

January 10th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

A. Called to Order – 5:30 PM

In Attendance

1. Commissioner Moore, Commissioner Carrington, Commissioner Wilbrecht, Commissioner Creydt, Ted Morris (Capital Project Specialist), and Heather Lindsay (Director). Commissioner Brown was excused.

Motion: made by Commissioner Moore to approve December meeting minutes. 2nd by Commissioner Creydt. Vote was 4-0, motion passed.

B. Public Comment: Alex Wenger for the City of Blaine updated the board on current and future projects.

1. Marine Park is currently under construction. The park is closed until sometime in February. The next construction phase will begin in Fall when the park will be closed again.
2. The city has set aside funding to start a preliminary investigation to add an outdoor court (Pickleball or multiuse) to Marine Park.
3. Commissioner Carrington thanked the City of Blaine for supporting the renovation of the floor in the Blaine Pavilion.

C. Treasurer's Report – A report was not read because Whatcom County is holding the month of December open to allow more time to process the remaining 2022 claims. The last check (warrant) run, including any 2022 claims, will occur on 01/24/23. December should be closing shortly after that. Final reports will be distributed once that is done.

Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$8,646.23

New Business

A. Community Program Support:

1. **Run with the Chums:** Requesting \$4,000 – Aneka Sweeney presented the Run with Chums 5K Fun Run/Walk request to the board. This year is the 11th annual run. BBBPRD2 has supported this event for the last eight years. The run has an estimated 300 participants, and they now have two start times to accommodate all the runners. They have five to ten vendors; no one is permitted to sell anything. The vendors are educational and informative. Half of the participants are from the Blaine-Birch Bay zip code.
2. **Birch Bay Chambers:** Requesting \$20,000 – Sacha Sanguinetti presented the Chambers request to the board. This year event locations will be changing due to construction. Some locations have not been solidified at this time. For example, Rollback Days might be held at the American Legion. Discover Days in 2023 is transforming into Derby Days; it will still be held in August. Commissioner Carrington asked what media coverage BBBPRD2 will have on sponsored events. The Chamber has BBBPRD2 banners that are displayed at all events. Mr. Sanguinetti will send past examples of other marketing for the board to look at.
3. **Blaine-Baseball:** Requesting \$8,200 – Alex Wenger presented the Blaine-Baseball request to the board. They are a first-time applicant. They serve 18 kids from the ages of 14 to 18 years old. These youth are high school age and aged out of the area's youth leagues. Mr. Wenger itemized what the funds were being used for: player registration fee contribution, coach's stipend for volunteer assistant coaches,

Diamond Dry baseball dirt materials, white field chalk, and new baseball hats for players. Blaine Baseball will hang a BBBPRD2 banner on the outfield wall at Pipeline Field for the entire season. They will display the BBBPRD2 logo at the beginning of baseball games during online streaming broadcasts.

4. **WOW:** Requesting \$4,000 – Carroll Solomon presented the Wings Over the Water request to the board. WOW is a three-day event. This event brings people from all over the United States. This year they want to increase their marketing outreach. This event benefits the businesses in Blaine, by bringing visitors from all over. Station and activities during the event will be in multiple locations in Birch Bay and Blaine.

B. Special Projects:

1. **Lot F:** Ron Freeman presented three offers for Lot F. **Motion:** made by Commissioner Wilbrecht to accept the offer for \$99,000 as proposed. 2nd by Commissioner Moore. Vote was 4-0. Motion passed. **Motion:** made by Commissioner Carrington to accept Farmer's offer (\$89,000) if the \$99,000 offer falls through. 2nd by Wilbrecht. Vote was 4-0. Motion passed.
2. **California Creek: Ted** – The closing date is January 31st or sooner.

C. Director's Report: Heather Lindsay

1. Facility:

- i. Furnace: The furnace has now stopped working. I have contacted the companies below and asked them to prioritize the estimate.
 1. Baron heating is getting us a quote.
 2. Lynden Sheet Metal provided a quote. High efficiency option: \$6,035.00. Standard 80% option: \$4,455.00
 3. Still looking for a third quote

Motion: made by Commissioner Carrington to go with Lynden Sheet Metal to replace the furnace. 2nd by Commissioner Moore. Vote was 4-0. Motion passed.

- ii. Gutters – With only half the building getting gutters, I am struggling to find a company that will give a quote.
2. **Audit**– The audit is progressing. It should be completed by the end of the month. The total cost is estimated to be approximately \$8,500.
 3. **Staff** – Kira Robinson – Youth Program Coordinator

D. Old Business –

1. Trailer –

- i. Wrap: This is still pending.
- ii. Increase use: We cannot think of ways to utilize the trailer any more than we are presently doing. In fact, we are considering not using it for the Holiday Dash. Moving the trailer and finding space at locations is always a challenge.

2. **Allocation of Levy Funds:** 2023 funds were allocated as follows: \$100,000 to reserve investment, \$30,000 to capital investment, and the rest in cash.

3. **Security:** Three types of security options were researched.

- i. ADT quote was given for security and 16 Cameras: CTV is \$5,527.58, and monthly monitoring is \$187.60. Security is \$877, and monthly monitoring is \$52.99. Security includes panic buttons, motion detectors, keypads, and sensors.
- ii. Costco 16 Cameras: \$1,699.99, not including tax. There is no installation or monthly monitoring fees. Staff will install.

- iii. SimpliSafe security and 10 cameras. \$1,176.68, and a monthly monitoring fee of \$30.00. Security includes two panic buttons, a motion detector, a keypad, and 10 cameras—no installation fees. Staff will install.

Motion: made by Commissioner Moore to approve security option three, SimpliSafe. 2nd by Commissioner Creydt. Vote was 4-0. Motion passed.

4. **Insurance:** I have been in contact with the insurance company.

i. Operation for field trips or youth events off-site:

1. There is coverage for the district’s on-site or off-site operations.
2. We recommend that the district have the youth’s legal guardian sign a hold harmless waiver and carry medical insurance in case of an injury.
3. A medical release for a minor is a good step.
4. The district may be able to purchase a no-fault medical/accident policy to cover the participant’s injury.

ii. Community events:

1. Larger community events with vendors may be better suited for special events.
2. Special event policy can provide additional insured endorsements, multiple named insureds (co-sponsors), and no-fault medical payment coverage.

iii. Scholarships and Community Program Support

1. A “hold harmless” should be tied to the grant, along with an agreement for the other party to indemnify the district in case there were a claim or lawsuit against the recipient out of the activity related to the grant.

E. **Approval of bills & payroll** – **Motion:** made by Commissioner Carrington to approve bills and payroll. 2nd by Commissioner Creydt. Vote was 4-0, motion passed

Adjournment time: **Motion:** made by Commissioner Carrington to adjourn at 7:04 pm. 2nd by Commissioner Moore. Vote was 4-0, motion passed. We adjourned at 6:53 pm.

Next meeting: February 14th, 2023, at the Blaine Senior Center.

**January 23rd, 2023
10:15 AM
Special Meeting Agenda
Birch Bay Park and Rec Center**

A. Called to Order – 10:19 am

In Attendance

1. Commissioner Moore, Commissioner Wilbrecht. By phone Commissioner Carrington, Commissioner Creydt, and Heather Lindsay (Director).

New Business

A. California Creek 12. Acres

1. BBBPRD2 has received the PSA from Whatcom Land Trust for parcel number 400118310380000, located in Whatcom County, Washington, along Drayton Harbor Road, Blaine.

Motion: by Commissioner Moore to authorize the chair of the Commissioners to sign any necessary documents, including any amendments that are clerical in nature, no substance changes pertaining to the purchase of parcel# 400118310380000. 2nd by Commissioner Creydt. Vote 4-0, motion passed.

Adjournment time: **Motion:** made by Commissioner Wilbrecht to adjourn at 10:24 pm. 2nd by Commissioner Moore Vote was 4-0, motion passed. We adjourned at 10:24 am.

Next meeting: February 14th, 2023, at the Blaine Senior Center.

February 16, 2023
2:30 PM
Special Meeting Minutes
Zoom

A. **Called to Order at 2:31 PM** Commissioner Moore, Commissioner Wilbrecht, Commissioner Carrington, Commissioner Creydt, Commissioner Brown, Ted Morris (Capital Campaign Specialist), and Heather Lindsay (Director).

B. Public Comment - NA

New Business

A. **Executive Meeting -**

B. Regular Session

1. **Motion:** made by Commissioner Moore to accept the \$75,000 offer from Joseph Master for Lot F with the understanding of the trail easement in acknowledgment.
2nd by Commissioner Carrington. Vote 5-0.

Adjournment time: 2:42 PM

Next meeting: February 21st, 2023, at the Blaine Senior Center.

February 21st, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

A. Call to Order

Commissioner Moore, Commissioner Carrington, Commissioner Wilbrecht, Commissioner Creydt, Commissioner Brown, and Heather Lindsay (Director).

Motion: made by Commissioner Creydt to approve December meeting minutes. 2nd by Commissioner Carrington. Vote was 4-0, motion passed. (Commissioner Brown was not present for this vote)

B. Public Comment: NA

C. Treasurer's Report – Heather Lindsay (Director)

a. December

Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$ 8,646.23

General Account:\$ 113,480.45 **Cap. Improvement Account:** \$527,404.92 **Reserve Account:** \$148,909.67

b. January

Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$ 8,585.85

General Account:\$ 102,790.07 **Cap. Improvement Account:** \$149,448.20 **Reserve Account:** \$503,273.69

Commissioner Carrington asked if it was possible to invest BBBPRD2's funds into a high-yield CD. Director Lindsay was tasked to contact Whatcom County and see if this is possible.

Business

A. Community Program Support:

1. Blaine Youth Sports: Requesting \$58,313.00

Kelly Brown and Jancy Knudsen presented the BYS fund request. The Commissioners had multiple questions for BYS. Some of them were: Is the organization a nonprofit organization? How many board members? How many sports are umbrellaed under the organization? How will any donated funds help the sustainability of the organization? The BYS representatives answered the questions to the best of their knowledge but were not the funding request's creators. Director Lindsay was tasked to work with BYS so that they can re-present at the next meeting.

2. International Peace Arch Association (IPAA): Requesting \$50,000

Christina Winkler, the Executive Director for IPAA, informed the Commissioners that this project is in its infantile stage. She is still waiting for the regional manager of the State Parks department to sign off on the project. The Commissioners asked for more information on the budget, maintenance, site plan, and whom the park will serve. Commissioner Carrington told Christina she could inform potential partners that BBBPRD2 is interested in this project.

3. Blaine Pavilion: Requesting \$30,000

Director Lindsay explained that all CPS requests, even those brought to the board by a BBBPRD2 member, need to fill out a CPS application. Director Lindsay was tasked with locating original contracts between City, Senior Center, and BBBPRD2.

4. Blaine-Baseball App: Requesting \$8,200

Commissioners had multiple questions for Alex Wenger, the Blaine-Baseball representative. Some of the questions were: Do the youth fundraise? What is the total cost of the project? What is included in the registration forms? The Commissioners asked for a detailed budget broken down by expenses and fundraising totals. Director Lindsay was tasked to work with Blaine-Baseball so that they could re-present at the next meeting.

5. Run with the Chums: Requesting \$4,000

Motion: made by Commissioner Carrington to approve Run with the Chums CPS request of \$4,000. 2nd by Commissioner Moore. Vote was 5-0. Motion passed.

6. Birch Bay Chamber: Requesting \$20,000

Commissioner Carrington and Commissioner Brown had multiple questions about Beach Park. Sasha and Danielle informed the board that they had met with Satpal about the Beach Park facilities. They have met with Bennet from Whatcom County Parks about using the park. If the park is used for Chamber events, the event expense will increase exponentially. The Commissioners stressed that marketing BBBPRD2 as a sponsor is a high priority.

Commissioner Carrington inquired about the disbursement of funds if granted. Director Lindsay said a single disbursement is easiest if the Chamber creates a designated account, job, or class to track funds. They only need to report on the expenses pertaining to CPS funds..

Motion: made by Commissioner Moore to approve Birch Bay Chamber CPS request of \$20,000. 2nd by Commissioner Carrington. Vote was 5-0. Motion passed.

7. WOW: Requesting \$4,000

The Wings Over Water representative, Debora Harger, explained that most of the requested funds would increase local marketing strategies. Carrington asked if BBBPRD2 is represented on all the printed material. Harger supplied flyers and brochures that did include our logo. Director Lindsay asked about social media marketing and if BBBPRD2 was being represented on this medium. Hardgrave said she would get back to us with this information.

Motion: made by Commissioner Carrington to approve Birch Bay Chamber CPS request of \$4,000. 2nd by Commissioner Brown. Vote was 5-0. Motion passed.

B. Property Acquisition Signing Authority Resolution 2023 – 01

Resolution was read by Chairman Wilbrecht. **Motion:** made by Commissioner Carrington to approve the resolution as written. 2nd by Commissioner Creydt. Vote was 5-0. Motion passed

- C. Scholarships:** BBBPRD2 used to carry Silver Sneakers insurance. Due to the reporting and licensing requirements, we no longer carry this insurance. It has been suggested that BBBPRD2 offer scholarships for Silver Sneakers recipients. The monthly pass per individual is \$30; annually, it would be \$360. BBBPRD2 cannot provide gifts. Scholarships can be awarded, but qualification parameters need to be created first. Director

Lindsay was tasked to research financial thresholds and requirements for seniors to qualify for state or federal help.

D. Special Projects:

1. **California Creek:** Director Lindsay reported that the closing date for this purchase is February 25th.
2. **Lot F:**

E. Director's Report: Heather Lindsay

1. New Programming: BBBPRD2 is adding more programming for 2023: Daughter's Choice Dance is April 22nd, and six Fun Friday camps. These camps will take place in a different park each Friday. The parks will be Marine Park, Lincoln Park, Salishan Park, and Horizon Park. We will start the week of June 30th and end on August 11th
2. Leave no Child Inside Grant (RCO): We are no longer applying for this grant.
3. Current Employee information: We are fully staffed.
 - i. Raina Lenton – Office Assistant
 - ii. Laura Nesse – Activity Coordinator
 - iii. Celine Mauger – Activity Coordinator and Marketing Specialist
 - iv. Kira Robinson – Youth Program Coordinator
4. Audit: The audit is in the final stage. The exit interview will be in the week of March 6th.
5. Director vacation leave: April 3rd – 7th
6. Upcoming Events:
 - i. February 24th - Zumba Party
 - ii. March 17th – Wings of Water
 - iii. April 22nd - Daughter's Choice Dance
 - iv. April 26th – Alderson Clean-up
 - v. May 20th – Picnic in the Playground/Bike safety
7. Facility:
 - i. The furnace has been replaced and inspection completed.
 - ii. The Pickleball courts will be resurfaced sometime in the last two weeks of April depending on the weather.
 - iii. Plumber – We received one quote for the leak in the Men's Bathroom.

F. Executive Session Procedures: Commissioner Wilbrecht went over training for hosting an Executive Session.

Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session.

1. **Meeting:** An executive session can only be held as part of a regular or special meeting.
2. **Purpose:** The presiding officer announces in open session the purpose/topic of the executive session.
End Time: The presiding officer announces in open session the time the executive session will end. Note: Announce a specific time - announcing a length of time is not sufficient.
3. **Legal Counsel Legal:** counsel is present during the executive session, if required.
4. **Confidentiality:** At the start of the executive session, participants are reminded that discussions are confidential.
5. **Extended End Time:** If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session.
6. **Resumption:** Open session is not resumed until after the announced end time.

G. Executive Session: NA

H. **Approval of bills & payroll** – **Motion:** made by Commissioner Moore. 2nd by Chairman Wilbrecht. Vote 5-0. Motion Passed.

Adjournment time: 7:42 pm. **Motion** made by Commissioner Creydt. 2nd by Chairman Wilbrecht. Vote 5-0. Motion Passed.

Next meeting: March 14th, 2023, at the Blaine Senior Center. 5:30 pm.

March 14th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

A. Call to Order at 5:33 PM.

- a. Commissioner Carrington, Commissioner Wilbrecht, Commissioner Creydt, Commissioner Brown, Ted Morris, (Capital Project Specialist), and Heather Lindsay (Director). Commissioner Moore arrived later in the evening.

Motion: made by Commissioner Creydt to approve February Board of Commissioner meeting minutes. 2nd by Commissioner Carrington. Vote was 4-0, motion passed. (Commissioner Moore was not present for this vote).

B. Public Comment:

C. Treasurer's Report –

a. February

Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$4,739.84

General Account:\$ 80,191.03 **Cap. Improvement Account:**\$149,924.53 **Reserve Account:** \$504,879.23

Business

A. Community Program Support:

1. **Blaine Youth Sports:** Requesting \$63,359.00

BYS had multiple representatives present. President – Greg Sacknoff, Vice President – Kevin Reid, Treasurer – Jancy Knudson, Website – Kelly Brow, Registrar and Basketball Director – Rachelle Bouma. They explained that their organization has grown since COVID. They now have multiple sports programs under their organization.

Director Lindsay explained that policies and procedures for tracking inventory and managing and approving purchases are necessary for accurate reporting and auditing. She recommended that BBBPRD2 fund BYs's administrative costs of \$17,000 or up to \$20,000. The treasurer for BYs, Jancy Knudson, stated that their administrative costs were around \$30,000.

The Commissioners had multiple questions for BYs. Some of them were: How many youths would be supported through these funds? What fundraisers were planned? How are volunteers recruited, and what is the succession plan for Board members?

Motion: made by Commissioner Carrington to approve \$30,000. 2nd by Commissioner Moore. Discussion: Director Lindsay requested that BYs report quarterly on funds spent. The Commissioners and BYs agreed to quarterly reporting. Vote was 5-0. Motion passed.

2. **Blaine-Baseball App:** Requesting \$6,200

Motion: made by Commissioner Wilbrecht to pay the administrative costs of \$4,750. 2nd by Commissioner Moore. Vote was 5-0. Motion passed.

3. **International Peace Arch Association:** Requesting \$50,000

Christina Winkler, the Executive Director for IPAA, gave an update on the playground project. IPAA is committed to raising \$15,000 for the project. The State Park is excited and has signed approval for the

playground. They are looking for a new design that would fit the current footprint. By doing this, they negate the requirement for an archaeological permit. The State Park requires professional installation.

4. **Blaine Pavilion:** Requesting \$30,000 – Commissioner Wilbrecht and Director Lindsay are going to schedule a meeting with Blaine’s City Manager and the Director of the Blaine Senior Center.

- B. **Budget: Potential action:** To approve final budget – This was postponed until April’s Board of Commissioner Meeting.
- C. **Expansion of programs:** BBBPRD2 fitness programs are thriving. The time has come to expand other recreational programs or classes. We are not able to expand due to limited space. We have a few options we can explore: Partnership to use space, building a new facility, or renting space. The goal is to find a location where we can hold classes and small activities for the community. The ideal location would be in Blaine. The Commissioners approved Director Lindsay to start researching locations for expansion.
- D. **WRPA Conference:** The Washington Recreation and Park Association conference is May 16-19, 2023, in Spokane, Washington. They have a new rate for NEW Emerging Professionals Members & Non-Members. The Emerging Professionals rate is for registrants who have been in the profession for 1-5 years of their original hire date. The cost is \$150 for the conference and \$159 a night. The Commissioners approved the training as it was already designated in the budget. Director Lindsay was tasked to forward the WRPA conference agenda to the Commissioners.
- E. **Old Business:**
 1. High-yield CD investment? – The District needs to have over one million dollars before it can invest in high-yield CD’s, and the investments are for two years.
 2. Scholarships for Seniors - BBBPRD2 used to carry Silver Sneakers insurance. Due to the reporting and licensing requirements, we no longer carry this insurance. It has been suggested that BBBPRD2 offer scholarships for seniors. The Commissioners are in favor of the scholarships. Director Lindsay was tasked to contact Blaine Senior Centers Director for his opinion on the scholarships.
- F. **Special Projects:**
 1. **California Creek:** Ted Morris – The 12 acres were purchased on February 25th. We are in the process of combining parcels. The SEPA permit has been open for comment period by Whatcom County. The Kayak launch is being built on our land, so a DNR permit will not be required.
 2. **DOT/BNSF Project grant:** Ted Morris is collaborating on a grant to add a railroad overpass and to replace the bridge.
 3. **Lot F:** The sale of the lot closed last week.
- G. **Director's Report:** Heather Lindsay
 1. **Audit:** This is complete. The exit interview is on the 27th of March. Commissioner Wilbrecht and Commissioner Brown will be there, along with Lindsay.
 2. **Credit Card** – All District expenditures are required to be approved by the Board of Commissioners prior to payment. (BARS 3.8.5.50) BBBPRD2 will need to use a credit card. Most credit cards require a personal guarantor attached to the card. There are corporate cards available that do not need this, but the challenge is that our funds are managed in Whatcom County Bank Account. I have reached out to Whatcom County on this matter.
- H. **Executive Session:**
 - I. **Approval of bills & payroll – Motion:** made by Commissioner Carrington. 2nd by Chairman Wilbrecht. Vote 5-0. Motion Passed.

Adjournment time: 7:35 pm

Next meeting: April 11th, 2023, at the Blaine Senior Center. 5:30 pm.

April 11th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. **Call to Order:** 5:34 pm
2. Commissioner Carrington, Commissioner Wilbrecht, Commissioner Moore, Commissioner Brown, Ted Morris, (Capital Project Specialist), and Heather Lindsay (Director). Commissioner Creydt was absent.
Motion: made by Commissioner Brown to approve the March Board of Commissioner meeting minutes. 2nd by Commissioner Carrington. Vote was 4-0, motion passed.
3. **Public Comment:** Pat Alesse expressed his support for a play structure to be constructed at the Blaine State Park.
4. **Treasurer's Report – March** The March accounts have not been reconciled in QB's. Commissioner Carrington requested an update on March reconciliation at the May Commissioner Board Meeting.
Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$6,999.50
General Account:\$ 115,967.66 **Cap. Improvement Account:**\$151,804.72 **Reserve Account:** \$511,090.71
5. **Business**
 - a. **Community Program Support:**
 - i. **Blaine High School Basketball:** Varsity requesting \$615; JV requesting \$615. The Commissioners are going to review the CPS policy at the May Board Meeting. Director Lindsay was tasked to notify Blaine High School Basketball that their request can be presented in May.
 - b. **Marketing Presentation:** Celine Mauger, BBBPRD2 Activity Coordinator and Marketing Specialist gave a presentation on the current marketing strategies of BBBPRD2 and the results from the 2023 marketing campaigns.
 - c. **BBBPRD2 Elections:** Vote for Chair, Vice Chair, and Treasurer
 - i. **Motion:** made by Commissioner Wilbrecht to nominate Commissioner Moore as Chairman. 2nd by Commissioner Carrington. Vote was 4-0, motion passed. Vote for Chair, Vice Chair, and Treasurer.
 - ii. **Motion:** made by Commissioner Carrington to nominate Commissioner Wilbrecht as Vice Chairman. 2nd by Commissioner Brown. Vote was 4-0, motion passed.
 - iii. **Motion:** made by Commissioner Carrington to nominate Commissioner Creydt as Treasurer. 2nd by Commissioner Brown. Vote was 4-0, motion passed.
 - d. **Resolution:** **Motion:** made by Commissioner Wilbrecht to approve the Director of BBBPRD2, Heather Lindsay, to sign documents pertaining to the California Creek Estuary Park, such as: applications, permits, quote agreements, and operational contracts as authorized and approved by the Board. 2nd by Commissioner Moore. Vote was 4-0, motion passed.
 - e. **Whatcom County Authorization to Void/Cancel Warrant:** BBBPRD2 requested a warrant for \$24,000 for the purchase of 12 acres located on Drayton Harbor Rd. RCO required these funds because the boundary lines were still in question. These boundary issues were resolved before the completion of closing; therefore, the funds were not needed.

f. **Birch Bay Activity Printer:** The printer at the activity center

6. **Old Business:**

- a. **Final Budget:** *Motion:* made by Commissioner Wilbrecht to approve the final budget with the increase of \$14,451.04. 2nd by Commissioner Carrington. Vote was 4-0, motion passed.
- b. **Scholarships for Seniors:** The Senior Center already has funding in place for members who need help with dues, therefore they respectively denied membership funding.
- c. **Blaine Pavilion:** Director Lindsay has been working with the Director of the Senior Center to create a schedule for BBBPRD2 use and drop-in community drop-in sports. Director Lindsay has coordinated a meeting with the Deputy City Manager to discuss the Interlocal Government agreement. This meeting will occur with the City Manager, Deputy City Manager, Commissioner Wilbrecht, Commissioner Moore (newly elected Commissioner Chair), and Director Lindsay. Lindsay was tasked to invite the Director of the Blaine Senior Center to the meeting.

7. **Special Projects:**

- a. **California Creek:** Ted Morris
 - i. **Fencing:** Two companies, Northwest Fence and Discount Fence, have been onsite to provide a quote for fencing. The quote is for two fences. One is 420 feet, split rail, and the other is 86 feet, picket post with barbwire.
 - ii. **Combining Properties:** The paperwork for combining properties is complete and waiting to be recorded with the County.
 - iii. **DNR:** DNR has verified that the kayak launch will be built on our property. BBBPRD2 will not need a DNR or Control and Tenure.
 - iv. **Jarpa:** Jarpa application has been submitted for review.
- b. **DOT/BNSF Project grant:**
- c. **SEPA & BBBPRD2 multimodal improvements and connectivity study:** Commissioner Moore updated the board on a phone meeting that took place with Michael Vaughn from Whatcom County Public Works. The topic was the BBBPRD2 Multimodal Connectivity & County SEPA process. The statement below will be added as PW multimodal preapplication language.

*Developments subject to **SEPA review may be subject to traffic mitigating conditions** per WCDS Chapter 5 Sec. 506. Traffic mitigating conditions, if applicable, shall be based on the developments proportional impact to impacted County intersections.*

Through the SEPA review process multimodal transportation impacts including pedestrian and cyclist traffic shall also be addressed and mitigating conditions, as necessary, may be required.

(*NOTE: Per Whatcom County Comprehensive plan Policy 6F-6 for commercial and residential developments within urban growth areas developers shall fund on-street walkways, paths, and/or other pedestrian accommodations, along with internal walkways or paths for onsite circulation that are necessary to provide pedestrian access from public streets to building entrances and within and between buildings. At the time of pre-application the site is located in the designated Urban Growth Area with access provided via Shipyard road, a county maintained public road classified as a "local access". Several planned capital improvements including intersection upgrades and multi-modal travel improvements planned by Blaine-Birch Bay Park and Recreation District 2 in the project vicinity will likely require analysis for proportional impacts by the proposed development through the SEPA review process.***)**

- i. **Whatcom Public Works:** Birch Bay Drive project priorities #1- #4 are included in the pavement rehabilitation project. They have improvements to sidewalks, crosswalks, and curbs at Alderson and Harborview Rds, the crosswalk at Lora Lane, the crosswalk, and a solar-powered RFB by the restaurant on the waterside and the condominiums on the east side.
- ii. Director Lindsay was tasked to add the multimodal plan to next month's agenda so that the Commissioners can discuss what project will be the next focus.

8. **Director's Report:** Heather Lindsay

- a. **Audit:** The BBBPRD2 successfully completed the audit for the years 2019-2021. **Results in brief:** *This report describes the overall results and conclusions for the areas we (State Auditor) examined. In those selected areas, District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.*
- b. **Credit Card** – Director Lindsay is working with Key Bank to obtain a purchase card. Key Bank is the financial institute that handles the County accounts. Currently, we are waiting to hear back from Key Bank compliance department on the business entity being the only guarantor versus a person. The process is slow.
- c. **Vandalism:** Camp Horizon has experienced vandalism over the last month. At the same time we experienced theft of our door bell and loitering of youth in the BAC on Sunday. Due to these incidents, BAC will be locked on Sundays, and the only ones allowed in the building will be for private rentals, pickleball lessons, or badminton.
- d. **Rollback Weekend:** The Birch Bay Chamber have successfully reserved the Beach Park for Rollback Weekend.

9. **Executive Session:** NA

10. **Approval of bills & payroll:** **Motion:** made by Commissioner Brown to approve the bills and payroll, 2nd by Commissioner Moore. Vote 4-0, motion passed.
11. **Adjournment time:** **Motion:** made by Commissioner Carrington to adjourn meeting, 2nd by Commissioner Wilbrecht. Vote 4-0, motion passed.
12. **Next meeting:** May 9th, 2023, at the Blaine Senior Center. 5:30 pm.

May 9th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Called to Order at 5:39 pm

- a. Commissioner Carrington, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Ted Morris, (Capital Project Specialist), and Heather Lindsay (Director). Commissioner Brown was excused.

Motion: made by Commissioner Creydt to approve the April Board of Commissioner meeting minutes. 2nd by Commissioner Wilbrecht. Vote was 4-0, motion passed

- 2. **Public Comment:** Commissioner Carrington announced that he was not going to run for Commissioner on the November ballot. He introduced Kelly Queen, a financial manager for Chrysler. Carrington stated that Queen is going to run for his vacant Commissioner seat, and that he fully supports Queen run for Commissioner.

3. Treasurer's Report – April – Commissioner Carrington asked Director Lindsay to present an operational budget at the next Commissioner meeting.

Net amount held by Whatcom County:

Umpqua Savings Bank balance: \$3,395.81

General Account: \$ 209,572.74 **Cap. Improvement Account:** \$164,068.28 **Reserve Account:** \$551,908.59

4. Business

- a. **Umpqua Bank Account:** **Motion:** made by Commissioner Wilbrecht to replace Commissioner Brown on the bank account with the new Treasurer, Commissioner Creydt. 2nd by Commissioner Carrington. Vote was 4-0, motion passed
- b. **Community Program Support: (CPS)**
 - i. Review of current policy. The Commissioners discussed the desired outcomes of the CPS program and what and who qualifies for funds. There was no vote. Some suggestions were that they want to create lasting activities that will be sustainable. BBBPRD2 is committed decrease financial barriers to sport opportunities for youth in 8th grade or younger. Sports teams should be based in the District boundaries, but not all players need to be from the district. The Commissioners want to make sure that the board has discretionary authority to grant funds to organization when needed.
- c. **CPS Review:** Blaine Basketball: Request \$1230. Blaine Basketball did not have a representative at the meeting and has not responded to emails. There was no vote on this topic.
- d. **Potential Court Availability:**
 - i. Commissioner Moore explained that the City Manager of Blaine suggested BBBPRD2 talk with Mr. Hayes about using his basketball courts for programming. Currently Hayes does not a conditional use permit. Commissioner Moore is going to follow up with the city.
 - ii. Commissioner Moore explained that Mr. Hayes is interested in building a large indoor court facility. He has land in the City of Blaine that could be used for this project. The Commissioners are interested in learning more about this project. Commissioner Moore was tasked to follow

up with Hayes to get more details. Commissioner Moore also stated that she is going to research grants; Ted Morris suggested that RCO might have grants available.

- e. **Summer Camps and Summer Help:** BBBPRD2 plans to host a Day Camp every Monday from 9 am to 4 pm, Wednesday Waterslide Day Camps, and two-hour Play Days every Friday during the summer. With these programs, Director Lindsay plans to hire a part-time seasonal employee for ten weeks. The income from these programs will offset the cost of the additional employee. The Commissioners suggested that Lindsay looks for interns or high school seniors working on senior projects.

- f. **Programs**

- i. **Summer Facility or Blaine BBBPRD2 Annex** - The Pavilion is unavailable during the summer months. June, July, and August. BBBPRD2 needs to find a facility where we could host fitness classes and activities.
- ii. **After School Kids Time** – Discussion on changing After School Kids Time to enrichment classes and changing locations to the school. The Commissioners are open to the idea of changing from unstructured play time at the BBAC to enrichment classes held at the schools. This would allow the gym to be used for additional programming after school

- g. **Levy for 2023:** Rules for local government officials and employees

RCW 42.17A.555 does not restrict the right of local government officials and employees to express their own personal views supporting or opposing a candidate or a ballot proposition, so long as that expression does not involve using public facilities (see WAC 390-05-271).T

This means that elected officials and staff may campaign on their own time, using their own supplies and equipment, for or against a ballot proposition by preparing brochures, mailings, doorbelling, and other such activities.

Local employees and officials may also write letters to the editor expressing their personal views, and they may even identify their position with the local government. However, there should be no implication in the letter that the writer is expressing an official position on behalf of the local government. In addition, a candidate forum where all candidates have been invited to participate would also be allowed.

5. **Special Projects:**

- a. **California Creek:** Ted Morris explained that the kayak launch may need some Geo Testing. He is hoping that they can use reports from previous testing to find the information needed. Otherwise, a geo test will need to be completed.
- b. **Multimodal Plan:** Commissioner Moore reminded the board that the first four priority projects in the multimodal plan is going to be completed this summer in Birch Bay. Ted described what trails are included in the California Creek Grant and what trails will need additional funding. He stated we should apply for RCO grants for trail construction in the future.

6. **Old Business:**

- a. **Blaine Pavilion**

- i. Schedule:
- ii. Blaine Pavilion CPS: **Potential action:** Approve \$30,000 to renovate the floor. This topic has been tabled.

- iii. City of Blaine: The school is asking the City for \$10,000 for the rent of the parking lot. The City Manager will see if they will take less for the rent. An option to discuss is for BBBPRD2 to pay for this rent to secure usage at the Pavilion. This topic has been tabled.
 - b. **Fence Quote:** Northwest Fence. **Motion:** made by Commissioner Wilbrecht to authorize the Director to spend \$3,500 for delineation of the southeast corner. 2nd by Commissioner Creydt. Vote 4-0. Motion Passed
7. **Director's Report:** Heather Lindsay
- a. Per the audit suggestion, we have switched our payroll tracking software. We have switched to QuickBooks time from OntheClock.
 - b. The Pickleball Court has been completed. The Mini Singles tournament is full and will occur on May 20th.
 - c. BBBPRD2 outdoor activities kicked off with Clamming 101 in April. There were over 69 participants at the event.
 - d. Daughter's Choice dance was well attended.
8. **Executive Session:**
9. **Approval of bills & payroll:** **Motion:** made by Commissioner Creydt to approve the bills and payroll, 2nd by Commissioner Wilbrecht. Vote 4-0, motion passed.
10. **Adjournment time:** **Motion:** made by Commissioner Wilbrecht to adjourn meeting at 7:30 pm, 2nd by Commissioner Creydt. Vote 4-0, motion passed.
11. **Next meeting:** June 13th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

June 13th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Call to Order at 5:34

- a. Commissioner Carrington, Commissioner Brown, Commissioner Moore, Commissioner Creydt, Ted Morris, (Capital Project Specialist), and Heather Lindsay (Director). **Motion:** made by Commissioner Brown to excuse Commissioner Wilbrecht from the meeting. 2nds by Commissioner Creydt. Vote was 4-0, motion passed.
- b. **Motion:** made by Commissioner Creydt to approve May meeting minutes. 2nd by Commissioner Carrington. Vote was 4-0, motion passed.

2. Public Comment: NA

3. Treasurer's Report – May Net amount held by Whatcom County:

Umpqua Bank balance: \$3,084.55

General Account: \$ 191,099.12 **Cap. Improvement Account:** \$560,502.25 **Reserve Account:** \$166,737.35

4. New Business

- a. **Operational Budget:** Director Lindsay presented the projected operating budget for the next fiscal year. The District has enough funds to operate for two years if the levy does not pass the first time.
- b. **Levy Discussion:** The levy will need to be submitted to the County in August 2023. The discussion is on whether the levy rate should stay at the status quo or if there should be a rate increase. The Commissioners reviewed the results from the levy question presented in the Master Plan Survey conducted last year. Director Lindsay was tasked with the following: Find out who can pay for signs to support the levy. Find the timeline the District must follow when advertising before the levy. Will the new levy be held to the current 1% increase or on the current assessed property value?
- c. **Horizon at Semiahmoo trail location map:** The Commissioners discussed the design plan for the Horizon at Semiahmoo trail. Once the final design has been received, the District will update their trail maps.

5. Special Projects:

- a. **California Creek:** Mr. Morris explained that the site will need a DNR “aquatic lease” and a “geo-test” for the pilings. This “geo-test” is estimated to be \$6,000, which is covered by the grant. Whatcom County has returned our permits with a request for additional documentation and multiple questions. Mr. Morris has been working with the team to supply these documents and answers. Mr. Morris is in the process of working on a sign plan. Director Lindsay was tasked to research the mitigation report for RCO and Whatcom County.
- b. **Multimodal Plan:** NA

6. Old Business:

a. Pavilion, Community Center, and Recreational Programming in Blaine.

The building that holds the Pavilion, Boys and Girls Club, and Senior Center is a Community Center. The part where the Senior Center is located is reserved for the non-profit organization (Senior Center) from

8 am – 4 pm. After that time, it is available for reservation by anyone in the Community. According to the contract, BBBPRD2 and Senior Center share the Pavilion Monday – Friday until 11:30. The contract does not specify any change in hours during the summer.

Pete, Director of the Senior Center, is contracted to schedule the building; he cannot dictate what programs or who reserves the building. The City does not support or endorse any recreation program. They provide a building for Community members to use.

Director Lindsay suggests that BBPRD2 accepts the use of the Pavilion as presented. T, TH, F until 11:45 am. Focus on expanding BBBPRD2 programming and marketing in the City of Blaine. She does not think meeting with the Senior Center Board is necessary.

- b. Blaine Annex:** Director Lindsay presented two available real estate options located in Blaine for a possible annex. The Commissioners have asked for an operational budget analysis on the potential growth and addition to an annex. In the meantime, programming is going to be expanded into Blaine. The District will utilize the Community Center and the Pavilion.

7. Director's Report:

a. Commissioner Election

- i. Commissioner Dave Wilbrecht and Commissioner Jesse Creydt are returning to the ballot to run unopposed.
- ii. John Roy, owner of Birch Bay Bike Shop, is running for the other seat that will replace Commissioner Jeff Carrington.

b. Whatcom County Park and Recreation: (WCPR)

- i. Pickleball Courts – WCPR is open to the idea of installing a fence around the pickleball courts to protect the investment that has recently been completed.
- ii. Program Partnership- WCPR is interested in the District hosting programming at their parks in the area.

8. Executive Session: NA

9. **Approval of bills & payroll:** *Motion:* made by Commissioner Carrington to approve bills and payroll as presented for May 2023, 2nd by Commissioner Creydt. Vote 4-0, motion passed.

10. **Adjournment time:** *Motion:* made by Commissioner Carrington to adjourn meeting at 7:05 pm, 2nd by Commissioner Creydt. Vote 4-0, motion passed.

11. **Next meeting:** July 11th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

July 11th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Call to Order

Commissioner Carrington, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, and Heather Lindsay (Director). Commissioner Brown was excused.

Motion made by Commissioner Carrington to approve June meeting minutes. 2nd by Commissioner Moore. Vote was 2 yes (Moore and Carrington), 1 abstained (Wilbrecht), motion passed.

a. Public Comment:

2. Treasurer's Report – June Net amount held by Whatcom County:

Umpqua Bank balance: \$9,614.95

General Account: \$143,343.92 **Cap. Improvement Account:** \$191,297.5 **Reserve Account:** \$562,403.43

3. New Business

- a.** Community Program Support: Blaine Basketball did not understand the grant process. Due to this fact, there is an outstanding balance for the tournaments. Matt thought that BBBPRD2 had already paid for the tournament. The total cost is \$1,230.00. Lindsay was assigned the responsibility of reaching out to the Director of Skagit Park and Recreation to inquire about the possibility of reducing the amount.

4. Special Projects:

- a. California Creek:** Ted Morris and Heather Lindsay recently attended a Zoom meeting with the Corps of Engineers to discuss their pre-application for the park project. Ted Morris took charge of creating an Operation/Security Plan and Sign Plan for the park, and is also collaborating with the Kayak float designer and geo-test people to determine the necessary steps for the pilings. Although the current bid has been reduced by \$1,500, this may change in the future.

In other news, Morris's involvement in a railroad overpass and bridge replacement project with David Evans and Associates has received a grant of \$9.5 million, which is great news for the communities of Birch Bay and Blaine.

5. Old Business:

- a. Levy Discussion:** Discussion of the following:
1. Who can pay for signs to support the levy? The district cannot pay for signs that encourage a voter to vote a specific way. *“For instance, a jurisdiction can send out a mailer with an objective and neutral presentation of the facts — such as a fair and objective description of how government services will be impacted if the ballot measure passes or fails — but it cannot send out a mailer telling residents to “Vote Yes!””* MRSC - RCW 42.17A.555
 2. The timeline the District must follow when advertising before the levy. *“Local government could prepare an objective and neutral presentation of facts concerning a ballot measure. For example, details could be provided to citizens concerning the financial impact of an initiative on the local*

government, such as how revenues would be affected by its passage. Care must be taken that this information be presented in a fair, objective manner.” MRSC - RCW 42.17A.555

3. Will the new levy be held to the current 1% increase or on the current assessed property value? *“If the levy passes, your district would be able to levy whatever the voter approved rate multiplied by the assessed value generates, provided that your budget request to the County Council is for that amount. The 1% increase would apply in the second year.”* Kathryn Zegers, Property Services Manager - Whatcom County Assessor’s Office.
4. The Commissioners discussed informational marketing materials for the levy. Some of the topics were:
 - Absentee Ballot timelines
 - Get out and Vote - Lindsay was tasked to contact County to see if they are going to have a campaign
 - Direct Mailers
 - Northern Light Advertising
 - Rate staying the same

b. Blaine Senior/Community Center – Lindsay clarified that the Director of the Blaine Senior Center has certain additional requirements beyond the City's standards. These requirements include outlining the benefits of the programming for the seniors, providing a financial breakdown, and ensuring that the program does not compete with any offerings from the Senior Center Organization. Lindsay's responsibility was to inform the City Manager, Mike Harmon, about the situation.

6. Director's Report:

- a. August Commissioner meeting: There are four events scheduled for the first week of August, namely Sand Sculpture on July 29th, Rollback Weekend on July 30th, National Night Out on August 1st, and Pirate Daze on August 5th. As a result, Lindsay proposed moving the meeting to August 15th, which was agreed upon by the Commissioners. Lindsay will inform the newspaper and make updates to the website and social media accordingly.
- b. Lindsay informed the Directors that she will be working remotely July 24th - 28th.

7. Executive Session: NA

8. Approval of bills & payroll: **Motion:** made by Commissioner Wilbrecht to approve bills and payroll as presented for June 2023, 2nd by Commissioner Carrington. Vote 4-0, motion passed

9. Adjournment time: **Motion:** made by Commissioner Wilbrecht to adjourn meeting at 6:32 pm, 2nd by Commissioner Carrington. Vote 4-0, motion passed.

10. Next meeting: August 15th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

August 15th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Call to Order 5:31 PM

- a. Roll call: Commissioner Carrington, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Brown, Ted Morris (Capital Project Specialist), and Heather Lindsay (Director).
- b. **Motion** made by Commissioner Carrington to approve July meeting minutes. 2nd by Commissioner Wilbrecht. Vote was 4 yes, 1 abstained (Brown), motion passed.

2. Public Comment:

3. Treasurer's Report – May Net amount held by Whatcom County:

Umpqua Bank balance: \$5,607.79

General Account: \$ 125,818.47 **Cap. Improvement Account:** \$191,651.83 **Reserve Account:** \$563,685.43

4. New Business

- a. **Levy Discussion:** The Levy will not be included in the upcoming November ballot. It will need to be added to the Ballot in 2024. Lindsay presented Levy information for 2024 and the board discussed different options available.
 - i. Commissioner Wilbrecht was asked to work with Commissioner Moore to create an official statement about the Levy.
 - ii. Lindsay, the director, was assigned to gather voting data for Blaine, which includes the General Vote and February Vote from the past few years.
 - iii. Director Lindsay has been assigned the responsibility of creating an annual administration task calendar. This calendar will be updated every year and reviewed by the board in January and by the Commissioner Chair monthly.
 - iv. Operational Budget for 2024 – Lindsay went over the financial outcome for 2024. She combined the 2024 net income of the Capital Account and the Reserves. She was tasked to give a more detailed explanation at the next meeting with the accounts separated.
 - v. Discuss the levy resolution draft – Was not Discussed
 - vi. PAC committee and statement – Was not Discussed
 - vii. Ballot Measure Cover Sheet – Was not Discussed
- b. **Pickleball Courts:**
 - i. **Friends of Blaine-Birch Bay Park and Recreation District 2.** Coach Mark desires to establish a non-profit group that will fundraise for BBBPRD2. He has already consulted with a lawyer to determine the requirements for setting up a non-profit organization. Coach Mark's foundation is ready to cover all the expenses associated with starting the non-profit. It was suggested by Ted Morris and Commissioner Wilbrecht that we proceed with caution when it comes to the friend group. To ensure their intentions are clear, it was recommended that conversations take place. At the next meeting, Coach Mark has been invited to discuss this idea. Director Lindsay will contact him and extend the invitation.

- ii. **Riparian Area Assessment**– There is still a desire to expand pickleball at the BBAC. Coach Marks Foundation has been in contact with GeoWest, to conduct a Riparian Area Assessment to see if expansion is even feasible. Ted Morris suggested that Lindsay remind Coach Mark that the Rec Center sits on Whatcom County Land.
5. **Old Business:**
- a. **Community Program Support:** Blaine Basketball – Unfortunately, Skagit Park and Recreation are a fee-based organization and cannot reduce the fee for their programming. Director Lindsay suggests that the fee should be paid in full. **Motion** made by Commissioner Wilbrecht to approve the payment in full to Skagit Park and Recreation. 2nd by Commissioner Moore. Vote was 4 yes, 1 abstained (Carrington), motion passed.
 - b. **Blaine Senior Center:** Director Lindsay talked to the City Manager, Mike Harmon. Mr. Harmon said he informed Pete, Director of Senior Center, and scheduler of the Community Center, that BBBPRD2 has the right to reserve the Community Center/Senior Center and that space needs to be made available to them.
 - c. **Fence:** The installation of the fence has been delayed due to a shortage of available workers for clearing the property. One alternative solution that has been considered is to enlist a volunteer to install the fence and compensate them with a stipend for their work. However, the board has decided to postpone the fence installation for now. Instead, an annual property walk-through has been added to the calendar to ensure that no neighbors have encroached on the property and to evaluate any mitigation efforts that have been completed.
 - d. **Blaine Annex:** Director Lindsay and Commissioner Moore recently visited the Church on Cherry Street to explore its potential uses. While the building offers many opportunities, it also has multiple levels and stairs that may discourage certain visitors. Accordingly, Lindsay recommends that they continue exploring other options. One such option is the vacant Duty-Free Shop near D Street. Ron Freeman will contact the owner to see if he is willing to lease the facility. Due to the current financial situation, this project will wait until 2025.
6. **Special Projects:**
- a. **California Creek:** Ted Morris – see attached written report
 - b. **Multimodal Plan:** Commissioner Moore informed the board that letters describing the BBBPRD2's aim to establish secure Bike/Ped trails and the Fehr and Peers reports have been sent via email to Senator Shewmake, Representative Rule, and Representative Timmons. This initiative was prompted by comments on the Nextdoor social media platform, where community members expressed their desire for safe trails for walking and biking. A member of the community contacted Senator Shewmake, which paved the way for further communication with the Senator. Director Lindsay was tasked to forward the letters to the Commissioners.
7. **Director's Report:**
- a. **Lights:** An electrician came out to a service call at BBBPRD2 for a breaker that kept tripping. While he was there Lindsay expressed interest in changing the current light fixtures to LED. The electrician generously offered to convert the fixtures to LED without charge. However, BBBPRD2 will need to purchase conversion kits and LED light bulbs, the total is estimated to cost \$2,000. No vote needed as project lies within the established budget.
 - b. **Summer Programs:** The summer programs have been very successful. Pirate Daze had over 300 kids in attendance.
 - c. **Staff Appreciation/mini retreat:** The hardworking staff of BBBPRD2 has been busy this summer creating new programs, expanding current classes, and promoting their services. Director Lindsay has scheduled a team-building activity on August 23rd, where the Rec Center will be closed from 12:30 pm to 3:30 pm. The staff will

be taking a break to enjoy lunch and explore the beach's tide pools. This is essential to build a strong and cohesive team. A volunteer appreciation event was suggested by Ted Morris. Lindsay stated that one was already planned for the fall.

8. **Executive Session:** There will be an executive session. Topic: Staffing performance and organization.
9. **Approval of bills & payroll:** *Motion made by* Commissioner Carrington to approve bills and payroll as presented for July 2023. 2nd by Commissioner Creydt. Vote 5-0, motion passed.
10. **Adjournment time: 7:17 :** *Motion made by* Commissioner Carrington to adjourn. 2nd by Commissioner Wilbrecht. Vote 5-0, motion passed.
11. **Next meeting:** September 12th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

September 12th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. **Call to Order**

- a. Roll call: Commissioner Carrington, Commissioner Moore, Commissioner Creydt, Commissioner Brown, and Heather Lindsay (Director). Commissioner Wilbrecht was excused.
- b. **Motion** made by Commissioner Carrington to approve August meeting minutes. 2nd by Commissioner Moore. Vote was 4 -0, motion passed.

2. **Public Comment:**

3. **Treasurer's Report – August** Net amount held by Whatcom County:

Umpqua Bank balance: \$2,482.45

General Account: \$ 90,806.91 **Cap. Improvement Account:** \$192,088.42 **Reserve Account:** \$565,265.11

4. **New Business**

- a. **Friends of BBBPRD2:** Coach Mark explained to the Board that his company, Coach Mark Pickleball, was ready to finance the legal fees to create a non-profit organization that would support BBBPRD2. This organization, Friends of BBBPRD2, has the ability to support BBBPRD2 with the levy, capital campaigns, and capital growth. **Motion** made by Commissioner Creydt to support the formation of a separate entity, Friends of BBBPRD2. 2nd by Commissioner Moore. Vote was 4-0, motion passed.
- b. **Community Program Support:** A suggestion has been made to change the name of the District to Community Program Grants (CPG), instead of Community Program Support (CPS), which was deemed inappropriate due to an audit finding. As a result, the program will now be known as Community Support. The Commissioner has reviewed the Mission and Marketing, Application, and CS Contract and has tasked Director Lindsay with updating the necessary forms based on the recommendations.
- c. **Conflict of Interest:** Preliminary decision on future procedures related to a Commissioner's business partnering with the District for an event or activity? Director Lindsay was tasked to create an outline to the procedures accompanying any partnership between BBBPRD2 and a Commissioner's business. She will present outline at October's meeting.
- d. **Benches and trees donation:** The office has received inquiries regarding the purchase of benches in memory of loved ones. Additionally, donating trees has been suggested by some members in the community. In the case of choosing donated benches, we must ensure that they are able to withstand salt water. The Commissioners discussed various options, including patrons purchasing benches, plaques, or bricks to be placed around the benches. Commissioner Moore suggested that we need more information before moving forward. Some questions that came up were whether the benches have already been included in the park plan and if more can be added. Additionally, we need to determine which trees would be desirable to patrons and if they can be planted next to the trail. Director Lindsay has been tasked with providing a planting map and the list of approved trees for the park.
- e. **Crosswalks on Birch Bay:** Commissioner Moore has reached out to Public Works to see if they are putting crosswalks on Morgan Drive and Harbor View.

- f. **National Hiking Trail of Canada with the Coast Millennium Trail:** Commissioner Moore had a meeting about connecting BC trails to Blaine. She believes that we should focus on getting signage on the Blaine side, as there is none at this time.
5. **Old Business:**
- a. **Levy Discussion:** The Commissioners reviewed the February and Primary Voter Data, as well as the election costs for running a levy in either February or November. They also examined the projected end-of-year budget for 2023 and the draft of the operational budget for 2024. One concern that was raised was whether waiting until November for the levy, and it subsequently failing, would leave enough operating capital to sustain operations through 2025. **Motion** made by Commissioner Brown for the levy to go on the February 2024 ballot for the same rate that we currently have. 2nd by Commissioner Moore. Vote 4-0, motion passed.
6. **Special Projects:**
- a. **California Creek:** Ted has a meeting on September 15th with the County.
 - b. **Blaine-Birch Bay Multimodal Connectivity:** Discuss what trail section to prioritize for development next. With the Birch Bay Drive Rehabilitation project underway, our first 4 priority projects should be completed by spring. The next priorities on our list has the sections 6N, 6a, 6b, 12, and 6S, the section through the purchased easements that will connect to the California Creek Estuary Park and Lincoln Rd ROW improvements, Harborview Rd ROW improvements and Glendale Estate entrance improvements.
7. **Director's Report:**
- a. **Community response to discontinuing unstructured childcare.** We have received both positive and negative feedback regarding the changes in our programming. Some families who were using our program for after-school childcare are unhappy, while the rest of the community is pleased. Our September enrichment program is currently at full capacity, and October is quickly filling up. However, there have been concerns that we are no longer serving the Birch Bay area. To address this, our staff are exploring the possibility of adding a bus service to the BBAC after enrichment, starting in either October or November. Yet, the classes for September and October have high registrations, so a bus service has been deemed not necessary.
 - b. Raina's last day will be September 29th, 2023. There will be a farewell party at BBAC on the 29th at 6:30 p.m. This is a potluck-style event and will end at 8:30 pm.
8. **Executive Session:** There will be a 15 minute Executive Session for Commissioners. Topic: Performance of a public employee. An executive session was not held.
9. **Approval of bills & payroll:** **Motion** made by Commissioner Creydt to approve bills and payroll as presented for August 2023. 2nd by Commissioner Moore. Vote was 4-0, motion passed.
10. **Adjournment time:** **Motion** made by Commissioner Brown to adjourn at 7:47. Vote 4-0, motion passed.
11. **Next meeting:** October 10th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

October 10th, 2023
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Call to Order 5:39

- a. Roll call: Commissioner Carrington, Commissioner Moore, Commissioner Creydt, Commissioner Brown, Commissioner Wilbrecht, Heather Lindsay (Director), and Ted Morris (Capital Project Specialist). Guest: John Roy and Doralee Booth
- b. **Motion** made by Commissioner Brown to approve September meeting minutes. 2nd by Commissioner Creydt Vote was 4 -0, motion passed. 1 abstained, Commissioner Wilbrecht abstained as he was not at last month's meeting.

2. Public Comment: NA

3. Treasurer's Report – October Net amount held by Whatcom County:

Umpqua Bank balance: \$4,160.95

General Account: \$ 69,607.96 **Cap. Improvement Account:** \$567,721.09 **Reserve Account:** \$192,801.50

4. New Business

- a. **Candidate for open Commissioner position:** John Roy – Mr. Roy, a candidate for the Commissioner seat, gave a brief introduction about himself and his vision for the community. He owns a bike shop in Birch Bay and aims to create safer trails for both pedestrians and bicyclists.

b. Levy

- i. **Levy Timeline:** December 15th is the last day to file a resolution for next year's February Special Election.
- ii. **Motion:** motion made by Commissioner Brown to rescind or amend last month's vote to add the levy to the February Ballot. 2nd by Commissioner Wilbrecht.
 - 1. During the meeting, Commissioner Carrington requested Commissioner Moore to summarize the previous month's discussion and elaborate on the reasons behind the decision to include the levy on the February ballot. Some of the key reasons discussed were as follows: 1. The November ballot will have several items, which may cause voters to overlook the levy vote. 2. Since November is a Presidential Election, the voter turnout is expected to be higher than February's, which is a crucial factor when going for a supermajority vote. 3. If the vote is postponed to November, it will reduce the Park and Recreation department's ability to provide Community Support funds in 2024. 4. The economy is unpredictable, and there is a chance that it could be worse than the present situation.
 - 2. Doralee Booth received an invitation to the meeting from Commissioner Brown. She spearheaded the campaign for the Birch Bay Library levy vote in February. The Library Levy encountered a few challenges during the February Ballot. One of the difficulties was that the holiday season falls in the middle of the campaign season, which can make it challenging to motivate people in January to support the levy. Additionally, a significant number of voters may have already left for the south during the voting period, which could have influenced the lower voter turnout compared to November. Booth stated that these are some of the challenges that BBBPRD2 levy may face in February, but also highlighted the strength of our social media presence and increased participation in our activity center.
 - 3. **Vote:** 0-5, motion failed.

- iii. **Ballot Resolution: *Motion*:** made by Commissioner Wilbrecht to approve the condensed version of Blaine-Birch Bay Park and Recreation District #2 Resolution No. 2023-10. 2nd by Commissioner Brown. Vote 5-0, motion passed.
- iv. **Special Meeting Request:** Commissioner Wilbrecht requested a special meeting with the PAC and hear their action plan for the levy.
- v. **Review Committee Statement:** PAC will review and submit to board.
- vi. **Review Ballot Measure Cover Sheet:** will be reviewed at next meeting.
- vii. **Press Release:** Commissioner Moore and Wilbrecht were tasked to create a press release.
- c. **Candidate Forum:** Wednesday, October 11th, 2023, 7 – 9 PM at Birch Bay Bible is a Candidate Forum. Those who are running have been invited to participate.
- d. **Levy Marketing Clarification:** Director Lindsay explained, BBBPRD2 received clarification from the legal team at MRSC regarding the District's ability to purchase promotional signs for a Get Out and Vote Campaign. Since the District does not typically allocate funds or engage in this type of campaign, utilizing funds for promoting its own levy is not authorized. Consequently, MRSC recommended that the District seek further guidance from the Public Disclosure Commission. Director Lindsay followed up with the Commission and received confirmation of MRSC's legal counsel's advice.
- e. **Review PDC Guidelines:** No discussion on topic
- f. **Marketing Budget: *Motion*:** made by Commissioner Carrington to approve program marketing budget as written for October – December 2023. 2nd by Commissioner Brown. Vote 5-0, motion passed.
- g. **Expenses for BBBPRD2 Events:** No discussion
- h. **2024 Budget Draft:** Commissioners will review draft and send questions to Director Lindsay so they can be discussed at November's Board Meeting

5. Old Business:

- a. **Friends of BBBPRD2:** Mark Livingston and Director Lindsay have received the paperwork for the creation of the Friends of BBBPRD2 and will be meeting to move forward.
- b. **Community Support:** Discussion: Should the review of Community Support applications be moved to February Commissioner meeting of 2024. Commissioners agreed, no motion needed. Lindsay was directed to update forms and website.

6. Special Projects:

- a. **California Creek:** Currently, there is no lead project manager for California Creek Park. Ravyn's contract only covers the Multimodal Connectivity project. Director Lindsay and Capital Projects Specialist Morris have both agreed that a manager should be hired. Lindsay was tasked to work with Morris to create a job description and budget for a project manager.
- b. **Blaine-Birch Bay Multimodal Connectivity:** Commissioner Moore stated that the first four projects on the list will be completed soon. She is waiting to hear from Public Works, Roland, to see if the requested crosswalks will be installed on Morgan Drive and Harbor View Road.

7. Director's Report:

- a. **Paint and Sip:** BBBPRD2 is in the process of obtaining a liquor license for a paint and sip event that will take place in December. Lindsay has been instructed to contact BBBPRD2's insurance company to check for any potential liability issues and to ensure that the correct license is acquired and all necessary requirements are met

- b. Alderson road cleanup is October 23, 2023, at 12 pm.
8. **Executive Session:** Topic: Staffing and structure for construction of trails and park. Not Needed.
 9. **Executive Session:** An executive session of Commissioners was called at 7:40 PM to discuss the performance of a public employee. The session was scheduled to last for 15 minutes. Executive session ended at 7:55.
 10. **Approval of bills & payroll:** **Motion:** made by Commissioner Brown to approve paying out Raina's sick time. 2nd by Commissioner Wilbrecht. Vote 5-0, motion passed. **Motion:** made by Commissioner Wilbrecht to approve bills and payroll as presented for September 2023. 2nd by Commissioner Brown. Vote 5-0, motion passed.
 11. **Adjournment time:** **Motion:** made by Commissioner Brown to adjourn at 8:03. 2nd by Commissioner Wilbrecht. Vote 5-0, motion passed.
 12. **Next meeting:** November 14th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

November 1st, 2023
7:00 PM
Board Meeting Minutes
Zoom Meeting

1. **Call to Order**

- a. Roll call: Commissioner Carrington, Commissioner Moore, Commissioner Credyt, Commissioner Brown, Commissioner Wilbrecht, Heather Lindsay (Director), and Ted Morris (Capital Project Specialist).

2. **Public Comment: NA**

3. **California Creek Park:** Capital Project Specialist Morris explained that the parking lot in the current site plan needs to be relocated to comply with Whatcom County permits. To relocate the parking lot, it is necessary to use the 30-foot easement that Whatcom Land Trust has on the property. Mr. Morris reached out to the Whatcom Land Trust and they expressed interest in selling the property so that we can utilize the easement. Therefore, we need to consider the acquisition of the real estate through purchase or lease.

Discussion Points

- a. Commissioner Brown inquired whether the ecology team has reviewed the plan presented by Whatcom County and if they will give their approval for it.
 - b. Could mitigation be done to keep the layout the same or to increase parking spaces
 - c. How many parking spaces are we allowed through the permits, and they requested confirmation that the number of spaces could be increased.
 - d. The Commissioners tasked Director Lindsay to bring maps of the property to the next meeting.
4. **Letter of Intent:** WLT submitted a letter of intent and Commissioner Carrington and Director Lindsay drafted a letter of intent. The Commissioners chose to use the letter from Carrington and Lindsay. Wilbrecht was going to create added verbiage to cover the levy and send it to Lindsay. Lindsay was granted permission to share draft with WLT.
5. **Executive Session:** Not called as there was no public in attendance.
6. **Adjournment time:** *Motion*: made by Commissioner Brown to adjourn at 7:43. 2nd by Commissioner Credyt. Vote 5-0, motion passed.
7. **Next meeting:** Monthly Commissioner Meeting is November 14th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.

November 14th, 2023
5:30 PM
Board Meeting Agenda
Blaine Senior Center

1. Call to Order

- a. Roll call: Commissioner Carrington, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Brown, Heather Lindsay (Director), Ted Morris (Capital Project Specialist). Guests: Members for BBBPRD2 PAC, Diane Major (PAC Co-Chair), Celine Mauger, and Richard May.
- b. Approval of October's Board of Commissioner meeting minutes and November 1st Special Meeting Minutes. **Motion** made by Commissioner Wilbrecht to approve October's Board of Commissioner meeting minutes and November 1st Special Meeting Minutes. 2nd by Commissioner Carrington. Vote was 4 -0, motion passed.

2. Public Comment: NA

3. Treasurer's Report – October Net amount held by Whatcom County:

Umpqua Bank balance: \$3,264.94

General Account: \$ 121,523.34 **Cap. Improvement Account:** \$204,264.47 **Reserve Account:** \$606,090.72

4. New Business

- a. **PAC:** Diane Major, Co-Chair gave an overview of the PAC action plan and timeline.
- b. **Preliminary budget:** **Motion** made by Commissioner Carrington to approve the preliminary budget. 2nd by Commissioner Creydt. Vote was 5 -0, motion passed.

5. Old Business:

- a. **Trails Update:** Commissioner Moore contacted Blaine City Council and requested the installation of "Share the Road" signs from Washington Ave. to Hughes Ave. and a crosswalk at Hughes Ave across Peace Portal. The City responded and stated that these signs do not need to be approved by the Council but can be handled administratively.

6. Special Projects:

- a. **California Creek Project Manager:** Director Lindsay reached out to three companies to inquire about hiring a project manager for the Park project. Unfortunately, two of them declined the offer. However, Cascade Engineering expressed interest in researching and developing a plan to move forward as the Project Manager. They have their own team of engineers, permit specialists, and watershed/buffer specialists who will be involved in the project until its completion. They recommended waiting to purchase the land or hiring a new lawyer until the research and planning phase is completed. They estimated that this phase would cost up to \$5,000 and could be completed by January. **Motion** made by Commissioner Brown to spend up to \$5,000 for Cascade Engineering to research and create an action plan. 2nd by Commissioner Wilbrecht. Vote was 5-0, motion passed

7. Director's Report:

- a. Winter Guide to Fun will be in Newspapers this week.

b. Zervas Law: No Discussion on this topic.

8. **Executive Session:** Executive Session as not called
9. **Approval of bills & payroll:** **Motion** made by Commissioner Carrington to approve bills and payroll as presented for October 2023. 2nd by Commissioner Creydt. Vote was 4-0, motion passed.
10. **Adjournment time:** **Motion** made by Commissioner Wilbrecht to adjourn at 7:47. 2nd by Commissioner Carrington. Vote 4-0, motion passed.
11. **Next meeting:** December 12th, 2023, at the Blaine Senior Center. Starting at 5:30 pm.