

RECORD OF PROCEEDING OF
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
APPROVED MEETING MINUTES
First Organizing Meeting
Thursday, March 7, 2013

Fairhaven Branch, Bellingham Public Library
1117 12th St, Bellingham, WA
In the Northwest Room
7:00 to 9:00 PM

Called To Order The meeting was called to order by Vince Biciunas, who was the Commissioner receiving the most votes.

She announced the meeting is being voice recorded.

Commissioners and Citizens were welcomed and thanked for attending, and informed that per Chapter 42.30 RCW (Open Public Meetings Act), all CCFPD board meetings are open to the public.

Commissioners were introduced and confirmed that the election was certified and all have taken the oath of office, and commissioners are “qualified.”

Vince Biciunas
Cathy McKenzie
John Brown
Susan Kaun
John Hymas

Motion was made by Sue Kaun and seconded by John Brown, to approve the agenda for today’s meeting. With some additions, the **vote was unanimous to Approve the Agenda.**

Statement of Fact was read by Vince Biciunas: Designation of district treasurer, per RCW 35.61.180 “The county treasurer of the county within which all, or the major portion, of the district lies shall be the ex officio treasurer of a metropolitan park district.” **We affirm that Steven Oliver is our treasurer.**

Statement of Fact was read by Vince Biciunas: To elect two required Officers, a Commission Board President and a Clerk of the board, per RCW 35.61.120 “The board shall annually elect one of their number as president and another of their number as clerk of the board.”

Motion was made by Cathy McKenzie and seconded by Sue Kaun to elect **John Hymas as our Commission Board President. Motion passed** with 4 ayes and 1 abstention.

Chairmanship of the meeting was transferred to John Hymas.

Motion to elect Vince Biciunas as Clerk of the board was made by John Brown, seconded by Sue Kaun. Motion passed unanimously.

Motion was made by Vince Biciunas, seconded by John Brown **to hear public comment at the conclusion of tonight's official business, giving each citizen a maximum of two (2) minutes to speak**. Motions passed unanimously.

Motion was made by Vince Biciunas and seconded by Cathy McKenzie to **adopt Roberts Rules of Order for our meetings**. Motion passed unanimously.

Motion was made by Vince Biciunas and seconded by Cathy McKenzie **to create a sub committee of two commissioners to hire legal counsel versed in municipal law**. Motion passed unanimously.

Commissioner McKenzie handed out to the Commissioners hardcopies of the MRSC publication "Contracting for Professional Services in Washington State" as a guideline in our process for hiring legal counsel.

Motion was made by Vince Biciunas and seconded by John Hymas **to designate Cathy McKenzie and John Brown as the sub committee to create the solicitation for legal counsel, experienced in park districts as well as municipal law**. Motion passed unanimously.

Motion was made by John Brown and seconded by Sue Kaun **to designate as a policy to set up two-member committees in the future to which follow-up work will be delegated (e.g., finance committee--tax levy; stewardship committee--interlocal agreements, conservation easements; etc.) and which will report to the full board for further discussion as needed prior to any decision-making**. Motion passed unanimously.

Motion made by Vince Biciunas and seconded by Sue Kaun, **for the clerk to research how we should adopt a General Commission Structure, or Procedure Manual, or Bylaws, or boilerplate for metropolitan park districts**. Motion passed unanimously.

Motion was made by Sue Kaun and seconded by Cathy McKenzie **to make clear for the record that none of us commissioners will be receiving salaries or any kind of compensation for work done as commissioners. The only exception will be for expense reimbursement with receipt**. Motion passed unanimously.

Motion was made by Sue Kaun and seconded by John Brown **to authorize the clerk to open a Post Office Box to receive official correspondence**. Motion passed unanimously.

Motion was made by Vince Biciunas and seconded by Sue Kaun **to have two commissioners, preferable the president and clerk, meet with our treasurer, Steven Oliver, to ask for a Tax Anticipation Note or other short term loan to cover early expenses, such as insurance/bonding, legal counsel, meeting room rental fees, payment for the election costs, and digital voice recorder purchase.** Motion passed unanimously.

Motion was made by Sue Kaun, seconded by Cathy McKenzie, **to have two commissioners, John Hymas and Vince Biciunas, meet with Steven Oliver to inquire about the feasibility of a .gov web address for our commission's web page and email service. Alternatively, confirm with legal counsel on using the CCFPD steering committee's webpage or using separate gmail accounts for communications with the public and open meetings requirements.** Motion passed unanimously.

Motion was made by John Brown, seconded by Sue Kaun, **to have two commissioners, John Hymas and Vince Biciunas, meet with Steven Oliver to inquire how to accept donations from the public towards the CCFPD and towards the interlocal loan repayment. Add this contingency to the Procedures to be adopted.** Motion passed unanimously.

Motion was made by Cathy McKenzie, John Brown seconded **to have two commissioners work on a draft interlocal agreement prior to discussion with our legal counsel.** Motion failed, 1 to 4.

Motion was made by Sue Kaun, Vince Biciunas seconded, **to compose and publish a "Thank You" to the voters who created the CCFPD.** Motion failed 0 to 5.

Motion was made by Vince Biciunas, Sue Kaun seconded, **to schedule our next meeting on April 25th, the fourth Thursday of the month.** Motion passed unanimously.

Public Comments Heard

Michael Chiavario thanked us and appreciated the work we're doing. Suggested we meet often after April 25th. Asks is hiring an attorney necessary before working on the goal of interlocal agreement? He's worked on preservation of Chuckanut Ridge for a very long time, and was told long ago that the only way to save Chuckanut Ridge is if the public bought it. Asks can I submit comments in writing.

Bill Geyer, glad we're having this meeting. Handed out copies of letters submitted to all Parks Commissioners, the County Treasurer, and the Canvassing Board, specifying the deficiency of SEPA documents submitted by the City. He contends the deficiencies jeopardize the creation and forward operation of the Commission.

Delaine Clizbe, thanked us for having this meeting, recognized that we're in the organizational process, and asks how will we handle public records requests and public disclosures? She recommends we put it on our agenda and discuss.

John Servais asks if he can speak, despite not signing in. He says the elephant in the room is the interlocal agreement. Accuses us of an 'illegal meeting' by discussing the interlocal agreement. That's what's wrong with this process.

Maggie Hanson, seems like there had to be discussion between us to create the 'motions' and on the motion to create a 'thank you' to the voters. How would you know who to send the thank you to?

Gerry Wilbur thanks to Robyn and Dan for writing the last chapter on Chuckanut Ridge, and as far as the environmental stuff, that's the City's issue to defend. As for the interlocal agreement, it is the only legal way we can interact with the city, to pay back the Greenways endowment loan, It's been clear throughout the campaign.

Michael Lilliquist, has some suggestions. Look into insurance for minor taxing districts. Also, pass a resolution to set a year-long meeting schedule.

Vince Biciunas made a **motion to designate the fourth Thursday of the month to set a meeting date for the year, except for November and December**. John Brown seconded. Motion passed unanimously.

Rochelle Morgan commented on the open ended 'any expenses' being reimbursed. Expenses should be more carefully clarified.

Steve Oliver, our Treasurer, on discussions on legal counsel, we have many local attorneys who understand how a small district operates, possibly two separate attorneys. District is not required to have a bank account. We can use some accounts that the Treasurer controls, or we could set up a petty cash account. Encourages us to reach out to the State Auditor's Office as a wealth of valuable information. Regarding public disclosure, it's certainly an important issue. The public's business is the public's business. When in doubt, err on the side of disclosure and transparency.

Next meeting's agenda will be by request, and follow-up to tonight's motions, suggested by clerk.

Motion to adjourn, by Vince Biciunas, seconded by Sue Kaun, passed unanimously.

Meeting Adjourned at 8:00 PM.