

RECORD OF PROCEEDING OF  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
APPROVED MEETING MINUTES

Regular Meeting

Thursday, December 12, 2013

Held at: Fairhaven Branch, Bellingham Public Library  
1117 12<sup>th</sup> St, Bellingham, WA  
In the Fireplace Room  
7:00 to 9:00 PM

Our Mailing Address: CCFPD, PO Box 4283, Bellingham, WA 98227

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

John Hymas	<a href="mailto:hymas@fidalgo.net">hymas@fidalgo.net</a>
Vince Biciunas	<a href="mailto:vbici.ccfpd@gmail.com">vbici.ccfpd@gmail.com</a>
Cathy McKenzie	<a href="mailto:cmckenz.ccfpd@gmail.com">cmckenz.ccfpd@gmail.com</a>
Sue Kaun	<a href="mailto:skaun.ccfpd@gmail.com">skaun.ccfpd@gmail.com</a>
John Brown	<a href="mailto:jbrown.ccfpd@gmail.com">jbrown.ccfpd@gmail.com</a>

**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** The meeting was called to order by President John Hymas at 7 pm.

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.

**Roll Call:**

John Hymas, President  
John Brown  
Vince Biciunas, Clerk  
Cathy McKenzie  
Susan Kaun

**All Present**

**Motion** was made to approve the agenda for today's meeting. Sue Kaun moved and John Brown seconded to approve the agenda. Discussion included amendment to add motion to authorize the clerk to take care of Auditor and

Assessor end-of-year requirements. Voted to approve tonight's agenda, with amendment, unanimously.

**Introductions of those Present:** Todd Ellsworth, Christopher Grannis, Gene Hoerauf, Simi Jain and a few others.

**Public Comments Heard** (3 minutes)

**Todd Ellsworth** spoke to introduce himself and his organization, Recreation Northwest, and the race, Bellingham Traverse, for the purpose of collaborating with us to become stewards of the Chuckanut Community Forest. He has also communicated this desire with Parks and Recreation Director James King. He congratulated us on our efforts to preserve the forest and offered to help with winter cleanup and other tasks.

**Magnus Collander** spoke asking who is taking care of the trails? He offered to help with maintenance of trails and help take care of the woods.

**Christopher Grannis** said South Neighborhood is an official "Park Steward" and has assisted in trash removal and camp clean-ups. He is happy to hear people are willing to help. Said the Parks Master Plan will be put in place to define functions. This has been an epic journey to preserve this pristine and incredible asset to the city of perched wetlands. Thanks commissioners for 'carrying the ball' this last year.

**Gene Hoerauf** lives in the area and has a trails map that he'd be willing to share with trails and maintenance people. Christopher encouraged Gene to get involved with the Master Plan process once it starts.

**Public Comments Concluded.**

**Motion** to approve minutes from November 14<sup>th</sup> made by Sue Kaun and seconded by John Brown. Minutes approved, unanimously.

**Motion** made by John Brown and seconded by John Hymas to edit our June 27, 2013 Approved Minutes to include the text of our Public Hearing topic. Discussion. Clerk discussed that the Agenda had the full text but did not include it in the Minutes. Approved unanimously.

**Motion** made by Sue Kaun and seconded by John Brown to reaffirm the announcement of a Special Meeting and Public Hearing on Monday, December 16, 2013, at 7:00 PM in City Council chambers. The Public Hearing will be in conjunction with the City of Bellingham's City Council's Public Hearing on the same subject. The text of the City's announcement reads "The proposed sale by the City of Bellingham of a Conservation Easement for the Chuckanut Community Forest (also known as Chuckanut Ridge, Fairhaven Highlands, and Hundred Acre

Wood) to the Chuckanut Community Forest Park District. The Conservation Easement and related Interlocal Agreement are available for review at <http://www.cob.org/cob/Pubnot.nsf/Public%20Notices?OpenForm>.”

Exact wording of our District’s notice to be provided by legal counsel and re-sent to the public before 24 hours of this meeting. Discussion: we’ve already posted the City’s notice, and ours will add that we might take action. Approved unanimously.

**Motion** made by Sue Kaun and seconded by Cathy McKenzie, to issue an Agenda for the Special Meeting. Discussion. Our agenda will be prepared by legal counsel. Simi Jain provided a description of the procedural rules and process for the two bodies, City Council and CCFPD, meeting that evening. Bob Carmichael will speak for us in making a presentation. Motion on Issuing an Agenda approved unanimously.

**Motion** made by Vince Biciunas and seconded by John Brown to suspend Board Policy on Procedure for Public Hearings, so that City Council President would be allowed to conduct the Public Hearing on behalf of our District on December 16, 2013, instead of our President. Discussion. Approved unanimously.

**Discussion** of the Interlocal Agreement and Conservation Easement agreed to by the negotiators with the City of Bellingham, while we await the public’s comments.

Sue Kaun stated that John Brown and Cathy McKenzie, along with our attorneys, did a wonderful job of representing our district and followed the will of the citizens of the south side, carrying forward what we wanted the documents to contain. Is very impressed with how they turned out. With thanks.

Vince Biciunas agreed that the published documents are pretty close to everything we ever wanted, with thanks to all of the negotiators. Documents are available on both the District’s and City’s web pages.

Simi Jain commented that her colleague Tim Potts ran the numbers analysis and confirmed that with this agreement, the District will be able to pay off the inter-fund loan within ten years with the twenty-eight cent levy, barring unforeseen extraordinary events.

Cathy McKenzie stated that the allowed uses suggested in the agreements will depend on the Master Planning process. Uses are examples, only. Master Planning has to happen within the ten years of our tenure, as a condition of dissolving the District.

Vince Biciunas reviewed the web page hits to our pages. All of the graphs show 169 unique visitors. She also showed there are 99 discrete emails that go out when emails are addressed “Dear Friends of CCFPD” including neighborhood

associations, the press, the City, and people who have come to meetings or shown interest.

Cathy McKenzie asked if the web page has a reciprocating function for people to get added to the email notifications. No, not yet. Sue Kaun asked if people can add comments. Cathy reminded that we aren't able to respond so it's better for just our email addresses to be posted for direct communications. We do have a Donate page with our District's PO Box for donations toward inter fund loan repayment aside from the tax levy.

**Motion** made by Sue Kaun and seconded by John Brown to accept the letter written in response to Mr. Geyer. Discussion. Letter accepted with one typo correction. Approved unanimously.

**Motion** made by Sue Kaun and seconded by John Brown to authorize the Clerk to sign and submit to the Whatcom County Assessor's office the Request for Levy Affidavit before our next meeting. Discussion. Approved unanimously.

**Discuss:** Community Outreach and Communications. John Brown confirmed that all of our documents are posted on our website. Vince Biciunas asked if there is anything we can or want to say to our public. Sue Kaun suggested we wait until the documents are signed. John Brown suggested a press release in January. Notifications to the public have already been distributed. A huge milestone has been reached. Sue Kaun suggested a general mailing-bulk mail to our levy citizens, reaching those who don't go to web sites or read the newspaper. John Hymas suggested a joint letter to The Bellingham Herald. Vince Biciunas reminded that we'd need to amend the budget if we plan to spend any monies. Kathy McKenzie suggested there are other ways to get to people who are interested, such as leading hikes, neighborhood newsletters. This item will be further discussed at the January, 2014 meeting.

**Discuss:** The City's naming of parks policy. Cathy McKenzie handed out copies of the parks policy, PAR 01.00.01. Process is that the Parks and Recreation Advisory Board makes the first recommendation. City Council makes the final decision. It's not the mission of the CCFPD to do this, and it could be a part of the master planning process, but it's something to think about. John Hymas suggested we attend the Parks Board meetings in the new year.

**Motion:** To authorize the purchase of Director's and Officer's and General Liability Insurance, as well as Bonding. Sue Kaun moved and John Brown seconded. Discussion. John Brown reported on his discussions with insurance agents Marty Stauffer of Oltman Insurance and Nancy Lovett of Rice Insurance.

Ms Lovett gave a bid for one million dollars coverage with a \$5,000 deductible for \$2362 per year for Directors and Officers and General Liability.

Mr Stouffer gave a comparable bid of one million dollars coverage with a \$1,000 deductible, at \$1,622 for the same.

John Brown recommends we go with the lower bid by Marty Stauffer, Oltman Insurance, Philadelphia, pending review by our legal counsel.

Bonding issue not resolved yet. We are spending public money, therefore we need the bonding.

Sue Kaun agrees with John Brown going with Marty Stauffer's policy. John Hymas says we should be prepared to sign off on it, pending legal review. Cathy McKenzie would also like legal review. Vince Biciunas confirms our budget allows for this expenditure, per this quote. Motion passes unanimously.

**Clerk's Report:**

Reporting: State Auditor's: We have all received an invitation to attend a workshop in March on how to submit our financial statement to the State of Washington, Auditor's Office. Vince Biciunas will attend and submit the reports. PDC: We will all be responsible for filing F-1 forms to the PDC as elected officials, in January, 2014.

Treasurer's Report: Cash balance in our account as of December 3, 2013 is \$61,240.62.

Our next regular meeting will be January 23, 2014, 7 PM in the Fireplace Room of the Bellingham Public Library, Fairhaven Branch. The fourth Thursday of the month has been reserved for us, from January through October, 2014.

**Motion** made by Sue Kaun and seconded by Cathy McKenzie to approve the Consent Agenda, payment of Voucher in the amount of \$12,976.78, with \$12,767.49 to Zender Thurston, \$205.00 to Highwaters Media, and \$4.29 to Vince Biciunas for expenses. Discussion. Approved unanimously.

No further business.

**Meeting Adjourned at 8:17 PM.**