

Northwest Park & Recreation District 2 Minutes ~ December 8, 2009

Commissioners present:

Ted Morris Terry Johnston
Richard Sturgill Katy Montfort
Betty Robertson

Staff/volunteers present:

Linda Roorda, Office manager

Call to order: 7:00pm

Minutes: Minutes from November were reviewed for approval. ♦**Motion** by Johnston, 2nd by Robertson, to approve the minutes of November 10, 2009. Motion passed 4/0.

Treasurer's Report:

Commissioners approved Payroll and Claim form #091201. Robertson reported a balance of \$48,978.40 in the District's cash account and \$538,084.68 in the Investment Pool. Petty cash balance: \$946.24.

Old Business:

Program update – Two classes scheduled for January: Belly Dance Fitness and Belly Dance Veil.

Master Plan Maps – ♦**Motion** by Johnston, 2nd by Montfort to approve the list of changes to the District's three Master Plan maps. Motion passed 4/0. Roorda will be checking into the original software program in the interest of having a workable, changeable format for the District's use.

Trails and Playground Updates – Morris reported on the planning progress of the proposed Birch Bay – Blaine Trail. Sturgill will start the written application process which is necessary for consideration of a playground at Birch Bay State Park.

Bay Horizon Park (BHP) – Commissioners discussed upgrades necessary for the BHP gym - Johnston will be contacting architects/engineers to get estimates. Also discussed: the possibility of locating a playground at BHP as well as the one proposed for Birch Bay State Park.

WPRD2 Director – Commissioners approved an advertisement for a part-time Director, which will be posted online and in newspapers in early January.

2010 Budget – Johnston shared a proposed 2010 Budget for the District. ♦**Motion** by Sturgill, 2nd by Montfort to approve the proposed budget with amendments as agreed upon. Motion passed 4/0.

New Business:

Senior Center Exercise Equipment – Sturgill will be contacting the Senior Center regarding an assessment of needs, with the possibility of the District helping to provide funds for new equipment.

Oath of Office and Election of Officers – As a follow-up to the recent November elections, all five Commissioners filled out forms to take an Oath of Office. ♦**Motion** by Montfort, 2nd by Sturgill to approve the following Commissioner positions: Chairperson – Ted Morris; Vice Chair – Terry Johnston; Treasurer – Betty Robertson. Motion passed 4/0.

Adjournment: Time: 8:47pm.

Next regular meeting: January 12, 2010 – Blaine Library, 7:00 PM.

Northwest Park & Recreation District #2 Minutes ~ November 10, 2009

Commissioners present:

Ted Morris
Richard Sturgill
Betty Robertson
Katy Montfort
Terry Johnston

Staff/volunteers present:

Linda Roorda, Office manager

Staff/volunteers absent:

Sylvia Goodwin, Advisor

Call to order: 7:00pm

Minutes: Minutes from October were reviewed for approval. ♦**Motion** by Johnston, 2nd by Sturgill, to approve the minutes of October 13, 2009. Motion passed 4/0.

Treasurer's Report:

Commissioners approved Payroll and Claim form #091101. Robertson reported a balance of \$127,908.63 in the District's cash account and \$437,313.93 in the Investment Pool. ♦**Motion** by Robertson, 2nd by Johnston to move \$100,000 from the cash account into the Investment Pool. Motion passed 4/0. Petty cash balance is currently \$666.24.

New Business:

1. **2010 Budget** – Commissioners discussed and agreed that the 2010 Budget needs to be approved at the December Board Meeting. A budget committee made up of Commissioners Johnston and Robertson will meet for a work session on Tuesday, Nov. 17 at the NWPRD2 office. Roorda will be contacting the Whatcom County Treasurer's Office to inquire about anticipated funds coming in yet for 2009.
2. **Trail permits** - Morris reported on the latest progress with the proposed Birch Bay to Drayton Harbor trail. ♦**Motion** by Johnston, 2nd by Sturgill to begin negotiations for a trail easement with the Kohn property owner or representative. Motion passed 4/0. ♦**Motion** by Sturgill, 2nd by Montfort for the District to approve a pre-permit-application "walk-through" of the proposed trail property by a wetlands specialist from Whatcom County Planning and Development. Motion passed 4/0.
3. **Birch Bay Playground** - Commissioners discussed locating a new playground structure in the Birch Bay area. ♦**Motion** by Robertson, 2nd by Johnston to approve research into and funding for a proposed playground structure in Birch Bay. Motion passed 4/0. Discussion of possible sites included Bay Horizon Park and Birch Bay State Park. *Proposed Action:* Johnston will draft a letter to Birch Bay State Park indicating interest for locating playground equipment in the lower day use area of the park.

Old Business:

1. **Program update** – Two classes are running successfully: Fly tying and Gypsy Dance.
2. **Master Plan Maps** – Master Plan Overview, Neighborhood and Community maps were reviewed by the Board. Roorda will compile the list of final changes and check into corrections and printing costs.
3. **Bike Racks for Point Whitehorn County Park** – Morris reported that the District is still in waiting mode for Whatcom County Parks to issue a list of rack standards. Johnston suggested a simple "wave" design in [suggested] galvanized tubing.
4. **Bay Horizon Park (BHP)** – Morris reported and shared with the Board a letter to Whatcom County Parks and other BHP planners with a list of proposed signage, upgrades and maintenance tasks for BHP. A deadline of Nov. 13 was given for response to the letter.

5. Hiring of Director – Commissioners discussed the first action steps towards hiring a part time Director for the District. Roorda will draft an advertisement for the position to be approved by Commissioners and placed in local newspapers and internet sites in early January. Potential applicants will be directed to the NWPRD2 website for complete description of skills and duties.

Adjournment: Time: 8:45pm. ♦**Motion** to adjourn by Montfort, 2nd by Sturgill. Passed 4/0.

Next regular meeting: December 8, 2009 - Birch Bay Bible Community Church, 7:00 PM.

Northwest Park & Recreation District #2 Minutes ~ October 13, 2009

Commissioners present:

Ted Morris
Richard Sturgill
Betty Robertson
Katy Montfort
Terry Johnston

Staff/volunteers present:

Linda Roorda, Office manager

Staff/volunteers absent:

Sylvia Goodwin, Advisor

Guests: Alex Wenger, Kathy Berg, Jeff Carrington

Call to order: 7:05pm

Minutes: Minutes from September were reviewed for approval. ♦**Motion** by Sturgill, 2nd by Montfort, to approve the minutes of September 8, 2009. Motion passed 3/0, with Johnston abstaining.

Treasurer's Report:

Commissioners approved Payroll and Claim form #091001. Robertson reported a balance of \$423,528.83 in the Investment Pool and a balance of \$23,411.54 in the District's cash account. ♦**Motion** by Sturgill, 2nd by Robertson to move \$13,000 from the cash account into the Investment Pool. Motion passed 4/0.

New Business:

4. **Bay Horizon Park Gym** – Jeff Carrington and Kathy Berg addressed the Board regarding upgrades and repairs to the gym in order to make it functional for a girls' basketball program, as well as other activities. Jeff's proposal and estimates included heating and plumbing concerns and purchase of new baskets, rims and backboards. Further research into running costs, rental fees and insurance coverage will be carried out by Carrington, Berg and Commissioner Johnston.

Old Business:

5. **Inter-local with City of Blaine** – Alex Wenger presented the latest draft of the agreement that will include improvements to a small park at the end of Pearl Street and new bird shelters at Marine Park. Alex and the Commissioners agreed upon the final minor document changes. ♦**Motion** by Johnston, 2nd by Sturgill to enter into an inter-local agreement with the City of Blaine following final changes to the documents. Motion passed 4/0.
6. **Program update** – Commissioners approved a new fly tying class and decided to discuss a new toddler program at the November Board meeting.
7. **Bike Racks for Point Whitehorn County Park** – Discussion regarding the design of the bike racks was held. Commissioners agreed that galvanized materials should be used. Commissioner Johnston will research materials with a recreation equipment company.
8. **Trails Update** – Morris reported that contact with the Kohn family continues, with the Kohn family interested in some kind of naming rights to the trail.
9. **Master Plan Maps** – Commissioners will continue to examine current maps for any changes before a final printing of large maps. All changes will be discussed at the November Board meeting.
10. **RecPro Database** – Commissioners reviewed a cost proposal for an office registration database. It was agreed that it is too early to make such a purchase, but the materials will be kept on file.

Commissioners went into executive session to discuss personnel issues.

Adjournment: Time: 9:30pm. ♦**Motion** to adjourn by Johnston, 2nd by Sturgill. Passed 4/0.

The next regular meeting is November 10, 2009 at the Blaine Library at 7:00 PM.

**Northwest Park & Recreation District #2
Minutes ~ September 8, 2009**

Commissioners present:

Ted Morris
Richard Sturgill
Betty Robertson
Katy Montfort

Staff/volunteers present:

Sylvia Goodwin, Advisor
Linda Roorda, Office manager
Sarah Newport, Intern

Commissioners absent:

Terry Johnston

Staff/volunteers absent:

Guests: Alex Wenger, Joan Clark, Richard May, Jill Heckethorn

Call to order: 7:04pm

Minutes: Minutes from August were reviewed for approval. ♦**Motion** by Montfort, 2nd by Robertson, to approve the minutes of August 11, 2009. Motion passed 2/0, with Sturgill abstaining.

Treasurer's Report:

Robertson reported a balance of \$422,694.95 in the Investment Pool and a balance of \$24,922.58 in the District's cash account.

Old Business:

11. **Program Update** –Two classes are ready to go for Fall/winter: Watercolor and Belly Dance. Roorda is working on classes for October and November.
12. **WWU Internship** – Sarah Newport gave a summarizing presentation of her three months as an intern with NWPRD2. She presented three binders of her work and examples of her summer program activities. Sarah's final evaluation will be filed with WWU by Roorda, with input from Morris.
13. **Bike Racks for Point Whitehorn County Park** - Morris will call Whatcom County to check on rack standards, materials and the possibility of shared costs.
14. **Trails Update** – Morris reported that the Lim family has backed out of participating in the new trail system. The trail could still be placed entirely on the Kohn family's property, but they have recently received an offer on their property. Morris will continue his contact with them.
15. **Berg Shipyard** – Sturgill reported on his research of the property. Included: the value of the property, aspects of independent site assessments, suitability for use as a launch for hand-carry boats (eg: canoe, kayak). Sturgill will continue researching the possibility of purchasing the property.
16. **Dakota Creek** – Commissioners discussed the property across the creek from Berg Shipyard as a possible future park. Included: parking, picnic table, water access, Department of Transportation's reconstruction of Dakota Creek Bridge within five years. Alex Wenger from City of Blaine suggested that NWPRD2 draft a letter to Blaine Parks regarding the property. Sturgill suggested that the City of Blaine also draft a letter to NWPRD2 for cooperation in this project.
17. **Inter-local agreement with City of Blaine** – Alex Wenger addressed the Board regarding the proposed enhancements at the end of Pearl Street. Included: meetings with residents, landscaping/fence/trail development, and revised costs. As shoreline access is not possible, the City is in favor of making it a "view" park. Morris will send all changes to the inter-local to Terry Galvin.

- 18. Trail Standards** – During the discussion of the Pearl Street trail development, Sturgill brought up the issue of trail standards and checking with the City of Bellingham for a comparison of costs. Morris requested that Wenger check into the specifics of trail construction and costs. Morris expressed a desire for a quality trail even if the cost is higher.
- 19. Salishan Park** – Wenger submitted a new agreement for a park porta-potty. Morris signed the document.
- 20. Master Plan Maps** – Commissioners reviewed the most recent District maps and made notes of the changes that need to be made. Roorda will be compiling the list and contacting Paul George regarding making the changes and getting large maps printed.

New Business:

- 1. Database** – Roorda will be reviewing databases online to see how an office database might assist the registration process, mass emailing of contacts, and general information gathering for the District. She will report to the Commissioners regarding the estimated costs.

Commissioners went into executive session to discuss personnel issues.

Adjournment: Time: 9:30pm.

The next regular meeting is October 13, 2009 at Birch Bay Bible Community Church at 7:00 PM.

Northwest Park & Recreation District #2
Minutes ~ August 11, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort

Staff/volunteers present:

Sylvia Goodwin, Advisor

Commissioners absent:

Richard Sturgill

Staff/volunteers absent:

Linda Roorda, Office manager

Call to order: 7:04pm

Minutes: Minutes from July were reviewed for approval. ♦**Motion** by Montfort, 2nd by Johnston, to approve the minutes of July 14, 2009. Motion passed 3/0.

Treasurer's Report:

Robertson reported a balance of \$421,861.45 in the Investment Pool and a balance of \$29,476.48 in the District's cash account.

Public Comment: none – no guests

Old Business:

21. **Summer Program** – All summer activities have been completed. 1/3 of the classes were cancelled due to lack of registration or instructor illness. Two classes are ready to go for Fall: Watercolor and Belly Dance.
22. **Trails Update** – Morris displayed a map of the proposed trail and said that negotiations were still pending with the Kohn and Lim families regarding property.
23. **WATCH Update** – Commissioners approved the procedures for WATCH background checks. A locking file cabinet has been purchased for all WATCH information and results.
24. **Bay Horizon Park Update** – Morris and Montfort reported on attending the public meeting regarding BHP's master plan.

New Business:

2. **New workshop class** – Commissioners approved a new dance class proposal by belly dance instructor, Annyse Rayne.
3. **Sarah Newport's Internship** – Sarah will complete her internship with NWPRD2 on Sept. 4 and be giving a summarizing presentation at the Sept. 8th Board meeting. Roorda will be filling out Sarah's final evaluation for WWU, with assistance from Morris, as part of Sarah's internship has been performed at Birch Bay State Park. Sarah is currently working on a facilities handbook for the District, as well as some other projects.
4. **Donation of 2 bike racks to Point Whitehorn County Park** – Commissioners discussed donating two bike racks and a possible table at the entrance of the trail, with recognition of NWPRD2's assistance. Details will be discussed at the September Board meeting.
5. **2008 Audit** – Roorda has completed and assembled all requested materials for the state's 2008 audit.

6. **Inter-local with City of Blaine** – Following discussion, Commissioners decided that additional information on the Pearl Street improvement project was needed. Terry Galvin will be contacted regarding those changes as well as some general changes to the entire agreement.
7. **Roorda's raise request, Sarah's retroactive pay** – Commissioners approved a \$.50 per hour raise for Linda Roorda. Also approved was a \$.05 per hour retroactive pay to Sarah Newport.

Adjournment: ♦**Motion** by Johnston, 2nd by Montfort to adjourn. Time: 8:30pm.

The next regular meeting is Sept. 8, 2009 at the Blaine Library at 7:00 PM.

Northwest Park & Recreation District 2
July 14, 2009 Minutes

Commissioners Present:

Ted Morris
Terry Johnston
Katy Montfort

Commissioners Absent:

Richard Sturgill
Betty Robertson

Public Present:

Sylvia Goodwin (*minutes*)

Staff Absent:

Linda Roorda

Public Comments- None

Approval of June Minutes

Motion by Johnston, second by Montfort to approve amended minutes. Passed 2/0

Treasurer Report- None

Bills and Payroll were approved. Petty Cash expenditures were approved.

Old Business

Terry Johnston reported on summer programs. A phone survey regarding cost of classes was discussed. WWU may be able to assist.

Master Plan replacement pages were distributed.

Ted Morris reported on trail projects:

The Blaine trail along Portal Way is on hold until Fall. Discussion held regarding trail specifications and use of limestone vs. pavement. Commissioners want to be sure path is ADA Accessible when complete. In future, an inter-local agreement with specifications should be adopted prior to construction. Crushed rock should not be larger than 3/8" and should be installed wet.

Ted obtained a wetland map and is working with land owners on the route of trail between Blaine and Birch Bay. Connection is needed behind Yorkey's.

WATCH Program: Katy Montfort agreed to draft a procedure for completion and secure storage of forms. A locking file is needed. Ted will call the State Patrol about the \$10.00 charge.

New Business

2009 and 2010 **Budget** with income and expenses was reviewed.

Motion by Montfort, second by Johnston to approve Budget for April 2009 to March 2010. Passed 2/0.

Letter regarding Audit was approved.

Adjourned: 8:00 p.m.

Northwest Park & Recreation District #2
Minutes ~ June 9, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort
Richard Sturgill

Staff/volunteers present:

Linda Roorda, Office Manager
Sylvia Goodwin, Advisor

Guests in attendance:

Scott Dobson Terry Galvin

Call to order: 7:05pm

Minutes: Minutes from May were reviewed for approval. ♦**Motion** by Montfort, 2nd by Sturgill, to approve the minutes of May 12, 2009. Motion passed 4/0.

Treasurer's Report:

Robertson reported a balance of \$420,597.65 in the Investment Pool and a balance of \$35,556.54 in the District's cash account. Roorda reported Petty Cash at \$868.51. ♦**Motion** by Johnston, 2nd by Robertson to move \$143,000 from the cash fund into investment. Motion passed 4/0.

Public Comment:

Terry Galvin, the City of Blaine Parks Director, presented a proposal for funding for three park projects: Marine Park Shelters, Peace Portal Community Trail (PPCT), and Pearl Street Shoreline Public Access Parklet. Funds totaling \$56,500 are needed to finance these projects. Regarding the PPCT, Terry reported that approximately 25 people turned out on Sat. June 6 for the trail work party. Commissioner Sturgill will be providing Trail Standards to Galvin to assist in the completion of the trail. The limestone that is being used will need to be packed once it is all laid.

Following Galvin's presentation, Commissioner Morris gave an update for Galvin regarding the proposed trail from Birch Bay to Drayton Harbor.

Old Business:

25. **Summer Program** – Roorda reported that the Summer Activity Guide is generating much activity for registrations. The Northern Light will be notified prior to the start of each class.
26. **Master Plan** – Koch Consulting provided a disc with the final Master Plan. Roorda will print out extra amended pages for the Commissioners' books.
27. **4th of July & Discovery Days** – Roorda will register NWPRD2 for both Blaine's 4th of July parade/booth and for Birch Bay Discovery Days. Johnston will provide the booth, and Roorda will generate some brochures to distribute and purchase some folding chairs and tables. Morris volunteered his pickup for a parade vehicle, but some other options will also be checked out. The theme is "Step Out for Fun", and participants will include Commissioners, instructors, and local children. Roorda and Sarah Newport will work on the float.
28. **WATCH Program** – The NWPRD2 application for doing background checks on the Washington State Patrol's online program will be filed by June 12. When the account number and password arrives, Roorda and Rich Warsofsky will begin filing for background checks for all instructors, staff, volunteers and Commissioners.

29. Internship/Personnel – Following discussion, Commissioners agreed upon a 30-hour work week for WWU student Sarah Newport, with the remaining part of her internship being performed at Birch Bay State Park with Morris. Roorda will be supervising Newport during office hours, with Johnston fulfilling the role of official Park & Rec supervisor during planning sessions and summer activities that Newport is connected with. Roorda reported that Newport showed initiative and organization during the week that Roorda was on vacation.

New Business:

8. Budget work session – Commissioners set a date for a budget work session: Tuesday, June 16, 5:00pm at Mariners Cove Clubhouse, Birch Bay.

9. Election – All five Commissioners have decided to run in the next election, with all filings being completed by the deadline.

Adjournment: ♦**Motion** by Sturgill, 2nd by Montfort to adjourn. Time: 8:45pm.

The next regular meeting is July 14, 2009 at the Blaine Library at 7:00 PM.

**Northwest Park & Recreation District #2
Minutes ~ May 12, 2009**

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort
Richard Sturgill

Staff/volunteers present:

Linda Roorda, Office Manager
Sylvia Goodwin, Advisor

Guests in attendance:

| | | | |
|------------|------------------------|---------------|-------------------|
| Sean Hawes | Bert & Connie Caldwell | Al Krause | Richard Warsofsky |
| Paul Koch | Darrel & Joan Clark | Janet Pickard | |

Call to order: 7:03pm

Minutes: Minutes from April were reviewed for approval. ♦**Motion** by Sturgill, 2nd by Johnston, to approve the minutes of April 10, 2009. Motion passed 4/0.

Treasurer's Report:

Robertson reported a balance of \$277,015.63 in the Investment Pool and a balance of \$158,583.09 in the District's cash account. Roorda reported Petty Cash at \$1,051.91. ♦**Motion** by Johnston, 2nd by Robertson to move \$143,000 from the cash fund into investment. Motion passed 4/0.

Public Comment:

Rich Warsofsky introduced himself as a new volunteer for NWPRD2. Rich will be working with Montfort & Roorda on the WATCH program (background checks), and assisting occasionally in the office with technical support. THANK YOU!

Al Krause asked several questions of the Commission related to numbers for allocations, funds spent on the Master Plan process, using work parties, and the possibility of District funds assisting Pipeline Fields. Commissioners addressed some of the questions by specifying the need for allowing time for the District to grow, explaining how the District relies on volunteers and the resources already existing, and the need for a Master Plan to be a first step in order to become state-certified. Regarding Pipeline Fields, it was explained that an inter-local agreement would need to be drawn up with the School District.

Old Business:

- 30. Summer Program** – Roorda reported that the Summer Activity Guide will be ready to insert in the Northern Light for their issue on May 28. A brief update on progress of the activities was given, as well as a sample proof of the booklet being passed around to Commissioners and guests.
- 31. Master Plan** – Discussion was held with Koch Consulting regarding a few minor last-minute changes to the plan. ♦**Motion** by Johnston, 2nd by Sturgill to approve the final draft of the District's Master Plan by Resolution #2009-01. Motion passed 4/0.
- 32. Bay Horizon Park** – Commissioners reported on the Friends of BHP meeting on May 9th. A key issue brought up at the meeting is the interest in a playground. Discussion followed regarding a 3-party agreement with Whatcom County Parks and Lions Club, as well as the possibility of District funds being used for refurbishing the old gymnasium.

- 33. WATCH Program** – The District is awaiting an affirmation letter of non-profit status from the IRS that will allow the District to have background checks done for free. Warsofsky, Montfort and Roorda will be meeting to get the program started.
- 34. Trails** – Commissioner Morris shared information about the progress of the proposed Birch Bay to Drayton Harbor trail, and of being closer to agreements regarding land easements of two property owners. Morris described the areas where road enhancements would be needed. Trail maps are being created, one with wetland overlays. One of the next action steps is getting permits.

New Business:

- 10. Levy – ♦Motion** by Johnston, 2nd by Montfort to skip a levy in the Fall of 2009 and wait instead for Fall of 2010. Motion passed 4/0. Note: actual funds from a 2010 election will not come in until April of 2011.
- 11. Bicycle Signage** – Commissioner Sturgill proposed that the District be involved in finding a solution for a section of Peace Portal Drive that is dangerous for bicyclists due to the loose gravel and a guardrail that leaves no shoulder room. Discussion was held regarding the need for clarification of the rules of road signage and making a recommendation to City Parks for sweeping of the roadway and shoulder. Commissioner Johnston and Joan Clark agreed to put the issue on the agenda for the next City Parks meeting on May 21st.
- 12. 4th of July** – Discussion was held regarding the District's promotion and marketing during the 4th of July and July 23rd festivities. The District will have a booth available, as well as a float in the parade. Roorda and Sarah Newport will design the float using Morris' pickup truck. Roorda will design a brochure for the District to use in the booth, and will take care of entry applications for booth and parade float.
- 13. Personnel** – Sarah Newport's internship with the District was discussed: WWU has currently set up 2/3 of her time with NWPRD2 and 1/3 with Birch Bay State Park. A decision was made by the Commission to immediately advertise for a part-time Recreation Coordinator who could also serve as Sarah's intern supervisor. Roorda suggested that the office space be shared with herself as Office Coordinator having a morning shift and the Recreation Coordinator having the afternoon shift. This will enable more open-office hours and avoid the need to purchase another computer. Commissioner Johnston will be writing up an ad announcement for the new position.

Adjournment: 8:45pm.

The next regular meeting is June 9, 2009 at Birch Bay Bible Community Church at 7:00 PM.

Northwest Park & Recreation District #2
Minutes ~ April 14, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort
Richard Sturgill

Staff/volunteers present:

Linda Roorda, Office Manager
Sarah Newport, Program Assistant

Absent:

Sylvia Goodwin, Secretary

Guests in attendance:

Scott Dobson
Paul Koch

Call to order: 7:05pm

Minutes: Minutes from March were reviewed for approval. ♦**Motion** by Sturgill, 2nd by Johnston, to approve the minutes of Mar. 10, 2009. Motion passed 4/0.

Treasurer's Report:

Robertson reported a balance of \$276,417.02 in the Investment Pool and a balance of \$36,202.45 in the District's cash account. Roorda reported Petty Cash at \$561.91. ♦**Motion** by Robertson, 2nd by Montfort to move \$20,000 from the cash fund into investment. Motion passed 4/0.

Old Business:

- 35. Blaine Youth Baseball (BYB)** – An agreement was signed for \$1,000.00 of District funds to be allocated for the BYB program. Johnston read a thank you letter from BYB. Roorda will follow up by arranging for BYB signatures to be added to the agreement and for actual payment to them.
- 36. Program Fee Formula** – Discussion was held regarding a simple formula or method for calculating fees for program classes/activities. Suggested: the instructor requested fee plus a 10% administrative fee. Roorda will research the form that the city of Fircrest, WA uses for their recreation program.
- 37. Summer Program** – Johnston, Roorda and Newport shared the progress being made in the program, including a "Combo Camp" for kids. Newport will be recruiting volunteers from WWU to assist at the camp. Roorda showed the progress being made on the activity guide pamphlet. Commissioners discussed the printing and bulk mailing costs of sending the activity guide to all area homes. Roorda will be researching more estimates from printers, applying for a bulk mailing permit, and getting more information on the Blaine Schools process for sending mail home with students. ♦**Motion** by Johnston, 2nd by Sturgill to do a Summer Activity Guide bulk mailing in May of 2009 to all District homes not to exceed \$5,000.00 for printing, mailing and database costs. Motion passed 4/0.
- 38. Trails** – Ted shared his work in trying to contact two owners of easement properties to land that would be included in the Pt. Whitehorn to Blaine Trail.
- 39. Background Checks** – Montfort and Morris shared information on the changes needed in the District's application forms (instructor/employee/volunteer) in order to comply with the Washington State Patrol's WATCH program of doing background checks. Roorda will change the forms and add appropriate wording as well as registering the District with the online WATCH program.

40. Master Plan - Commissioners and Paul Koch discussed additional changes that need to be made to the most recent draft of the District's Master Plan. A decision was made to hold a public hearing of the final plan at the May 12th NWPRD2 monthly meeting. Adoption of the final draft will possibly be made at that meeting. Roorda will notify the Northern Light and update the website with the meeting notice and a PDF of the Master Plan.

New Business:

14. Kayak Program – Johnston reported an opportunity to purchase kayaks at a discount rate from Johnson Outdoors. Following discussion, the Commissioners decided the decision should wait until the District has storage and more time to plan a kayak program.

15. Office Needs –♦**Motion** by Montfort, 2nd by Robertson to purchase four padded folding chairs and sturdy shelving for office use. Motion passed 4/0. Roorda will research and implement a method for labeling all office inventory including furniture and computer equipment.

Adjournment: 9:25pm.

The next regular meeting is May 12, 2009 at the Blaine Library at 7:00 PM.

Meeting Notes – Work Session, Tuesday March 24, 2009, 7-10:45pm
Subject: MASTER PLAN

In attendance: All 5 Commissioners, Sylvia Goodwin, Linda Roorda, and Paul Koch

Contract with Koch Consulting was reviewed, as each step of the process was either approved or discussed by Commissioners and Koch.

Regarding Step #7: There was no preliminary draft of the master plan available for the community to review at the 3rd meeting. Commissioners agreed that the step was not fulfilled, and the community should have a chance to see not only the draft, but also the maps.

Sturgill questioned what is needed by the state to be certified, and Koch said there is a defined set of questions, chapters and checklist of items.

Johnston recommended that everyone look at the City of Sequim's plan online, as a comparable district to NWPRD2.

Goodwin requested a section in the master plan that would detail a recreation program.

The majority of the remaining meeting time was spent going through the master plan draft page-by-page, editing in a cooperative fashion... rewording, adding and deleting material, and correcting spellings.

Commissioners requested that Koch have the next draft ready for the April 14 monthly meeting.

Northwest Park & Recreation District #2
Minutes ~ March 10, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort
Richard Sturgill

Staff/volunteers present:

Sylvia Goodwin, Secretary
Linda Roorda, Office Manager

Guests in attendance:

Nancy Grigsby – Watercolor instructor
Kathy Berg – Impact fees
Christie Rector – Blaine Youth Baseball
Ron Snyder – Sailing School

Call to order: 7:04pm

Minutes: Minutes from February were reviewed for approval. ♦**Motion** by Montfort, 2nd by Johnston, to approve the minutes of Feb. 10, 2009. Motion passed 3/0; Sturgill abstained.

Treasurer's Report:

Robertson reported a balance of \$275,744.02 in the Investment Pool and a balance of \$26,288.57 in the District's cash account. Roorda reported Petty Cash at \$566.02.

Public Comment:

Nancy Grigsby submitted her proposal for a summer outdoor watercolor class. ♦**Motion** by Johnston, 2nd by Sturgill to approve the class on condition that no registrants will ride in Nancy's vehicle for liability reasons. Passed 4/0.

Ron Snyder represented Cathy Taggett, with a proposal for a Creativity class. ♦**Motion** by Johnston, 2nd by Robertson to approve the class, which will be held at the instructor's Circle of Trees studio. Passed 4/0.

Ron Snyder presented the Board with a sailing update: 9 out of 13 boats have been adopted for care and upkeep; the NWPRD2-sponsored Sailing School will begin mid-May; details on the first annual Semiahmoo Bay Mini Community Sailing Regatta on April 26 and how NWPRD2 will be represented in the info booth.

Christie Rector represented Blaine Youth Baseball in requesting funds for scholarships for 20 kids in a program of 250 kids. Commissioners Montfort and Sturgill requested a detailed accounting of where moneys will be spent. Roorda will facilitate BYB getting a Whatcom County vendor number. ♦**Motion** by Johnston, 2nd by Montfort to approve a \$1,000.00 grant to be donated to Blaine Youth Baseball for the 2009 season. Passed 4/0.

Kathy Berg addressed the Board regarding a new trail in Birch Bay: a developer of 67 units on Birch Creek has agreed to build a trail. 7 acres of the property are in conservancy – the creek and trail are protected, and run along a part of the Coast Millennium Trail.

Old Business:

1. **Interconnecting Trail** – The Board decided to discuss this land acquisition topic in Executive Session at the end of the regular meeting.
2. **WWU Class Project** – Commissioners Morris and Sturgill and Linda Roorda will attend a Parks & Recreation class at WWU to give feedback and evaluation of their programming proposal projects. The District will benefit by receiving many ideas for everything from budgets to programs.

3. **Master Plan** – The final draft was presented by Koch Consulting in the past week, and the Commission decided to schedule a Work Session to discuss and evaluate. The meeting will take place on Tuesday, March 24, 7:00pm at Commissioner Montfort’s clubhouse facility. Meeting details will be posted on the District’s website.
4. **Bay Horizon Park** – Friends of BHP will start their process in May with four public meetings (3 in the area). The kick-off meeting is scheduled for May 9, 10:00am to Noon at the BHP gym. This meeting will include a history, overview, and hopes for accomplishments for BHP. Kathy Berg indicated that to develop a park at the site is in keeping with the original plans of the site.
5. **WATCH Program** – The Commissioners discussed the need for birth dates in order to do records checks.
♦**Motion** by Sturgill, 2nd by Robertson to have NWPRD2 participate in the online WATCH Program in order to do background checks on Commissioners, Staff, Instructors, Volunteers and anyone representing the District. Passed 4/0.
6. **Fee Policy** – following previous work sessions concerning fee policies for the District’s programs, it was decided to adopt the final draft, as well as planning on a future work session to discuss class/activity fees. That meeting will coincide with the meeting scheduled for March 24 (see #3 above). ♦**Motion** by Montfort, 2nd by Johnston to adopt the “Fee Policy for Park and Recreation Programs and Services” for the District, with the addition of the amended last sentence: *“The policy and fee structure should be reviewed annually by the Commission.”* Passed 4/0.

New Business:

1. **Golf** – Brian Southwick is willing to coordinate another season of youth golf lessons, with a start date of April 18, 3:30pm. ♦**Motion** by Sturgill, 2nd by Robertson to approve \$240.00 donated to the “Teach Me To Golf” youth Golf program to pay for the buckets of balls the kids will use. Commissioner Morris also reported that Southwick would like to have an adult class starting in April.
2. **Summer Program Theme** – Roorda presented a sample page of the summer program booklet, with the theme *“Step Out For Fun!”* and a series of feet-in-action photos to illustrate the booklet. The Commission gave general approval to continue working on the theme.

The Commission adjourned to Executive Session to discuss land acquisitions. The Commission came out of executive session at 9:10pm.

Adjournment:

♦**Motion** to adjourn at 9:10pm by Sturgill, 2nd by Montfort.

The next regular meeting is April 14, 2009 at Birch Bay Bible Community Church at 7:00 PM.

Northwest Park & Recreation District #2 Minutes ~ February 10, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Katy Montfort

Staff/volunteers present:

Sylvia Goodwin, Secretary
Linda Roorda, Office Manager

Absentees:

Richard Sturgill

Call to order: 7:02PM

Treasurer's Report:

Betty Robertson reported a balance of \$275,030.39 in the Investment Pool and a balance of \$23,901.24 in the District's cash account. Linda reported Petty Cash at \$566.02. Office expense: \$97.38.

Minutes: Minutes from January were reviewed for approval.

- ◆ **Motion** by Montfort, second by Johnston, to approve the minutes of Jan. 13, 2009. Motion passed 3/0.
- ◆ **Motion** by Johnston, second by Robertson, to approve the minutes of Jan. 22, 2009. Motion passed 3/0.

Public Comment:

Several people in support of a safer, updated **skateboard park** attended the meeting. Spokesperson, Tabatha Thorpe, addressed the Commission with brochures of suggested plans for a new skate park made of preformed modules that could be installed in separate phases of construction (and deconstruction of the old wood ramps). Ted Morris explained some budget limits of the District, and Terry Johnston suggested that there be a common team goal set forth by supporters of the park.

Visitors In Attendance: Scott Dobson, Tabatha & Leslie Thorpe, Bert & Connie Caldwell, Angelita Avena, Bill Lewis, Johnny Mitchell, Michael Arrington, Tony Stathoulis, Chaco Avena, Jon Lewis, Patrick Martinez.

Old Business:

- 7. Program activities** – In order to cut down on paperwork and expedite the instructor approval process, Linda will convert the Instructor Application form into an electronic version. **Three new classes** were proposed: The Computer class will need facilities secured before approval can be given by the Commission. ◆ **Motion** by Johnston, 2nd by Robertson approving a Felting class taught by Donna Hunter. ◆ **Motion** by Robertson, 2nd by Johnston to approve a Ceramics class taught by Catherine Taggett. Both motions Passed 3/0. Linda will begin promotional work for the classes.
- 8. Facilities list** – Linda updated the Commission on the facility list... which locations have been added to the list, and which ones still need to be contacted.
- 9. Interconnecting Trail and SR 548 Bridge** – Ted updated the Commission on communications with Elizabeth Sjostrom of WSDOT, which does not currently have the funding for a bridge. Discussion was held regarding bridge possibilities, including Johnston's suggestion of a pre-fabricated bridge. Per Elizabeth's recommendations, Ted will pursue conversations with Ellen Barton of WCOG (Whatcom Council of Governments). Ted used a District map to outline a possible route for part of the Pt. Whitehorn to Blaine trail as being through an easement of land from Lincoln Rd (east of Harborview Rd) north to Drayton Harbor Rd.

10. **Sailing School** – Commissioners have spent time working out an inter-local agreement with Drayton Harbor Maritime (DHM) to sponsor a sailing program. ♦**Motion** by Robertson, 2nd by Johnston approving the sailing class as a NWPRD2-sponsored program. Passed 3/0. Ted Morris signed the agreement, which also bears the signatures of Ron Snyder, sailing instructor, and Mike Dodd, DHM chairperson.
11. **Master Plan** – Sylvia Goodwin will be contacting Paul Koch for a specific update on the Master Plan process, and to pass on a sample plan from the Whatcom County Parks and Rec.

New Business:

3. **Background checks** – Katy Montfort reported on research regarding different types of background checks for NWPRD2 Commissioners, Personnel, and Instructors. She will continue her research and report again at the next meeting. Safety issues of office documents and other information was discussed. The Commission advised Linda Roorda to purchase a locking file cabinet and safety lock for the office’s back storage room.
4. **Public Meetings requirements** – The Commissioners discussed meeting regulations set forth by the Open Public Meetings Act. The importance of announcing attendance of 3+ Commissioners at any public meeting will require prior public notice. Linda will be putting more notices in the Northern Light, as well as posting upcoming meetings on the NWPRD2 website. Meeting minutes will also be added to the website. Linda will also check out the City of Bellingham’s website open disclaimer about meetings in the interest of adding a similar claim to the NWPRD2 website as well as an “accommodations for accessibility” statement.
5. **Executive Session clarified** – Sylvia clarified situations when executive session is appropriate for NWPRD2 meetings: a) potential litigation, b) personnel issues, c) purchase of property.
6. **Office procedures** – a) The new deadline for submitting **agenda items** is the Thursday evening before each Tuesday meeting. b) Linda requested more specific language in NWPRD2-related **emails** regarding who is being addressed, and which tasks are being requested by office staff. c) Commissioners approved funds for Handy Computer to solve the office fax and scanner problems.

Adjournment:

♦**Motion** to adjourn at 9:23 PM by Montfort, 2nd by Johnston.

The next regular meeting is March 10, 2009 at the Blaine Library at 7:00 PM.

Meeting Notes – Work Session, Thursday February 5, 2009
Subject: FEE POLICIES

- Pyramid metaphor: at the base are many classes that are for the good of the community such as swim lessons, bike rodeo, first aid. These classes would be inexpensive or free. At the top of the pyramid are classes that benefit the specific person's goals such as watercolor painting, photography and belly dancing. These classes should be more expensive and not use District tax dollars for support; NWPRD2 should only be the conduit to provide these classes to the community.

-Discussion: the difference between non-profit groups providing programs and for-profit groups. For profit groups should not cost the District money, and typically, it appears that other Districts receive 35% of their profits. *"NWPRD2 will give preference when possible to programs offered by non-profit groups and that are considered to complement our mission".*

-Discussion: the purpose of our recreational programs. Proposed draft statement: *"NWPRD2 offers a variety of recreational and cultural programs and makes these programs accessible to all residents of the District regardless of income level, race, religion, [the rest of the legalese] to the best of our ability."*

-Financial assistance to potential entities will be considered after a grant application is turned in to the District.

-A contract is needed for both "non-profit" and "for-profit" groups.

-Fee schedule will be different for "for-profit" programs.

**Northwest Park and Recreation District #2
January 22, 2009 Special Meeting Minutes**

Commissioners present:

| | |
|-----------------|------------------|
| Ted Morris | Richard Sturgill |
| Terry Johnston | Katy Montfort |
| Betty Robertson | |

Staff/volunteers:

| | |
|---------------------------|-----------------------|
| Sylvia Goodwin, Secretary | Paul Koch, Consultant |
|---------------------------|-----------------------|

Guests

Tony Stathoulis, Chacho Avena, Doralee Clark, Bert Caldwell, Connie Caldwell, Joan Clark

Public Comments:

Tony Stathoulis and Chacho Avena presented information and a request for District support to fund upgrade of the Blaine Skate Park. The existing skate park is made of plywood, which is deteriorating. It was built by an Extreme Sports club organized to build and maintain the skate park and is not a City Park. The City has not funded needed upgrades. Commissioners asked Tony and Chacho to provide additional information about how many people use the park, what specifically is needed to upgrade the park, design and cost information and possible sources of revenue or funding. Tony and Chacho said they have organized a group with 10-12 kids and will try to get some parents or volunteers involved to help them prepare a proposal to bring to a future meeting.

Old Business:

Master Plan- The purpose of the special meeting was to discuss the Implementation Road Map and Consultant Questions regarding the Master Plan. The following issues were discussed:

7. **Impact Fees-** Consultants asked for Direction whether the Master Plan should include collection of impact fees. Discussion was that the City of Blaine already has an impact fee to support City Parks. The County does not have impact fees, but sometime collects money for parks or trails through SEPA. The County has not been willing to adopt impact fees in the past. Direction to the consultant was to not assume that the District would collect impact fees. The plan should identify specific park or trail projects which could be funded by developers through SEPA contributions.
8. **Director or Staff-** Consultants asked whether the budget should include funds for a part time director or staff. Discussion was whether volunteers could implement the projects and programs without paid staff or whether a seasonal or part-time staff person should be hired. Discussion was that the District cannot afford a full-time Director, but could afford \$25,000 for a part-time or seasonal position. A retired person with park experience, a student intern, or teacher with free time in the summer were discussed. The position could be partly funded by fees from programs or activities. Policies on programs and fees would be needed.
9. **Levy in 2009-** Commission discussed whether another Park Levy should be proposed in 2009 or wait until 2010. No decision, but discussion was that it may be wise to wait until the economy improves and until the District completes a Master Plan and some early projects.
10. **Early Projects-** CIP should include some short term and long term projects. Three projects in Blaine were discussed at previous meetings. Bay Horizon Park projects, some trails and recreation programs were discussed. The plan will include a CIP which could be the basis for a future levy and for developer contributions through SEPA. Projects could be tied to economic development projects.
11. **Demographics-** Commissioners recommended that the Master Plan include some demographics to help in planning projects and applying for grants.
12. **Next Steps-** Consultants will complete a draft plan by early February. If it is not complete by the Feb. 10 meeting, another special meeting may be held later in February to discuss it. A hearing could be held in March, with adoption by April.

Adjournment: Meeting adjourned at 8:30 PM.
The next regular meeting is February 10 at the Birch Bay Church at 7:00 PM.

Northwest Park & Recreation District #2
Minutes ~ January 13, 2009

Commissioners present:

Ted Morris
Terry Johnston
Betty Robertson
Richard Sturgill

Staff/volunteers present:

Sylvia Goodwin, Secretary
Linda Roorda, Office Manager

No absentees

Call to order: 7:02PM

Treasurer's Report:

Betty Robertson reported a balance of \$274,409.70 in the Investment Pool and a balance of \$24,405.50 in the District's cash account. Linda reported Petty Cash at \$862.51.

Minutes: Minutes from December were reviewed for approval.

♦**Motion** by Sturgill, second by Johnston, to approve the minutes of Dec. 9, 2008. Motion passed 3/0.

Public Comment:

None.

Note: As the Blaine City Parks Board members were present to discuss three of their projects with the Commissioners of NWPRD2; **new** business was discussed first on the agenda.

Visitors In Attendance: Terry Galvin, Alex Wenger, Joan Clark, Shelly Button, Amanda Dahl, Scott Dobson, Jan Hansen, Tiuu Kuuskmann, Katy Montfort.

New Business:

- 12. Blaine City Parks projects** – Alex Wenger outlined three projects for consideration regarding pooling resources and achieving the funding necessary. A) Peace Portal crushed rock trail – a temporary trail from Cherry Street to Bayview Ave. B) Marine Park birding shelters – replacement and repairs. C) Pearl Street shoreline access/park – leveling the ground, adding a bench and possibly access to water. The Commissioners and the City Parks Board then discussed details, with a rough estimate of \$60,000 given for all three projects. Also discussed was the Salishan Park porta-potty and some possible long-term projects for both Boards to consider cooperating their efforts and resources on. The two Boards also looked at the possibility of having one person from each Board attend the other's meetings.
- 13. Grandis Pond** – Commissioners discussed the possible advantages and disadvantages of accepting the donation of this parcel of land located north of H Street near the border. One of the concerns is the issue of wetlands. At this point in time the Commissioners decided not to participate.
- 14. Master Plan Meeting** – A date was set for a workshop meeting with the Koch Consulting advisors to discuss the District's Master Plan – Thursday, January 22, 6:00pm at the Blaine Library.
- 15. Financial support for community groups** – Commissioner Terry Johnston addressed the Board regarding the need to establish a policy to provide financial support to community organizations that are active in recreation and park activities within the District. The Board discussed the suggestion of forming an ad hoc committee, but then decided to first check existing policies and procedures with other park districts such as Whatcom County Parks and San Juan Island Park & Rec.
- 16. NWPRD2 Summer Recreation Program** – Terry Johnston brought up the need to start working on a summer program of activities, with the starting date of classes being the latter part of June. The goal would be to have

approval of classes, brochures and advertising by mid-April 2009. Terry and Linda Roorda will start the process this month.

Old Business:

- 13. Update: Program Activities** – Two classes are beginning this month. Terry Johnston is working with Instructors to start several more in February. Linda is working on a list of facilities.
- 14. Update: Bay Horizon Park** – Scott Dobson and the Commissioners discussed aspects of building removal and park use at Bay Horizon Park. The new group “Friends of Bay Horizon Park” will be meeting Friday, Jan. 16 at 2:30pm to discuss the building demolition. Whatcom County Parks and NWPRD2 will also have representatives at that meeting.
- 15. Update: WWU “Recreation 373”** – Commissioner Ted Morris will be meeting next week with WWU’s Park and Recreation class, who are using NWPRD2 as a class planning project to benefit both the District and the students’ academic learning.
- 16. Commissioner Vacancy & Appointment** – Commissioners met in Executive Session to discuss the current commissioner vacancy. ♦**Motion** by Robertson, second by Sturgill to appoint **Kathleen “Katy” Montfort** to fill the position previously held by Commissioner #2 Jeri Smith. Motion was passed unanimously by all Commissioners.

Adjournment:

Meeting was adjourned at 9:30 PM.

The next regular meeting is February 10, 2009 at Birch Bay Bible Community Church at 7:00 PM.