

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

Regular Meeting

Thursday, January 23, 2014

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: 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.

**Called 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:**

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

**All Present**

**Motion** was made by Susan Kaun and seconded by John Brown to approve the agenda. The agenda was approved unanimously.

**Introductions:** Besides the Commissioners, Simi Jain, Legal Counsel and Geoff Middaugh, Chair of the City's Parks and Recreation Board, were in attendance.

**Public Comments Heard** (3 minutes)

Geoff Middaugh spoke inviting us to attend, or send a representative, to the regular Parks Board meetings held on the 2<sup>nd</sup> Wednesday of the month from 7:00 to 9:00 AM. He reiterated that Bill Hasenjaeger remains our official liaison from their board to ours. He hoped we would have a good working relationship going forward, that the Chuckanut Community Forest master planning process will be looked at in the context of the whole city, and that the PRO Plan going forward will reflect Level of Service (LOS) metrics, keeping intact an urban forest canopy and all of our participation. As a forester, he hopes we plan for 'the fire next time' in a literal and figurative sense. He hopes we will support the next Greenways levy.

**Public Comments Concluded.**

**Motion** to approve minutes from December 12<sup>th</sup>, 2013 made by Cathy McKenzie and seconded by John Brown. Minutes approved as written, unanimously.

**Motion** to approve minutes from December 16<sup>th</sup>, 2013, Special Meeting and Public Hearing, in conjunction with Bellingham City Council, made by John Brown and seconded by Cathy McKenzie. Minutes approved as written, unanimously.

**Motion** to conduct our selection of President and Clerk for the year 2014 as per Page 2, Part 3 – 1 of our Policy and Procedure Manual: "**Officers.** During the Regular meeting of January of each year, the Board shall select a President and a Clerk to act for the subsequent 12 months. The newly elected officials shall be seated at the regular meeting of February and shall serve for twelve months." Discussion. Vote to conduct selection of officers. Motion made by Sue Kaun and seconded by Cathy McKenzie. Approved unanimously.

**Motion** made by Sue Kaun and seconded by Cathy McKenzie to nominate John Hymas for a second term as President. After a short discussion, motion passed 4/0 with one abstention.

**Motion** made by John Hymas and seconded by Cathy McKenzie to nominate Vince Biciunas for a second term as Clerk. After a short discussion, motion passed unanimously.

**Motion** made by Sue Kaun and seconded by Vince Biciunas to ask Simi Jain to draft a letter authorizing and directing our Treasurer, Whatcom County Treasurer Steven Oliver to make the payments as agreed to in our Interlocal Agreement, to City of Bellingham, in conformance with the percentages as per the Agreement. This letter will be signed by Board President John Hymas when ready. Motion passed unanimously.

**Motion** made by Sue Kaun and seconded by Vince Biciunas, authorizing the Clerk to write a brief thank you note as a courteous gesture to City Council, addressed to Council President Cathy Lehman, thanking Council for voting to authorize the Mayor to sign our Interlocal Agreement and Conservation Easement, and allowing us to conduct our Special Meeting and Public Hearing Jointly in Council Chambers. Motion passed 4/1.

**Motion** made by Sue Kaun and seconded by John Brown to open a Safe Deposit Box to hold our original documents. Authorization of \$30.00 to pay for one year rental at Whidbey Island Bank in Fairhaven. Motion passed unanimously.

**Motion** made by Sue Kaun and seconded by John Brown to open a petty cash account at Whidbey Island Bank with a balance of \$3,000.00. This would be for emergency administrative expenditures, expenses that arise because of the nature of our re-payment procedures, when up-front payments are required. Discussion included amount to be held, such as \$1,000.00. Motion passed 4 to 0.

**Discussion:** We have confirmation that we have insurance coverage from the Philadelphia Insurance Company Policy Number PHSD907437, electronic copy sent to all Commissioners. Original copy, when received, could be held in our new safety deposit box.

**Motion** made by Sue Kaun and seconded by John Brown to obtain bonding with flexibility of cost. There is a statutory requirement for us to have official bond, not less than \$50,000.00. Bonding with Oltman Insurance is estimated at \$1250.00 (5 times \$250) for the statutory minimum of \$50k. The \$250/Commissioner rate is for \$50,000 bond. We will be authorizing expenditures in 2014 of an estimated \$423k. Motion passed unanimously. Amended: Legal Counsel will process the bonding applications.

**Motion** made by Sue Kaun and seconded to obtain Criminal Liability insurance as an added protection, in the amount of up to \$250,000.00 coverage, with authorization, that legal counsel apply for said coverage, with flexibility of cost. It would cost us \$500.00 estimated, per year. Discussion. Vote. Motion fails one to four.

**Motion** made by John Brown, seconded by Sue Kaun, to amend our 2013 Budget to cover all spending in 2013, on the line items of Legal Notices where we had an overage of \$192.62 and add the line item Website Services, where we paid \$330.00, unforeseen in our original budget. Motion passed unanimously.

**Motion** to amend our 2014 Budget to cover all potential or unanticipated spending in 2014. Tabled until we know our bonding and other expenses costs.

**Discuss** the City's Parks and Recreation and Open Space Plan (PRO Plan). The Public Hearing is closed but written comments can still be accepted.

- Should we write an official letter to City Council asking that CCFP (Fairhaven Highlands) be upgraded to Priority 1 for the purpose of speedier Master Planning (MP) and so city staff can sooner apply for grants to fund the MP process?
- Should we ask the City to change the references to the park from Fairhaven Highlands to Chuckanut Community Forest Park?
- Should we designate a commissioner to be our liaison with the City's Parks and Re Board?

Geoff Middaugh joined the discussion by invitation, to say that the priority level issue won't affect the grant applications. He did urge us to write to City Council to encourage approval of the PRO Plan.

**Motion** made by Sue Kaun and Vince Biciunas seconded, that Vince Biciunas write a letter before Monday to City Council Parks and Recreation Committee, chaired by Roxanne Murphy, asking for the priority change from 2 to 1 in the Parks and Special Use Sites Projects and Trails Projects sections, and for the property be referred to as Chuckanut Community Forest Park. Include the point that the master planning process needs to be completed within ten years of 2014. Motion passed unanimously.

**Motion** made by Vince Biciunas and seconded by Sue Kaun that John Brown act as our liaison with the City's Parks and Recreation Board, with John Hymas as his second. Mr. Middaugh encouraged us to see the meeting agendas posted on the City's website and attend all monthly meetings. Motion passed unanimously.

**Discuss:** Community outreach and communications with our constituents. Vince Biciunas reported on Copy Sources prices for a post card mailing, should we choose to do that. Total estimated cost including printing, postage, service fee, and buying the mailing list of addresses within our precincts, \$649.00. There was no desire to spend that much at this time.

John Hymas suggested a guest community column in the Bellingham Herald and Whatcom Watch. The letter on our web page is a good starting point, repeat our mission statement, talk about the city-wide master planning process. Work on this group letter or column is deferred to our March 2014 meeting.

**Motion** made by Sue Kaun and seconded by John Hymas, to cancel the February Regular Meeting and posting of our tentative schedule for meetings. Legal notice would need to be made. Clerk announced that she will be absent on February 27<sup>th</sup>. Simi Jain reminded us of our rules in our Policy and Procedure Manual. Announcement needs to be made of the schedule of our Regular Meetings. Motion fails one to four. February meeting will be held as scheduled.

**Clerk's Report:**

Clerk has filed an Annual Officials List with the Public Disclosure Commission (PDC). Copies are available for each commissioner, and on line at the [pdc.wa.org](http://pdc.wa.org)

Reminder to elected officials to file personal financial F1 forms with the PDC before April 15<sup>th</sup>.

Treasurer's Report: Cash Balance in our account, as of December 3, 2013, is \$61,240.62. This is based on our \$100k note and expenses so far. No new financial reports received from Whatcom County Finance Office until today. In January, accounts in Whatcom County are held open until January 20<sup>th</sup>.

Our next Regular Meeting will be Thursday, February 27th, 2014, same time and location. Ten meetings are reserved for 2014, on the fourth Thursday of the month. No meetings are scheduled yet for November or December 2014.

**Consent Agenda:**

**Motion** made by Sue Kaun and seconded by Cathy McKenzie, to approve new Legal Services Invoice # 68725 to Zender Thurston PS in the amount of \$12,298.00 and to Vince Biciunas for Philadelphia Insurance Policy, \$1,622.00. Also, add reimbursement of postage for recent mailings to V. Biciunas of \$2.30. Total amount of Voucher is \$13,922.30. Motion passed unanimously.

Commissioners are asked to sign the Checking Account Authorization form for Whidbey Island Bank.

**Motion** made by Sue Kaun and seconded by Vince Biciunas to approve payment of \$30.00 to Whidbey Island Bank for a Safe Deposit Box. Motion passed unanimously.

No further business.

**Meeting Adjourned at 9:07 PM.**