund: \$171,552.80; Reserve Fund: \$436,973.52 and the General Fund: \$136,761.69; Investment Account: 51,625.06; and Umpqua Bank balance: \$3,777.22 for a total of \$800,690.29.

Motion by Brown to accept the May treasurer report as presented. 2nd by Moore. Passed unanimously.

NEW BUSINESS:

28. Request from Blaine Youth Sports for Community Program Support for \$29,688 to purchase sports equipment. Greg Sacknoff and Kevin Reid, president and vice president of the Blaine Youth Sports organization, spoke to the Board about the need for funding for the Blaine Youth Sports (BYS). A budget breaking down the financial needs of equipment and operating costs for each sport entity of the group was presented and discussed. Sacknoff thanked the Board for their previous years' support of the sports organization. Sacknoff mentioned the group would also seek additional funding through fundraising, registration fees, donations, and camps. BYS services about 300 to 400 kids each year from first to sixth grade. Scholarships are available from both Blaine Family Services and the BBBPRD2 programs. The Board discussed how they would like to see final reports on roster numbers, age groups serviced, and genders. **Motion** by Carrington to approve the proposal of \$29,688 in Community Program Support to Blaine Youth Sports. 2nd by Moore. A second **Motion** by Carrington to structure accountability by obtaining rosters, age groups, and genders defining within the sport itself. 2nd by Moore. Passed unanimously.

29. Request from Brad Sakali to support the Blaine/Birch Bay Softball team for summer league play with the Bellingham Parks and Recreation District Softball league. (Holmes) Sakali was unable to attend the meeting due to his work schedule but forwarded his request in an email. "Last year we were granted a sponsorship package of \$700 but our season was cancelled due to covid so we are again asking for a sponsorship from the Blaine Birch bay parks and rec for this upcoming season since we did not get to play. We are asking for \$625 to cover the league fees for the summer season." "We have our team shirts all printed and paid for and they already have the Blaine Birch Bay parks and rec logo printed on them from last season." **Motion** by Moore to support the team by approving the request for \$625. 2nd by Brown. The board continued to discuss concerns about funding adult leagues where adults may have access to funds for recreational purposes. After further discussion, two board members voted to approve the motion, while three members opposed. The **motion** did not carry. A second **Motion** by Carrington was made to fund 50% of the requested \$625, (\$312.50). 2nd by Moore. Passed unanimously.

30. Introduction of new Activity Coordinator, Kaileigh Hubbard – (Holmes)

Holmes introduced Hubbard to the Board. Hubbard spoke about her goals for the new position and how she would like to invest money and time into creating new outdoor events. She is

interested in grant writing to help support new programs and wants to encourage community sponsorship and partnerships.

31. Programs & Office Report –

a. **Introduction to Pickleball – Special introduction clinics planned for Saturdays, June 19, July 24, August 7 and 28, from 1 to 3 pm.** Holmes encouraged the Board members to attend one of these clinics to learn more about the game or to stop by and watch to become more familiar with the game. She also mentioned the upcoming activities planned for the summer of 2021 as well as the recent successful pickleball programs offered at the Activity Center this past month.

b. **Task List**

- **Update on the progress of obtaining quotes for adjustable basketball hoops**

– Holmes provided the Board with options for adjustable basketball hoops. She indicated she was having difficulty finding contractors who would bid on the installation and currently only has one bid for both the hoops and the installation from a company in Portland, OR. Wilbrecht said he had reached out to a local contractor who was interested in the installation and would work for an hourly wage. **Motion** by Brown to install the basketball hoops using the company out of Oregon for \$14,000 or order hoops with a \$12,000 budget along with \$2,000 for installation cost. 2nd by Moore. Passed unanimously. It was later clarified that Holmes, Wilbrecht and Morris will hash out the best option and make the final decision.

32. Continue the discussion of moving the monthly meeting to the third Tuesday of the month in order for financial reports to be completed (Wilbrecht) Due to the timing of the financial reports from Whatcom County Treasurer and Finance Offices, it is difficult for the bookkeeper to always complete the books in a timely fashion for Board members to review for the meeting. Wilbrecht mentioned that it has been his experience through other agencies that there can be a lag in the reporting structure. Discussion of whether it was necessary to change the monthly meeting to the third Tuesday was held or to report the completed financial records and pass along to the Board for review after the meeting. It was decided by the Board to continue the meetings on the second Tuesday of the month and once the bookkeeper has completed the month end reports, Holmes will forward to the Board by the 2nd Monday after the meeting. Also discussed was what are the best reports for the Board to have to be able to monitor the finances. Wilbrecht will work with Treasurer Brown and Holmes to determine the reports.

33. Request from the Birch Bay Chamber to use the Utility Trailer this summer for the Drive-in movies at the Waterslides. (Holmes) The Birch Bay Chamber would like to park the Utility trailer at the Waterslides from June 17 to September 17 to use for an informational booth and concession during the summer Drive-in movie series. The Chamber is a partner in the ownership so that will not be a problem. The Board did express concern about the trailer being parked at the Waterslides during that entire time as it might be a security issue or target of vandalism. Discussion was held on what type of costs should incur for the usage. Creydt and Holmes recalled a \$200 maintenance fee when used. It was asked about contracts for usage. Holmes will research what contracts were used in the past since the Trailer was not used for most of 2020 and has not yet been used in 2021.

34. Update on the DOT Grant that was submitted in 2020 (Commissioner Moore) Moore said the board was awarded \$47,500 along with a \$12,000 District match to conduct a planning study for active transportation networks within the District boundaries, outside the city limits of Blaine.

DIRECTOR'S REPORT –

19. **Bids for California Creek Interpretive Signage** – Morris reported that he has reached an agreement with Larry Eifert of \$12,500 for the signage. A contract will be signed, and work will probably commence in the fall of 2021.
20. **Additional 31 Acres owned by Whatcom Land Trust along California Creek Park** – Morris asked the Board if they seriously would consider purchasing the additional acreage that abuts the park property. Morris said he has submitted a grant for \$50,000 to help with costs and the sale of the Lot F property could help go a long way to cover the asking price by WLT. The added property would eliminate houses being built, used for trail mitigation, and provide more area for trails. The Board favored the purchase of the acreage.
21. **Update on Lot F** – Morris reported the easement has been recorded with the County and can be ready to sell. Language is needed for the PSA regarding the two conservation easements on the property. Brown to work on that.
22. **House Demolition on Drayton Harbor Road properties** – Morris said the process is held up on the county level with the Shoreline Division. Once all approved, they can start to move forward on that and the funds for that will come out of the RCO grant.
23. **Critical Areas Report** - Morris reported the final notice of requirements has been completed. It looks like RFP for the engineer can be initiated soon.
24. **Conservation Alliance Grant Application** – Morris said the grant which could give the District up to \$50,000 towards purchasing another 30-acres of currently owned property of Whatcom Land Trust has been submitted and is under consideration.

Approval of bills & payroll – **Motion** by Moore to accept Voucher #051121A for \$9,971.17 and payroll #PRJUN21 in the amount of \$6,382.31 2nd by Brown. Approved unanimously.

OLD BUSINESS: Wilbrecht said he continues to research options for the floor replacement at the Pavilion. He will be visiting the new Community Center at Cornwall Park in Bellingham to observe the new floor there.

When asked about the weed eater for the gym, Morris reported the District currently has an electric powered one that works for the small area around the walkway and building. He said he passed for now on purchasing a new gas powered one until the need for that arises. Morris also told the Board about the decision to go with a different model lawn mower at Carl's Lawnmower due to the availability of the one the Board decided on. The mower purchased was not much different than originally requested.

Holmes asked about how much expense the Board would like to spend in watering the lawn around the gym. It was decided to do it in moderation and efficiently, such as non-peak sunny hours and to stay close to the building area.

The Board expressed that they would like to start meeting in person again. Holmes will make arrangements to meet at the Blaine Senior Center in July if this is allowed.

ADJOURNMENT: 7:36 pm. **Motion** by Brown, 2nd by Carrington. Approved unanimously.

Next regular meeting: July 13, 2021 – 5:30 PM TBA.



**July 13, 2021 ~ Meeting Agenda
Blaine Senior Center, 5:30 pm**

A. Call to Order

1. Roll call and approval of June meeting minutes

B. Public Comment: Audience members are invited to address the Board with matters of concern not related to agenda items for a limited time of three minutes.

C. Treasurer's Report

1. Report – Net amount held by Whatcom County: General Account: \$
Building Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Continued discussion from the Birch Bay Chamber to use the utility trailer this summer for the Drive-in movies at the Waterslides and to keep the trailer parked there. (Holmes)
2. Revisit the Trailer Maintenance Fee Agreement with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition.
3. Programs & Office Report (Holmes & Hubbard)
 - a. Hubbard to address the Board regarding social media campaigns and summer programming.
 - b. Task List
 1. Basketball Hoops – Have been ordered.
4. July is Parks & Recreation Month - Parks & Recreation Professionals Day is July 16, 2021: Adopt a Professionals Day Proclamation Resolution recognizing July 16, 2021 as Park and Recreation Professionals Day in Blaine-Birch Bay. Request for a small budget to recognize the employees. (Holmes)

E. Director's Report –

1. RCO Grant Update
2. Brief on 31 Acre Purchase
3. Requests for Proposals

F. Approval of bills & payroll –

G. Old Business –

Adjournment time: _____

Next meeting ~ August 10, 2021 5:30 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ July 13, 2021 • Blaine Senior Center

PRESENT

Dave Wilbrecht, Commissioner, Chairman

Sheli Moore, Commissioner

Jeff Carrington, Commissioner

Ted Morris, Director

Heidi Holmes, Program Manager

Kaileigh Hubbard, Activity Coordinator

EXCUSED: Billy Brown, Commissioner, Treasurer

Jesse Creydt, Commissioner

GUESTS: VIA ZOOM, Danielle Gaughen, Birch Bay Chamber of Commerce; Sacha Sanguinetti, Birch Bay Chamber of Commerce.

CALL TO ORDER: 5:35 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: In the absence of the treasurer, Holmes reported the following balances held by the County: Capital Improvement Fund: \$172,362.61; Reserve Fund: \$437,195.50 and the General Fund: \$95,049.55; Investment Account: 51,657.35; and Umpqua Bank balance: \$2,174.57 for a total of \$758,439.58.

NEW BUSINESS:

35. Continued discussion from the Birch Bay Chamber to use the utility trailer this summer for the Drive-in movies at the Waterslides and to keep the trailer parked there. (Holmes) The Chamber of Commerce expressed the appreciation for the use of the trailer for movies this summer. Danielle Gaughen was present via ZOOM to ask if the board would reconsider leaving the trailer at the Waterslides for the remainder of the summer, through September 17. She said the trailer is a great presence there and she hopes to alleviate issues or concerns about the safety of it. She said WCSD Officer Jones is aware of it being parked there as well as Waterslide staff. It is checked on daily, cones are put out around it to make sure people keep their distance. She said she needs to schedule with the towing company for each movie and there is an expense each time. Discussion was held about the insurance deductible of the trailer and would the Chamber take responsibility to pay the deductible if a claim was necessary should there be damage or vandalism. The Chamber has expressed an interest in using it at Rollback Weekend as well and plan to park it behind the Chamber office and CJ's Restaurant. **Motion** by Carrington to support the ongoing use of the trailer by the Chamber to use at the Waterslides if they are responsible for covering the liability if damage happens. 2nd by Moore. Passed unanimously. The board requested a formal email be sent from the Chamber expressing this.

36. Revisit the Trailer Maintenance Fee Agreement with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. (Holmes) Holmes said she has not been able to locate a written agreement between the entities for the use of the trailer when it was first purchased. It was recommended by Attorney Ellingson at the time to not get into renting out the unit but to be used for joint events. There was talk about a cost to help cover maintenance costs each year. Holmes recalled a \$200 fee for each use. Carrington believes an agreement was put together and he was going to look through his records to see what he can find regarding that. The Board agreed a maintenance fee agreement should be set up. Holmes will provide the yearly expenses.

37. Programs & Office Report –

- a. **Hubbard to address the Board regarding social media campaigns and summer programming.** Hubbard told the Board about the marketing growth since she started working for the District in June. Facebook likes and followers has increased by 175% and Instagram by 421%. She has a strategic plan to continue to get customers to engage with the District. She will

start the monthly newsletter again to email to our database. Hubbard talked about the upcoming programming and how we are reaching out to the community. She introduced the living documents staff will be using for event planning. It was suggested she reach out to the local neighborhood associations such as Semiahmoo, Birch Bay Village and Salishan.

b. Task List

- **Basketball Hoops** – Holmes reported they have been ordered and should be scheduled to be completed in September or October of this year.

38. July is Parks and Recreation Month – Parks & Recreation Professionals Day is July 16, 2021: Adopt a Professional’s Day Proclamation Resolution recognizing July 16, 2021 as Park and Recreation Professionals Day in Blaine-Birch Bay. Request for a small budget to recognize employees (Holmes) Holmes read to the Board the suggested proclamation which was adopted and signed. Holmes also asked the Board for a \$100 budget for staff to do something together that day, such as go out for dinner, maybe attend the Waterslides. **Motion** by Carrington to set aside \$200 for staff recognition used at Holmes’ discretion to reward and generate team unity. 2nd by Wilbrecht. Passed unanimously.

39. Update on the DOT Grant that was submitted in 2020 (Commissioner Moore) Moore said the board was awarded \$47,500 along with a \$12,500 District match to conduct a planning study for active transportation networks within the District boundaries, outside the city limits of Blaine.

DIRECTOR’S REPORT –

25. **WSDOT Request for Proposal** – Moore talked about the grant by WSDOT and about the RFP for the work that needs to be prepared to send out to prospective firms. This RFP is for firms that can conduct a study and implement concepts to create and connect needed safe active transportation networks along the roads within District boundaries.
26. **RCO Grant Update** – Morris told the Board that the District was granted the \$524,000 in ALEA and WWRP funds to help purchase the additional 12 acres from Whatcom Land Trust and to continue to develop the California Creek Park. He said there may be some additional funds but that will be determined later. He said the sale of the 12 acres must be completed by September 30 as per RCO rules.
27. **Requests for Proposal for CA Creek Park Development** – Morris said a RFP’s for Wetland Assessment and Environmental Permitting Services has been completed and sent out to five wetland consultants and advertisements have been placed in The Northern Light and Bellingham Herald seeking proposals. The next step is the Engineering RFP which is almost ready to be distributed as well. This will be for work for the entire project. Morris reported that Ilsa Barrett has done a pretty good site plan and most of the trails and development can avoid any wetlands.
28. **Brief on the Additional 31 Acres owned by Whatcom Land Trust along California Creek Park** – Morris said a decision needed to be made on purchasing the additional 31 acres owned by Whatcom Land Trust (Lim-DeGuzman property) that abuts the current California Creek Park properties. He said this would increase the size of the park to 55 acres which would be helpful for wetland mitigation and would protect more wildlife. Ownership would prevent the construction of two houses which the property is zoned for. If we do not purchase it, the WLT will divide into two building lots for development. Morris said the 31 acres does not abut Lincoln Road, so there is no benefit to that. He said if we do not purchase it, it will not affect the trail plans or use of the property as we have the letter of intent in place for that. If the land is to be purchased from WLT, they want to complete the entire property purchase by September 30. The District would need to come up with \$370,000 for the land. Concerns expressed about long term maintenance costs if the property were to be purchased. If Lot F were to sell, that could be funds that could help cover costs to purchase the property. After

much discussion on the pros and cons, the Board felt it was not a good idea to purchase the property at this time and will pass on the opportunity.

29. **House Demolition on Drayton Harbor Road properties** – Morris said the buildings are down and the septic tanks have been pumped.

Approval of bills & payroll – **Motion** by Wilbrecht to accept Voucher #071321A for \$7,169.82; #071321B for \$297.00 and payroll #PRJUL21 in the amount of \$11,687.31. 2nd by Carrington. Approved unanimously.

OLD BUSINESS: Wilbrecht said he and Morris met with Blaine City Manager, Michael Jones, regarding the Pavilion floor. The City of Blaine employees will remove sections of the floor to inspect the cement underneath to see if the base cement is usable or if that needs to be repaired. One option is to use a flooring surface made of a recycled material. This was done by the City of Bellingham with much success, and we would have access to the list of bidders and documents used for proposals.

ADJOURNMENT: 7:23 pm. **Motion** by Carrington, 2nd by Moore. Approved unanimously.

Next regular meeting: August 10, 2021 – 5:30 PM TBA.