

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

Regular Meeting

Thursday, February 27, 2014

Held at: Fairhaven Branch, Bellingham Public Library
1117 12th 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	hymas@fidalgo.net
Vince Biciunas	vbici.ccfpd@gmail.com
Cathy McKenzie	cmckenz.ccfpd@gmail.com
Sue Kaun	skaun.ccfpd@gmail.com
John Brown	jbrown.ccfpd@gmail.com

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:

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

Brown, McKenzie, Kaun & Hymas Present, Biciunas Absent/Excused

Motion was made, seconded and approved by a 4-0 vote (with one absence) to approve tonight's agenda, including two discussed item additions: 1) Board

approval under consent agenda for payment of a bill for the CCFPD website domain and 2) further discussion under new business of the March 1 trail clean-up event mentioned during tonight's Public Comments.

Introductions Made

Those attending who asked to be acknowledged as present:
Christopher Grannis, South Neighborhood Association President and resident,
Bill Hadley, Bellingham Parks and Recreation Advisory Board liaison to the
Chuckanut Community Forest Park District Board of Commissioners,
Bob Carmichael, CCFPD Legal Counsel

Public Comments Heard (3 minutes)

Christopher Grannis reported on the progress of the community effort via Recreation Northwest Executive Director Todd Ellsworth to create a non-profit organization to assist the Bellingham Parks Department in planning and maintaining the public trail system in the Chuckanut Community Forest. Grannis said he met with Ellsworth; Don Hunger, Student Conservation Association Vice President of Government Affairs; and City of Bellingham Greenways Program Coordination Tim Wahl. Grannis also reported that City of Bellingham Parks and Recreation Department Volunteer Director Rae Edwards will coordinate a trail clean-up/windfall debris removal event in the Chuckanut Community Forest on March 1. The event is sponsored by Recreation Northwest.

Bill Hadley, on behalf of his fellow Parks and Recreation Advisory Board member Geoff Middaugh, thanked the CCFPD Commissioners for their consideration in support of the grant for Treekeepers, as noted on tonight's agenda. Hadley also provided an update regarding discussions which occurred during the most recent Parks Board meeting involving Parks and Recreation Director James King and Parks Planner Leslie Bryson. Hadley reported that the Chuckanut Community Forest is considered part of Fairhaven Park and that the master plan for this part of the park is not included in the 2014 PRO Plan (Park, Recreation, and Open space Plan, which occurs every six years). He said in the interim between the 2014 and 2020 PRO Plans there is a mini-plan, envisioned by Parks and Recreation Director James King and Planner Leslie Bryson, through which currently available environmental assessments will be evaluated to help guide the master planning process. Hadley said the mini-plan will focus on trail maintenance, access and clean-up within the Chuckanut Community Forest.

Public Comments Concluded.

Motion was made, seconded, and approved by a 4-0 vote (with one absence) to approve the minutes of the January 23, 2014 Regular Meeting.

Clerk's Report Provided

Commissioner Brown (in Commissioner Biciunas' absence) noted that all arrangements with Whidbey Island Bank have been completed as required for the opening of the CCFPD checking account and safety deposit box. He clarified that he and Commissioners Biciunas and Hymas are the three approved CCFPD check signers who have provided their identification and signature card as required to the bank.

Motion was made, seconded and approved 4-0 (with one absence) to approve a letter of endorsement for the Urban Forest Assessment proposed in the DNR grant submitted by the City of Bellingham. See File: CCFPD_DNR_Grant_20140227.pdf

Next Regular Meeting Noted

Our next Regular Meeting will be Thursday, March 27, 2014, same time and location. Ten meetings are reserved for 2014, on the fourth Thursday of the month, January to October.

Consent Agenda Completed

Motion made, seconded, and approved 4-0 (with one absence) to consent to approval of signing vouchers so the Clerk, upon her return, can obtain three signatures and pay the new Legal Services Invoice #68986 to Zender Thurston PS in the amount of \$5,763.50, and to Clerk Biciunas 8.67 for copy costs, 80.00 for USPS, PO Box rental, and 10.00 for key deposit to Whidbey Island Bank. Total Claims Payment Request is \$5,862.17.

New Business Conducted

- 1. Discussion/action on protocol regarding the cancellation of regular CCFPD Board meetings:** In response to Commissioner Kaun's prior request for clarity regarding the cancellation of regular meetings, CCFPD Legal Counsel Bob Carmichael presented a proposal for Board consideration regarding the cancellation of regular meetings. The full proposal (see attached Memo dated 2/27/14 to the CCFPD Board from Bob Carmichael and Simi Jain RE: Cancellation of Regular Meetings file: CCFPD_Minutes_Memo_20140227.pdf) was distributed to the Board via email, and hard copies were made available at tonight's meeting.

Motion was made, seconded and approved 3-1 (with one absence; Commissioner McKenzie voted No) to amend CCFPD Board Policy 5-1 to allow for one or both of the following processes for cancellation of a regular meeting:

- 1) Cancellation of a regular meeting may occur by majority vote of the Board at a regular meeting or special meeting convened for the purpose of cancelling a future regular meeting followed by notification of cancellation sent via email to the press and public at least 24 hours prior to the cancelled meeting.
- 2) If the Clerk knows in advance that all members of the Board will be absent from a regular meeting, the Clerk may declare the meeting adjourned per 42.30.090 and deliver notice of the adjournment to the other Board members personally, or by mail, fax or email. The notice of adjournment shall state the date, time and place to which the meeting is adjourned, but if this is lacking the adjourned meeting would be the next regular Board meeting. Someone would need to post the notice of adjournment after the time of the adjourned meeting outside the doors of the regular meeting place.

Following the vote, Commissioner Brown requested that Commissioner McKenzie explain her no vote. Commissioner McKenzie said she thinks it is neither necessary nor wise to make it easier for the Commission to cancel regularly scheduled and noticed public meetings, except in the case of an emergency. Legal Counsel Carmichael stated that the proposed Policy 5-1 change was not intended to make it easier to cancel regular meetings but simply to clarify the process by which the Board can cancel a regular meeting as needed.

2. Discussion/information only regarding the March 1, 2014, trail clean-up/debris removal event sponsored by Recreation Northwest:

Christopher Grannis provided details of the all-day event and invited everyone present to attend and RSVP at the Recreation Northwest website, <http://www.recreationnorthwest.org/> . Commissioner Kaun expressed disappointment that the event sponsor had not previously contacted the CCFPD Board in order for the two organizations to proactively collaborate on Chuckanut Community Forest-related communications and activities. Grannis responded that the sponsoring organization is new and its Executive Director is still learning but that he will pass on a request so the CCFPD Board can more effectively inform its constituents of upcoming activities and issues regarding the Chuckanut Community Forest.

3. Discussion/information only regarding the Parks and Recreation Advisory Board report on the mini-plan regarding the Chuckanut Community Forest as part of Fairhaven Park: Tonight's CCFPD Regular Meeting attendees discussed the status of the physical connection between Fairhaven Park and the Chuckanut Community Forest and what may be needed in that area in terms of public access/trails.

4. Information only: Commissioner Brown and Legal Counsel Bob Carmichael respectively provided the following information regarding 1) bonding costs and 2) tax levy funds transfer:

- 1) The actual cost of bonding for CCFPD Commissioners is \$175 per person.
- 2) The CCFPD Board of Commissioners must provide a written letter to the Whatcom County Treasurer requesting that 50% of the CCFPD tax levy receipts be sent directly to the City of Bellingham, per our Interlocal Agreement, in order to initiate the Greenways Endowment Fund loan repayment. See letter dated 2/26/14 attached, File: CCFPD_Levy_Directive_20140227.pdf.

No further business was conducted.

Meeting Adjourned at 8:10 PM.

Minutes prepared by Commissioner Cathy McKenzie.