

January 14th, 2025
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:36PM

1. **Roll Call:** Commissioner Wilbrecht, Commissioner Moore, and Commissioner Creydt joined via phone and then in person. Commissioner Brown via Zoom. Commissioner Roy was excused.
2. **Minutes:** **Motion** made by Commissioner Wilbrecht to approve the December Board Meeting minutes. 2nd by Commissioner Creydt. Vote 3-0, motion carried.
3. **Treasurer's Report** – Umpqua: balance is December's total. County accounts we will not have December totals for a few weeks. We did receive a reimbursement check for \$79,000 from RCO in December.
Umpqua Bank balance: \$11, 857.56

General Account: \$

Cap. Improvement Account: \$

Reserve Account: \$

4. **New Business**

- a. Nominating and Voting for Commissioner Executive Board Positions. **Deferred** until next month.
- b. Community Support Funds
 - i. Deborah Harger, President of WOW, presented for Wings over Water – Requesting \$4,000
 - ii. ~~Run with the Chums~~ – Request \$5,000 - Did not have a representative
 - iii. Matt Berry, Executive Board Member of Birch Bay Chamber, presented for Birch Bay Chamber – Two requests \$20,000 for events and \$5,000 for World Record Polar Bear Plunge
 - iv. Siera James, Executive Director of WELC, presented for Whatcom Early Learning Center - \$6,198.05
 - v. BYS changes and Community Support Follow Up. Director Lindsay explained that BYS just took over baseball, so they might submit a request next month.
- c. BBCAC: **Motion** made by Commissioner Creydt to approve Commissioner Wilbrecht to be the appointee representative for BBBPRD2 on the Birch Bay Community Advisory Committee. 2nd by Commissioner Brown. Vote 4-0, motion carried.
- d. Senior Center Rental Management Proposal - **Motion** made by Commissioner Wilbrecht to approve Director Lindsay to submit a proposal in response to Request For Proposal to manage and operate the Senior Center that includes the addition of City income to equal \$70,000 in proposed budget. 2nd by Commissioner Creydt. Vote 3-1. Motion carried. In favor: Commissioners Creydt, Moore, and Wilbrecht. Against: Commissioner Brown
- e. **Motion** made by Commissioner Wilbrecht to approve an exception to the hiring policy for 2025, to hire Lucy Mauger and Ivy Lindsay for youth programming and community events. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

5. **Special Projects**

- a. California Creek Park

- i. Response to NOAR's has been submitted to the County. The permit fees were over \$3,000. These funds have been paid directly to the County office.
 - ii. Electricity Options:
 - iii. Report on project progression supplied by Cascade Engineering.
 - iv. Financial Report for project
 - v. Purchase of sign – Sign has been purchased. The sign will stay at BBAC until after winter.
6. **Executive Session:** Personnel Executive session was entered into at 6:49 and ended at 7:08. There were no community members present at the start or end of the session.
7. **Old Business**
 - a. City of Blaine Events: **Potential Action:** Approve Commissioner Chair to sign PROFESSIONAL SERVICES AGREEMENT for the Event Planner for the City of Blaine Events. **Deferred** to next month. Director Lindsay was tasked to submit changes such as who pays for refuse, security, and permits.
 - b. Friends of BBBPRD2: Pennie Allsop has said yes to being one of the Directors of FoBBBPRD2.
 - c. Donated Trees: Blaine CORE (Community Orchard for Resources and Education) donated trees to the Park. They are being overwintered at Nesse's Homestead.
8. **Director Report**
 - a. County financial processes: The County has updated their account codes and charter lines. We are in the process of updating our accounts to the new format. The projected completion is at the end of January 2025.
 - b. Director Lindsay met with representatives from Whatcom County Park and Recreation, Blaine School Board, Blaine Superintendent, and Camp Horizon Executive Director to discuss the Blaine school district purchasing property on Gemini Street.
 - c. The Pavilion does not have an AED. Director Lindsay is purchasing one for the facility. The cost is \$1,500. It is on sale now. The money for this is allocated in the budget for maintenance and supplies.
9. **Approval of Bills & Payroll:** **Motion** made by Commissioner Wilbrecht to approve December bills and payroll. 2nd by Commissioner Creydt. Vote 4-0, motion carried.
10. **Adjournment Time:** **Motion** made by Commissioner Wilbrecht approve to adjourn at 7:23. Second by Commissioner Creydt. Vote 4-0, motion carried.
11. **Next Meeting:** February 11th, 2025, at the Blaine Senior Center, starting at 5:30 pm.

February 11th, 2025
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:34 PM

1. **Roll Call:** Commissioner Roy, Commissioner Brown, Commissioner Wilbrecht, Commissioner Moore, and Commissioner Creydt.
2. **Minutes:** *Motion* made by Commissioner Wilbrecht to approve the January Board Meeting minutes. 2nd by Commissioner Roy. Vote 4-0, motion passed.
3. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.

4. **Treasurer's Report** – Umpqua: balance is December's total. County accounts we will not have January totals for a few weeks. We did receive a reimbursement check for \$79,000 from RCO in December.

Umpqua Bank balance: \$

December		
General Account: \$106,322.25	Cap. Improvement Account: \$137,105.40	Reserve Account: \$98,373.36
January		
General Account: \$44,828.53	Cap. Improvement Account: \$137,108.06	Reserve Account: \$98,387.25

5. **New Business**
 - a. Community Support Funds *Motion* made by Commissioner Moore to approve Community Support requests as presented. 2nd by Commissioner Brown. Vote 5-0, motion passed.
 - i. Wings over Water – Requesting \$4,000
 - ii. Run with the Chums – Request \$5,000
 - iii. Birch Bay Chamber – Two requests \$20,000 for events and \$5,000 for World Record Polar Bear Plunge
 - iv. Whatcom Early Learning Center - \$6,198.05
 - b. Nominating and Voting for Commissioner Executive Board Positions.
 - i. Chair - *Motion* made by Commissioner Wilbrecht to approve Commissioner Moore as Chair to the Board of Commissioners. 2nd by Commissioner Brown. Vote 5-0, motion passed.
 - ii. Vice Chair - *Motion* made by Commissioner Wilbrecht to approve Commissioner Creydt as Vice-Chair to the Board of Commissioners. 2nd by Commissioner Brown. Vote 5-0, motion passed.
 - iii. Treasurer - *Motion* made by Commissioner Wilbrecht to approve Commissioner Roy as Treasurer to the Board of Commissioners. 2nd by Commissioner Brown. Vote 5-0, motion passed.

- c. Master Plan Review – Review progress and timeline of Master Plan. Deferred to next month.

6. Special Projects

- a. Harborview Rd improvements from Birch-Bay Lynden Rd to Anderson Rd. *Potential recipients: Birch Bay Water & Sewer District, Sandi McMillan, Whatcom County Storm Water Program Manager, Kraig Olason, Whatcom County Parks & Recreation, Bennet Knox, Whatcom County Public Works, Traffic Department, Whatcom County Planning Dept, Jason Aardt, Traffic Planning Engineer (not sure of exact title) and also on the WC Bike Ped Advisory Group. Whatcom County Council, Birch Bay Chamber of Commerce*
- b. California Creek Park
 - i. Bradley Engineering
- c. Trails – A new target date for completion is April 30
 - i. Don Enos talked about a possible trail along Drayton Harbor Rd with available funding. Director Lindsay will follow up on this conversation.

7. Old Business

- a. City of Blaine Events: **Motion:** made by Commissioner Wilbrecht to approve Commissioner Chair to sign PROFESSIONAL SERVICES AGREEMENT for the Event Planner for the City of Blaine Events. 2nd by Commissioner Roy. Vote 5-0, motion passed.

8. Director Report

- a. BBBPRD2 is currently looking for an employee to fill the Youth Lead Position.
- b. On February 24th, 2025, the City will decide on their RFP for the Community Center.
- c. Prom has been rescheduled, date TBD
- d. The City events are in the planning stages.
- e. Facilities are in high demand. All hours of operation are being utilized, and some weekends have multiple rentals at facilities (both of them).
- f. Summer Camp registration opens the 15th of February.
- g. Activity Coordinator is working to partner with local artist in their studios.
- h. Pickleball is being added to Sunday Night Schedule.
- i. Popups on the weekend at the Pavilion.

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

- 10. **Adjournment Time:** **Motion** made by Commissioner Wilbrecht to adjourn at 6:58 pm. 2nd by Commissioner Brown. Vote 5-0, motion passed.

Next Meeting: March 11th, 2025, at the Blaine Senior Center, starting at 5:30 pm.

March 11th, 2025
5:30 PM
Board Meeting Agenda
Blaine Senior Center

Call to Order: 5:41 PM

1. **Roll Call:** Commissioner Roy, Commissioner Brown, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt and Director Lindsay.
2. **Minutes :** *Motion* made by Commissioner Wilbrecht to approve the January Board Meeting minutes. 2nd by Commissioner Roy. Vote 5-0, motion passed.
3. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.

4. **Treasurer's Report:** February ending bank balance
Umpqua Bank balance: \$3,124.46

General Account: \$7,916.15 **Cap. Improvement Account:** \$138,544.03 **Reserve Account:** \$99,360.21

5. **New Business**

- a. Don Enos presents options for the past radar tower located adjacent to BBAC. Commissioners stated they were interested in finding out more information.
- b. Master Plan Review – Review progress and timeline of Master Plan. Deferred to next month.

6. **Special Projects**

- a. California Creek Park
 - i. \$50,000 – Close our report will be completed for funding to be released.
 - ii. \$185,000 – Refund will be granted after the state votes on the budget which includes another grant application for the remaining balance of land.
- b. Trails
 - i. Cascade Engineering and Design has presented an option to create and construct part of the Coast Millennium Trail on the east side of the Horizon development. Commissioner Brown will find out information on the current permit and when it expires.

7. **Old Business**

8. **Director Report**

- a. The plumbing needs to be replaced or if possible, grounded out. Multiple companies have been contacted for options and bids.
- b. Staff have been hired and job responsibilities changed and defined.

- c. In April the City will vote on the interlocal government agreement for the Community Center.
- d. Prom has been rescheduled to March 22nd.
- e. The beer gardens at events will be run by a non-profit.
- f. Director Lindsay vacation and remote working.

9. **Approval of Bills & Payroll:** *Motion* made by Commissioner Roy to approve February bills and payroll. 2nd by Commissioner Creydt. Vote 5-0, motion passed.

10.

11. **Adjournment Time:** *Motion* made by Commissioner Roy to adjourn at 6:37 pm. 2nd by Commissioner Creydt. Vote 5-0, motion passed.

12. **Next Meeting:** April 8th, 2025, at the Blaine Senior Center, starting at 5:30 pm.

April 8th, 2025
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:39 PM

1. **Roll Call:** Commissioner Roy, Commissioner Moore, Commissioner Creydt, Commissioner Brown and Director Lindsay present. Commissioner Wilbrecht has asked to be excused.
2. **Minutes :** *Motion* made by Commissioner Roy to approve the March Board Meeting minutes. 2nd by Commissioner Creydt. Vote 4-0, motion carried.
3. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

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4. **Treasurer's Report:** March ending bank balance
Umpqua Bank balance: \$4,940.54

General Account: \$41,137.04 **Cap. Improvement Account:** \$56,560.69 **Reserve Account:** \$149,213.93

5. **Training** - Projects Proposal Process

6. **New Business**

- a. Master Plan Review – Review progress and timeline of Master Plan
- b. Friend of BBBPRD2 update -
- c. Thrive grant opportunity – Director Lindsay was tasked to work with Thrive and opportunity.
- d. Summer Mowing - Director Lindsay presented three bids for summer mowing. *Motion* made by Commissioner Creydt to go with Liam Lindsay's bid to mow lawn for 2025. 2nd by Commissioner Brown. Vote 4-0, motion carried

7. **Special Projects**

- a. California Creek Park – Cascade Engineering is still waiting on the County for the permits. The response to NOARS was turned in over four months ago. Commission Moore was tasked with writing a letter to the County to ask for the purpose of the delay.
- b. Trails
 - i. Millenium Coast permit update - The permits do not expire until 2028
 - ii. Cascade Engineering update

8. **Old Business**

- a. Update on RFP - The City of Blaine will vote on the interlocal government agreement between them and BBBPRD2 to manage the Community Center on April 28th, 2025.

9. **Director Report**

a. Updates

- i. Plumbing
- ii. Youth Programming
- iii. Beach Park

10. **Approval of Bills & Payroll:** *Motion* made by Commissioner Roy to approve March bills and payroll. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

11. **Adjournment Time:** *Motion* made by Commissioner Creydt to adjourn at 7:09 pm. 2nd by Commissioner Moore. Vote 4-0, motion carried

12. **Next Meeting:** May 13th, 2025, at the Blaine Senior Center, starting at 5:30 pm.

May 13th, 2025
5:30 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 5:30 PM

1. **Roll Call:** Commissioner Roy, Commissioner Brown, Commissioner Moore, Commissioner Creydt and Director Lindsay. Commissioner Wilbrecht w
2. **Minutes: *Potential Action*:** Approve the March Special Board Meeting, April Board Meeting, and May Special Board Meeting Minutes. - Postponed
3. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*
Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.
4. **Treasurer's Report:** April ending bank balance
Umpqua Bank balance: \$11,899.51

General Account: \$108,061.55 **Cap. Improvement Account:** \$231,252.10 **Reserve Account:** \$111,273.90
5. **Cascade Engineering -**
 - a. Bay to Bay Trail – Cascade Engineering gave a couple of examples of routes for the trail.
 - b. Update on NOARS - The County has sent back NOARs. The requests and questions are clarifying in nature. The project is looked upon favorably.
6. **New Business:** Community Center Contract *Motion* made by Commissioner Roy to approve interlocal government agreement as written between the City of Blaine and BBBBPRD2. 2nd by Commissioner Creydt. Vote 4-0, motion carried.
7. **Special Projects**
 - a. SR-548 – Justin Resnick’s, WSDOT, response to our multimodal plan. “WSDOT concurs with the recommendation from the multimodal study that the key next step for this corridor would be more detailed planning and conceptual design, particularly given the existing constraints. That work could then inform a future design and construction process if it all proceeds.”
8. **Director Report**
 - a. Medical Offices
 - b. Pavillion Center Floor
 - c. Zoom
9. **Approval of Bills & Payroll:** *Motion* made by Commissioner Brown to approve April bills and payroll. 2nd by Commissioner Roy. Vote 4-0, motion passed.
10. **Adjournment Time:** *Motion* made by Commissioner Brown to adjourn at 6:37 pm. 2nd by Commissioner Roy. Vote 4 -0, motion passed.
11. **Next Meeting:** June 10th, 2025, at the Blaine Senior Center, starting at 5:30 pm

May 6^h, 2025
6:00 PM
Special Board Meeting Minutes
Teams Video

Call to Order:

1. **Roll Call:** Commissioner Roy, Commissioner Wilbrecht, Commissioner Moore, Commissioner Creydt, and Director Lindsay.
2. **Public Comment:** NA
3. **Community Center/Senior Center:**
 - a. Update on vote
 - b. Timeline of transition
 - c. Staffing
 - d. Contract: *Motion* made by Commissioner Wilbrecht to approve interlocal government agreement between the City of Blaine and BBBPRD2 with the removal of the sentence pertaining to lease hold tax and the adjustment of the start date to July 1st. 2nd by Commissioner Roy. Vote 4-0, motion carried.
4. **Reminder:**
 - a. Whatcom County Candidate Filing week deadline for two BBBPRD2 Commissioner positions is this week.
 - i. The online candidate portal **closes at 5:00 pm this Friday, May 9th.**
5. **Adjournment Time:** *Motion* made by Commissioner Wilbrecht to adjourn at 6:29pm. 2nd by Commissioner Creydt. Vote 4-0, motion carried.
6. **Next Meeting:** May 13th, 2025, at the Blaine Senior Center, starting at 5:30 pm.

June 10th, 2025
6:00 PM
Board Meeting Minutes
Blaine Senior Center

Call to Order: 6:04pm

1. **Roll Call:** Commissioner Wilbrecht, Commissioner Roy, Commissioner Moore, Commissioner Brown, Commissioner Creydt, and Director Lindsay
2. **Minutes:**
 - a. **Motion** made by Commissioner Wilbrecht to approve the March Special Board Meeting. 2nd by Commissioner Roy. Vote 5-0, motion carried.
 - b. **Motion** made by Commissioner Brown to approve April Board Meeting. 2nd by Commissioner Roy. Vote 5-0, motion carried.
 - c. **Motion** made by Commissioner Brown to approve May Special Board Meeting Minutes. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
 - d. **Motion** made by Commissioner Wilbrecht to approve May Meeting Minutes. 2nd by Commissioner Roy. Vote 5-0, motion carried.
3. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*
Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.
4. **Treasurer's Report:** May ending bank balance
Umpqua Bank balance: \$5,724.90

General Account: \$131,258.75 **Cap. Improvement Account:** \$122,144.96 **Reserve Account:** \$246,152.81
5. **Robert Rules:** Director Lindsay to discuss "Basics of Meeting"
6. **New Business:**
 - a. Movie in the Park – Purchase of screen and sounds system. The cost of a basic system was included in the budget. Cost and quality comparisons were made against multiple brands. Director Lindsay is suggesting upgrading purchase to accommodate all events and activities that BBBPRD2 hosts. **Motion** made by Commissioner Roy to purchase Sound System. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
 - b. Non-Profit Rates for Rentals - **Motion** made by Commissioner Wilbrecht to adopt THE RESOLUTION OF THE BLAINE-BIRCH BAY PARK AND RECREATION DISTRICT #2, WASHINGTON, AUTHORIZING THE EXECUTIVE DIRECTOR TO SPONSOR CERTAIN PUBLIC COMMUNITY EVENTS THROUGH WAIVER OF ACTIVITY FEES AND FACILITY AND PARK RENTAL FEES. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
 - c. Time of Board Meetings: Board meeting will now start at 6:00pm.

- d. Bookkeeper New Hire? Director Lindsay proposes to allocate additional funds to hire a part-time bookkeeper. **Motion** made by Commissioner Creydt to approved to hire a bookkeeper that will add an additional \$21,431 to the annual hourly wage budget. 2nd by Commissioner Roy. Vote 5-0, motion carried.

7. **Special Projects**

- a. California Creek – It is suggested that compact gravel be used whenever possible.
- b. Trails

8. **Senior Center – Commissioner Brown**

- a. Senior Center – July 1st. Transfer
 - i. 4th of July Breakfast
 - ii. Meet and Greet

9. **Old Business**

- a. Plumbing

10. **Director Report**

- a. State Funding - The grant request for the newest land purchase for California Creek is in process.
- b. Down Payment - \$50,000 for the initial down payment for the land was received from RCO.
- c. Parade -

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

12. **Adjournment Time:** **Motion** made by Commissioner Wilbrecht to adjourn at 7:58. 2nd by Commissionr Creydt. Vote 5-0 Motion Carried.

13. **Next Meeting:** July 8th, 2025, at the Blaine Senior Center, starting at 5:30 p.m.

July 8th, 2025
6:00 PM
Board Meeting Minutes
Blaine Senior Center

1. **Call to Order: 6:00 pm**
2. **Roll Call:** Commissioner Moore, Commissioner Brown, Commissioner Roy, Commissioner Creydt, and Director Lindsay. Commissioner Wilbrecht Excused.
3. **Minutes:** *Motion* Tabled
4. **Public Comment:** *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*
Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.
5. **Treasurer's Report:** June ending bank balance
Umpqua Bank balance: \$4,972.89

General Account: \$100,438.15 **Cap. Improvement Account:** \$248,004.89 **Reserve Account:** \$122,248.49
6. **Robert Rules:** Director Lindsay to discuss “Motions”
7. **New Business:**
 - a. Youth programming – Mission and vision of the program. Current program and the analysis of outcomes for mission.
 - b. Float for Community Center and Activity Center.
 - i. *Motion* made by Commissioner Brown to approve to increase Activity Center petty cash from \$25 to \$50. 2nd by Commissioner Roy. Vote 4-0, motion carried
 - ii. *Motion* made by Commissioner Roy to approve a \$100 petty cash for the Community Center. 2nd by Commissioner Brown. Vote 4-0, motion carried
8. **Special Projects**
 - a. California Creek – The \$185,000 was not approved through the budget process. It has been suggested that we need to move forward requesting funds in the 2026 process. To move the process forward, it would be helpful to pay the lease in full. This would expedite the refund for the first \$185,000. **Tabled**
 - b. Trails -
9. **Senior Center – Commissioner Brown**
 - a. Senior Center
10. **Old Business**
 - a. Movie in the Park – The purchase of a screen and sounds system has been completed.
11. **Director Report**
 - a. Bookkeeper - A bookkeeper has been hired. She will start in August. She has 15 years of experience. She will be an employee not an Independant contractor.

12. **Approval of Bills & Payroll:** *Motion* made by Commissioner Creydt to approve June bills and payroll. 2nd by Commissioner Roy. Vote 4-0, motion carried.
13. **Adjournment Time:** *Motion* made by Commissioner Brown to adjourn at 7pm. 2nd by Commissioner Creydt. Vote 4-0, motion carried
14. **Next Meeting:** August 12th , 2025, at the Blaine Senior Center, starting at 6:00 p.m.

August 12th, 2025
6:00 PM
Board Meeting Minutes
Blaine Community Center

Call to Order: 6:00 pm

Roll Call: Commissioner Wilbrecht, Commissioner Moore, Commissioner Roy, and Director Lindsay. Excused are Commissioner Brown and Commissioner Creydt.

Minutes: **Motion** made by Commissioner Roy to approve the July Board Meeting Minutes. 2nd by Wilbrecht. Motion carried 3-0.

Public Comment: *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

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1. **Treasurer's Report:** July ending bank balance

Umpqua Bank Balance: \$22,846.56

General Account: \$26,891.07

Cap. Improvement Account: \$166,477.09

Reserve Account: \$122,878.71

New Business:

1. **Special Projects**

a. California Creek -

2. **Concurrency Letter Request from Weden Engineering, LLC.** - Director Lindsay was tasked to schedule a meeting with Weden Engineering to get more information.

3. **Director Report**

a. Facility space at max during the day. Looking at alternative space.

b. Friends of BBBPRD2

c. Grant Approval for Thrive

d. Summer Programming

e. Beach Park Grant

f. Fall Planning

Approval of Bills & Payroll: **Motion** made by Commissioner Wilbrecht to approve July bills and payroll. 2nd by Commissioner Roy. Motion carried 3 – 0.

Motion made by Commissioner Wilbrecht to approve that Commissioner Roy could sign and authorize an online payment for the Keybank Credit Card if bills and payroll were approved by Commissioners. 2nd by Commissioner Moore. Vote was 3-0, motion carried.

Adjournment Time: *Motion* made by Commissioner Roy to adjourn at 6:55. 2nd by Commissioner

Next Meeting: September 9th, 2025, at the Blaine Senior Center, starting at 6:00 p.m.

September 9th, 2025
6:00 PM
Board Meeting Notes
Blaine Community Center

Call to Order: 10:45am

Roll Call: Diane Maj

Minutes: *Motion* made by Commissioner Roy to approve the June and August Board Meeting Minutes. 2nd by Commissioner Creydt. Motion carried 4 – 0.

Public Comment: *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

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1. Treasurer's Report: August ending bank balance

Umpqua Bank Balance: \$12,323.40

General Account: \$9,113.26

Cap. Improvement Account: \$148,132.8

Reserve Account: \$46,704.58

New Business:

1. Community Support Funds application opens up October 1st, 2025. Director Lindsay will reach out to past applicants, and an announcement will be added to the Newsletter.
2. WCEL project for 2025
3. Community Center Cleaner/Closer Position for Review

Special Project

1. California Creek –District is waiting for response to the Noars documents.
2. Trails – Wetlands are abundant in the land from Lincoln Rd to California Creek Park. Director Lindsay has been tasked with contacting Gwynne for more information.

Community Center and Senior Programming

1. The non-profit board has cancelled the advisory board for this month.
2. The open meeting with their members has been rescheduled for Wednesday the 24th
3. Community Dinner will be held every third Thursday of the month.
4. Recreation programs have started at the Community Center. Hip hop dancing, Cub Scouts, Dungeon and Dragons start soon, Pop up fitness classes, and Community Dances.

Old Business

1. Concurrency Letter Request from Weden Engineering, LLC. **Motion** made by Commissioner Roy to send letter as written to Weden Engineering, LLC. 2nd by Commissioner Creydt. Motion carried 4 – 0.
2. Sewer
3. Birch Bay Chamber
4. Grants - BTAC

Approval of Bills & Payroll: **Motion** made by Commissioner Brown to approve August bills and payroll. 2nd by Commissioner Roy. Motion carried 4 – 0.

Adjournment Time: **Motion** made by Commissioner Brown to adjourn at 7:16 p.m. 2nd by Commissioner Roy. Motion carried 4 – 0.

Next Meeting: October 14th, 2025, at the Blaine Community Center, starting at 6:00 p.m.

October 14th, 2025
6:00 PM
Board Meeting Minutes
Blaine Community Center

Call to Order: 6:04 pm

Roll Call: Commissioner Wilbrecht, Commissioner Brown, and Executive Director Lindsay present. Commissioner Creydt phoned in. Commissioner Brown and Moore were excused.

Minutes: NA

Public Comment: NA

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1. Treasurer's Report: August ending bank balance

Umpqua Bank Balance: \$9,629.87

General Account: \$24,160.88

Cap. Improvement Account: \$86,981.08

Reserve Account: \$49,133.58

Process and Procedures -

New Business:

1. Director Lindsay suggests moving the Districts pay periods to match County payroll processing dates. The time period would start on the first of each month and end on the last day of the month. Effective June 2026.

Special Project

Community Center and Senior Programming

Old Business

Director Report

Approval of Bills & Payroll: **Motion** to approve September bills and payroll made by Commissioner Wilbrecht, 2nd by Commissioner Brown. Vote 3-0, motion carried.

Adjournment Time: **Motion:** to adjourn made by Commissioner Wilbercht, 2nd by Commissioner Brown. Vote 2-0. Motion carried.

Next Meeting: November 11th, 2025, at the Blaine Community Center, starting at 6:00 p.m.

**November 12th, 2025
6:00 PM
Board Meeting Minutes
Blaine Community Center**

Call to Order: 6:04

Roll Call: Commissioner Moore, Commissioner Wilbrecht, Commissioner Creydt, Commissioner Brown, and Director Lindsay. Commissioner Roy is excused.

Minutes: *Motion* made by Commissioner Wilbrecht to approve the September and October Board Meeting Minutes. 2nd by Commissioner Brown. Vote 4-0, motion carried.

Public Comment: *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.

1. Treasurer's Report: October ending bank balance

Columbia Bank Balance: \$6,056.08

General Account: \$83,790.60 **Cap. Improvement Account:** \$164,167.72 **Reserve Account:**
\$100,543.19

2. Update from Cascade Engineering on Noars for California Creek Estuary Park :

3. New Business:

- a. Potential Grants – Commissioner Moore
- b. *Motion* made by Commissioner Wilbrecht to approve paying off remaining balance and interest to Whatcom Land Trust for the two parcel property. 2nd by Commissioner Brown. Vote 4-0, motion carried
- c. Pickleball time change in January 2025
- d. Cancellation of Warrants *Motion* made by Commissioner Wilbrecht to approve Resolution 2025-12 ORDERING THE CANCELLATION OF WARRANTS MORE THAN A YEAR OLD. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

Executive Session: Discuss personnel performance. *Motion* made by Commissioner Wilbrecht to approve raising the Director and staffs pay as proposed. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

e. Budget – Discussion

- a. Levy funds – The District is limited to a one percent limit.

- b. Increase fee-based programming
 - i. Drop in - \$3 → \$5
 - ii. Punch Cards - \$15 → \$25
 - iii. Monthly Pass - \$30 → \$40
 - iv. Annual Senior Pass \$45 → \$45

Community Center and Senior Programming

1. The non-profit advisor meeting has not been set for November
2. Community Dinner will be held every third Thursday of the month. No sponsor for this month's dinner.

Old Business

1. Director Lindsay suggests moving the Districts pay periods to match County payroll processing dates. The time period would start on the first of each month and end on the last day of the month. Effective June 2026.
2. Spouse of member and age requirements. - Other Senior Programs have an age exception for member wives. The average age is 45 and older.

Director Report

1. Summer Camp will be held at BBAC during 2026.
3. Director Lindsay will be out of the office November 12th – 17th.
4. Staff responsibilities are being adjusted to match the needs of BBBPRD2.
5. The Audit will start November 18th and should take four to six weeks.

Approval of Bills & Payroll: *Motion* made by Commissioner Creydt to approve October bills and payroll. 2nd by Commissioner Wilbrecht. Vote 4-0, motion carried

Adjournment Time: *Motion* made by Commissioner Creydt to adjourn. 2nd by Commissioner Brown. Vote 4-0, motion carried.

Next Meeting: December 10th, 2025, at the Blaine Community Center, starting at 6:00 p.m.

**December 9th, 2025, 6:00 PM - Blaine Community Center
Board Meeting Minutes**

Call to Order: 6:02 pm

Roll Call: Commissioner Moore, Commissioner Wilbrecht, Commissioner Roy, Commissioner Creydt, and Director Lindsay. Commissioner Brown was excused.

Minutes: Meeting date was incorrect. Requested change. **Motion** to approve with requested date change made by Commissioner Roy. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

Public Comment: *Public Comments is a time to hear from our community. We welcome your comments, which are very important to us. Please stand in front of the Commissioner Board and give your name and place of residence. Address your comments to the Chair, not to individuals.*

Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes. Courtesy is appreciated.

1. **Treasurer's Report:** November ending bank balance

Umpqua Bank Balance: \$4,315.27

General Account: \$43,782.51 **Cap. Improvement Account:** \$172,888.77 **Reserve**

Account: \$106,352.66

2. Update from Cascade Engineering on the proposed trails.

3. **New Business:**

- a. **Motion** made by Commissioner Wilbrecht to approve resolution 2025-12. 2nd by Commissioner Roy. Vote 4-0, motion carried.

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 696,539.76
which is a percentage increase of one % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

- b. Budget – **Motion** made by Commissioner Wilbrecht to approve the 2026 budget and fee schedule. 2nd by Jesse Creydt. Vote 4-0 motion carried.
- c. Oath of Office for Commissioner Moore and Commissioner Brown

4. Projects

- a. California Creek Estuary Park
- b. Trail Summit – Commissioner Moore

5. Community Center and Senior Programming

- a. The results for the new board and the funding will be announced on the 15th of December

6. Executive Director Report

- a. The exit meeting for the Audit should be December 18th, 2025
- b. New organization chart by building

Approval of Bills & Payroll: *Motion* made by Commissioner Wilbrecht to approve November bills and payroll. 2nd by Commissioner Creydt. Vote 4-0, motion carried.

Adjournment Time: *Motion* made by Commissioner Wilbrecht to adjourn at 7:25. 2nd by Commissioner Roy. Vote 4-0, motion carried.

Next Meeting: January 14th, 2025, at the Blaine Community Center, starting at 6:00 p.m.