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

**Call to Order:**

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

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

1. **New Business**
   1. Cascade Engineering presentation regarding BBBPRD2 Park Planner Options. ***Motion*** made by Commissioner Wilbrecht approve up to $60,000 for Cascade Engineering for task order one of Park planning – Blaine to Birch Bay Trail. 2nd by Commissioner Brown. Vote 5-0, motion carried.
   2. Restroom quote: ***Motion*** made by Commissioner Wilbrecht to approve up to $2,200 for Harborview Plumbing to replace toilet and fix pipes in women's restroom. 2nd by Commissioner Brown. Vote 5-0, motion carried.
   3. Discussion – City of Blaine Events and Presentation with Blaine Chamber of Commerce
   4. Friends of BBBPRD2 – potential members or directors
2. **Special Projects**
   1. California Creek Property Aquisition. The closing date has been extended to the end of the month. The hold up is the taxes. The County must approve the tax category and calculate the cost.
   2. California Creek Park
      1. Reimbursement of the $50,000 that was paid to Whatcom Land Trust for their initial purchase of land does fall under acquisition for the RCO grant. Director Lindsay is working with RCO to finalize paperwork for payment.
      2. Financial Report for Project
   3. Trails: The RCO grant for the trails scored a 64. We will have to wait and see if there is enough funding for our project to receive a grant.
   4. Ninja Park has been moved back to the Park and Cemetery Advisory Board.
3. **Old Business**
   1. Training for Playground Inspector – Cost of training an employee
   2. Credit Card has been finalized. We will now use this instead of the debit card. The payment is due in the second week of the month. A check from petty cash will be used to pay the credit card, and then a warrant will be issued for petty cash. Hopefully after we have established ourselves, we can change credit card plans to pay with warrants.
4. **Training:** Fraud in finance – The state has found their third six-digit fraud case this year. They are focusing on training for board members.
5. **Director's Report**
   1. Invoice for the day camp grant has been submitted to the State.
   2. Program and Rentals: The Pavilion had its first rental. There are over 44 hours of fitness offered each week at our facilities. This does not include other recreational activities and youth programming that we offer.
   3. Plan comparison for phone and internet has been completed. Our current carrier is the most economical. The plan has been updated and phones moved over to VOIP.
   4. Plan comparison for registration software has been completed. Our current carrier is the most economical. Upon investigation, the software can replace our website. We are currently migrating all information over. The plan is to move domain in the next couple of months. We will keep the old site alive for a year on a basic plan.
   5. Thrive: Director Lindsay and Commissioner Moore met with Thrive. They are interested in creating connections between organizations to help the whole community. When feasible, Director Lindsay will attend Thrive meetings.
   6. The request for a security system has been sent to City. The City Manager has turned over the decision to Public Works.
   7. Discussion about Youth Lead hours and pay rate. ***Motion*** made by Commissioner Moore to approve a $2 pay rise and an increase to 35 hours a week for Youth Lead, Katie Matzen. 2nd by Commissioner Roy. Vote 5-0, motion carried.
6. **Executive Session:**  NA
7. **Approval of Bills & Payroll**: ***Motion*** made by Commissioner Wilbrecht to approve September bills and payroll. 2nd by Commissioner Creydt. Vote 5-0, motion carried.
8. **Adjournment Time: *Motion*** made by Commissioner Wilbrecht to adjourn at 6:53pm. 2nd by Commissioner Roy. Vote 5-0. Motion carried.
9. **Next Meeting:** October 8th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.