



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. Ilisa 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.



August 10, 2021 ~ Meeting Agenda Birch Bay Activity Center, 5:30 pm

A. Call to Order

1. Roll call and approval of July 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. Programs & Office Report (Holmes & Hubbard)
 - a. NRPA
 - b. Task List
 1. Basketball Hoops – Claim Request for Down payment sent to the County, once that is done, the Company will visit the Birch Bay Activity Center to inspect the site and make sure everything is ready for the installation in either September or October.
2. Discussion to prepare the Lot F, 8756 Waters Edge Way, for sale. Recommended action: Motion to sell Lot F, 8756 Waters Edge Way, as the trail easement allows access for trail development and the rest of the property is no longer needed. (Wilbrecht)
3. Continued discussion on the Trailer Maintenance Fee Agreement with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. (Holmes) Yearly Costs: Registration: \$50 Insurance \$450
4. Discussion on the submitted Wetland Assessment RFP's and the Civil Engineer RFP's
5. Update on the WSDOT Grant (Moore)

E. Director's Report –

1. Grant progress, encroachment on SE corner, appraisal of 12 acres
2. Trail construction meeting
3. JARPA, SEPA and Shorelines permits, Ilsa
4. County Park Commissioner tour
5. Thirty-one acres
6. Green Crab Survey

F. Approval of bills & payroll –

G. Old Business –

Adjournment time: _____

Next meeting ~ September 14, 2021 5:30 pm ~ Blaine Senior Center

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ August 10, 2021 • Birch Bay Activity Center

PRESENT

Dave Wilbrecht, Commissioner, Chairman
Sheli Moore, Commissioner
Jeff Carrington, Commissioner
Billy Brown, Commissioner, Treasurer
Jesse Creydt, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Kaileigh Hubbard, Activity Coordinator
Raina Lenton, Office Assistant

GUESTS: N/A.

CALL TO ORDER: 5:30 pm.

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

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Brown reported the following balances held by the County: Capital Improvement Fund: \$172,729.60; Reserve Fund: \$437,297.76 and the General Fund: \$79,792.89; Investment Account: 51,690.17; and Umpqua Bank balance: \$4,231.91 for a total of \$745,742.33

NEW BUSINESS:

1. Programs & Office Report –

- a. Hubbard addressed the board regarding recent community events of Splash Days Revival and Pirate Daze. Between the three events, there was an estimated attendance of 1,000 people. She reported that Pirate Daze, hosted over two locations, was successful despite rainy weather. She is continuing to find ways to unify both the Birch Bay and Blaine communities by hosting multi-location events.
- b. Hubbard asked the Board's approval to virtually attend the National Recreation and Parks Association conference, to be held September 21-23. She also said that all digital content from the conference will be available until December 2021. Moore made note that continuing education and conferences is currently a budgeted line item. The Board unanimously agreed that we should purchase a ticket to attend virtually, giving staff and board members opportunities to stay up to date in the parks and recreation field.

c. Task List

1. **Basketball Hoops** – Claim Request for Down payment sent to the County, once that is done, the Company will visit the Birch Bay Activity Center to inspect the site and make sure everything is ready for the installation in either September or October. The board asked what would be done with the old backboards and Holmes said she would like to consider installing them on our multi-use outdoor court. It was also considered to potentially install them at the Blaine Pavilion.
- 2. Discussion to prepare the Lot F, 8756 Waters Edge Way, for sale. Recommended action: Motion to sell Lot F, 8756 Waters Edge Way, as the trail easement allows access for trail development and the rest of the property is no longer needed. (Wilbrecht)** Wilbrecht informed the board that, per WA state law, a unanimous decision must be made in order to sell the property. Brown said that the property is ready to sell; all trail easements are solidified. There

was a board discussion regarding conflict of interest if a board member lists the property for sale. The board agreed since there is no previous precedent in the organization selling property, as long as the selling agent takes no commission and is acting in the best interest of the organization, there is no conflict of interest. **Motion** by Creydt to sell Lot F, 8756 Waters Edge Way, to include using Billy Brown and Jeff Carrington as realtors of record, to utilize best practices for determining prices, availability, and sale. All direct costs related to the sale for staging be directly charged to the district. 2nd by Moore. Passed unanimously. Brown to come up with listing agreement and price. A special meeting will be held the week of August 17, 5:30 pm, via ZOOM to finalize a price and approval by the Board. Notice of the special meeting will be announced on our website and Facebook page.

3. **Continued discussion on the Trailer Maintenance Fee Agreement with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. (Holmes) Yearly Costs: Registration: \$50 Insurance \$450** - Holmes handed out copies of a previous trailer agreement proposal. Carrington suggested that BBBPRD2 revise the document slightly and have all parties sign for our files. Wilbrecht discussed that the trailer is utilized in a way that supports our community partners and suggested we wipe the financial slate clean, revise the document to only include the yearly costs, and sign the new agreement at the next board meeting. No motion was made but the board unanimously agreed.
4. **Submitted Wetland Assessment RFP's and Civil Engineer RFP's** - Morris informed the board that there will need to be a retraction and revision of the recent public Request for Proposal for civil engineers. Instead, in order to move forward with a civil engineer, a Request for Qualifications must be publicly announced. Holmes and Morris are working on quick and efficient solutions to ratify this, including announcements in print and digital media.

Morris explained that wetland mitigation does not appear to fall under the same requirements, so the board is able to move forward with proposals in hand. The board discussed four proposals and decided to pursue the proposal with NW Wetlands. **Motion** by Carrington for the Blaine-Birch Bay Park and Recreation District 2 to hire NW Wetlands as wetland delineation experts. 2nd by Creydt and passed unanimously.

5. **Update on the DOT Grant that was submitted in 2020 (Commissioner Moore)** Moore asked for support by hiring someone to manage the post-grant reporting. She said that the requirements for reporting are outside of her scope and would like the board to consider hiring someone more qualified in managing WSDOT grants. Wilbrecht asked the commissioners to come to the next meeting with a few suggestions from each commissioner. Wilbrecht said he would inquire with Ravyn Whitewolf regarding managing the grant.

DIRECTOR'S REPORT -

1. **Grant progress, encroachment on the SE corner, appraisal of 12 acres** - Morris said that he expects the purchase of sale to be complete at the end of September. The next step in the process is getting an archeological survey. He has spoken with Whatcom Land Trust regarding some encroachment on the property and expressed concern that the new landowner may not want the removal of material. Whatcom Land Trust would take lead on the removal of debris on the easement land. Morris also suggested that the board may have to reevaluate the trail size from 10' to 6' depending on detritus buildup.
2. **JARPA, SEPA, and Shoreline Permits** - Morris said he is waiting for a site plan to continue. He did let Whatcom Land Trust know that BBBPRD2 is not interested in purchasing the additional 31 acres at this time.
3. **Green Crab Survey** - Morris said that a tent will be set up on the California Creek property for biologists to study the invasive aquatic green crab between the dates of August 23 - 26.

4. **County Park Commissioner Tour** – Morris said he recently met with Whatcom County Park Commissioner Terry Terry and toured the CA Creek Estuary Park property.
5. **Blaine Pavilion Floor** - Morris said that Restore in Bellingham would take the current rubber flooring but they are currently backed up until late fall for staff to remove the material. He said that if we are to remove the floor ourselves, the Restore will accept the material as long as it is palletized. The City of Blaine is currently accepting bids to replace the flooring.
6. **Volunteer Coordinating** - Morris asked the board of directors and staff to think about volunteer coordination for a big planting party. The California Creek Park will need considerable plant mitigation and would like Hubbard to assist in the coordination of current and future volunteers for the project.

Approval of bills & payroll – **Motion** by Carrington to accept Voucher #081021A for \$9,534.98; #081021B for \$35,868.01 and payroll #PRAUG21 in the amount of \$9,206.62. 2nd by Brown. Approved unanimously.

OLD BUSINESS: Wilbrecht would like to recognize Richard Sturgill for his long-time contribution to the Blaine-Birch Bay Park and Recreation community. The board will consider options and discuss them at the next meeting.

ADJOURNMENT: 7:31 pm. **Motion** by Moore, 2nd by Creydt. Approved unanimously.

Next regular meeting: September 14, 2021 – 5:30 PM Blaine Senior Center.



BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2

MINUTES ~ August 17, 2021 | Birch Bay Activity Center

PRESENT BY ZOOM

Dave Wilbrecht, Commissioner, Chairman

Sheli Moore, Commissioner

Jeff Carrington, Commissioner

Billy Brown, Commissioner, Treasurer

Jesse Creydt, Commissioner

Ted Morris, Director

Kaileigh Hubbard, Activity Coordinator

Raina Lenton, Office Assistant

GUESTS: N/A.

CALL TO ORDER: 5:35 pm; via ZOOM

PUBLIC COMMENT: N/A

NEW BUSINESS:

1. Discussion to prepare the Lot F, 8756 Waters Edge Way, for sale. Recommended action: Motion to sell Lot F, 8756 Waters Edge Way, as the trail easement allows access for trail development and the rest of the property is no longer needed. (Brown/Carrington)

- Brown and Carrington addressed the Board of Commissioners regarding the proposed sale of Lot F. After market analysis, they recommend the sale price as \$220,000. The board held discussion regarding the Vacant Land Listing Sheet and the Exclusive Sale and Listing Agreement. There were no questions on the price point of the property. Wilbrecht showed concern that there be proper organized documentation of the entire process. Brown and Carrington explained that there are ample legal teams that review the entire process, including a legal team from MLS and Windermere, should the board choose them as a listing agency.

- Wilbrecht opened the floor to further discussion. Moore asked for a clarification regarding a proposed 3% commission. Brown and Carrington explained that the 3% percent commission on the property will be paid to the buyer's agent and the listing agents agree to waive the standard 3% seller commission.
- Due to technical difficulties, the board was not able to look at the provided Seller Presentation provided by Brown but chose to move forward with the provided documents in hand. **Motion:** Moore made a motion to *"Sell Lot F on Waters Edge Way."* Carrington seconded the motion, there was no further discussion, and it passed unanimously.
- Wilbrecht opened the floor for further motions regarding listing agents. **Motion:** Moore moved to *"Sell Lot F on Waters Edge Way for \$220,000 with the buyers commission of 3% with Jeff Carrington and Billy Brown as the listing agents representing Windemere and authorize the chair of the commission to sign any necessary documents including any amendments that are clerical in nature, no substance changes."* Carrington seconded the motion. The motion passed 5-0.

ADJOURNMENT: 6:00 pm. Motion by Moore, 2nd by Creydt. Approved unanimously.

Next regular meeting: September 14, 2021 – 5:30 PM Blaine Senior Center.



September 14, 2021 ~ Meeting Agenda Blaine Senior Center, 5:30 pm

A. Call to Order

1. Roll call and approval of August 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: \$
Capital Improvement Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Programs & Office Report (Holmes & Hubbard)
 - a. Task List
 1. Basketball Hoops Installation – Down payment has been made, company has inspected the job site and is making final design plans. Installation will take approximately one day, maybe one and a half, with plans for the work to take place in early October.
1. To discuss, potentially approve, and authorize the Director to enter into a professional services contract, for engineering services for the California Creek to revise and finalize a site plan for a parking lot, trailhead development and stormwater management plan that meets Whatcom County parking area code requirements while minimizing impact on surrounding wetlands and trees. **Motion** to approve the Director to negotiate a cost with the chosen engineering firm, not to exceed the budget of \$20,000, for the California Creek project.
2. To discuss the interview questions to be asked of the consultant firms looking at the multi-modal transport grant, potentially approve, and authorize the Director to enter into a professional services contract, with the chosen transportation consulting firm to conduct a planning study to identify, prioritize and implement feasible concepts to create and connect needed safe active transportation networks along the roads within the District boundaries for multimodal traffic. **Motion** to authorize the Director to negotiate a contract with the selected firm not to exceed \$47,500.00
3. To discuss and potentially approve the extra expense of \$150 per month starting in November of 2021 for a much-improved Recreation Management Software as proposed by the company, MyRec.com to replace the current Rec 1 platform.
History: Rec 1 (CIVIC REC) will no longer accept our Point & Pay credit card merchant. We will no longer be able to support online registrations or take credit cards if we continue to utilize Rec 1. Point & Pay is the approved credit card merchant company Whatcom

County Treasurer's office prefers. The only other company that they would accept is Authorize.net. If we switch to Authorize.net, there is a \$25 per month fee plus .30 cents and 2.9% transaction fee. Currently, the transaction fee of 2.75% with Point & Pay is passed onto the merchant as required by the County Treasurer's office. There is no monthly base rate. The staff researched four software companies that utilizes Point & Pay and based on the online demo's with the companies, found that MyRec was the most user friendly and cost effective program. **Motion** to approve the \$250 monthly expense for MyRec.com to provide recreation software with online registration from November 1, 2021 to October 31, 2022.

4. To review and discuss the proposed schedule fee agreement for use of the District's Utility Trailer with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. **Motion** to approve Director's signature on the mutual agreement.
5. Discussion on active detection for in-road bicycles for bridges on California and Dakota Creek along highway SR548 as provided by WSDOT in a proposed scope and estimate. (Moore)
6. Review, potentially approve, and authorize the Director to enter into a project management services contract with Whitewolf Engineering Services for management of the WSDOT Multi-Modal grant not to exceed \$10,000. **Motion** to approve the Director to sign a contract with Whitewolf Engineering Services to manage the WSDOT Multi-Modal Connectivity Planning Project Grant.

E. Director's Report –

1. Whatcom Land Trust (WLT) would like to have a 30 ft. easement on the west side of the 12 acres we are buying for access to their 11-acre parcel. The appraisal is done and came in at more than double, \$480k.
2. Re-store will take the pavilion flooring when it's removed.
3. Working on shoreline and JARPA permits with ILSA.
4. WLT is sending a letter to the landowner who has the shed and dock on the new 12 acres. They want her to recognize that WLT owns it. Morris will be working with WLT to purchase.
5. Rod Lamb, formerly with the Whatcom County Parks Planning Division, has offered to help on the California Creek project for free if we need him.

F. Approval of bills & payroll –

G. Old Business –

1. **Update on Pavilion Flooring -**

Adjournment time: _____

Next meeting ~ October 12, 2021 5:30 pm ~ TBA

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ September 14, 2021 • Blaine Senior Center

PRESENT

Dave Wilbrecht, Commissioner, Chairman (via phone)
Sheli Moore, Commissioner
Jeff Carrington, Commissioner
Billy Brown, Commissioner, Treasurer
Jesse Creydt, Commissioner
Heidi Holmes, Program Manager
Kaileigh Hubbard, Activity Coordinator

Absent: Ted Morris, Director

GUESTS: Alex Wenger, City of Blaine

CALL TO ORDER: 5:30 pm.

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

PUBLIC COMMENT: Wenger wanted to reconnect with the Board as the city is looking to update their Park Improvement Program in the near future. Wenger was asking about the status of replacing the Pavilion flooring.

TREASURER'S REPORT: Brown reported the following balances held by the County: Capital Improvement Fund: \$173,389.89; Reserve Fund: \$437,432.80 and the General Fund: \$79,942.12; and Umpqua Bank balance: \$4,258.84 for a total of \$695,023.65

Prior to the general meeting, Wilbrecht explained to the Board the new format for the meeting agenda and hopes it will be helpful for the Commissioners as information regarding the topics will be detailed and motions to consider can be prepared.

NEW BUSINESS:

1. Programs & Office Report –

- a. Holmes told the Board about the successful Run with the Chums that took place on September 11 with over 300 participants. Holmes attended the event and manned an informational booth representing the District.

b. Task List

1. **Basketball Hoops** – Down payment has been made, company has inspected the job site and is making final design plans. Installation will take approximately one day, maybe one and a half, with plans for the work to take place in early October. Carrington mentioned he would like to see the youth sports coaches notified with a press release about the modifications.
2. **Professional Engineering Services for the California Creek Project:** The board discussed the qualifications of the applicants for the Request for Services submitted for the project and authorized the Director to enter into a professional services contract, for engineering services for the California Creek to revise and finalize a site plan for a parking lot, trailhead development and stormwater management plan that meets Whatcom County parking area code requirements while minimizing impact on surrounding wetlands and trees. **Motion** by Carrington to approve

the Director to negotiate a cost and timeline with the chosen engineering firm, not to exceed the budget of \$20,000, for the California Creek project. 2nd by Brown. Passed unanimously.

3. **Professional Service Contract for Transportation Consulting Firm for WSDOT Grant:** The Board discussed the interview questions to be asked of the consultant firms looking at the multi-modal transportation grant. Moore suggested areas to be included are wetlands, bridges, narrow ROW's and geographical limitations. It was suggested to have Ravyn from Whitewolf Engineering assist with formulating the questions. The Board also discussed increasing the budget to \$60,000 from 47,500. **Motion** by Moore to authorize the Director to negotiate a contract with the selected firm not to exceed \$60,000. 2nd by Brown. Passed Unanimously.
4. **Recreation Management Software Replacement:** The District's current software, Rec 1 (CIVIC REC), will no longer accept our Point & Pay credit card merchant. We will no longer be able to support online registrations or take credit cards if we continue to utilize Rec 1. Point & Pay is the approved credit card merchant company Whatcom County Treasurer's office prefers. The only other company that they would accept is Authorize.net. If we switch to Authorize.net, there is a \$25 per month fee plus .30 cents and 2.9% transaction fee. Currently, the transaction fee of 2.75% with Point & Pay is passed onto the merchant as required by the County Treasurer's office. There is no monthly base rate. The staff researched four software companies that utilizes Point & Pay and based on the online demo's with the companies, found that MyRec was the most user friendly and cost effective program. **Motion** by Moore to approve the \$250 monthly expense for MyRec.com to provide recreation software with online registration from November 1, 2021 to October 31, 2022. 2nd by Carrington. Passed unanimously.
5. **Agreement for use of District's Utility Trailer:** The Board reviewed and discussed the proposed schedule fee agreement for use of the District's Utility Trailer with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. **Motion** by Moore to approve Director's signature on the mutual District's Utility Trailer agreement with the Birch Bay Chamber of Commerce and the Healthy Youth Coalition. 2nd by Creydt. Passed unanimously. Copies will be distributed to the other entities to sign.
6. **Discussion on active detection for in-road bicycles for bridges on California and Dakota Creek along highway SR548:** Moore wanted to share the information that WSDOT sent to her. This may be useful information for the District and to pass on to the eventual trail planner for crossing the bridges.
7. **Approval of Contract for Project Management Services for WSDOT Multi-Modal grant:** The Board discussed the services as proposed by Ravyn Whitewolf in the PSA and whether to authorize the Director to enter into a project management services contract with Whitewolf Engineering Services for management of the WSDOT Multi-Modal grant not to exceed \$10,000. **Motion** by Moore to approve the Director to sign a contract with Whitewolf Engineering Services to manage the WSDOT Multi-Modal Connectivity Planning Project Grant. 2nd by Carrington.

DIRECTOR'S REPORT –

Director Morris was unable to attend the meeting, but sent his report via email:

1. Whatcom Land Trust (WLT) would like to have a 30 ft. easement on the west side of the 12 acres we are buying for access to their 11-acre parcel. The appraisal is done and came in at more than double, \$480k. The Board would like to know more information about the location of the easement and would this be for a driveway for the proposed building site on remaining WLT property. The Board would like to see a sketch of where the easement will go.
2. Re-store will take the pavilion flooring when it's removed.
3. Working on shoreline and JARPA permits with ILSA.

4. WLT is sending a letter to the landowner who has the shed and dock on the new 12 acres. They want her to recognize that WLT owns it. Morris will be working with WLT to purchase.
5. Rod Lamb, formerly with the Whatcom County Parks Planning Division, has offered to help on the California Creek project for free if we need him.

The Board would also like to revisit the discussion and get more clarity on the proposed trail width for the Lot F property from 20 ft to 6 ft. The Board also asked if they could see a written report from the Director each month similar to how it was detailed in this agenda.

Approval of bills & payroll – Motion by Brown to accept Voucher #091421A for \$6,447.10; #091421B for \$6,535.00 payroll #PRSEP21 in the amount of \$11,653.25. 2nd by Carrington. Approved unanimously.

OLD BUSINESS: Moore asked the status of how to recognize Richard Sturgill for his long-time contribution to the Blaine-Birch Bay Park and Recreation community. This did not get on the agenda this meeting but will be discussed in October.

ADJOURNMENT: 6:32 pm. **Motion** by Moore, 2nd by Carrington. Approved unanimously.

Next regular meeting: October 12, 2021 – 5:00 PM Birch Bay Activity Center or TBD ZOOM.



October 12, 2021 ~ Meeting Agenda Birch Bay Activity Center, 5:00 pm

A. Call to Order

1. Roll call and approval of September 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: \$
Capital Improvement Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. Programs & Office Report (Holmes & Hubbard)
 - a. Task List
 1. **Basketball Hoops Installation** – The parts for the hoops will be shipped on October 6 and will take about a week to arrive. Holmes will be in contact with Jordan at VibeTech Specialties to arrange installation date once the product has arrived.
 2. **Community Program Support** – Holmes has notified past recipients the upcoming 2022 budget and to submit requests by December 31, 2022.
 3. **Discussion on the 2022 District Budget** - It will need to be submitted to Whatcom County before November 23 which is the Council's last meeting of November. Due to County by November 30.
1. To discuss, potentially approve, and authorize the staff to apply for RCO grants in 2022 for funding covering the existing pickleball courts at Bay Horizon Park. History: Over the past year, the outdoor pickleball courts at Bay Horizon Park have seen a huge increase in usage, especially during the COVID restrictions. The players enjoy the dedicated courts and outdoor play. When the weather is inclement, they go inside to use the gym, which only has 2 courts and time is limited due to other programming. Staff has been researching costs and efficient ways to winterize the outdoor courts, such as purchasing tents to cover, roofing structures and even rental costs. RCO has a grant specific to development or renovation of local parks. This grant will require District matching funds which may include labor, equipment, materials, cash, donations, and other grants. Suggested **Motion** to authorize staff to reach out to Whatcom County Parks and Recreation to obtain permission to expand and develop covered outdoor pickleball courts at Bay Horizon Park and apply for RCO grant funding.
2. To discuss, potentially approve, and authorize staff to apply for Washington Recreation and Parks Association "Summer Experiences and Enrichment for Kids" (SEEK) grant. WRPA is offering tiered grants for programs seeking to prioritize 2022 summer childcare for children and families impacted by the Covid-19 pandemic. The tiers are as follows: Up

to \$50,000, Up to \$100,000, and up to \$250,000. This grant aligns with BBBPRD2's long-time goal of developing a sustainable summer camp program for the Blaine-Birch Bay area. Suggested **Motion**: to authorize staff to seek a grant in the "up-to \$50,000" tier of the SEEK grant to support a 2022 youth summer camp program with the understanding that if the grant is not awarded, the District will fund the expenses as budgeted.

3. To discuss and potentially approve funding for a porta – potty for a year by the Birch Bay Beach Park. Doralee Booth is seeking funding to put a porta potty on the Berm across the from the Birch Bay Beach Park. The Chamber sponsors bathrooms for the summer month but does not have the funds to support a year-round unit. Booth feels the foot traffic along the berm has increased and an ADA unit would certainly help serve the needs of those walking along the berm this fall, winter and next spring. Booth is asking if the money set aside to help develop the Beach Bay Beach property could be allocated for this purpose. Suggested **Motion** to approve funding for one year in the amount of \$1,700 to rent a porta- potty unit in front of the Birch Bay Beach Park along the berm.
4. To review and discuss the current BBBPRD2 Master Plan as it needs to be updated in 2022.
5. To review the contract for Ilsa Barrett and potentially approve a renewal of the current contract. Suggested **Motion** to approve an extension of the contract for Ilsa Barrett for continuing services on the California Creek Park project.

E. Director's Report –

- a) A report on the hiring of an engineer for the CA Creek Park
- b) Update on the shoreline permit and SEPA for CA Creek Park
- c) Blackberry demolition at CA Creek Park properties
- d) Work Party for CA Creek scheduled for Saturday, October 16, 9 am.
- e) Update and visual presentation on the interpretive panels
- f) Blaine Chamber of Commerce presentation

F. Approval of bills & payroll –

G. Old Business –

1. **Update on Pavilion Flooring -**

Adjournment time: _____

Next meeting ~ November 9, 2021 5:00 pm ~ Blaine Senior Center

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ October 12, 2021 • Birch Bay Activity Center

PRESENT

Dave Wilbrecht, Commissioner, Chairman
Jeff Carrington, Commissioner
Billy Brown, Commissioner, Treasurer
Jesse Creydt, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Kaileigh Hubbard, Activity Coordinator

Absent: Sheli Moore, Commissioner (Excused)

GUESTS: Doralee Booth, Birch Bay Chamber of Commerce

CALL TO ORDER: 5:03 pm.

APPROVAL OF MINUTES: Brown reported that the balances reflected in the September meeting were incorrect. He used the beginning balances when reporting the numbers instead of the ending balances. Holmes and Brown went over the figures and confirmed. The September minutes now reflect the correct ending balances. **Motion** by Carrington to accept the September meeting minutes as corrected. 2nd by Brown. Passed unanimously.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Brown reported the following balances held by the County: Capital Improvement Fund: \$174,898.15; Reserve Fund: \$437,373.72 and the General Fund: \$84,215.95; and Umpqua Bank balance: \$4,103.65 for a total of \$700,591.47.

NEW BUSINESS:

1. Programs & Office Report – Holmes & Hubbard

a. Task List

- **Basketball Hoops Installation** – The parts for the hoops will be shipped on October 6 and will take about a week to arrive. Holmes will be in contact with Jordan at VibeTech Specialties to arrange installation date once the product has arrived.
- **Community Program Support** – Holmes has notified past recipients of the upcoming 2022 budget and to submit requests by December 31, 2021.
- **Discussion on the 2022 District Budget** – The budget needs to be submitted to Whatcom County before November 23 which is the Council's last meeting of November. Due to County by November 30. Morris, Wilbrecht and Brown to meet with Holmes to prepare a budget for 2022 to present to the Board for approval at the November meeting. Once the budget is drafted, copies will be distributed to the Board for review.

- b. Program Report** - Hubbard reported staff is partnering with the Birch Bay Chamber and the friends of Birch Bay Library and other businesses to sponsor a trick or treat event along the berm this October as well as starting to plan the

Holiday Lights Dash. She presented them with the sponsorship letter that will go out to businesses and organizations to help with the Dash. Hubbard presented them the October printed newsletter.

2. **To discuss, potentially approve, and authorize the staff to apply for RCO grants in 2022 for funding covering the existing pickleball courts at Bay Horizon Park.** Holmes explained that over the past year, the outdoor pickleball courts at Bay Horizon Park have seen a huge increase in usage, especially during the COVID restrictions. The players enjoy the dedicated courts and outdoor play. When the weather is inclement, they go inside to use the gym, which only has 2 courts and time is limited due to other programming. Staff has been researching costs and efficient ways to winterize the outdoor courts, such as purchasing tents to cover, roofing structures and even rental costs. RCO has a grant specific to development or renovation of local parks. This grant will require District matching funds which may include labor, equipment, materials, cash, donations, and other grants. The Board wanted to ensure that our lease with Whatcom County will be secured if the District does proceed with the grants and improvements to the park. A covered picnic area to the site was also discussed. **Motion** by Creydt to authorize staff to reach out to Whatcom County Parks and Recreation to obtain permission to expand and develop covered outdoor pickleball courts and amenities at Bay Horizon Park and apply for RCO grant funding. 2nd by Carrington. Passed unanimously.
3. **To discuss, potentially approve, and authorize staff to apply for Washington Recreation and Parks Association "Summer Experiences and Enrichment for Kids" (SEEK) grant.** WRPA is offering tiered grants for programs seeking to prioritize 2022 summer childcare for children and families impacted by the Covid-19 pandemic. The tiers are as follows: Up to \$50,000, up to \$100,000, and up to \$250,000. This grant aligns with BBBPRD2's long-time goal of developing a sustainable summer camp program for the Blaine-Birch Bay area. Hubbard presented to the Board a draft document of why the camps are needed in our community and how the summer camps would operate. The Board will consider this line item in the 2022 budget. **Motion** by Carrington to authorize staff to seek a grant in the "up-to \$50,000" tier of the SEEK grant to support a 2022 youth summer camp program and the Board will consider funding during the 2022 budget process. 2nd by Brown.
4. **To discuss and potentially approve funding for a porta - potty for a year by the Birch Bay Beach Park.** Doralee Booth presented to the Commissioners the need for a year-round porta-potty near the Birch Bay Beach Park until formal restrooms are built. Booth is seeking funding to put a porta potty on the Berm across the from the Birch Bay Beach Park. She explained the Chamber sponsors the \$5,000 cost annually for bathrooms during the summer months but does not have the funds to support a year-round unit. Booth feels the foot traffic along the berm has increased and an ADA unit would certainly help serve the needs of those walking along the berm this fall, winter and next spring. Booth is asking if the money set aside to help develop the Beach Bay Beach property could be allocated for this purpose. The Board felt the need for bathrooms were there, but it was suggested supporting the porta potty station for the 8 months when the Chamber doesn't. **Motion** by Carrington to approve funding for eight months in the amount of \$150 per month, not to exceed \$1,300, to rent a porta potty unit in front of the Birch Bay Beach Park along the Berm. 2nd by Brown. Passed unanimously.
5. **To review and discuss the current BBBPRD2 Master Plan as it needs to be updated in 2022.** Holmes said the current plan will need to be updated in 2022. Holmes to find out if any components need to be added to the plan and what information needs to be added or updated. Community Meetings will need to be scheduled in 2022 as well. Holmes will send the electronic version of the current plan to each Board member.
6. **To review the contract for Ilsa Barrett and potentially approve a renewal of the current contract.** Morris said he has more work for Barrett to do on the California Creek Park and her current contract expired in September. He would like to increase her hourly rate to \$45 an hour for up to 20 hours per week. He praised her work on the project and she has been an asset on the

wetland delineation process and site planning. Morris would like the contract to be extended until April 1, 2022. **Motion** by Brown to approve an extension of the contract for Ilsa Barrett for continuing services on the California Creek Park project and authorize the director to sign the contract extension agreement at \$45 per hour, 20 hours per week for six months terminating on April 1, 2022. 2nd by Creydt. Passed unanimously.

DIRECTOR'S REPORT – Ted Morris

- We picked the APC engineering firm as the most qualified and best fit for our California Creek Estuary Park project. Ravyn and I spent 1 hour on ZOOM with them yesterday to bring them up to speed on what we have already done and where we need their help. They will provide a scope of work and a bid next week. I would like to continue to use Ravyn's expertise occasionally on the Park Project.
- Completed the Shoreline Permit and SEPA for the project and submitted to Whatcom County last week. Hope to have a JARPA done soon.
- Working with the Whatcom Land Trust on a purchase and sales agreement for the new 12 acres. There is encroachment on both ends of the property which will need to be resolved before the purchase. We could be looking at 3 months. Still discussing the 30ft easement.
- Working with WLT, Whatcom Conservation Service and NSEA on a Work Party for October 16th. They will plant over 100 trees and plants and clear out invasive blackberries, over 40 volunteers are expected. If possible, it would be great if we had a Commissioner or two to say a few words at the start, around 9 a.m. I believe.
- WLT needed blackberries cut to access the planting area, so I rented a skid-steer with a brush-hog attachment and cleared most of the blackberries from the Park property and some of the new 12 acres. 10-hour day that would have taken over 100 hours or more to do by hand.
- Working with Larry Eifert our designer on the interpretive panels, one invoice (half the cost) has been paid by WLT from the Community Foundation Grant they are holding.
- Working with Bellingham Marine to get a draft design of the Kayak Launch so it can be submitted with the JARPA.
- Ilsa has done a great job in assisting me on site plans, trail design and permitting.
- Gave a history and update PowerPoint on the District and current projects to the Blaine Chamber of Commerce.
- An email from a Blaine resident regarding blackberry and vegetation removal at Montfort Park in Blaine was discussed. The Park falls under the jurisdiction of the City of Blaine. Director Morris will reach out to the resident and to the City of Blaine regarding the concerns.

Approval of bills & payroll – Motion by Wilbrecht to accept Voucher #101221A for \$6,965.16; #101221B for \$3,532.74 and payroll #PROCT21 in the amount of \$8,864.58 2nd by Brown. Approved unanimously.

OLD BUSINESS:

- a. **Pavilion Flooring** – Morris said he will continue to work with Michael Jones and the City of Blaine to get an approved flooring that works in the budgeted \$20,000. He hopes the city will provide some man hours to help with the removal of the old flooring which the Restore will take. Wilbrecht reported he has spoken with the City of Bellingham and obtained the bid documents used for the surface of the refinished pickleball courts in Bellingham.

- b. Discussion on how to honor Commissioner Richard Sturgill's years of service for BBBPRD2** – Wilbrecht recommended that a resolution be drafted honoring the projects and many years of service by Sturgill. Board to invite Sturgill to the next meeting and present him with the resolution thanking him for his dedication to the community.

ADJOURNMENT: 7:13 pm. **Motion** by Wilbrecht, 2nd by Carrington. Approved unanimously.

Next regular meeting: November 9, 2021 – 5:00 PM Blaine Senior Center



**November 9, 2021 ~ Meeting Agenda
Blaine Senior Center, 5:00 pm**

A. Call to Order

1. Roll call and approval of October 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: \$
Capital Improvement Account: \$ Reserves: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. To review, discuss and potentially approve the request for funding from a local girls' basketball team for ball packs with the District logo imprinted on them. **Background:** Ashley Anderson coaches a 7th grade girls basketball team and explains sponsor logos are a common advertisement you see on team backpacks. The girls would be using these backpacks every day. The backpacks would go to every practice, every game, every tournament. They will also be used to carry their basketball equipment to and from school basketball. Anderson feels it would be a good advertisement and let parents know who is supporting our girls. Anderson did reach out to families and ask if they were interested in investing in the backpacks. She explained there are lower income families who play and after the expense of buying proper gym shoes and paying for tournaments, they are unable to buy anything else.

Potential Motion to approve a budget of \$600.00 to sponsor backpacks for the Grade 7 girls basketball team.

2. To review, discuss and potentially adopt the proposed Resolution to recognize Richard Sturgill for his long-time service as a Commissioner for the District.

Potential Motion to approve the resolution honoring and recognizing Richard Sturgill for his long-time service as a Commissioner for the District.

3. Programs & Office Report (Holmes & Hubbard)

a. Task List

1. **Basketball Hoops Installation** – The installation of the hoops is taking place on November 2 & 3. Hoops are completed.
2. **Community Program Support** – Holmes has notified past recipients the upcoming 2022 budget and to submit requests by December 31, 2021.

1. To review, discuss, and potentially approve, the proposed 2022 District Budget as prepared by Treasurer Brown, Chairman Wilbrecht and Director Morris.

Potential Motion: to adopt the 2022 District Budget as discussed and agreed upon.

2. If the Summer Camp funding in the budget does not pass, to continue discussion on ways to fund the proposed camp if the District does not get awarded a "Summer Experiences and Enrichment for Kids" (SEEK) grant. This is to follow up with October's discussion on the grant.
3. To review, discuss and potentially approve the Resolution regarding the 2022 Levy Certification paperwork for County Council.

Potential Motion to approve the 2022 Levy increase, Ordinance / Resolution No. 2021-1 as presented with the population of the District being more than 10,000.

4. To review, discuss and potentially approve the updated easement as presented by Whatcom Land Trust for the adjacent 12 acres for the California Creek Estuary Park.

Potential Motion to approve the Access and Utility Easement as presented for parcel number 400118 275/350 0000.

5. To review and discuss the current BBBPRD2 Master Plan as it needs to be updated in 2022.

E. Director's Report –

F. Approval of bills & payroll –

G. Old Business –

1. **Update on Pavilion Flooring –**
2. **Update on Lot F**

Adjournment time: _____

Next meeting ~ December 14, 2021 5:00 pm ~ Birch Bay Activity Center

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ November 9, 2021 • Blaine Senior Center

PRESENT

Dave Wilbrecht, Commissioner, Chairman
Jeff Carrington, Commissioner
Sheli Moore, Commissioner
Jesse Creydt, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Kaileigh Hubbard, Activity Coordinator

Absent: Billy Brown, Commissioner, Treasurer (Excused)

GUESTS: Ashley Anderson, Blaine Youth Sports Basketball Coach; Richard Sturgill

CALL TO ORDER: 5:05 pm.

APPROVAL OF MINUTES: There was not enough commissioners present for a quorum at the time the minutes were discussed. Commissioner Moore was not at the September meeting and had to abstain from the vote. The approval of the September minutes has been deferred until the December meeting.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: In the absence of Treasurer Brown, Moore reported the following balances held by the County: Capital Improvement Fund: \$212,004.63; Reserve Fund: \$443,025.15 and the General Fund: \$159,863.56; and Umpqua Bank balance: \$4,170.64 for a total of \$819,063.98.

NEW BUSINESS:

1. To review, discuss and potentially approve the request for funding from a local girls' basketball team for ball packs with the District logo imprinted on them.

Ashley Anderson first of all thanked the Board and the District for all the support in the free gym use over the past year for basketball practice. She said it was a huge benefit to the team of girls she coaches as they had no other place to practice. Anderson asked the Board if they would sponsor team backpacks to use for games and practice. The girls would be using these backpacks every day. The backpacks would go to every practice, every game, every tournament. They will also be used to carry their basketball equipment to and from school basketball. Anderson feels it would be a good advertisement and let parents know who is supporting our girls. Anderson did reach out to families and ask if they were interested in investing in the backpacks. She explained there are lower income families who play and after the expense of buying proper gym shoes and paying for tournaments, they are unable to buy anything else. Carrington said he would like to see the girls have proper shoes, basketballs, and warm up jackets as well as the backpacks. Motion to approve a budget for the AAU program of \$2,000.00 to purchase backpacks, shoes, basketballs and warm up jackets for the Grade 7 basketball team. 2nd by Moore. Approved unanimously.

2. To review, discuss and potentially adopt the proposed Resolution to recognize Richard Sturgill for his long-time service as a Commissioner for the District.

Wilbrecht read a resolution recognizing his many years of dedicated service to the Blaine-Birch Bay community. Sturgill was instrumental in significant changes and growth, including two successful Levy passages. Sturgill's passion for sailing and the Maritimes brought boating programs to the community and the renovation of the Diamond NN59 Sailboat Project as well as the Plover passenger ferry. Sturgill listened thoroughly to problems and provided constructive

ideas for resolving them and making important decisions. The District extended a sincere thank you to Sturgill for his devotion. **Motion** by Moore to approve the resolution honoring and recognizing Richard Sturgill for his long-time service as a Commissioner for the District. 2nd by Carrington. Passed unanimously.

3. Programs & Office Report – Holmes & Hubbard

a. Task List

- **Basketball Hoops Installation** – The hoops took place on November 2 and 3 and are fully installed. Holmes said she would like to see if the old backboards can be used outside.
 - **Community Program Support** – Holmes has notified past recipients of the upcoming 2022 budget and to submit requests by December 31, 2021. Holmes will put a notification in The Northern Light.
- 4. To review, discuss, and potentially approve, the proposed 2022 District Budget as prepared by Treasurer Brown, Chairman Wilbrecht and Director Morris.** The Board reviewed and discussed the budget as presented. Motion by Carrington to adopt the 2022 District Budget as discussed and agreed upon. 2nd by Moore. Passed unanimously.
- 5. If the Summer Camp funding in the budget does not pass, to continue discussion on ways to fund the proposed camp if the District does not get awarded a "Summer Experiences and Enrichment for Kids" (SEEK) grant.** This is to follow up with October's discussion on the grant. Hubbard updated the Board on the current proposed 4 versus 5-day camp budget. The Board preferred the 4-day budget. Discussion was held on how many children this would serve and how do they sign up for the camp. The Board suggested that Hubbard reach out to other Park and Recreation entities to ask how the signup process works for them. The Board also discussed a way to bring activities out into the community by using the bus to travel into local neighborhoods.
- 6. To review, discuss and potentially approve the Resolution regarding the 2022 Levy Certification paperwork for County Council.** The Board reviewed the resolution as presented. **Motion** by Wilbrecht to approve the 2022 Levy increase, Ordinance / Resolution No. 2021-1 as presented with the population of the District being more than 10,000. 2nd by Moore. Passed unanimously.
- 7. To review, discuss and potentially approve the updated easement as presented by Whatcom Land Trust for the adjacent 12 acres for the California Creek Estuary Park.** Morris spoke to the Board regarding the proposed easement that Whatcom Land Trust would like to retain on the 12 acres the District plans to purchase from them. This will be a 30' easement on the west side of the property along the border of the neighboring property. The Board looked at the proposed plan using the exhibit depicting the easement area. Motion by Wilbrecht to approve the Access and Utility Easement as presented for parcel number 400118 275/350 0000. 2nd by Moore. The Board realized that the parcel number needed to be changed. Motion by Wilbrecht to negate the first motion. 2nd by Carrington. An amended Motion by Moore if purchased, the Commissioners approve the Access and Utility Easement as presented for parcel number 400118 310/380 0000. 2nd by Wilbrecht.
- 8. To review and discuss the current BBBPRD2 Master Plan as it needs to be updated in 2022.**

No action was taken. Public meetings to be scheduled in 2022 for both Blaine and Birch Bay locations. Staff could do a survey this coming year as well.

DIRECTOR'S REPORT – Ted Morris

1. Interpretive signs are completed, the District has the artwork that needs to be printed. Because the signs are large and storage is limited, signs will be printed and finalized when they are ready to be installed. WLT is looking at paying some towards the final invoice.
2. Work party was held at California Creek on October 16 with NSEA, Whatcom Conservation District, WLT and the District. Over 200 plants and trees were planted in a mitigation area for Lot F. I had mowed the areas before the work party.
3. Zoom meetings and calls regarding the WSDOT grant. Contract has been worked out with Fehr and Peers, Ravyn and I went over it line by line and sent the revised proposal back to them and it was accepted. Working on getting the contract approved by WSDOT. They should be able to start working on the project within a week or so.
4. The planning for the loop trail through Whatcom Land Trust land, the parcel we hope to purchase soon and Lot F is coming together with the help of Katrina and Ilsa. This project is one we hope to put in a new grant for construction some day. I wanted to permit it at the same time as California Creek Park.
5. I am working with a new kayak launch design company, Superior Construction as Bellingham Marine decided they were too busy to take on the project. Looking for a price on a simple design for the Joint Aquatic Resources Permit Application and a construction cost estimate.
6. Working with Ravyn and Ilsa to knock out some of the pre-app requests from Whatcom County for the California Creek Park.
7. Working with Ravyn to finalize the contract with Associated Project Consultants for the engineering of California Creek Park. Coming in now at not to exceed \$36k to \$49k. Lots of unknowns for the Contractor at this time. Ravyn is making a list of items off the contract that Ilsa and her can do and working it out with APC to hopefully lower the costs. Trail design, boardwalks and construction details for the interpretive trail is one area we can do in house. We need to discuss her hours on this project.
8. Met with NSEA at California Creek to discuss further plantings, interpretive trail route, site plan and maintenance of the plants and trees. They committed to helping take care of the plantings until we are able to provide the labor. They will also help further eliminate the blackberries that I mowed down. Received the permit from them that allowed the woody debris to be installed.
9. Met at California Creek with a local teenager that is volunteering to help remove blackberry roots on the 4656 property from where I mowed. Would love to have more volunteers like him!
10. Continuing to work with the Whatcom Land Trust on purchase of 12 acres, with easement and encroachment issues.

Approval of bills & payroll – Motion by Carrington to accept Voucher #110921A for \$13,492.51; #110921B for \$18,281.26 and payroll #PRNOV21 in the amount of \$10,238.25 2nd by Creydt. Approved unanimously.

OLD BUSINESS:

- a. Pavilion Flooring** – Waiting for more information from Michael Jones. There are no new updates.
- b. Lot F Updates** – Property is ready to sell, still waiting to get property listed.

ADJOURNMENT: 6:54pm. **Motion** by Moore, 2nd by Carrington. Approved unanimously.

Next regular meeting: December 14, 2021 – 5:00 PM Via ZOOM.



December 14, 2021 ~ Meeting Agenda
Via ZOOM, 5:00 pm

A. Call to Order

1. Roll call and approval of October / November 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: \$
Capital Improvement Account: \$ Reserve Account: \$
2. Umpqua Savings Bank balance: \$

D. New Business

1. To review, discuss and potentially approve the request for funding from the Wings Over Water Birding Festival for \$2,092 to support the funding for the festival's keynote speaker. **Background:** The Wings Over Water Birding Festival is a Wings Over Water Northwest is an all volunteer, non profit, tax-exempt organization. Their mission is to promote conservation, education and stewardship of the birds and their habitat in the Pacific Northwest as well as encourage ecotourism to support the economy. Wings Over Water, Northwest Birding Festival provides education, while also providing the opportunity to bring significant economic benefits to this rich and pristine area. The Festival committee is seeking funding to help provide educational speakers for the event.

Potential Motion to approve Community Program Support funding of \$2,092 to the Wings Over Water NW Birding Festival to sponsor the festival's keynote speaker.

2. To review, discuss and potentially approve the request for funding for the Blaine Youth Baseball Fastpitch to purchase new catchers gear for the organization. BYBF is requesting funding of \$2,700 to purchase catchers gear for the youth program. **Background:** In 2020 funding for \$3,000 was approved by the Board to purchase new safety equipment such as helmets and catcher's equipment. The funds were not used in 2020 due to COVID and the cancellation of the 2020 season. The check was returned to the District and not cashed. At the January 2020, Akre said this will serve boys and girls ages 5 – 13 that attend the Blaine School District. Referencing to the January 2020 minutes, the BYBF 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.

Potential Motion to approve Community Program Support funding of \$2,700 to the BYBF to purchase new catchers gear.

3. Programs & Office Report (Holmes & Hubbard)

a. **Introduce Diana Carson-Walker, newest Activity Coordinator**

b. **Holiday Lights Dash Event Overview**

c. **Task List**

1. Master Plan – Continue to plan for the 2022 updates.
4. To review, discuss and potentially approve the request for funding for a new desktop computer for the program manager's office. **Background** – On Monday, December 6, the main office computer used by the program manager had a serious failure and needs to have parts replaced in order to function. The computer is about 8 years old and has already had to have a motherboard replaced several years ago. The computer will not boot up. It has been budgeted to purchase new computers for staff for the 2022 budget. At this time, Holmes is using her personal laptop to conduct office business.

Potential Motion to approve funding of up to \$1,000 to replace the desktop computer for the program manager prior to the 2022 budget year.

5. **Director's Report –**

6. **Approval of bills & payroll –**

7. **Old Business –**

a. **Update on Pavilion Flooring –**

b. **Update on Lot F**

Adjournment time: _____

Next meeting ~ January 11, 2022 5:00 pm ~ VIA Zoom

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2
MINUTES ~ December 14, 2021 • Via ZOOM

PRESENT

Dave Wilbrecht, Commissioner, Chairman
Billy Brown, Commissioner, Treasurer
Jeff Carrington, Commissioner
Sheli Moore, Commissioner
Jesse Creydt, Commissioner
Ted Morris, Director
Heidi Holmes, Program Manager
Kaileigh Hubbard, Activity Coordinator
Diana Carson-Walker

Absent: N/A

GUESTS: Debbie Harger, Wings Over Water Birding Festival; Kimberly and Adam Akre, Blaine Youth Baseball / Fastpitch

CALL TO ORDER: 5:04 pm.

APPROVAL OF MINUTES: Due to lack of commissioners for a quorum at the time the minutes were discussed in November, October and November were to be approved. **Motion** by Creydt to accept the October meeting minutes. 2nd by Carrington. Passed with four YEAS, Moore abstained as she was absent for the October meeting. **Motion** by Wilbrecht to accept the November meeting minutes. 2nd by Creydt. Passed with four YEAS, Brown abstained as he was absent for the November meeting.

PUBLIC COMMENT: N/A

TREASURER'S REPORT: Brown reported the following balances held by the County: Capital Improvement Fund: \$217,486.84; Reserve Fund: \$443,916.36 and the General Fund: \$140,152.77; and Umpqua Bank balance: \$4,630.20 for a total of \$806,186.17.

NEW BUSINESS:

1. **To review, discuss and potentially approve the request for funding from the Wings Over Water Birding Festival for \$2,092 to support the funding for the festival's keynote speaker. Background:** Wings Over Water Birding Festival is a Wings Over Water Northwest all-volunteer, nonprofit, tax-exempt organization. Their mission is to promote conservation, education and stewardship of the birds and their habitat in the Pacific Northwest as well as encourage ecotourism to support the economy. Wings Over Water, Northwest Birding Festival provides education, while also providing the opportunity to bring significant economic benefits to this rich and pristine area. Debbie Harger, event Chair, was present on the ZOOM meeting to present the need for funding. After much discussion, the Board felt it would be better to back the event itself as a major sponsor to help pay for advertising and other community support. The Board would like to see our event trailer be used at the festival as well. **Motion** by Carrington to allocate \$4,000 to the birding festival for advertising and community support on the criteria that was discussed. 2nd by Moore. Passed unanimously.
2. To review, discuss and potentially approve the request for funding for the Blaine Youth Baseball Fastpitch to purchase new catchers gear for the organization. BYBF is requesting funding of \$2,700 to purchase catcher's gear for the youth program.

Background: In 2020 funding for \$3,000 was approved by the Board to purchase new safety equipment such as helmets and catcher's equipment. The funds were not used in 2020 due to COVID and the cancellation of the 2020 season. The check was returned to the District and not cashed. Kimberly (President) and Adam Akre (Field Operations) were present on the ZOOM call to ask for \$2,700 to replace the catcher's gear for the Blaine Youth Baseball / Fastpitch organization. The Board asked why they weren't asking for the same amount as in 2020, and Akre said this proposal didn't include the helmets. Carrington said he liked the idea of funding the helmets with our logo on them. It was asked if funds were needed for cleats, gloves or other gear. Akre said they do an equipment exchange each year. After much discussion, the Board asked the Akre's to re-evaluate any equipment needs and can bring back an additional proposal for the January 2022 meeting. **Motion** by Brown to approve Community Program Support funding of \$2,700 to the BYBF to purchase new catcher's gear. 2nd by Creydt. Passed unanimously.

3. Programs & Office Report – Holmes & Hubbard

a. Task List

- **Introduce Diana Carson-Walker, newest Activity Coordinator** - Carson Walker was introduced to the Board and spoke briefly on what she would like to do this coming year for activities.
- **Holiday Lights Dash Event Overview** – Hubbard broke down the statistics from the December 4 event. There were 230 racers, 36 day of volunteers, 131 volunteer hours, income of \$1180 and sponsorships from Friends of Birch Bay Library of \$250 and Teresa Garten with State Farm Insurance of \$250.
- **Task List**
 1. Master Plan – Continue to plan for the 2022 updates. Holmes said she wants to keep this in the foremind of the Board as we need to complete a DRAFT by June of 2022.

4. **To review, discuss and potentially approve the request for funding for a new desktop computer for the program manager's office.** **Background** – On Monday, December 6, the main office computer used by the program manager had a serious failure and needs to have parts replaced in order to function. The computer is about 8 years old and has already had to have a motherboard replaced several years ago. The computer will not boot up. Also discussed was the laptop that received water damage from the storm in mid-November. Due to the original cost of the computer, deductibles and age of the computer it wasn't worth putting in an insurance claim. **Motion** by Moore to approve funding of up to \$1,000 to replace the desktop computer for the program manager prior to the 2022 budget year. 2nd by Creydt. Passed unanimously.

DIRECTOR'S REPORT – Ted Morris

1. Gave a California Creek Park tour to our new employee Diana Carson-Walker.
2. Will give a tour to Ravyn and Mike (hopefully our on-site sewer system designer) next Wednesday.
3. Fehr and Peers have started working on the DOT grant project. The contract for the company to perform the work has been finalized and the Board needs to approve this. **Motion** by Moore to

approve the contract as written with Fehr and Peers for the Multi-Modal Study. 2nd by Wilbrecht. Passed unanimously.

4. Ashton Engineering has sent us a proposal for kayak launch design and permitting.
5. Associated Project Consultants had a very productive meeting this week with Ravyn and Katrina regarding wetlands and the scope of the contract. I hope to see a contract proposal soon that will cover our needs and fit our budget.
6. I have a zoom meeting next week with the Whatcom Land Trust and their attorney regarding the encroachment on the east end of the new 12 acres we hope to buy.
7. Writing up Milestone reports for the two grants from RCO.
8. Working with the Fire Marshal from Blaine to get a letter of service for the Park.

Approval of bills & payroll – Motion by Brown to accept Voucher #121421A for \$7,097.83; #121421B for \$2,086.00 and payroll #PRDEC21 in the amount of \$12,713.06. 2nd by Moore. Approved unanimously.

OLD BUSINESS:

- a. **Pavilion Flooring** – No new updates from the City of Blaine.
- b. **Lot F Updates** – Brown said they have solved the easement issue as best as possible. He also said the property is pretty wet right now after all the rain, so he is waiting until the first of the year to list it.
- c. **Mobile Park Recreation** – Carrington was asking the status for staff costs and logistics for the mobile park. Hubbard said she has the numbers on that and has applied for a grant with the SEEK funding from WRPA. Grant results will be posted in mid-January. She would like to reach out to the community at least one day a week by driving to neighborhoods and Parks. It was suggested that maybe this could be done on Saturday's to reach more families.

ADJOURNMENT: 6:51pm. **Motion** by Brown, 2nd by Moore. Approved unanimously.

Next regular meeting: January 11, 2022 – 5:00 PM Via ZOOM.



**December 23, 2021 ~ Meeting Agenda
Via ZOOM, 5:00 pm**

A. Call to Order

1. Roll call

B. New Business

1. To review, discuss and potentially approve the contract as written with APC Engineers for the California Creek Estuary Park for Engineering Services.

Potential Motion to approve the contract as written with APC Engineers for the California Creek Estuary Park for Engineering Services.

Adjournment time: _____

Next meeting ~ January 11, 2022 5:00 pm ~ VIA Zoom



**December 23, 2021 ~ Meeting Agenda
Via ZOOM, 5:00 pm**

PRESENT:

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

EXCUSED: Jeff Carrington, Vice Chair

CALL TO ORDER: 5:01

A. New Business

1. **To review, discuss and potentially approve the contract as written with APC Engineers for the California Creek Estuary Park for Engineering Services.** Morris explained the contract to the Board and that he relied on Ravyn Whitewolf's expertise and experience to finalize the contract. The negotiated contract price is \$32,000. Morris suggested the District move forward with the proposed contract. **Motion** by Moore to approve the contract as written with APC Engineers for the California Creek Estuary Park for Engineering Services. 2nd by Creydt. Passed unanimously.

Adjournment time: 5:10 pm

Next meeting ~ January 11, 2022 5:00 pm ~ VIA Zoom