

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

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: At 6PM, John Brown, Clerk, called the meeting to order.

Roll Call: Susan Kaun, John Brown (Clerk), Vince Biciunas, John McLaughlin (arrived at 6:15PM), John Hymas (President) excused.

Motion: Vince Biciunas moved to approve the amended agenda for today's meeting. Sue Kaun seconded. Vote was 3/0 to approve, with 2 absent.

Introductions: Those acknowledged included Bob Carmichael, CCFPD legal counsel, and CCFPD board secretary Diane Birsner.

Public Comment: No public comment.

Motion: V. Biciunas moved to approve the minutes of Dec. 10, 2015 Regular Meeting. S. Kaun seconded. Vote was 3/0 to approve, with 2 absent.

Report: V. Biciunas reported that Leslie Bryson (City Parks Director) anticipates a lot of permitting by Recreation Northwest before moving forward with gravel pit development plans. Otherwise, nothing new to report since the December 2015 regular meeting.

Report: John Brown, for John Hymas, liaison to Park Advisory Board meeting (Jan. 13, 2016), reported that L. Bryson hopes the Baseline Documentation Report will go to City Legal in a week for approval; L. Bryson was not hopeful that Master Plan will start in 2017; Mr. Hymas's application for PAB is in the pipeline. S. Kaun suggested that CCFPD legal counsel contact City Attorney Alan Marriner to move along the Baseline Report. Bob Carmichael will follow up. When John McLaughlin arrived, he provided input regarding the Baseline Report: J. McLaughlin hasn't yet seen Dr. Fred Rhoades' comments on the baseline study. McLaughlin stated it seems there are plenty of opportunities for WWU students to assist and interact with CCFPD, such as providing additional baseline data as well as assistance with Master Plan development if appropriate.

Report: J. Brown reported that CCFPD received a \$1,000.00 private citizen donation, deposited on Dec. 22, 2015. Clerk Brown sent a thank-you note to the donor.

Motion: Per Policy and Procedures Manual, 2016 officers were elected. V. Biciunas nominated J. Brown as clerk. S. Kaun seconded. Vote was 3/0 to approve, with 2 absent. S. Kaun nominated V. Biciunas as president. J. Brown seconded. Vote was 3/0 to approve, with 2 absent.

Report: Sue Kaun reported on Baseline Documentation Report comments that one comment was received during the December 2015 comment period, from Dr. Fred Rhoades. Sue moved that the report's author, Ann Eissinger, review Rhoades' comment before posting it on the CCFPD website. V. Biciunas seconded. Vote was 3/0 to approve, with 2 absent.

Motion: Sue Kaun moved to establish the petty cash fund, per the Wa. State Auditor's Office. V. Biciunas seconded. **Resolution 4** was submitted for signatures (attached). Vote was 3/0 to approve, with 2 absent.

Report: Regarding the 2016 Levy, Bob Carmichael reported that Janice Judge will be able to get closer to .028/1000 next year, 2017.

Motion: S. Kaun moved to amend the 2016 budget to include an "Audit Expense" line to pay for 2015 audit expense of an estimated \$1,239.00. V. Biciunas seconded. Vote was 4/0 to approve, with 1 absent.

Report: John Brown reported that the State Auditor's Small Local Government Accountability Audit for 2013-14 revealed that CCFPD needs a resolution to establish its Petty Cash account. Action was taken in this meeting.

Report: V. Biciunas provided a list of materials required for submission of Small Local Government Accountability Audit for 2015. The audit deadline is May 31, 2016.

Report on monthly expenses and cash flow sheets. Submitted by Clerk, 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.* Bob Carmichael reported that the case is now at the summary judgment motions stage.

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

Consent Agenda:

Motion: V. Biciunas moved to approve District Payroll Input Form, wages for Diane Birsner, 13.25 hours in December, 2015, total gross of \$331.25. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: S. Kaun moved to approve payment on November 15, 2015, Invoice #74676 from Carmichael Clark PS for \$657.50, for regular legal counsel services, and Invoice #74677 for \$9,411.25, for legal defense **(to replace lost December check from County)**. V. Biciunas seconded. Vote was 4/0 to approve, with 1 absent. B. Carmichael to provide the required affidavit.

Motion: V. Biciunas moved 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. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: V. Biciunas moved to approve payment of \$5,315.94 to County Auditor for CCFPD's percentage of 2015 election costs. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: V. Biciunas moved to approve annual renewal payment of \$1,622.00 to Philadelphia Insurance Companies for Directors and Officers Insurance. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: V. Biciunas moved to approve annual renewal payment of \$875.00 to RLI Surety for bonding. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: V. Biciunas moved to approve payment to Highwater Media for website services, Invoice # 1539 for \$190.00. S. Kaun seconded. Vote was 4/0 to approve, with 1 absent.

Motion: V. Biciunas moved to adjourn to Executive Session to discuss *Ferlin et. al.* S. Kaun seconded. Vote was 4/0 to approve, with 1 absent. Session to last 10-15 minutes. Time now was 7:07PM. Expect to re-adjourn at 7:20 P.M.

Return from Executive Session and report. Time: 7:35 PM. No further action.

Old or New Business.

Adjourn. Time: 7:37 P.M.

Verif. F. 12

RESOLUTION NO. 4

**A RESOLUTION OF THE CHUCKANUT COMMUNITY FOREST PARK DISTRICT
ESTABLISHING A PETTY CASH FUND**

WHEREAS, the Board of Commissioners ("Board") of the Chuckanut Community Forest Park District ("District") have been advised by the Washington State Auditor's Office (Dec. 17, 2015) that the Budgeting Accounting and Reporting System ("BARS") manual requires a resolution to establish a petty cash fund; and

WHEREAS, the District needs a petty cash fund to address administrative expenses which arise from time to time that require payment at the time the expense is incurred;

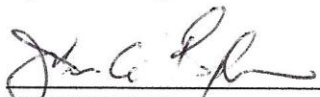
NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE CHUCKANUT COMMUNITY FOREST PARK DISTRICT, WHATCOM COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1: A petty cash fund with Heritage Bank, local Fairhaven branch office in Bellingham, WA, is now formally established.


Section 2. BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid, or unconstitutional, then the original Resolution shall be in full force and effect.

ADOPTED by the Board of Commissioners of Chuckanut Community Forest Park District, Whatcom County, Washington, at a regular meeting held the 27th day of January, 2016, with the following Commissioners being present and voting.

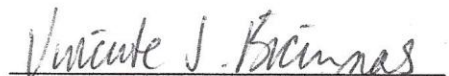


COMMISSIONER



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COMMISSIONER



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THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 4 of Chuckanut Community Forest Park District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on January 27, 2016.



SECRETARY