

## AGENDA-DRAFT

Chuckanut Community Forest Park District (CCFPD)  
PO Box 4283, Bellingham, WA 98227

### Regular Meeting

Thursday January 23, 2014

7:00 to 9:00 PM

Bellingham Public Library, Fairhaven Branch  
1117 12<sup>th</sup> Street, in the Fireplace Room  
Bellingham, WA 98225

Website: [www.chuckanutcommunityforest.com](http://www.chuckanutcommunityforest.com)

**Our Mission: The mission of the Chuckanut Community Forest Park District is to ensure the entirety of the property is protected in public ownership in perpetuity, 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 by John Hymas, President  
Welcome Commissioners and Citizens. Thank you for coming!  
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: Susan Kaun  
John Hymas, President  
John Brown  
Vince Biciunas, Clerk  
Cathy McKenzie

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

Introductions: Those attending who would like to be acknowledged as present, including our legal counsel.

Public Comments: Please limit your remarks to 3 minutes.

Motion: To approve the Minutes of our December 12th, 2013 Regular Meeting.  
Discussion. Vote.

Motion: To approve our December 16th, 2013 Special Meeting and Public Hearing Minutes. Discussion. Vote.

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: Nomination of President. Second. Discussion. Vote.

Motion: Nomination of Clerk. Second. Discussion. Vote.

Discussion: Is there anything we need to do to confirm our agreements signed with the City of Bellingham? Confer with counsel. Should we write a thank you note to Council members?

Discussion: Where shall we keep the original documents now in the Clerk's possession? Should we consider a safety deposit box?

Discussion: We have confirmation that we have insurance coverage from the Philadelphia Insurance Company Policy Number PHSD907437.

Motion: To obtain bonding with flexibility of cost. Discussion. Are we ready to pay for bonding with Oltman Insurance at \$1250.00 (5 times \$250) for the statutory minimum of \$50k or should we go higher? The \$250/person rate is for \$50,000 bond. If we go higher, the cost will be higher as well. We will be authorizing expenditures in 2014 of an estimated \$423k. Vote.

Motion: To obtain Criminal Liability insurance in the amount of up to \$500.00, with authorization, that legal counsel apply for said coverage, with flexibility of cost. Discussion. Vote.

Motion: Should we open a checking account with a local bank for Petty Cash, up to \$2,000 dollars? Discussion. Vote.

Motion: To amend our 2013 Budget to cover all spending in 2013. Discussion. Vote.

Motion: To amend our 2014 Budget to cover all potential or unanticipated spending in 2014. Discussion. Vote.

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 CCFPD (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?

- Should we designate a commissioner to be our liaison with the City's Parks and Re Board?

Discuss: Community outreach and communications with our constituents. Should we prepare a press release? Do we want to convey any other message besides our main page on our website?

Discuss: When shall we begin the search for our 3<sup>rd</sup> Party for our Conservation Easement? Shall we appoint a committee to start the work?

Discuss: Do we want to meet monthly in 2014? Are there any months we can foresee skipping?

Clerk's Report:

Clerk has filed an Annual Officials List with the PDC. Copies are available for each commissioner.

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 to date (1/20/14) from Whatcom County Finance Office.

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.

Consent Agenda:

Motion 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. Discussion. Vote.

Old or New Business.

Adjourn.