

Northwest Park and Recreation District #2  
May 13, 2008 Minutes

**Commissioners present:**

Ted Morris  
Terry Johnston  
Jeri Smith  
Betty Robertson  
Richard Sturgil

Sylvia Goodwin, Secretary

**Guests:**

Al Krause  
Roger Ellingson  
Connie Caldwell  
Ron Snyder  
Jack Kintner  
Kathleen Hernandez  
Ruth Higgins

**Audience Comments:**

Roger Ellinson expressed interest in providing legal assistance to the District at a discounted hourly rate.

Ron Snyder, representing Drayton Harbor Maritime, expressed interest in a partnership with the District for a community sailing program.

Jack Kitner spoke regarding a written proposal he had submitted to teach a photography class.

Kathleen Hernandez expressed interest in teaching Spanish lessons.

Al Krause recommended that the Commission organize volunteers for work parties to build trails and park improvements and hold tournaments to help fund sports programs and build ball fields.

**Treasurer's Report:**

Betty Robertson reported a balance of \$1,186.05 in the pool as of May 1. She also reported a balance of \$151,952.80 in the District's cash account. \$2,164.00 in invoices for current expenses were reviewed. **Motion** by Smith, second by Robertson to pay expenses totalling \$2,164.00. Passed 4/0.

**Minutes:**

Minutes from March 11 were reviewed and amended. **Motion** by Johnston, second by Sturgil to approve March 11 minutes, as amended. Motion passed 4/0. April 8 minutes were reviewed. **Motion** by Sturgil, second by Johnston to approve April 8 minutes. Passed 4/0.

**Old Business:**

Master Plan Proposals were discussed. 3 proposals were submitted. One person declined to submit. Discussion is on agenda later in meeting.

Trail Meeting- Ted Morris reported on the April 24, 2008 trail meeting attended by Representative Doug Ericson and representatives from COG, County Parks and Whatcom County Public. A follow up meeting will be held, but no date has been set..

Programs- Terry Johnston reported on potential summer recreation programs and reviewed his written proposal with the Commission. Insurance will be needed for all programs. Most programs will have a paid instructor with a fee for participation and insurance paid by the instructor. A contract or inter-local agreement will be needed for those. Terry and Richard obtained some sample contracts, which will be reviewed with Roger Ellingson. If any of the instructors are hired by the District directly, they will need L&I insurance and will be paid by the County. Agreements will also be needed for use of facilities, such as school facilities, parks or the City Community Center. It was agreed that an additional meeting is needed to make policy decisions relating to the programs, with the goal of starting the programs by July.

Office Manager- Ted Morris reported that 27 applicants were narrowed to 4, who were interviewed. Discussion of final candidate was postponed until Executive Session. The Office Manager will set up the new office, which will be open 10-2 five days per week.

### **New Business:**

Office- A new office located at 380 H Street has been located. Rent would be \$400 per month plus utilities. A proposed lease has been prepared and reviewed. **Motion** by Smith, second by Sturgil to approve lease with Drayton Harbor Realty. Passed 4/0.

Meeting with Camp Horizon Foundation- Ted Morris reported on a meeting between Whatcom County Parks and Camp Horizon Foundation regarding joint programs. The County is completing wetland delineations at Bay Horizon Park to determine land available, and the County is preparing a master plan for the park. Sports fields, playgrounds, trails, wetland interpretive areas and restrooms are being planned. There may be opportunities for the District to partner with the County or Camp Horizon Foundation.

Trails- Trails were a high priority for the public. Commission discussed steps needed to develop a trail plan, acquire land or partnerships with the City, State or County, and design, fund and build facilities with good signage. Additional parks and green space are also longer term projects, which will start by completing the park plan.

Whatcom County Parks Foundation- Ted Morris advised other Commissioners of an June 11 meeting at 6:00 at the Tenant Lake Interpretive Center.

Accountant- Future research and discussion needed.

Attorney- Further discussion with Roger Ellingson needed.

Master Plan consultant- Three proposals submitted for preparation of a park and trail master plan were discussed. Motion by Smith, second by Johnston to select Paul Koch Consulting, Inc. to prepare the master plan consistent with the proposal he submitted, for a cost of \$20,000.

**Executive Session:**

Commission adjourned to Executive Session to discuss candidates for position of Office Assistant. After discussion in Executive Session, regular meeting was called back to order.

**Motion** by Sturgil, second by Robertson to offer the position to Linda Roorda. Passed 4/0

**Adjournment:**

Meeting adjourned at 9PM.

The next regular meeting is June 10<sup>th</sup> at the Birch Bay Church at 7PM.

Northwest Park and Recreation District #2  
June 10, 2008 Minutes

**Commissioners present:**

Ted Morris  
Terry Johnston  
Betty Robertson  
Richard Sturgill

**Guests:**

Richard Williams  
Catherine Taggett  
Ron Snyder  
Jack Kintner  
Kathleen Hernandez

**Commissioners Absent:**

Jeri Smith

**Staff/volunteers:**

Sylvia Goodwin, Secretary  
Linda Roorda, Office Manager  
Sean Hawes, Koch Consulting

**Audience Comments:**

Ron Snyder, representing Drayton Harbor Maritime, provided an update on the community sailing program. Adult class begins mid-June and youth program will be later in the summer. Drayton Harbor Maritime currently has a partnership with the City of Blaine for insurance and with the Port of Bellingham for use of Monkey Island, meeting space and storage. Ron expressed interest in partnership with the NW Park & Recreation District to assist in advertising and booking classes.

**Motion** by Johnston, second by Robertson to develop an inter-local agreement with Drayton Harbor Maritime regarding saltwater recreation programs, especially sailing.  
Passed 3/0 with Sturgill abstaining.

**Treasurer's Report:**

Betty Robertson reported a balance of \$1,180.05 in the pool. She also reported a balance of \$172,456.37 in the District's cash account. Bills are paid from the cash account and the pool is for investment, like a savings account. **Motion** by Johnson, second by Sturgill to retain \$10,000 in the cash account and move the rest to the investment account. Passed 3/0.

**Minutes:**

Minutes from May 13 were reviewed. **Motion** by Sturgill, second by Robertson to approve May 13 minutes. Motion passed 3/0. April 8 minutes were reviewed.

**Old Business:**

- 1. Master Plan-** Sean Hawes, Koch Consulting reviewed the Master Plan Work Plan and Job Description for a Steering Committee to work with the Consultants on preparing the Park and Trail Master Plan. There is no size limit for the Committee.  
**Motion** by Sturgill, second by Johnston to approve the Job Description and Revised Work Plan. Passed 3/0. Commissioners agreed to recruit members for the Steering Committee to represent Blaine, Birch Bay, Seniors, School Board, Youth Sports, Boys and Girls Club.
- 2. Programs-** Terry Johnston provided information on the Summer Recreation Program and reviewed a proposed Instructor Contract with the Commission. He recommended that the District subsidize expensive classes, such as arts and ballet. This was discussed. Johnston also reported that interlocal agreements are still needed with the City, Blaine School District and Library re. use of facilities and advertising needed.

**Motion** by Johnston, second by Sturgill to subsidize Art and Ballet classes by 50%. Passed 3/0.  
**Motion** by Sturgill, second by Robertson to approve a newspaper insert in the Northern Light regarding the Summer Recreation Program.

Morris reported that the golf program ran 6 weeks and will continue.

3. **Camp Horizon-** Ted Morris reported that a letter was sent to Camp Horizon about partnerships and use of the gym at Bay Horizon Park. The County is still working on a plan for Bay Horizon Park.
4. **Office Lease** was reviewed and discussed.
5. **Purchase card-** Ted Morris obtained information from Sterling Bank to set up an account for a VISA purchasing card. Two cards will be requested with the names Ted Morris and Linda Roorda on them. Purchasing Policies will be prepared to be adopted by Resolution.
6. **Whatcom County Parks Foundation-** Meeting scheduled June 11 at Tenant Lake was discussed.
7. **L&I Update-** Ted and Linda are still working on the process to set up L&I Insurance for employees.
8. **Blaine Park Tours-** Terry Johnston and Richard Sturgill reported on a tour they attended with the Blaine Park Board. Potential projects, including a porta-potty at Salishan Park were discussed.

#### **New Business:**

1. **Travel-** Ted Morris proposed a policy for payment of travel expenses for Commissioners on official Park business. **Motion** by Johnston, second by Sturgill to develop a mileage policy for commission and personnel per IRS Guidelines for adoption by Resolution. Passed 3/0.
2. **4<sup>th</sup> of July-** Commission discussed participation in the parade and whether they should have a booth. Linda agreed to investigate.
3. **Computer-** Ted and Linda reported on research on computer purchase. 3 bids were obtained and NW Computer had the best price. A computer with the needed programs is available for \$2,150. **Motion** by Johnston, second by Robertson to authorize up to \$3,000 for a computer, monitor, scanner, DVD player and programs. Passed 3/0.
4. **Accountant-** The need for an accountant or CPA was discussed. Motion by Sturgill, second by Johnston to authorize expenditure of up to \$1,000 for an accountant or CPA to set up a chart of accounts. Passed 3/0.

#### **Adjournment:**

Meeting adjourned at 9:15 PM.

The next regular meeting is July 8th at the Blaine Library at 7:00 PM.

Northwest Park and Recreation District #2  
July 8, 2008 Minutes

**Commissioners present:**

Terry Johnston  
Betty Robertson  
Richard Sturgill

**Commissioners Absent:**

Jeri Smith  
Ted Morris

**Guests:**

Dennis Day

**Staff/volunteers:**

Sylvia Goodwin, Secretary  
Linda Roorda, Office Manager  
Paul Koch, Koch Consulting

**Audience Comments:** Dennis Day expressed interest in teaching a self-defense class.

**Treasurer's Report:**

Betty Robertson reported a balance of \$1,189.60 in the investment pool and a balance of \$166,151.66 in the District's cash account. Paperwork to transfer \$156,000 to the investment account was signed by the three Commissioners present. A Waiver of the 24 hour deposit requirement was also approved and signed. Bills were reviewed.

**Motion** by Johnston, second by Sturgill to approve \$2,156.87 in expenses. Pass 3/0.

**Minutes:**

**Motion** by Sturgill, second by Johnston to approve revised June 10 minutes. Passed 3/0.

**Old Business:**

9. **Golf Balls-** Motion by Sturgill, second by Johnston to approve \$200.00 for golf balls and \$150 for 20 T-shirts. Pass 3/0.
10. **Programs-** Terry Johnston provided information on the Summer Recreation Program and reported 142 hits on the program web-site. 12 kids are enrolled in soccer. Ballet and Arts classes were cancelled due to insufficient enrollment. Terry is working with Boys and Girls Club to fill the Tennis class and prepared an article to advertise the programs.
11. **Travel Policy-** Terry Johnston presented a Resolution regarding payment of travel expenses for Commissioners on official Park business. **Motion** by Johnston, second by Robertson to approve Resolution 2008-1 regarding Mileage Reimbursement. Passed 3/0.
12. **Water Activities-** Richard Sturgill read a letter from Ron Snyder asking for the District to form a partnership with Drayton Harbor Maritime to assist in advertising and scheduling water recreation programs and explore funding for insurance. Johnston and Sturgill volunteered to work with on a subcommittee on water recreation programs.

**New Business:**

1. **Master Plan-** Paul Koch, Koch Consulting reviewed progress and names identified for a Steering Committee to work with the Consultants on preparing the Park and Trail Master Plan. The need for School District and youth sports representatives was discussed. **Motion** by Sturgil, second by Johnston to approve the list of Steering Committee members. Passed 3/0. Linda will e-mail names to Paul Koch and Paul will contact the members regarding the first meeting. Paul Koch also reported on meetings with Gary Tomsic, Terry Galvin, Alex Wenger from City, Mike McFarland County Park Director and Sylvia Goodwin, Port of Bellingham.
2. **Office manager Duties-** Duties were reviewed. **Motion** by Robertson, second by Johnstone to approve office manager duties with the addition of “Coordinate and train volunteers for office assistnace.” Pass 3/0.
3. **Class Registration-** Linda Roorda explained the process to register people for classes. In the future, she will collect separate checks from people registering for multiple classes to make refunds easier if classes are cancelled.
4. **Sign for office-** Linda Roorda reported on research regarding an office sign. A big sign over the building would cost over \$2,000. A clear window sign with letters and a logo would cost far less. She is getting additional estimates and looking into hanging signs, a sandwich sign and checking City of Blaine sign regulations.
5. **Salishan Porta-Potty-** 45 people signed the request. Cost would be \$120 per month rental plus \$27 for cleaning twice per month. The City of Blaine agreed to install a gravel pad, anchor the potty and pay for insurance if the District pays for the rental and maintenance. **Motion** by Sturgill, second by Johnston to enter into an agreement with the City of Blaine to provide an interim accessible porta-potty at Salishan park from April to October for a two year period, with cost not to exceed \$1,300 per year. Passed 3/0.
6. **Office Update-** Linda Roorda reported that a Visa Card application has been submitted, there have been problems setting up an Office Depot account, but she is still working on it, Comcast internet is still not working but she is making progress. The computer is woking, but not the speakers.

**Recess to Executive Session-** topic: property acquisition. No action was taken.

**Adjournment:**

Meeting adjourned at 8:20 PM.

The next regular meeting is August 12th at the Birch Bay Church at 7PM.

Northwest Park and Recreation District #2 (NWPRD2)  
August 12, 2008 Minutes

**Commissioners Present:**

Terry Johnston  
Betty Robertson  
Ted Morris

**Commissioners Absent:**

Richard Sturgill

**Guests:**

Graham Hunter & Gary Cordrey  
Annyse Rayne  
Dennis Day

**Staff/Volunteers:**

Sylvia Goodwin, Secretary  
Linda Roorda, Office Manager

Meeting called to session at 7:05pm.

**Minutes:**

**Motion** by Morris, second by Johnston to approve revised July 8 minutes. Passed 3/0.

**Audience Comments:**

Graham Hunter & Gary Cordrey represented the Bellingham Sail and Power Squadron (BSPS) with a proposal to use the registration services of NWPRD2 in conjunction with their 8-week boating safety class beginning in September. **Motion** by Johnston to enter into partnership with BSPS for promotion of the class; second by Robertson; passed 3/0.

Annyse Rayne proposed an 8-week Belly Dance Fitness class for ages 13 and above. The class will be 1 hour/15 minutes weekly, with a minimum of 5 and maximum of 15 for attendance. **Motion** by Robertson to add this dance class to the NWPRD2 program with Annyse working on class details while NWPRD2 searches for a facility; second by Johnston; passed 3/0.

Dennis Day expressed interest in teaching a “Tae kwon do” self-defense class. **Motion** by Johnston that he work with Dennis on a program curriculum and specified details; second by Robertson; passed 3/0.

**Treasurer’s Report:**

Betty Robertson reported a balance of \$157,193.41 in the Investment Pool and a balance of \$6,284.90 in the District’s cash account. Roorda reported that the remote deposit of registration funds to Sterling Bank is working smoothly. Roorda will be checking with the Whatcom County Treasurer’s Office to find out if moneys from paid taxes go directly into the cash account or into the Investment Pool. Bills were reviewed.

**Motion** by Johnston, second by Morris to approve \$4,514.64 in expenses. Pass 3/0.

**Old Business:**

**13. Programs-** Johnston reported on the good results of classes: Campfire night, Photography, Tennis. Morris shared news of successful Golf and Bike Rodeo events. Roorda reported 3 people currently signed up for the watercolor class. Roorda offered to do research into the possibility of using local Grange halls as facilities for classes.

**14. Steering Committee-** All Commissioners have received “Status Report #1” from Koch Consultants. The next meeting is scheduled for August 19.

15. **Salishan Porta-potty-** The new porta-potty has been set up at Salishan Park with an agreement to reassess after October 30.
16. **VISA Purchasing card-** Linda Roorda will complete the paperwork for application and send to Sterling Bank in Spokane. A limit of \$2500 was set.
17. **Employment Security-** After discussion regarding the method of unemployment insurance payments, paperwork was completed [Request for Unemployment Insurance Tax Payment Method].
18. **Mileage Reimbursement-** Johnston and Morris asked Roorda to check into the legalities and specifications of Whatcom County's mileage reimbursement program to make sure NWPRD2 is in compliance.

**New Business:**

7. **Signage for office-** Following discussion of various sign estimates, there was a **Motion** by Johnston to proceed with both the vinyl window sign and the small under-awning sign; second by Robertson; passed 3/0. Roorda was asked to get further estimates for a sandblasted upper-building projected sign.
8. **Petty Cash Resolution-** Resolution for a petty cash checking account was reviewed. **Motion** by Johnston, second by Robertson to approve, passed 3/0.
9. **Office Hours-** Roorda proposed new office hours to accommodate postal mail pickup at regular intervals. Following discussion about the impact on registration and availability to the public, it was decided to leave the office hours as they currently are... Tues.-Fri. 11:00am – 3:00pm.
10. **Commissioner Jeri Smith's resignation-** Johnston made a **Motion** to accept, second by Robertson, passed 3/0.
11. **Adopt-a-Mile-** Morris will do research into the possibility of an Adopt-a-Mile program for certain sections of local roads.
12. **Bay to Bay Bike Ride-** Discussion resulted in the following: the Fees will be waived and this change will be noted on the NWPRD2 website; Fliers will be made for promotional distribution; T-shirts will not be given out (as the brochure previously indicated); Goodwin will consult with Ellen Barton of the Whatcom Co. Council of Governments as to the possibility of "Share the Road" traffic cones being placed at busy intersections.
13. **Activities Promotion-** Discussion was held on various ways to promote NWPRD2 activities. Commissioner Johnston proposed a "Park & Rec Day" in May, where all instructors would be available to do demonstrations or to help in the promotion of their classes/activities. More discussion will take place at future meetings.

**Adjournment:**

Meeting adjourned at 10:10 PM.

The next regular meeting is September 9 at the Blaine Library at 7:00PM.

Northwest Park and Recreation District #2  
September 9, 2008 Minutes

**Commissioners present:**

Ted Morris  
Terry Johnston  
Betty Robertson  
Richard Sturgill

**Staff/volunteers:**

Sylvia Goodwin, Secretary  
Linda Roorda, Office Manager

**Treasurer's Report:**

Betty Robertson reported a balance of \$157,572.57 in the investment pool and a balance of \$1, 300.20 in the District's cash account. Linda will investigate the process to transfer funds from the investment account to the cash account.

**Minutes:**

Minutes from August 12 were reviewed. **Motion** by Johnston, second by Sturgill, to approve August 12, 2008 minutes. Motion passed 3/0.

**Old Business:**

**19. Signage-** Linda Roorda reviewed specifications for new signs and reported that a City sign permit is needed and requires the name of the building owner. Betty provided the name. Linda will apply.

**20. Programs-** Terry and Linda reported that the Belly Dancing class has been advertized and 4 people have signed up for the Watercolor class. 5 minimum were desired for watercolor. The Tae Kwon Do class is still in planning stage. Ted reported that the bike ride from Bay Horizon Park to Blaine Marine Park has 20 people signed up and he would like to purchase muffins, juice and hot dogs. Richard agreed to arrange for use of the Plover for transportation back to Semiahmoo after the ride. Sylvia got City permission for the use of the City park.

**Motion** by Johnston, second by Robertson to pay up to \$40.00 for use of the Plover. Passed 3/0.

**Motion** by Sturgill, second by Johnston to approve \$100.00 for refreshments. Passed 3/0.

Linda was directed to investigate the cost of printing some T shirts for future events and also reported that she is working on a class cancellation policy.

**21. Visa Card-** A Visa account has been set up for District expenses and a Petty Cash account will be set up soon.

**22. Mileage-** Linda reported that employees can be paid for mileage from their homes to meetings or events, but Commissioners must start travel from the District office or another place of NWPRD2-related business.

**23. Bay Horizon Programs-** Ted reported on progress with Whatcom County and Camp Horizon Lions Club on use of Bay Horizon facilities. The County needs to complete their Master Plan for the park before improvements or changes to the park are made. Ted will continue working on this.

**New Business:**

**5. Office Safe-** Linda is investigating the cost of a locking safe or fire-proof cabinets to store important documents and checks.

6. **Volunteers for Office-** Linda asked for Commission input on use of volunteers for office and will continue to work on a volunteer program.
7. **Washington Park and Recreation Association-** Terry reported on advantages of membership. Cost would be \$200.00 per year. **Motion** by Sturgill, second by Johnston, to authorize \$200.00 to join WA Parks and Recreation Association. Passed 3/0.
8. **Shoreline Access-** Sturgill reported on the need for additional shoreline access and asked that this issue be included on future meeting flyers.
9. **Community meetings for Master Plan-** September 22 and October 2 public meetings to get public input on the Master Plan were discussed. Meetings are at 7:00 at Blaine Primary School.
10. **Vacant Commissioner Position-** Potential candidates for the vacant Commission position were discussed. Ted Morris recommended that a letter of interest be requested from candidates. Linda will contact prospects and put an ad in the Northern Light.
11. **Interpretive Sign Task Force-** Ted Morris reported on District participation in City of Blaine Interpretive Sign Task Force.

**Adjournment:**

Meeting adjourned at 8:25PM.

The next regular meeting is October 14 at the Birch Bay Church at 7:00 PM.

**Northwest Park & Recreation District #2  
October 14, 2008 Minutes**

**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:** 7:00PM

**Treasurer's Report:**

Betty Robertson reported a balance of \$148,087.27 in the investment pool and a balance of \$8,878.15 in the District's cash account. Linda reported Petty Cash at \$602.41.

**Minutes:** Minutes from September were reviewed.

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

**Public Comment:**

Linda reported receiving a call from a resident of Birch Bay who is concerned about the rights of property owners and the development of trails. The information has been passed on to the Steering Committee and Koch Consulting team. Ted also volunteered to contact the resident for further clarification of concerns.

**Old Business:**

- 24. Planning Process & Community Meetings** - Linda showed the spreadsheet that tracks attendance at meetings and how she is responding to and incorporating all contact information.
- 25. Programs** - There are currently 19 people attending 3 classes: Boating Safety, Watercolor, Belly Dance. Linda reported hearing good comments from registrants and instructors.
- 26. Bike Routes** – Ted reported his interactions with Ellen Barton, WSDOT, and Jeff Margolis regarding safer bicycle routes from Drayton Harbor Road to Dakota Creek Bridge. Following discussion, the Commissioners decided that more activity on this would be appropriate after the District's Master Plan has been completed and approved.
- 27. Office Signage** – Estimates for upper office building signage were reviewed. Commissioners asked Linda to contact the building owner, Al Chapman, before taking any steps toward contacting an engineer, which is required by the City of Blaine.
- 28. Trails/Facilities Update** - Ted reported on meeting with Jeff Margolis and Daniel from the Whatcom County Parks Foundation... the feasibility and drawbacks of a Whatcom County loop trail was discussed. The commissioners also discussed the upgrades necessary in order to use Bay Horizon Park's facilities. Ted will continue working on these issues.
- 29. Washington Park and Recreation Association** - Linda reported that all Commissioner names have now been added to NWPRD2's new membership in WRPA. The WRPA Dec. 3 conference was discussed, and Linda will be checking into registration costs. Decisions regarding NWPRD2 attendance will be determined at the next monthly meeting.

### New Business:

- 12. November Meetings** - The monthly Commissioners meeting has been moved from November 4<sup>th</sup> to the 11<sup>th</sup> at Blaine's Senior Center. The next Community Meeting is scheduled for November 17, with Sean Hawes working on securing the venue. At the next monthly meeting on Nov. 11, the Commissioners will discuss the Master Plan draft with Paul Koch... especially regarding the inclusion of such above items as safer bike routes, bike trails, and facilities such as Bay Horizon.
- 13. Linda's Vacation Dates** - The office will be closed Nov. 12-19. Notice of this will be posted on the website and in the Northern Light, as well as email notices to all Steering/Planning people.
- 14. Future Facilities for Recreation Classes** – All Commissioners are instructed to email their suggestions for possible facilities to Ted. Discussion will take place at the Nov. 11 meeting.
- 15. Instructor Application Form** – Commissioners should reply email to Linda with suggested changes indicated on the draft Instructor Application form.
- 16. Commissioner Vacancy** – Commissioners will personally be contacting potential Commissioner candidates to encourage letters of interest.
- 17. Inter-local with School District** - Ted Morris presented a letter from Shari Akers, who is looking for sponsorship for an after-school Music/Drama program. Ted had also discussed co-sponsorship of programs with the Superintendent of the Blaine School District, Ron Spanger. Discussion by Commissioners followed, with agreement of the necessity of an inter-local agreement with the Blaine School District. Johnston suggested that news of this agreement be published in the Northern Light.  
♦**Motion** by Terry Johnston, second by Richard Sturgill that NWPRD2 enter into an inter-local agreement with the Blaine School District to assist with extra-curricular activities. Motion passed 3/0.

### Adjournment:

Meeting was adjourned at 8:55PM.

The next regular meeting is November 11 at the Blaine Senior Center at 7:00 PM.

Northwest Park and Recreation District #2  
November 11, 2008 Minutes

**Commissioners present:**

Ted Morris  
Terry Johnston  
Betty Robertson  
Richard Sturgill

**Staff/volunteers:**

Sylvia Goodwin, Secretary

**Minutes:**

Minutes from October 14 were reviewed. **Motion** by Sturgill, second by Robertson to approve the October 14, 2008 minutes. Motion passed 3/0.

**Public Comments:**

Donna Starr and Maia Newell presented information about a proposed drama workshop program for 4<sup>th</sup> to 8<sup>th</sup> grade students. The program would have 9 classes, beginning in January and running through March. 8-15 students would be needed to fill the class. Potential locations include the Senior Center, Bay Horizon Camp or the Primary School cafeteria.

Ron Snyder of Drayton Harbor Maritime provided an update on the Drayton Harbor Community Sailing Program and asked to set up a meeting with the NW Park & Recreation District 2 to consider working together on Saltwater Recreation Programs. He would like to establish an Inter-Agency Agreement with the District regarding facilities, financial assistance and a safety boat. Monday, December 8 at 1:00 at the Blaine Marina was proposed. Time and location will be confirmed.

**Treasurer's Report:**

Betty Robertson reported a balance of \$148,550.24 in the investment pool and a balance of \$135,815.49 in the District's cash account. \$125,000 will be moved to the investment account.

Bills were reviewed. **Motion** by Johnston, second by Robertson to approve bills. Passed 3/0.

**Old Business:**

**30. Master Plan-**Sean Hawes summarized the "Road Map" document e-mailed to Commissioners prior to the meeting. Commissioners did not have a copy at the meeting, so it was difficult to discuss this. It was agreed that paper copies of documents to be discussed at meetings should be provided in the future. The Road Map document recommended consideration of Impact Fees (which would be collected by the County or City of Blaine for the District), Part-time Staff to work on grants and projects, Cooperation with other agencies to enhance other public property, the need for a CIP, upgrade of the Dakota Creek bridge and a trail between Blaine and Birch Bay, and waterfront land acquisition. These issues were further discussed. Additional public input will be obtained at a public meeting November 17 at Birch Bay Bible Community Church at 7:00 p.m.

Paul George presented information on a draft map of parks and trails and received input from Commissioners on additions and revisions. Early action projects were discussed.

**31. Programs-** Terry provided a short update on Programs.

**Motion** by Sturgill, second by Robertson to provide \$500 to support the Primary School drama program and develop an inter-local agreement with the Blaine School District. Passed 3/0.

**New Business:**

18. **WWU Parks and Recreation Program-** Ted Morris asked Commissioners to e-mail him ideas for a class project for the WWU Parks and Recreation class.
19. **Elections-** A resolution regarding elections is needed by August 2009 for the November 2009 election. All Commissioner terms are up for election in 2009.
20. **WRPA Conference-** Three Commissioners are planning to attend the upcoming conference. **Motion** by Sturgill, second by Johnston, to authorize funds for registration and mileage to attend the Washington Recreation and Park Association (WRPA) in Seattle. Passed 3/0.
21. **2009 Meeting Schedule and Location-** It was agreed that the Blaine meetings will continue to be held at the Blaine Library and Birch Bay meetings will be held at Birch Bay Bible Community Church on Jackson Rd.
22. **Web-site pictures-** Commissioners agreed that biographies are not needed on the web site, but pictures should be provided. Betty and Ted still need to provide pictures.
23. **Annual Budget and Audit-** An updated budget for 2009 will be prepared and adopted. Additional research is needed on requirements and timing for adopting an annual budget and the need for an annual audit.
24. **Vacant Commissioner Position-** Amanda Dahl attended the meeting and expressed interest in being a Commissioner. She agreed to give it further thought. No action was taken.

**Adjournment:**

Meeting adjourned at 10:00 PM.

The next regular meeting is December 9 at the Birch Bay Church at 7:00 PM.

Northwest Park and Recreation District #2  
December 9, 2008 Minutes

**Commissioners present:**

Ted Morris  
Terry Johnston  
Betty Robertson  
Richard Sturgill

**Staff/volunteers:**

Sylvia Goodwin, Secretary

**Minutes:**

Minutes from November 11 were reviewed. **Motion** by Sturgill, second by Robertson to approve the November 11, 2008 minutes. Motion passed 3/0.

**Public Comments:**

**Al Krause** expressed his opinion that the District and District web-site is oriented toward Blaine and does not have enough emphasis on Birch Bay parks and the Birch Bay Steering committee. He requested that the Commission reach out more to Birch Bay citizens and leaders. He does not think that a public survey is a good tool to get public input and does not think that consultants are a good use of District funds. He would prefer to have the Commissioners write the District master plan themselves and put a draft on the District web site for public comment.

**Ron Snyder** of Drayton Harbor Maritime provided an update on the Drayton Harbor Community Sailing Program and asked for District support on Saltwater Recreation Programs. He would like to establish an Inter-Agency Agreement with the District regarding facilities, financial assistance and a safety boat. He presented a 2009 budget request for \$8,228.00 to fund a safety boat, fuel, scholarships, tuition subsidy and funds for additional instructors.

**Alan Friedlob** encouraged the District to provide funds for community programs such as the Community Sailing Program, but suggested that there be a formal process for individuals and organizations to apply for funds and for the District to screen requests. He recommended policies, a budget, an annual schedule and a public process to evaluate funding requests.

**Treasurer's Report:**

Betty Robertson reported a balance of \$148,996.92 in the investment pool and a balance of \$148,577.85 in the District's cash account. \$125,000 will be moved to the investment account.

Bills were reviewed. **Motion** by Sturgill, second by Johnston to approve bills. Passed 3/0.

**Old Business:**

**32. Programs-** Terry provided a short update on Programs. The Watercolor class starts Jan.8 and Belly Dancing class starts Jan. 13. The fees will cover building rentals. Additional classes are being considered. Possible venues for classes are the Blaine Community Center and churches. Richard is still looking at the old dance hall above city hall as a possibility.

**33. Cancellation Policy-** Cancellation Policy in folders was reviewed. Terry recommended that the policy be included in instructor contracts. **Motion** by Johnston, second by Sturgill to adopt cancellation policy. Passed 3/0.

**34. Bay Horizon Park-** Alan Friedlob presented a proposal to form a new group: Friends of Bay Horizon. He reviewed the Mission Statement and Purpose of the organization. The Friends would advise Whatcom County on the Bay Horizon Master Plan, support, advise and assist the County and Park District in planning and implementing projects and programs at the park. They propose to meet monthly, starting in January and coordinate with the Lions Camp Horizon Foundation and other organizations. Members would include John Haas, DoraLee Booth, Kathy Berg, Tammy Pearce and Alan Friedlob. The group requested a letter of support from the District to Mike McFarlane at County Parks. **Motion** by Robertson, second by Johnston to write a letter of support for the formation of the Friends of Bay Horizon group. Passed 3/0. Ted agreed to write the letter.

**35. BP Proposal for Ball Fields-** Ted Morris provided information on a proposal from BP to provide a long-term lease for a site near Bay Horizon Park for ball fields. The site could be connected to the Park by a trail in the future. Details will be discussed at a future meeting.

**36. WWU Outdoor Recreation Program-** Commissioner Morris summarized potential projects for students in the WWU Outdoor Recreation Program. He will work with Keith at WWU to see if students could assist the District in planning the trail between Blaine and Birch Bay, or working on a Bay Horizon Park plan, or Outdoor Recreation Programs for people with disabilities.

#### **New Business:**

**25. Master Plan-** It was getting late and there was not time left in the meeting to discuss the Master Plan. Commissioners agreed to review and e-mail their comments on consultant recommendations, Implementation Road Map and Consultant Questions regarding the Master Plan.

**26. Joint Meeting with City of Blaine-** Joint meeting will be scheduled January 13 at 7:00 at the Blaine Library. Ted will invite Blaine City Parks Commission. A citizen raised the issue of funding for the Blaine Skate Park. This issue, along with other Blaine projects, such as the Grandis Pond parkland proposal, will be discussed at the meeting.

If time allows, the Master Plan will be discussed at the end of the Blaine joint meeting. It was agreed that no other agenda items should be added to this meeting.

#### **Adjournment:**

Meeting adjourned at 9:15 PM.

The next regular meeting is January 13 at the Blaine Library at 7:00 PM. This will be a joint meeting with Blaine City Parks.