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

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

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

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

1. **Training** 
   1. Fiduciary Responsibility: According to the SAO (State Auditor s Office) fraud is not new, but it is happening at a faster rate. When it took years for fraud to equal a significant value, it now only takes a few weeks or a couple of months. Early prevention is key to fraud. One item is that Board members are looking at bank statements. Director Lindsay suggests the Treasurer performs a monthly audit of financial statements and signs when it has been completed. This will be kept with the bank statement and reconciliation. https://www.propublica.org/article/how-remote-work-ai-impact-fraud-local-government. Director Lindsay was tasked to create a reconciliation policy and submit it to the board.
2. **Special Projects**
   1. California Creek Estuary Park
      1. Task order number 3 needs to be approved. ***Motion*** made by Commissioner Moore to approve Director Lindsay to sign task order #3. 2nd by Wilbrecht. Vote 5-0, motion carried. Director Lindsay was asked to provide a financial report at every meeting regarding the California Creek Estuary Project.
      2. RCO (Recreation and Conservation Office) has approved the reinstatement of our grant application for the trails. To move forward the 20-1841 grant needs a change of scope. It has $15,000 allocated for trails. ***Motion*** made by Commissioner Roy to approve the change of scope to remove $15,000 designated for trails with the understanding that a trail will still need to be created from the parking lot to the kayak launch. 2nd by Commissioner Wilbrecht. Vote 5-0, motion carried.
      3. Director Lindsay is going to work on submitting billing to RCO. She will work with the new grant manager to try and reallocate funds to correct accounts.
   2. Extreme Ninja: The Parks and Cemetery Advisory Committee expressed their support for the park at their meeting and forwarded the proposal to the City. In preparation for the City Council meeting, the City requested information from Commissioner Moore. Despite Commissioner Moore's efforts to have a representative available for inquiries, there was no confirmation or communication from the City. Commissioner Moore attended the City Council meeting with the expectation of the proposal being presented, but it did not occur. In light of this, Commissioner Moore has sought clarification from the City regarding the timeline for approval or the status of the project consideration.
3. **Old Business**
   1. Pavilion: BBBPRD2 has started to market the Pavilion. The rates and deposits are the same as the Activity Center. Tables and Chairs are provided if they are available. In 2025, BBBPRD2 will need to purchase chairs and tables for the Pavilion. This year staff will transport tables and chairs back and forth between the facilities, as needed.
   2. Covering the outside of the gym’s back doors. - Director Lindsay is contacting Whatcom County about this addition.
   3. New Bank Account: Is open. We will be closing our old account on July 10th.
4. **Director's Report**
   1. QuickBooks: QuickBooks renewal was this month. After researching the cost of desktop version and online, we were able to secure online for a quarter of the cost of desktop. This is an introductory rate for one year, and then the price goes up. The regular price for online is comparable to desktop, but it allows more users and an online server. The books have been successfully transferred online and it is working seamlessly.
   2. The 4th of July event was a success. There were over 200 participants at the event. We will do this event next year.
   3. Program and activity participation waiver and expectations: With the expansion of programming BBBPRD2 needs to re-examine waivers and expectations for programs.
   4. Needs and wants: Director Lindsay is putting together a list of items that will need to be completed over the next two years. Some items are 1. Painting the Activity Center. 2. Buying a new banner for the side of the building. 3. Purchasing a new sign for Blaine Road. 4. Resurfacing the Basketball Court.
   5. The staff is making comparisons of utilities and recurring bills. At the September Board Meeting, we will present the findings and recommend changes, if needed.
   6. Director Lindsay will be working remotely August 14th – 16th. She will be taking a vacation September 11th – 14th.
5. **Executive Session:**
6. **Approval of Bills & Payroll**: ***Motion*** made by Commissioner Wilbrecht to approve June bills and payroll. 2nd by Commissioner Roy. Vote 5-0, motion carried.
7. **Adjournment Time: *Motion*** made by Commissioner Roy to adjourn at 6:29pm. 2nd by Commissioner Wilbrecht. Vote 5-0. Motion carried.
8. **Next Meeting:** August 13th, 2024, at the Blaine Senior Center. Starting at 5:30 pm.