**March 12th, 2024**
**5:30 PM**
**Board Meeting Minutes**
**Blaine Senior Center**

1. **Call to Order:**
2. Roll call: Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Roy, Commissioner Brown (attended via zoom), Ted Morris (Capital Project Specialist), and Heather Lindsay (Director).
3. **Minutes**
	1. Approval of February’s Board of Commissioner meeting minutes plus February’s 16th special meeting minutes. Motion made by Commissioner Wilbrecht to approve February’s Board of Commissioner meeting minutes plus February’s 16th special meeting minutes. 2nd by Commissioner Roy. Vote was 4-0, motion passed. Commissioner Brown abstained.
4. **Public Comment:**
5. **Treasurer's Report** – FebruaryNet amount held by Whatcom County:
**Umpqua Bank balance**: $2,326.37

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| **General Account: $** 26,927.44 | **Cap. Improvement Account:** $207,430 | **Reserve Account:**$617,143.35 |

* 1. **Community Support Requests:** Commissioners had questions for Blaine Chamber because they changed their request to mimic the structure of Birch Bay Chamber. It was decided to support the first event, Summer Block Party. After this event, then the Commissioners will look at the remaining requests and events. Motion made by Commissioner Wilbrecht to approve the Community Support requests for Birch Bay Chamber of $20,000, Wings over Water of $4,000, Whatcom Conservation District of $4,000, BYS of $30,375, and for Blaine Chamber $4,000. 2nd by Commissioner Roy. Vote 5-0, motion carried.
1. **Roberts Rules of Order:** Interrupting a speaker. Can you interrupt and how do you interrupt?
	1. All participants should hold their comments until the speaker has concluded. Unless you feel that business is proceeding need more information/clarification. You would interrupt by saying Point of Order, Point of Privilege, or Point of Information.
2. **New Business:**
	1. Capital Improvement Plan – BBBPRD2 needs an updated CIP to qualify for RCO Grants. Motion made by Commissioner Wilbrecht to approve Capital Improvement Plan. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
	2. Trailer
	3. Putt-putt course
	4. Master Plan Review – Deferred to next month
3. **Old Business**
	1. Voting of officers. Chair, Co-Chair, Treasurer.
		1. Motion made by Commissioner Wilbrecht to nominate Commissioner Moore as Commissioner Board Chair. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
		2. Motion made by Commissioner Moore to nominate Commissioner Wilbrecht as Commissioner Board Vice Chair. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
		3. Motion made by Commissioner Brown to nominate Commissioner Creydt as Treasurer. 2nd by Commissioner Roy. Vote 5-0, motion carried.
	2. Rental policy – Due to recent lawsuits in Washington state, BBBPRD2 needs to clarify their written rental policy. ***Action***: Approve to implement rental policy. Deferred to next month.
	3. Long Term Lease: There are no updates on this topic.
	4. The City Public Works and Parks meeting will be discussing the X-Treme ninja course on 3/14.
4. **Special Projects:**
	1. **California Creek:** Review Cascade ‘s report and discuss any questions.
		1. **Cascade contract:** Motion made by Commissioner Wilbrecht to approve Director Lindsay to sign TASK ORDER NO. 2 CALIFORNIA CREEK ESTUARY PARK PRELIMINARY DESIGN & COORDINATION. 2nd by Commissioner Roy. Vote 5-0, motion carried.
		2. **Signer for California Creek Project –** No action taken
		3. **Potential Flooding –** Director Lindsay advised the Commissioners of the possibility of flooding occurrence at California Creek. Additionally, she informed them that the kayak launch may not be accessible during low tide.
	2. **Trail Easements:** Director Lindsay was tasked to inquire of Whatcom Land Trust if they would allow a trail easement between the two properties. (The 11 acres and the wooded acreage.)
	3. **Ninja Xtreme Park** Director Lindsay was tasked to email the asks of the City to the Commissioners.
5. **Director's Report:**
	1. Staffing – Director Lindsay has hired an Administrative Assistant for 25 hours a week. With the increase in patrons and activities, there is a need to increase staff. Director Lindsay has also hired a Youth Program Lead for 25 hours a week. As spring and summer approach, programs for youth have increased substantially. BBBPRD2 needs a staff member who will coordinate and grow this program.
6. **Approval of bills & payroll**: PotentialMotion made by Commissioner Wilbrecht to approve bills and payroll as presented for March 2024. 2nd by Commissioner Roy. Vote 5-0, motion carried.
7. **Adjournment time:** Motion made by Commissioner Wilbrecht to adjourn at 8:15. 2nd by Commissioner Brown. Vote 5-0, motion passed.
8. **Next meeting:** April 9th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.