**January 9th, 2024**
**5:30 PM**
**Board Meeting Minutes**
**Blaine Senior Center**

1. **Call to Order -** 5:32
2. **Swearing-in**
	1. Swearing-in of Commissioners, Dave Wilbrecht and Jesse Creydt. Officiated by Sacha Sanguinetti. The swearing-in of John Roy will take place at a later date.
3. **Minutes**
	1. Roll call: Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Brown, Ted Morris (Capital Project Specialist), and Heather Lindsay (Director).Commissioner Roy excused.
	2. Approval of December’s Board of Commissioner meeting minutes Motion made by Commissioner Wilbrecht to approve December’s meeting minutes. 2nd by Commissioner Brown. Vote was 4-0, motion passed.
4. **Public Comment:** NA
5. **Treasurer's Report** – DecemberNet amount held by Whatcom County: Due to end of year I will not get Whatcom County numbers until late January.

 **Umpqua Bank balance**: $3,574.06

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| **General Account: $**  | **Cap. Improvement Account:** $ | **Reserve Account:**$ |

1. **New Business**
	1. Presentation from Cascade Engineering regarding the California Creek Estuary site plan. They presented five options for a site plan. Only one plan was feasible for permitting. Options are attached at end of minutes. They asked the Commissioners what some of the priorities are for the project. They identified; kayak launch, covered area, 50 parking spaces, site host space, bathrooms, and interpretive kiosk. Motion made by Commissioner Wilbrecht to approve Cascade Engineering to produce a budget, projected design, and construction timeline for the California Estuary Park. 2nd by Commissioner Brown. Vote was 4-0, motion passed.
	2. Voting of officers. Chair, Co-Chair, Treasurer. Postponed until next meeting.
	3. Scholarship request – A family has requested a scholarship to cover the cost of after-school programs and summer day camps for their two children in the school district. Although they do not meet the financial requirements for food stamps or free lunches, the mother's income qualifies her for a scholarship. The family has already been granted scholarships to pay for BBBPRD2 activities in 2023, totaling $466. They have submitted a hardship letter to BBBPRD2 explaining why the scholarship is needed for the upcoming year. Director Lindsay suggested that BBBPRD2 should grant a half scholarship for the remainder of enrichment for the 2023-2024 school year, plus pay for one week of summer camp.
2. **Old Business:**
	1. Ninja Course: Commissioner Moore was able to obtain a $40,000 grant to go towards a Ninja Course. Commissioner Moore and Director Lindsay had a meeting with the Blaine City Manager, Mike Harmon and Harpiar Gandhi. They have encouraged BBBPRD2 to put together an ask. The goal would be to get the project funded and implemented in 2025.
	2. Levy update: Wednesday, January 24th ballots will be mailed for February 13 special election.
	3. Wages and Salary: The State Minimum Wage and Exempt Salary for 2024 has increased. Minimum wage is $16. 28 an hour. Exempt wage is $1,302.40 a week ($67,724.80) annually. This will affect the budget for 2024.
3. **Executive Session:** Called at 7:15 pm for a 15-minute Executive Session for Commissioners. Topic: Performance of a public employee. Commissioners only. Returned 7:30 pm.
	1. Motion made by Commissioner Brown to pay the Director $68,000 annually. 2nd by Commissioner Creydt. Vote was 4-0, motion passed.
4. **Director's Report:**
	1. Illuminate Birch Bay is becoming a big event. Currently over 1.8K people have shown interest in this event. Weather will play a factor in attendance at this event. Director Lindsay is looking for volunteers.
	2. We have hired Charlene Brooks as a line dancing instructor. We have hired her as an employee and not an Independent Contractor. This way the activity is covered under the BBBPRD2 liability insurance.
	3. The office has purchased a new printer. This printer comes with two years of free ink. In the past year we have spent over $100 a month on ink and many hours maintaining the old printer. Research proved that the repair of the machine would cost more than it was worth. Funds were available in the budget for the item. Extensive research on price and product was conducted before purchase was made.
	4. Carry over PTO: Celine and Laura have accrued PTO hours that exceed the maximum limit. Director Lindsay suggests that each employee should be allowed to carry over their whole balance. Both employees have performed exceptionally well in their roles this year and have increased their participation in various activities and events. Motion made by Commissioner Wilbrecht to carry up to 60 vacation hours a year to next. Anything over 60 will be paid out. 2nd by Commissioner Moore. Vote was 4-0, motion passed.
	5. **Approval of bills & payroll**: Motion made by Commissioner Wilbrecht to approve bills and payroll as presented for December 2023. 2nd by Commissioner Brown. Vote was 4-0, motion passed.
5. **Adjournment time:** Motion made by Commissioner Wilbrecht to adjourn at 7:45. 2nd by Commissioner Brown. Vote 4-0, motion passed.
6. **Next meeting:** February 13th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.