

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

1. **Call to Order** - 5:32
2. **Swearing-in**
 - a. 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**
 - a. Roll call: Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Brown, Ted Morris (Capital Project Specialist), and Heather Lindsay (Director). Commissioner Roy excused.
 - b. 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** – December Net 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

General Account: \$

Cap. Improvement Account: \$

Reserve Account: \$

6. **New Business**
 - a. 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.
 - b. Voting of officers. Chair, Co-Chair, Treasurer. Postponed until next meeting.
 - c. 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.
7. **Old Business:**
 - a. 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

Harpier Gandhi. They have encouraged BBBPRD2 to put together an ask. The goal would be to get the project funded and implemented in 2025.

- b. Levy update: Wednesday, January 24th ballots will be mailed for February 13 special election.
 - c. 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.
8. **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.
- a. **Motion** made by Commissioner Brown to pay the Director \$68,000 annually. 2nd by Commissioner Creydt. Vote was 4-0, motion passed.
9. **Director's Report:**
- a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. **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.
10. **Adjournment time:** **Motion** made by Commissioner Wilbrecht to adjourn at 7:45. 2nd by Commissioner Brown. Vote 4-0, motion passed.
11. **Next meeting:** February 13th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

February 13th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. Call to Order:

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

2. Minutes

- a. Approval of January's Board of Commissioner meeting minutes plus January 15th special meeting minutes. **Motion** made by Commissioner Wilbrecht to approve January Commissioner Board meeting minutes and January 15th special meeting minutes. 2nd by Commissioner Roy. Vote 3-0. Motion carried.

3. Public Comment: NA

4. Treasurer's Report – January Net amount held by Whatcom County:

Umpqua Bank balance: \$1,510.71

General Account: \$ 58,813.44 **Cap. Improvement Account:** \$207,022.38 **Reserve Account:** \$615,651.67

5. New Business

a. Community Support Requests

- i. Birch Bay Chamber – requesting \$20,000 Danielle Gaughen, Birch Bay Chamber Director, presented their request to the Commissioners.
- ii. Wings over Water – requesting \$4,000 Deborah Harger, WOW President, presented their request to the Commissioners.
- iii. Whatcom Conservation District – requesting \$4,000 Anneka Sweeny presented their request to the Commissioners.
- iv. Blaine Chamber - requesting \$10,000 x 2 (\$20,000) Jacquee Sovereign
- v. , Blaine Chamber Director, presented their request to the Commissioners.
- vi. BYS- requesting \$30,375 Greg and Kevin, BYS Presidents, presented their request to the Commissioners.

b. Voting of officers. Chair, Co-Chair, Treasurer. Postponed

c. Resolution: Jeff Carrington **Motion** made by Commissioner Wilbrecht to approve resolution of appreciation for Jeff Carrington. 2nd by Commissioner Moore. Vote was 3-0, motion carried.

d. Rental policy – Due to recent lawsuits in Washington state, BBBPRD2 needs to clarify their written rental policy. Director Lindsay was tasked to research any findings that would allow the facilities to be used without cost for fundraisers and other activities that benefited the community.

6. Old Business:

- a. 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. Discussion on the BBBPRD2 and City partnership.

7. Director's Report:

- a. In March we will look at the Master Plan. Please take time to look it over.
 - b. Commissioner Roy was informed that a complaint was made against him and hundreds of others to the Public Disclosure Committee concerning the delinquency of a form.
 - c. Director Lindsay asked Bennet Knox, Director of Whatcom Park and Recreation, to inquire about a long-term interlocal government agreement with Whatcom County Park and Recreation.
 - d. RCO provides a variety of grants that are well-suited for upcoming projects. The areas being considered for grant applications are youth programming, a covered pickleball court installation, and the development and construction of trails.
8. **Approval of bills & payroll:** **Motion** made by Commissioner Wilbrecht to approve bills and payroll as presented for January 2024. 2nd by Commissioner Roy. Vote 3-0. Motion carried.
 9. **Adjournment time:** **Motion** made by Commissioner Wilbrecht to adjourn at 7:15. 2nd by Commissioner Roy. Vote 3-0, motion passed.
 10. **Next meeting:** March 12th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.
 11. Special Meeting: February 16th, 5:00 pm, Birch Bay Activity Center. Purpose is the California Creek Estuary Park.

February 16th, 2024
5:00 PM
Special Board Meeting Agenda
Birch Bay Activity Center

1. Call to Order

a. Roll call:

2. Public Comment:

3. New Business

b. Update from Cascade Engineering:

i. Questions about the new plan. Below are a few of the topics.

1. Location
2. Picnic Shelter
3. Interpretive Trail and Loop Trail
4. OSS – Septic System – Heather has contacted the County about the parcel combination and they informed her that it was sent over to the Health Department. She contacted the Health Department and they cannot find any paperwork.

4. Executive Session:

5. Adjournment time:

6. Next meeting: March 12th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

February 16th, 2024
5:00 PM
Special Board Meeting Minutes
Birch Bay Activity Center

1. Call to Order

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

2. Public Comment: NA

3. New Business

- a. Update from Cascade Engineering:

- i. Questions about the new plan. Below are a few of the topics.

1. Location

2. Picnic Shelter- A covered pavilion would be allowed by the County within the shoreline buffer, with a variance request, provided it was on the footprint of the old house. However, the Dept. of Ecology would also need to approve it being located within the buffer, and the County Shoreline Rep was not certain that Ecology would allow it. Moving it closer to the Parking Lot and Play Area would be allowed.

3. Interpretive Trail What is the difference between having the trail in the wetland or on dry land? Cascades answer: These prices are very general, since they're not based on an actual design. But they do tell a good story.

- a. 3-4' wide "typical" unsurfaced trail will run \$8-\$16/ foot

- b. The same surfaced (gravel or wood chips) will run \$15-\$30/ft

- c. A basic puncheon style boardwalk through wetlands will be \$300-\$500/ft

- d. The prices above are for labor and materials.

4. OSS – Septic System has been approved by the health department. The question is why would it not be allowed? Cascade's answer: The health department is only looking at the septic design itself and whether or not the System will function properly. The County Dept of Natural Resources is who decides WHERE that system can be placed. HD = is the design legal and does it work NR=is it situated in an area where it's allowed.

5. Buffering Average - Really simply, buffer averaging is taking the portion of the buffer that overlaps with the building and moving (on paper) that buffer area to another area. This effectively makes the buffer narrower on the portion of the wetland that abuts the building, and fatter in other areas. A few important details. 1. Buffer averaging is approved on a case by case basis. In order for the County to approve it, you have to be able to justify why you can't put your building someplace else. 2.. You can only buffer average using the outer 25% of the buffer. 3. Even with buffer averaging, you still have a building setback from the edge of that buffer. (and yes, the parking lot has the same rules as a building). 4. You can't move the buffer into another buffer, it has to be moved to an area that is adjacent to the current buffer, and is NOT a wetland or a buffer to a different wetland.

4. Adjournment time was 6:45.

5. Next meeting: March 12th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

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**

- a. 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** – February Net amount held by Whatcom County:

Umpqua Bank balance: \$2,326.37

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

- a. **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.

6. **Roberts Rules of Order:** Interrupting a speaker. Can you interrupt and how do you interrupt?

- a. 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.

7. **New Business:**

- a. 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.
- b. Trailer
- c. Putt-putt course
- d. Master Plan Review – Deferred to next month

8. **Old Business**

- a. Voting of officers. Chair, Co-Chair, Treasurer.
 - i. **Motion** made by Commissioner Wilbrecht to nominate Commissioner Moore as Commissioner Board Chair. 2nd by Commissioner Creydt. Vote 5-0, motion carried.

- ii. **Motion** made by Commissioner Moore to nominate Commissioner Wilbrecht as Commissioner Board Vice Chair. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
 - iii. **Motion** made by Commissioner Brown to nominate Commissioner Creydt as Treasurer. 2nd by Commissioner Roy. Vote 5-0, motion carried.
 - b. 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.
 - c. Long Term Lease: There are no updates on this topic.
 - d. The City Public Works and Parks meeting will be discussing the X-Treme ninja course on 3/14.
9. **Special Projects:**
- a. **California Creek:** Review Cascade 's report and discuss any questions.
 - i. **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.
 - ii. **Signer for California Creek Project** – No action taken
 - iii. **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.
 - b. **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.)
 - c. **Ninja Xtreme Park** Director Lindsay was tasked to email the asks of the City to the Commissioners.
10. **Director's Report:**
- a. 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.
11. **Approval of bills & payroll:** Potential **Motion** made by Commissioner Wilbrecht to approve bills and payroll as presented for March 2024. 2nd by Commissioner Roy. Vote 5-0, motion carried.
12. **Adjournment time:** **Motion** made by Commissioner Wilbrecht to adjourn at 8:15. 2nd by Commissioner Brown. Vote 5-0, motion passed.
13. **Next meeting:** April 9th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

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**

- a. 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** – March Net 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

6. **New Business**

- a. Resolution for future grants: RCO requires a resolution for each grant.
 - i. 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
 - ii. 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
 - iii. 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

- b. Master Plan Review
- c. 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
- d. Community Support -
 - i. 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.

7. Special Projects

- a. California Creek Estuary Park
 - i. Grant details – scope of work
 - ii. Review Cascade Engineering budget for the project through permitting process.
 - iii. California Creek Budget: Review of past CCE Park expenditures.
 - iv. 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
- b. 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.
- c. 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.

8. Old Business

- a. 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.
- b. 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.
- c. 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.
- d. 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.

9. Director's Report

- a. 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.
- b. Put-put course – There has been no feedback from the Newsletter.
- c. Friends of BBBPRD2 – Coach Mark is back. The non-profit should be completely established by June.
- d. 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.
- e. 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 over compensation. 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.

10. **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.

11. **Adjournment Time:** *Motion* made by Commissioner Brown to adjourn at 7:33 pm. 2nd by Commissioner Roy. Vote was 5-0, motion passed.

12. **Next Meeting:** May 14th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

April 24th, 2024
6:00 PM
Special Board Meeting Minutes
Blaine Senior Center

1. **Call to Order:** 6:13pm
2. **Roll Call:** Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, Commissioner Roy, and Heather Lindsay (Director). Commissioner Brown excused.
3. **Public Comment: NA**
4. **New Business**
 - a. **Last Year Review** – Go over highlights from last year's budget.
 - b. **2024 Budget**
 - i. Go over suggested changes for the 2024 budget. **Motion** made by Commissioner Wilbrecht to approve final 2024 budget. 2nd by Commissioner Creydt. Vote 4-0, motion passed.
 - ii. Pavilion: We have received the contract. Financially the split is 80/20. Director Lindsay was tasked to send contract to the lawyer. Commissioner Wilbrecht cautioned on long term rentals. Director Lindsay was tasked to permit the long term rental policy at next meeting.
 - iii. \$50,000 funding
 1. Training: First two weeks of training for all counselors.
 2. Katie's time during the summer. She is going to stay on site.
 3. Will pay for Lead when Katie is not on sight.
 4. Will pay for materials to create a quiet area.
5. **Next Year's Levy Income:** \$656,906
2023's levy Income: \$387,086.81
6. **Estuary Park:**
 - a. Project Design Cost: \$176,264
 - b. Parking lot and public access: Available funds are \$222,045.60.
 - c. Restroom, Kayak, kiosk sign, picnic shelter, seating, and trails: Available funds are \$265,512.14.
 - d. Future of Park: We will be short of funds for construction.
 - e. Need to approve: Survey Cost Proposal. *Once Ed is finished with his delineation, we will need to have the survey crew go in and pick up the flags. Ideally this is done shortly after the delineation is complete. I had sent the survey cost proposal to you with our Task Order 3 proposal.*
Potential **Motion** made by Commissioner to approve survey cost proposal to not exceed \$4,000. 2nd by
7. **Map of Trail:**
8. **Adjournment Time:** **Motion** made by Commissioner Roy to adjourn at 7:49 pm. 2nd by Commissioner Creydt. Vote 4-0, motion passed.
9. **Next Meeting:** May 14th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

May 14th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

1. **Call to Order: 5:30 p.m.**
2. **Roll Call:** Commissioner Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Creydt, and Director Lindsay present. Commissioner Brown joined via Zoom.
3. **Minutes**
 - a. Approval of April Board of Commissioner meeting minutes plus April 24th special meeting minutes. **Motion** made by Commissioner Roy to April Board of Commissioner meeting minutes plus April 24th special meeting minutes. 2nd by Commissioner Creydt. Vote 5-0, Motion passed.
4. **Public Comment:** NA
5. **Treasurer's Report** – April Net amount held by Whatcom County:
Umpqua Bank balance: \$5,690.37

General Account: \$34,781.48 **Cap. Improvement Account:** \$208,337.16 **Reserve Account:** \$505,087.14
6. **New Business**
 - a. Ballot Measure Certification. The County is now requiring districts to complete and submit a form to certify that their voted ballot measure has passed. **Motion** made by Commissioner Wilbrecht To approve Taxing District Ballot Measure Certification. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
 - b. Grants – Director Lindsay submitted a grant to help fund the interpretive trail and the trail connecting the park to Lincoln Road. Because easements have not been secured, this grant will not be completed.
 - c. New proposal from WLT. They would prefer it if we purchased the 19 acres south of the park, instead of any easements. WLT Board feel that the proposed easement made by BBBPRD2 will hinder the sale of the two parcels. Change of Scope: The 20-1841 grant currently has funding for the interpretive trail. The total amount designated to trails is \$15,000. Because easements have not been secured, this grant will not be completed. Director Lindsay was tasked to work with WLT to come up with another solution. She was instructed to inform WLT that without the easements the project will cease and that BBBPRD2 will need to look at ways to sell the property back to them.
 - d. Blaine Pavilion: Last night, May 13th, the City Council approved BBBPRD2 as the new managers and schedulers of the Pavilion. **Motion** made by Commissioner Wilbrecht to approve contract between City and BBBPRD2 to manage and operate the Pavilion. 2nd by Commissioner Roy. Vote 5-0, motion carried.
 - e. New Bank Account: Fit On, an insurance carrier, only does direct deposit. The County stated that BBBPRD2 can only accept direct deposit to the account that is under our tax id number. The current bank account needs to be closed, and a new one open under our tax id. **Motion** made by Commissioner Creydt to approve the closing of checking account ending in 7195 and open a new account under BBBPRD2's tax id with Commissioner Jesse Creydt and Director Heather Lindsay as signers. 2nd by Commissioner Roy. Vote 5-0, motion carried.

7. Special Projects

- a. California Creek Estuary Park
 - i. Need to approve TO3. Commissioner Moore, Cascade Engineering, and Director Lindsay met with the County on April 29th to go over our concerns with the permitting process. Specifically, to focus on the sewer line connection. The County has asked for the updated wetland delineation report when it is completed. The County has encouraged us to proceed with the connection. There was no vote on TO3. This project is on hold until easements are secured.
- b. Extreme Ninja Park: Commissioner Moore presented information on the X-Treme ninja course to the City Public Works and Parks Committee at their regular meeting on 4/11. The City is looking for an alternative locations and verifying liability insurance. Commissioner Moore and Director Lindsay also attended the regular May meeting. There were still questions, so they deferred the decision until next month.

8. Old Business

- a. Long Term Lease: WCPR Director has not yet received an answer, but he does not see any reason for them to say no.

9. Director's Report

- a. Friends of BBBPRD2 – Coach Mark is no longer with us. I am in the process of finding a new board of directors. Diane Major will be one Director.
- b. Summer programming – The Guide to Summer Fun will be in the Northern Light this Thursday.
- c. Red Bus – The Bus did not pass inspection this year. It needs new brakes, brushing, and pins. IK Trucking fixed the fan and thinks they identified the electric draw on the battery. They have disabled the radio. They are currently fixing the brakes. The expense is covered in the budget, no additional funds will be needed at this time.
- d. Director Lindsay will be working remotely from June 3rd - 6th and on vacation the 7th and 8th. While working remotely she will not have set office hours and will follow up on emails and phone calls throughout the day.

10. **Executive Session:** At 6:25 Commissioners and Director Lindsay entered an executive meeting for 15 minutes to discuss employee related matters. Motion made by Commissioner Wilbrecht to end executive session at 6:33. 2nd by Commissioner Roy. Vote 5-0, motion carried.

11. **Approval of Bills & Payroll:** Potential **Motion** made by Commissioner Wilbrecht to approve bills and payroll as presented for April 2024. 2nd by Commissioner Roy. Vote 4-0, Motion carried. Commissioner Creydt was excused from remainder of meeting.

12. **Adjournment Time:** Motion to adjourn at 6:43 was made by Commissioner Wilbrecht. 2nd by Commissioner Roy. Vote 4-0, motion carried.

13. **Next Meeting:** June 11th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

June 11th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:36 pm

1. **Roll Call:** Commissioner Moore, Commissioner Roy, and Director Lindsay. Commissioner Wilbrecht joined via zoom. Commissioner Brown and Creydt were excused.

2. **Minutes**

- a. Approval of May Board of Commissioner meeting minutes plus May 23rd special meeting minutes. **Motion** made by Commissioner Roy to approve May Board of Commissioner meeting minutes. 2nd by Commissioner Wilbrecht. Vote 3-0, motion passed. **Motion** made by Commissioner Wilbrecht to approve May 23rd special meeting minutes. 2nd by Commissioner Royt. Vote 3-0, motion passed.

3. **Public Comment:** NA

4. **Treasurer's Report** – May net amount held by Whatcom County:

Umpqua Bank balance: \$1,106.74

General Account: \$48,822.28 **Cap. Improvement Account:** \$133,764.93 **Reserve Account:** \$505,623.70

5. **New Business**

- a. Gene Quinn proposed covering the outside of the gym's back doors. He presented drawings and quotes to construct an overhead covering of the gym's double doors. Director Lindsay was tasked to contact the county about this project to see if this could be approved.
- b. Community Support Request: Sacha Sanguinetti, Event Coordinator for Birch Bay Chamber, presented Birch Bay Chamber's request for \$5,000 to go towards the Guinness Book of Records biggest polar bear plunge. The event will cost \$35,000. The majority of the cost will be raised through merchandise sales. Director Lindsay was tasked to add this request to next month's agenda.

6. **Special Projects**

- a. California Creek Estuary Park – Director Lindsay was tasked to set up a meeting with Whatcom Land Trust on June 19th.
- b. WLT has been asked to present three different purchase options. They will discuss this on June 18th at a committee meeting, and then Alex Jeffers from WLT will present these options BBBPRD2. A special meeting should be called to have this presentation.
 - 1. What is the asking price for just the easements?
 - 2. What is the asking price for just the 20 acres of wooded land, along with the easement through the 11 acres.
 - 3. What is the cost of the 11 acres and the 20 acres together? All three options need to include a memorandum or letter of intent for an easement on the land across California Creek for a future pedestrian bridge.
- c. Extreme Ninja Park: The Blaine Park and Cemetery Advisory Committee is still discussing this park. Commissioner Moore and Director Lindsay are planning to attend their committee meeting this month.

7. **Old Business**

- a. New Bank Account: Commissioner Creydt and Director Lindsay will be meeting with the bank this month to finalize the account. The bank account ending in 7195 will not be closed until the end of this month. This is to allow any outstanding checks to be processed. All vendors with outstanding checks have been contacted.

8. Director's Report

- a. BBBPRD2 have the keys to the Pavilion and will start promoting rentals and new programs.
- b. On July 4th, BBBPRD2 will host a celebration at the Pavilion. Kids games, music, and information on programs and rental opportunities will be available.
- c. This summer we are working with multiple organizations as partners and collaborators to provide recreational opportunities.
- d. On June 10th Director Lindsay presented some future options for partnership to the Blaine Senior Center Board.

9. Executive Session:

- 10. **Approval of Bills & Payroll:** *Motion* made by Commissioner Roy to approve May bills and payroll. 2nd by Commissioner Wilbrecht. Vote 3-0, motion carried.
- 11. **Adjournment Time:** *Motion* made by Commissioner Roy to adjourn at 6:15 pm. 2nd by Commissioner Wilbrecht. Vote 3-0. Motion carried.
- 12. **Next Meeting:** July 9th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

June 20th, 2024
6 PM
Board Meeting Minutes
Zoom

Call to Order: 6 pm via Zoom

1. **Roll Call:** Commissioner Moore, Commissioner Brown, Commissioner Roy, Commissioner Wilbrecht, Commissioner Creydt, Director Lindsay, and Captial Project Specialist Ted Morris.
2. **Public Comment:** NA
3. **Whatcom Land Trust Presentation:** Alex Jeffer, Conservation Director / Interim Executive Director, explained that WLT does not plan to own the two properties on Drayton Harbor long term. It fits their mission to sell the property to the District to preserve the land and create a park. He stated that the properties could be valued over \$400,000 and WLT is willing to sell both properties below market value. He proposed that we purchase the property for \$300,000 and that they are willing to carry the contract.

The Commissioners suggested a three-year contract with half down this year, and then splitting the remainder half over 2025 and 2026. The Commissioners inquired about any restrictions that would be on the property. Jeffer replied that WLT would not have restrictions; the only restrictions are what is already required by the county.

Jeffers did ask that BBBPRD2 pay all closing costs and fees, to ensure that WLT would receive \$300,00. Commissioner inquired about interest rate. Jeffers did not have a number but did state that it would be below the current rate.

4. Executive Session: At 6:19 and executive session started with all Commissioners and Director Lindsay
5. At 6:34 Commissioner Wlibrecht motioned to close executive session and begin open session. 2nd by Commissioner Roy. Vote 5-0, motion carried.
6. **Open Session: *Motion*** made by Commissioner Wilbrecht to attentively accept purchase of both properties for \$300,000 with Whatcom Land Trust financing over three years. 2nd by Commissioner Brown. Vote 5-0, motion carried.
Motion made by Commissioner Wilbrecht for Director Lindsay to work on a Purchase Sales Agreement that requires due diligence on appraisals, tax ramifications, closing costs, and encroachment issues. 2nd by Commissioner Moore. Vote 5-0, motion carried.
7. **Adjournment Time: *Motion*** made by Wilbrecht to adjourn at 6:51. 2nd by Commissioner Creydt. Vote 5-0. Motion carried.
8. **Next Meeting:** July 9th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

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

1. **Call to Order:** 5:30 PM
2. **Roll Call: Commissioner** Moore, Commissioner Roy, Commissioner Wilbrecht, and Director Lindsay. Commissioner Brown and Creydt joined via zoom.
3. **Minutes** *Motion* made by Commissioner Wilbrecht to approve the June Board Meeting minutes and June 20th special meeting minutes. 2nd by Commissioner Roy. Vote 5-0, motion passed.
4. **Public Comment:** NA
5. **Treasurer's Report** – June net amount held by Whatcom County:
Umpqua Bank balance: \$8,093.93

General Account: \$20,463.34 **Cap. Improvement Account:** \$134,176.47 **Reserve Account:** \$508,196.23

6. **New Business**

- a. Community Support Request: Birch Bay Chambers is requesting \$5,000 for the Guinness Book of Records biggest polar bear plunge. *Motion* made by Commissioner Roy to approve Birch Bay Chambers request of \$5,000 for the Guinness book of Records. He did task Director Lindsay to get a detailed report on the marketing and media we will receive as sponsors. 2nd by Commissioner Wilbrecht. Vote 5-0, motion passed.
- b. Property Acquisition: Whatcom Land Trust has accepted an offer of \$300,000 for the property. The WLT Board is looking at a 5% interest rate. The sale will close in August.
- c. Pavilion: Internet and security system. The Pavilion does not have internet or a security system. This past week the pavilion was left unlocked twice overnight. I have sent emails to the Blaine Senior Center reminding them to lock the Pavilion after their fitness classes. Mike Harmon stated that they would pay for a ring camera. The Internet is needed for instructors and security systems. Zippy internet is \$85 a month. We are currently paying \$35 for a hotspot at the Pavilion. We will cancel the hotspot if internet is purchased. Director Lindsay is approaching the City with a Security System package that costs \$450.00. The annual security subscription is \$100 to \$200 annually. *Motion* made by Commissioner Wilbrecht to approve Director Lindsay to secure Zippy Fiber as an internet provider for the Pavilion. 2nd by Commissioner Moore. Vote 5-0, motion passed.
- d. Interagency Data Sharing Agreement: *Motion* made by Commissioner Roy to approve the Interagency data sharing agreement between BBBPRD2 and the office of the Washington State Auditor and to direct Director Lindsay to sign the agreement. 2nd by Commissioner Wilbrecht. Vote 5-0, motion passed.

7. **Training**

- a. Fiduciary Responsibility: According to the SAO (State Auditor s Office) fraud is not new, but it is happening at a faster rate. When it took years for fraud to equal a significant value, it now only takes a few weeks or a couple of months. Early prevention is key to fraud. One item is that Board members are looking at bank statements. Director Lindsay suggests the Treasurer performs a monthly audit of financial statements and signs when it has been completed. This will be kept with the bank statement

and reconciliation. <https://www.propublica.org/article/how-remote-work-ai-impact-fraud-local-government>. Director Lindsay was tasked to create a reconciliation policy and submit it to the board.

8. Special Projects

- a. California Creek Estuary Park
 - i. Task order number 3 needs to be approved. **Motion** made by Commissioner Moore to approve Director Lindsay to sign task order #3. 2nd by Wilbrecht. Vote 5-0, motion carried. Director Lindsay was asked to provide a financial report at every meeting regarding the California Creek Estuary Project.
 - ii. RCO (Recreation and Conservation Office) has approved the reinstatement of our grant application for the trails. To move forward the 20-1841 grant needs a change of scope. It has \$15,000 allocated for trails. **Motion** made by Commissioner Roy to approve the change of scope to remove \$15,000 designated for trails with the understanding that a trail will still need to be created from the parking lot to the kayak launch. 2nd by Commissioner Wilbrecht. Vote 5-0, motion carried.
 - iii. Director Lindsay is going to work on submitting billing to RCO. She will work with the new grant manager to try and reallocate funds to correct accounts.
- b. Extreme Ninja: The Parks and Cemetery Advisory Committee expressed their support for the park at their meeting and forwarded the proposal to the City. In preparation for the City Council meeting, the City requested information from Commissioner Moore. Despite Commissioner Moore's efforts to have a representative available for inquiries, there was no confirmation or communication from the City. Commissioner Moore attended the City Council meeting with the expectation of the proposal being presented, but it did not occur. In light of this, Commissioner Moore has sought clarification from the City regarding the timeline for approval or the status of the project consideration.

9. Old Business

- a. Pavilion: BBBPRD2 has started to market the Pavilion. The rates and deposits are the same as the Activity Center. Tables and Chairs are provided if they are available. In 2025, BBBPRD2 will need to purchase chairs and tables for the Pavilion. This year staff will transport tables and chairs back and forth between the facilities, as needed.
- b. Covering the outside of the gym's back doors. - Director Lindsay is contacting Whatcom County about this addition.
- c. New Bank Account: Is open. We will be closing our old account on July 10th.

10. Director's Report

- a. QuickBooks: QuickBooks renewal was this month. After researching the cost of desktop version and online, we were able to secure online for a quarter of the cost of desktop. This is an introductory rate for one year, and then the price goes up. The regular price for online is comparable to desktop, but it allows more users and an online server. The books have been successfully transferred online and it is working seamlessly.
- b. The 4th of July event was a success. There were over 200 participants at the event. We will do this event next year.

- c. Program and activity participation waiver and expectations: With the expansion of programming BBBPRD2 needs to re-examine waivers and expectations for programs.
- d. Needs and wants: Director Lindsay is putting together a list of items that will need to be completed over the next two years. Some items are 1. Painting the Activity Center. 2. Buying a new banner for the side of the building. 3. Purchasing a new sign for Blaine Road. 4. Resurfacing the Basketball Court.
- e. The staff is making comparisons of utilities and recurring bills. At the September Board Meeting, we will present the findings and recommend changes, if needed.
- f. Director Lindsay will be working remotely August 14th – 16th. She will be taking a vacation September 11th – 14th.

11. Executive Session:

- 12. **Approval of Bills & Payroll:** *Motion* made by Commissioner Wilbrecht to approve June bills and payroll. 2nd by Commissioner Roy. Vote 5-0, motion carried.
- 13. **Adjournment Time:** *Motion* made by Commissioner Roy to adjourn at 6:29pm. 2nd by Commissioner Wilbrecht. Vote 5-0. Motion carried.
- 14. **Next Meeting:** August 13th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

July 23rd, 2024
6:00 PM
Board Meeting Agenda
Zoom

Call to Order: 6:00pm

1. **Roll Call: Commissioner** Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Brown and Commissioner Creydt, and Director Lindsay.
2. **Public Comment:**
3. **New Business**
 - a. Whatcom Land Trust has sent over the PSA and promissory note for the two parcels of property.
4. **Executive Session:** 15 minutes Entered 6:05 closed at 6:20
5. **Continuation of New Business:** Director Lindsay was tasked to send promissory note, purchase sales agreements, and deed of trust to lawyer.
6. **Director's Report**
 - a. Drama Camp was a success. This recreation program will expand with Halloween.
 - b. New partnership with Blaine Chamber. Summer Movie Nights. Will show one movie this summer.
 - c. The toilet broke in the women's restroom. We are in the process of fixing it, but we might have to call a professional.
 - d. Coach Mark's farewell dinner is this Friday, July 26th, from 5pm – 7pm.
 - e. Director Lindsay is giving a presentation to RCO for the Trail Grant. This will take place on August 19th. Lindsay is working with RCO Grant Manager and met with her at the park site last week.
 - f. City of Blaine does not have the Pavilion floor on their plan for 2024. City Manager stated that we can get quotes and work with Director Ghandi to get it on the 2025 plan.
7. **Adjournment Time:** **Motion** made by Commissioner Roy to adjourn at 6:29. 2nd by Commissioner Wilbrecht. Vote 5-0, motion carried.
8. **Next Meeting:** August 13th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

August 13th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:30 PM

1. **Roll Call:** Commissioner Moore, Commissioner Wilbrecht, and Director Lindsay. Commissioner Brown and Commissioner Roy, joined via zoom. Commissioner Creydt was excused.
2. **Minutes *Motion*** made by Commissioner Wilbrecht to approve the July Board Meeting minutes and July Special Meeting minutes. 2nd by Commissioner Roy. Vote 4-0, motion passed.
3. **Public Comment: NA**
4. **Treasurer's Report** – July net amount held by Whatcom County:
Umpqua Bank balance: \$1,139.69

General Account: \$38,661.14 **Cap. Improvement Account:** \$134,575.93 **Reserve Account:** \$459,709.40

5. **New Business**

- a. Cascade Engineering presentation regarding California Creek Estuary Park
- b. Interlocal agreement between Whatcom County and BBBPRD2. ***Motion*** made by Commissioner Wilbrecht to approve interlocal agreement as written between Whatcom County and BBBPRD2. 2nd by Commissioner Roy. Vote 4-0, motion passed.
 - i. Playground equipment needs to be inspected. Director Lindsay was tasked to contact local cities to hire their inspector, plus research certification training for a BBBPRD2 employee. This employee will do weekly inspections.
- c. Discussion - Table and Chairs: BBBPRD2 has traditionally allowed other organizations to borrow tables and chairs for events. Is this a practice that we want to continue, and if yes do we need to implement a waiver or hold harmless agreement? Director Lindsay was tasked to create a maintenance and rental procedure. The rental form needs to include a liability waiver.

6. **Special Projects**

- a. California Creek Property Aquisition.
 - i. ***Motion*** made by Commissioner Roy to approve Purchase Sales Agreement, Promissory Note, and Deed of Trust for the two parcels next to California Creek Estuary Park. 2nd by Commissioner Wilbrecht. Vote 4-0, motion passed.
 - ii. Director Lindsay was tasked to research the appeal process for taxes on the two current properties and on the last property acquisition.
 - iii. Financial Report for Project.
- b. Extreme Ninja Course is on the City Council agenda for August 26th, 2024.
- c. Pavillion Floor: Director Lindsay is looking for companies to give quotes on the Pavillion floor. There are two options for the floor. 1. Resurface the whole floor in hardwood. 2. Resurface the basketball playing area with sidelines in hardwood and leave the rest as is. Director Lindsay was tasked to contact Gary McSpadden from the City of Blaine about the floor.

- d. Bridge Safety Improvement: **Motion** made by Commissioner Moore to contact Cascade Engineering about Bridge Safety and potential funding. 2nd by Commissioner Wilbrecht. Vote 4-0, motion passed.

7. Old Business

- a. Covered Back Door Area: Director Lindsay talked with Bennet about programming, Beach Park and future changes. Bennet would like all proposals in writing with as much detail as possible. To move forward on the covered area for the back door, we must provide detailed designs and a narrative explaining how or if it will connect to the building.
- b. Waivers and expectations document for class registration: We have not made any changes yet. We are currently looking at our current policies and seeing how and where we need to strengthen our policies. Director Lindsay has reached out to Anacortes, Lynden and Bellingham for the program policies and expectations. We can expect this information after summer programming is finished.

8. Director's Report

- a. Keys to BBAC – We are looking for any extra keys to the Activity Center. Especially the do not duplicate keys.
- b. Blaine Senior Center partnership possibilities. Commissioner Moor and Director Lindsay met with Pete Nelson, Director of BSC and some of their board members. Fall program planning was postponed. BSC wants us to fill out a form for activities and events to be approved. We must pay for BSC staff at events held in the Senior Center. This format does not create a partnership between the two organizations. Commissioner Moore contacted Jim West, President of BSC Board, and informed him that we will no longer actively seek partnerships or collaborations. They are free to contact us in the future.
- c. Pavilion: Ziplay Fiber will be installed at the Pavilion. We now have staff on-site Tuesdays, Wednesdays, and Thursdays. We will have pop up sessions and clinics on the weekends, plus we are trying Sunday Yoga.
- d. Toilet Repairs – We could not fix it. Harborview Plumbing has given us a quote and will repair the toilet on August 14th.
- e. Summer programming update and fall schedule
- f. Friends of BBBPRD2:
- g. Beach Park.

9. Executive Session: NA

- 10. **Approval of Bills & Payroll:** **Motion** made by Commissioner Wilbrecht to approve July bills and payroll. 2nd by Commissioner Brown. Vote 4-0, motion carried.
- 11. **Adjournment Time:** **Motion** made by Commissioner Roy to adjourn at 7:04pm. 2nd by Commissioner Wilbrecht. Vote 4-0. Motion carried.
- 12. **Next Meeting:** September 10th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

September 10th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order:

1. **Roll Call: Commissioner** Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Brown, Commissioner Creydt, and Director Lindsay.
2. **Minutes** *Motion* made by Commissioner Roy to approve the September Board Meeting minutes. 2nd by Commissioner Wilbrecht. Vote 4-0, motion carried.
3. **Public Comment: NA**
4. **Treasurer's Report** – August:
Umpqua Bank balance: \$1,917.81

General Account: \$24,152.34, **Cap. Improvement Account:** \$134,982.06 **Reserve Account:** \$410,639.63

5. **New Business**

- a. Cascade Engineering presentation regarding BBBPRD2 Park Planner Options. *Motion* made by Commissioner Wilbrecht approve up to \$60,000 for Cascade Engineering for task order one of Park planning – Blaine to Birch Bay Trail. 2nd by Commissioner Brown. Vote 5-0, motion carried.
- b. Restroom quote: *Motion* made by Commissioner Wilbrecht to approve up to \$2,200 for Harborview Plumbing to replace toilet and fix pipes in women's restroom. 2nd by Commissioner Brown. Vote 5-0, motion carried.
- c. Discussion – City of Blaine Events and Presentation with Blaine Chamber of Commerce
- d. Friends of BBBPRD2 – potential members or directors

6. **Special Projects**

- a. California Creek Property Aquisition. The closing date has been extended to the end of the month. The hold up is the taxes. The County must approve the tax category and calculate the cost.
- b. California Creek Park
 - i. Reimbursement of the \$50,000 that was paid to Whatcom Land Trust for their initial purchase of land does fall under acquisition for the RCO grant. Director Lindsay is working with RCO to finalize paperwork for payment.
 - ii. Financial Report for Project
- c. Trails: The RCO grant for the trails scored a 64. We will have to wait and see if there is enough funding for our project to receive a grant.
- d. Ninja Park has been moved back to the Park and Cemetery Advisory Board.

7. **Old Business**

- a. Training for Playground Inspector – Cost of training an employee
- b. Credit Card has been finalized. We will now use this instead of the debit card. The payment is due in the second week of the month. A check from petty cash will be used to pay the credit card, and then a warrant will be issued for petty cash. Hopefully after we have established ourselves, we can change credit card plans to pay with warrants.

8. **Training:** Fraud in finance – The state has found their third six-digit fraud case this year. They are focusing on training for board members.

9. Director's Report

- a. Invoice for the day camp grant has been submitted to the State.
- b. Program and Rentals: The Pavilion had its first rental. There are over 44 hours of fitness offered each week at our facilities. This does not include other recreational activities and youth programming that we offer.
- c. Plan comparison for phone and internet has been completed. Our current carrier is the most economical. The plan has been updated and phones moved over to VOIP.
- d. Plan comparison for registration software has been completed. Our current carrier is the most economical. Upon investigation, the software can replace our website. We are currently migrating all information over. The plan is to move domain in the next couple of months. We will keep the old site alive for a year on a basic plan.
- e. Thrive: Director Lindsay and Commissioner Moore met with Thrive. They are interested in creating connections between organizations to help the whole community. When feasible, Director Lindsay will attend Thrive meetings.
- f. The request for a security system has been sent to City. The City Manager has turned over the decision to Public Works.
- g. Discussion about Youth Lead hours and pay rate. **Motion** made by Commissioner Moore to approve a \$2 pay rise and an increase to 35 hours a week for Youth Lead, Katie Matzen. 2nd by Commissioner Roy. Vote 5-0, motion carried.

10. Executive Session: NA

11. **Approval of Bills & Payroll:** **Motion** made by Commissioner Wilbrecht to approve September bills and payroll. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
12. **Adjournment Time:** **Motion** made by Commissioner Wilbrecht to adjourn at 6:53pm. 2nd by Commissioner Roy. Vote 5-0. Motion carried.
13. **Next Meeting:** October 8th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

October 8th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:31pm

1. **Roll Call:** Commissioner Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Brown, Commissioner Creydt, and Director Lindsay.
2. **Minutes *Motion*** made by Commissioner Wilbrecht to approve the September Board Meeting minutes. 2nd by Commissioner Roy. Vote 5-0, motion carried.
3. **Public Comment:** NA
4. **Treasurer's Report** – September:
Umpqua Bank balance: \$7,248.25

General Account: \$37,934.07 **Cap. Improvement Account:** \$211,269.75 **Reserve Account:** \$136,106.97

5. New Business

- a. Draft Budget - Director Lindsay presented the proposed operational budget for 2025.
- b. Birch Bay Incorporation Association Proposed Boundaries - Commissioner Moore explained the BBIA is years away from setting the boundary. She did point out that the current proposed boundary does not match the school district boundary.
- c. Community Support – Birch Bay Chamber Biggest Polar Bear Plunge is postponed until next year. Funds have been allocated for an event in 2024. Commissioners tasked Director Lindsay to reach out and inform the Chamber that they will need to reapply for the funding in 2025
- d. Community Event –
 - i. January 1st Polar Bear Plunge - ***Potential Action:*** Approve hold harmless agreement Director Lindsay was tasked to research a new hold harmless agreement.
 - ii. New Year Party for Kids 3:30 to 5:00
- e. Crime Insurance Requirements for State Grant – This type of coverage (Fidelity) indemnifies the district in instances of stolen district funds, most commonly embezzlement. Another growing concern is funds transfer fraud. The state of WA requires a limit at or greater than the funding limit in the award. The insurance value BBBPRD2 would apply for to match funding is: \$250,000. The annual cost for this coverage is \$1140. ***Motion*** made by Commissioner Roy to approve Director Lindsay to apply and sign for Crime Insurance coverage up to \$250,000. 2nd by Commissioner Brown. Vote 5-0, motion carried.
- f. Friends of BBBPRD2 – potential members or directors Director Lindsay tasked with sending out a job description for Directors.
- g. Purchasing Agreement Review -
- h. Blaine - Tuesday Morning Meeting

6. Special Projects

- a. California Creek Property Aquisition: Closing has been completed.
 - i. New Release
- b. California Creek Park
 - i. Reimbursement of the \$50,000

- ii. Financial Report for Project
- c. Ninja Park: The Park and Cemetery Advisory Board voted not to proceed with the park due to lack of funds for implementation and maintenance.

7. Old Business

- a. City of Blaine Events and Presentation with Blaine Chamber of Commerce - Commissioner Brown introduced Don Enos as a Blaine Chamber Member that he met at the Tuesday Morning Coffee Club. Don Enos explained that the Chamber had not made any decision about events. He said they were going to hire another Director, and they do not know what skill set that Director will bring to the Chambers. With this announcement it was decided that no other discussion was needed on this topic.
- b. Playground Inspection - Director Lindsay has emailed Blaine City Manager to ask permission for Public Works to perform the inspection.
- c. Code of Conduct Review – The code of conduct will be added to our website and registration software. Participants or guardians of participants will need to acknowledge that they have read the code of conduct and that they agree to the terms and conditions.

8. Director's Report

- a. Director Lindsay had a meeting with City of Blaine Public Works to discuss procedures of pavilion maintenance, floor, security, and park inspections. Director Lindsay is getting quotes on Pavilion floor to present to BBBPRD2 Commissioners. Once they have narrowed down the choice to one or two, then she will present it to Park and Public Work Advisory Board. The City is going to ask about the security system. Director Lindsay needs to talk to Mike Harmon, City Manager, to approve the park inspection.
- b. BBAC Facility report – The restroom repair has been completed. We have received three quotes for painting, averaging \$20,000. There was a leak in the roof with the very first storm, but it has not presented itself since. We are monitoring the situation. The company who installed the gym floor will be in the area soon and will come and do a deep clean. Next year the cost to resurface the floor will be \$2,000.
- c. We are advertising the Community Support applications deadline. It has been in our newsletter, social media, and Director Lindsay informed the organizations at Thrive. Director Lindsay has also reached out to the schools, coaches, and athletic directors about scholarships for youth. We will be at homecoming game with a booth advertising our youth programming and scholarship opportunities.

9. Executive Session:

- 10. **Approval of Bills & Payroll:** **Motion** made by Commissioner Wilbrecht to approve October bills and payroll. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
- 11. **Adjournment Time:** **Motion** made by Commissioner Brown to adjourn at 7:14pm. 2nd by Commissioner Wilbrecht. Vote 5-0. Motion carried.
- 12. **Next Meeting:** November 12th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

October 25th, 2024
5:30 PM
Board Meeting Minutes
Zoom

Call to Order:

1. **Roll Call: Commissioner** Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Creydt, Commissioner Brown, and Director Lindsay.
2. **Public Comment: NA**
3. **Business**
 - a. Signature: **Motion** made by Commissioner Wilbrecht to approve Director Lindsay to sign the authorization for GeoEngineers to do the investigative work that was previously authorized with the Ashton Engineering Contract. 2nd by Commissioner Roy. Vote 5-0, motion carried.
 - b. City of Blaine Events and Presentation with Blaine Chamber of Commerce. Director Lindsay was tasked to talk with City about procedures and processes for the grants.
4. **Adjournment Time: Motion** made by Commissioner Wilbrecht to adjourn at 5:51pm. 2nd by Commissioner Roy. Vote 5-0, motion carried.
5. **Next Meeting:** November 12th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

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

Call to Order: 5:30

1. **Roll Call:** Commissioner Moore, Commissioner Roy, Commissioner Wilbrecht, Commissioner Creydt, and Director Lindsay. Commissioner Brown via Zoom
2. **Minutes *Motion*** made by Commissioner Brown to approve the October Board Meeting minutes. 2nd by Commissioner Roy. Vote 5-0, motion carried.
3. **Public Comment:** NA
4. **Treasurer's Report** – October:
Umpqua Bank balance: \$6,796.91

General Account: \$2,868.44 **Cap. Improvement Account:** \$135,820.37 **Reserve Account:** \$211,896.14
5. **New Business**
 - a. Public Comment at Board Meetings– Time Limit and Procedures Director Lindsay was instructed to add verbiage to future agendas.
 - b. Review of Fee Structure: Review was completed
 - c. Hold Harmless Statement: Enduris, District Insurance, has provided a suggested hold harmless agreement that should be added to all professional service agreements that include consultants, architects, engineers, accountants, and other professional services. *Motion* made by Commissioner Wilbrecht to approve hold harmless agreement. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
6. **Special Projects**
 - a. California Creek Park
 - i. Location of electricity at park: Director Lindsay was tasked to contact City and County Park Departments for lighting and safety plans.
 - ii. Report on project progression supplied by Cascade Engineering.
 - iii. Financial Report for project
 - iv. Purchase of sign – The acquisition budget for 18-1945 grant allows for the purchase of a sign. Director Lindsay is ordering the sign before closing the grant at the end of 2024.
 - b. Crosswalks: WSDOT has determined that adding a marked crosswalk to the north leg of the Hughes Ave and Peace Portal Drive intersection makes sense. They have submitted a work order to make this installation, which will include pedestrian crossing warning signs. They normally expect markings to be installed within 8-12 weeks, but this time of year that is not always possible.
 - c. Trails: Director Lindsay had a meeting with Cascade Engineering to explain proposed trail sights, Fehr and Peers report, and easements.
7. **Executive Session:** Topic – Staff pay rates and reviews. *Motion* made by Commissioner Wilbrecht to approve the proposed benefits and wages for employees. Additionally, Director Lindsay is to receive a \$10,000 pay raise above the minimum salary mandated by the state. 2nd by Commissioner Roy. Vote 5-0, motion carried.

8. **Old Business**

- a. Draft Budget - **Motion** made by Commissioner Wilbrecht to approve preliminary budget. 2nd by Commissioner Roy. Vote 5-0, motion carried.
- b. City of Blaine Events – **Motion** made by Commissioner Creydt to approve the transfer of seven BTAC grants to fund Blaine Events from Blaine Chamber of Commerce to BBBPRD2. 2nd by Commissioner Wilbrecht. Vote 5-0, motion carried.

9. **Director Report**

- a. Future Reports – Director Lindsay was tasked with providing a director report that covers all changes and current updates since the last meeting. She was also tasked that every six months she provides a comprehensive list of items that she is working on.

10. **Approval of Bills & Payroll:** **Motion** made by Wilbrecht to approve October bills and payroll. 2nd by Commissioner Creydt. Vote 5-0, motion carried.

11. **Adjournment Time:** **Motion** made by Commissioner Wilbrecht to adjourn at 7:33pm. 2nd by Commissioner Creydt. Vote 5-0, motion carried.

12. **Next Meeting:** December 11th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.

December 11th, 2024
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:40pm

1. **Roll Call:** Commissioner Roy and Commissioner Moore present. Called Commissioner Creydt on the phone for approval of payroll and bills.
2. **Approval of Bills & Payroll:** **Motion** made by Commissioner Roy to approve November bills and payroll. 2nd by Commissioner Creydt. Vote 3-0, motion carried.
3. **Adjournment Time:** **Motion** made by Commissioner Roy to adjourn at 5:42pm. 2nd by Commissioner Creydt. Vote 3-0, motion carried.
4. **Next Meeting:** January 14h, 2024, at the Blaine Senior Center. Starting at 5:30 pm.