

AGENDA—Regular Meeting  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
Wednesday, January 27, 2016  
Fairhaven Branch, Bellingham Public Library  
1117 12<sup>th</sup> St, Bellingham, WA  
Fireplace Room 6:00 to 8:00 PM  
Mailing Address: PO Box 4283, Bellingham, WA 98227

Official email addresses for Commissioners, where public may send comments (subject to public disclosure):

John Hymas [hymas@fidalgo.net](mailto:hymas@fidalgo.net)

Vince Biciunas [vbici.ccfpd@gmail.com](mailto:vbici.ccfpd@gmail.com)

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John Brown [jbrown.ccfpd@gmail.com](mailto:jbrown.ccfpd@gmail.com)

**Our Mission:** The mission of the Chuckanut Community Forest Park District is to ensure the entirety of the property is protected in perpetuity in public ownership, with respect for its ecological, recreational, and educational functions and to serve as a fiscal mechanism through which the district, via a tax levy, will repay the City of Bellingham for the Greenways Endowment Fund loan.

**Call to order:** John Brown, Clerk. Welcome Commissioners and Citizens. Per Chapter 42.30 RCW (Open Public Meetings Act), CCFPD board meetings are open to the public. This meeting is being voice recorded.

**Roll Call:** John McLaughlin, John Hymas (President) excused, Susan Kaun, John Brown (Clerk), Vince Biciunas,

**Motion:** To approve the Agenda for today's meeting. Discussion. Vote.

**Introductions:** Those who wish to be acknowledged, including legal counsel and board secretary Diane Birsner.

**Public Comment:** Please limit remarks to 3 minutes.

**Motion:** To approve minutes of Dec. 10, 2015. Discussion. Vote.

**Report:** Vince Biciunas. Update on development of gravel pit in the park?

**Report:** John Brown for John Hymas, liaison to Park Advisory Board. Last meeting (Jan. 13, 2016): L. Bryson was hopeful that the Baseline Report would go to City Legal this week for approval; L. Bryson not too hopeful that the Master Plan would start in 2017; Mr. Hymas's application for the PAB is in the pipeline. Comprehensive Plan is coming up this week. John McLaughlin's input?

**Report:** J. Brown. Ms. Ann Ziccardi, residing on Old FHaven Pkwy., donated \$1,000.00 to the CCFPD. Check deposited with Country Treasurer's Office on 12/22/15, and a thank-you letter was written to Ms. Ziccardi.

**Report:** J. Brown on Baseline Documentation Report. One comment received. Summary of comment. Motion to put comment on website. Discussion. Vote?

**Motion:** Resolution to officially establish the petty cash fund, per Brittany Wallace of the Wa. State Auditor's Office. Document submitted for signatures. Discussion. Vote.

**Motion:** To amend 2016 budget to include an "Audit Expense" line to pay for 2015 audit expense of an estimated \$1,239.00. Discussion. Vote.

**Report:** John Brown and Diane Birsner. Review of State Auditor's response to their Small Local Government Accountability Audit for 2013-14. Recommendations?

**Report:** J. Brown. Clarification needed from V. Biciunas about materials required for submission of Small Local Government Accountability Audit for 2015. Deadline?

**Report on monthly expenses and cash flow sheets.** John Brown.

**Treasurer's Report:** As of January 21, 2016, Whatcom County Treasurer's Monthly Report, beginning unencumbered cash balance is \$202,491.34, ending unencumbered cash balance is \$166,388.94.

**Petty Cash:** Heritage Bank account balance as of 12/31/15: \$3,000.77, not reflecting reimbursement of \$16.29 from Petty Cash (check #1013; 1/12/16) to Diane Birsner for purchase of a portable file folder box.

**Report:** By counsel, status of legal defense in *Ferlin et. al.*

**Next regular meeting:** Wed. Feb. 24, 2016, at Fairhaven Lib., **Fireplace Rm.**, 6:00 PM.

**Consent Agenda:**

**Motion:** To approve District Payroll Input Form, wages for Diane Birsner, 13.25 hours in December, 2015, total gross of \$331.25. Discussion. Vote.

**Motion:** To approve payment on December 15, 2015, Invoice #74957 from Carmichael Clark PS for \$1,817.00, for regular legal counsel services, and Invoice #74958 for \$6,446.50, for legal defense. Discussion. Vote.

**Motion:** To approve payment of \$5,315.94 to County Auditor for CCFPD's percentage of 2015 election costs. Discussion. Vote.

**Motion:** To approve annual renewal payment of \$1,622.00 to Philadelphia Insurance Companies for Directors and Officers Insurance. Discussion. Vote.

**Motion:** To approve annual renewal payment of \$875.00 to RLI Surety for bonding. Discussion. Vote.

**Motion:** To approve payment to Highwater Media for website services. Invoice # 1539 for \$190.00. Discussion. Vote.

**Motion:** To adjourn to Executive Session, if counsel thinks necessary, to discuss *Ferlin et. al.* Discussion. Vote. Session to last\_\_ minutes. Time now: \_\_\_\_PM. Expect to re-adjourn at \_\_ P.M.

**Return from Executive Session and report. Time:** \_\_\_\_ . Action?

**Old or New Business.**

**Adjourn.** Time:\_\_\_\_.