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

1. **Call to Order: 5:30**
2. **Roll Call:** Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Roy, Commissioner Brown (attended via zoom), and Heather Lindsay (Director)
3. **Minutes**
   1. Approval of March Board of Commissioner meeting minutes plus March 25th special meeting minutes. Motion made by Commissioner Wilbrecht to approve March Board of Commissioner meeting minutes plus March 25th special meeting minutes. 2nd by Commissioner Roy. Vote was 5-0, motion passed.
4. **Public Comment:**
5. **Treasurer's Report** – MarchNet amount held by Whatcom County:   
   **Umpqua Bank balance**: $3,694.95

|  |  |  |
| --- | --- | --- |
| **General Account:** $56,228.70 | **Cap. Improvement Account:** $207,821.33 | **Reserve Account:**$503,563.26 |

1. **New Business**
   1. Resolution for future grants: RCO requires a resolution for each grant.
      1. Resolution 2024-01 – This grant is for a Land and Water Conservation Fund: **Typical Projects** –Renovating community parks, Building skate parks, tennis courts, swimming pools, and trails, Protecting wildlife habitat, and Building athletic fields. ***Motion:*** made by Commissioner Wilbrecht to approve Resolution 2024-01: authorizes Commissioner Sheli Moore and Director Heather Lindsay to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office. 2nd by Commissioner Moore.

Vote was 5-0, motion passed

* + 1. Resolution 2024-02 – This grant is for a Recreation Projects-Washington Wildlife and Recreation Program: **Typical Projects** –Buying land for a park, Building ball fields, courts, regional athletic complexes, Renovating community parks, Developing regional trails, Building waterfront parks, and Developing state lands**. *Motion****:* made by Commissioner Creydt to approve Resolution 2024-02: authorizes Commissioner Sheli Moore and Director Heather Lindsay to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office. . 2nd by Commissioner Wilbrecht. Vote was 5-0, motion passed
    2. Resolution 2024-03 – This grant is for a Youth Athletic Facilities: **Typical Projects** – Adding lights to a field to allow evening games, Changing an underused tennis court to a high-demand basketball court, Changing the field surface, such as installing artificial turf, to allow more games per season or more seasons when the field may be used, and Expanding a youth-sized softball field to accommodate broader community uses.***Motion:*** made by Commissioner Roy to approve Resolution 2024-01: authorizes Commissioner Sheli Moore and Director Heather Lindsay to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office. 2nd by Commissioner Wilbrecht. Vote was 5-0, motion passed
  1. Master Plan Review
  2. Rental Policy – Due to recent lawsuits in Washington state, BBBPRD2 needs to clarify their written rental policy. ***Motion:*** made by Commissioner Roy to approve the rental policy as written. 2nd by Commissioner Wilbrecht. Vote was 5-0, motion passed
  3. Community Support -
     1. Blaine Chamber Request - ***Motion:*** made by Commissioner Wilbrecht to approve the request $16,000 following the past procedures used with Birch Bay Chamber Community Support. 2nd by Commissioner Roy. Vote 5-0, motion passed.

1. **Special Projects**
   1. California Creek Estuary Park
      1. Grant details – scope of work
      2. Review Cascade Engineering budget for the project through permitting process.
      3. California Creek Budget: Review of past CCE Park expenditures.
      4. Signer for CCE Park – The board will discuss adding another signer for the California Creek Estuary Park. ***Motion:*** made by Commissioner Wilbrecht to approve the the Commissioner Chair can be a secondary signer for the California Creek Estuary Park. 2nd by Commissioner Creydt. Vote was 5-0, motion passed
   2. Extreme Ninja Park: Commissioner Moore and Director Lindsay are going to present information on the X-Treme ninja course to the City Public Works and Parks Committee at their next regular meeting on 4/11.
   3. Birch Bay to Blaine Trail: Director Lindsay contacted Alex Jeffer, a representative of Whatcom Land Trust, to inquire if WLT would allow a trail easement between the 11-acre property and the wooded acreage. The Director also asked about the original trail easement over the 11 acres. Alex is currently taking this information to the WLT board meeting.
2. **Old Business**
   1. Trailer – With the creation of four-day day-camps, the staff has found a use for the trailer. The trailer will be parked in the parking lot of the State Park. It will be used for storage and will also act as an office for the youth lead and first aid station.
   2. Long Term Lease: WCPR Director has not sent the request to the Federal Government yet. He is planning to do so at his earliest opportunity.
   3. Commissioner Moore and Director Lindsay are going to present information on the X-Treme ninja course to the City Public Works and Parks at the next meeting on 4/11.
   4. Trail Easements:Director Lindsay contacted Alex Jeffer, a representative of Whatcom Land Trust, to inquire if WLT would allow a trail easement between the 11-acre property and the wooded acreage. The Director also asked about the original trail easement over the 11 acres. Alex is currently taking this information to the WLT board meeting.
3. **Director's Report**
   1. Senior Center Management **–** Commissioner Moore, Jeff Carrington, and Director Lindsay met with the Blaine City Manager and Assistant City Manager in the first week of March to discuss the scheduling of the Pavilion. BBBPRD2 proposed to manage the scheduling, and negotiations are ongoing. A contract/proposal will be presented to the Commissioners for approval soon.
   2. Put-put course – There has been no feedback from the Newsletter.
   3. Friends of BBBPRD2 – Coach Mark is back. The non-profit should be completely established by June.
   4. Grants – I am working on a grant from the State of Washington Tourism. Eligible projects for grant funding may include design plans for tourism infrastructure, marketing expertise, workforce training programs, and other consulting services for tourism pursuits. Due May 15th. I have also completed a pre-application for another RCO Grant for youth athletic facilities.
   5. Staffing – Kira Robinson has left our employment. Katie Matzen has been hired as the Youth Program Lead. All summer staff have been hired. One of our instructors has decided to terminate their contract with us. The reason for this is a disagreement overcompensation. While we did our best to address their concerns, unfortunately, we were not able to reach a mutually agreeable solution. We wish the instructor all the best in their future endeavors and appreciate the contributions they made while working with us.
4. **Approval of Bills & Payroll**: ***Motion*** made by Commissioner Wilbrecht to approve bills and payroll as presented for March 2024. 2nd by Commissioner Moore. Vote was 5-0, motion passed.
5. **Adjournment Time: *Motion*** made by Commissioner Brown to adjourn at 7:33 pm. 2nd by Commissioner Roy. Vote was 5-0, motion passed.
6. **Next Meeting:** May 14th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.