

BIRCH BAY LEISURE PARK

MAY 2026

BOARD MEETING MINUTES

Date: May 16th 2026

Time: 9am

Location: Brier Clubhouse

Called to order by: Frank Costanzo - President

BOARD IN ATTENDANCE

Frank Costanzo – President
Nathan Gurvich – Vice President
Roger Cochrane – Director HR and Secretary
James Walker – Director Entertainment
Ron Vandenberg – Director
Brenda Bartleman – Director Finance
Cory Johansen – Director Communications

ALSO IN ATTENDANCE

Brittany Money - General Manager
Audley Adrian – Recording Secretary
Tracy Klineman – Assistant General Manager

GUESTS

Jennifer Tindale – Circle Rep Chair
Scott McCarthy – Chair Finance Committee

MEETING CALLED TO ORDER – 8:56AM

REPORT BY THE CHAIR OF THE CIRCLE REPRESENTATIVES

- Jen Tindale presented discussion points and suggestions from May 9th Circle Rep Meeting.
- Report from that meeting has been posted to the BBLP Website previously and is currently available for member viewing.
- Applicable follow-up from this meeting will be discussed with Circle Reps at June 13th CR Meeting and will be summarized in that meeting's subsequent Report.

REPORT FROM THE CHAIR OF THE FINANCE COMMITTEE

- YTD 9% under on expenses – some explained by timing.
- Sale of 37-9 in revenue (one off)
- Large wage variance – just timing (under)
- Some new staff have been brought in, at lower starting wages than those they replaced
- Plans to put some funds into separate depreciation account
- New forecasting tool shown and discussed.

ADOPTION OF THE AGENDA

- Unanimous

ADDITIONS TO AGENDA

- In camera added

RATIFICATION OF PREVIOUS MINUTES – APRIL 18TH, 2026

- Unanimous

PRESIDENT'S COMMENTS

- Town Hall Discussion
- Motion: "Town Halls to be conducted on an as needed basis."
 - Rationale: There has been ongoing communication on various topics from the office, Circle Rep meetings and the Board, and as such, it was motioned to hold Town Halls on an as-needed basis.
- Seconded by Director Walker
- Voted to be adopted unanimously

GENERAL MANAGER UPDATE – BRITTANY MONEY

- Sewer
 - Significant dollar-value quote received from new vendor (for scoping, cleaning and sleeving entire park). ****See Long Range Planning report below regarding this.**
 - GM feels first step should be to get the whole park scoped
 - Quote is about \$40k to get the entire park scoped
 - BBWARM has been very good to work with, and understanding re the issue within the park
 - Park sewers are being mapped at the same time as scoping is done.
 - Comment made that this would be a reason to hold an informational town hall – at the time of a decision being made.

- President asks if GM is comfortable with new company – GM replies “yes”.
 - GM will try to get additional quotes (for scoping) for due diligence, and explains that it is difficult to get companies to quote on this type of work.
 - Recommendation in 2014 report was to replace majority of piping at that time. Was not dealt with then, which is why we’re in this position today.
- Site inspections have been completed and communications have gone out those requiring work be done.
 - Biggest issues have to do with unruly looking sites
 - GM receiving replies from many, in a positive manner
- Garbage
 - One member received two fines in one day
 - Drove truck to front office
 - Plastic bags put in yard waste bin
 - Then left large plastic bag in front of bin on ground
 - This did go to Appeals Committee, which was dealt with.
 - Future consideration could be to update terms of reference for Appeals Committee to require video evidence be reviewed if available - in this case, there was video evidence of the two incidents.
- Pressure washing has been completed
- Bath houses that needed painting have been completed.
- Elm roof has been completed, just waiting for new exterior lights to arrive and be installed.

GENERAL ADMINISTRATION - CORRESPONDENCE

- None

COMMITTEE REPORTS

- **LONG RANGE PLANNING**
 - Upon reviewing the latest sewer quote that breaks out the sleeved and/or replacement costs for the ENTIRE park, and all sewer pipes from main lines to individual trailer lines, the following recommendation was brought to the Board:
 - Full and complete camera scoping and mapping of every sewer pipe on the property.
 - Working with Finance Committee to build a multi-year replacement budget based on camera scoping report.
 - Determine the worst locations and develop a multi-year phased sleeving/replacement plan
 - With the new flow meter installed, constantly verifying repair with park flows, and reporting to Birch Bay Water and Sewer.
- **GROUNDS COMPLIANCE / RULES & REGULATIONS**
 - Published rules and regulation list will be updated
 - Cannabis section will be updated as well
- **HR AND COMPENSATION**
 - To be covered in camera

- **ENTERTAINMENT**
 - Big weekend coming up
 - Motown this Caesar Sunday
 - Saturday 1:30 at front for Bike Parade to form up.
- **FINANCE COMMITTEE**
 - See report from Chair of Finance Committee above
- **COMMUNICATIONS**
 -

NEW BUSINESS

- Director Johansen asks where we are in collecting what is owed back from Bellingham Trenchless.
 - Liens have been put on them by the Park.
 - Next step would be to go to court

IN CAMERA

- 10:08 am – 10:19am

DATE FOR NEXT BOARD MEETING – JUNE 27TH 2026– 9AM IN PERSON
MEETING ADJOURNED – 10:19am