

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

Regular Meeting

Thursday, April 24, 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:**

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

**All Present**

**Public Comments:** No citizens present or wishing to speak at this time.

**Motion** was made to approve the agenda for today's meeting by Sue Kaun and seconded by John Brown, with the addition of an item of discussion to hire and pay the Clerk for her organizing time. Agenda approved with addition, unanimously.

**Introductions:** Steve Oliver, Whatcom County Treasurer, Bill Hasenjaeger of the Parks and Recreation Advisory Board, Bob Carmichael, our Legal Counsel.

**Overview of our Finances:** Steve Oliver gave us a run-down on our current financial position and obligations, via our monthly reports and an estimated simplified running budget for 2014, suggesting how our payments to the City of Bellingham might be allocated, now that tax levy revenues are being received.

- We are required to pay some amount to the City by July 1, 2014, the exact amount this time at our discretion, and future payments this year will be at 50% of tax collections.
- We are also advised to pay off our Promissory Note, (\$100k) with interest, and to pay the Whatcom County Auditor for our 2013 election expense (\$53,337).
- We need to consider and set aside cash for our operating expenses between large cash infusions on April 30 and October 31. This includes possible and still unknown costs associated with the third party to our Conservation Easement.
- We might consider making an additional payment to the City towards the principal in December, over the 50% mandated, if we see we have excess funds. 'The average citizen would expect the District to repay the loan as fast as possible without jeopardizing the financial stability of the District' per Steve Oliver.
- Our budget estimate of revenues of \$422k should be reduced by about 4% to \$405k, as a more realistic figure of collections this year.
- From the State's perspective, our contract is a loan, so our District records, and the County's records and the City's records all need to be detailed and agree.
- If we do experience a shortfall of cash, we may again take on a Promissory Note.
- Monthly reports were reviewed by Steve Oliver, for our familiarity with them.
- These discussions and questions answered by our Treasurer were most informative for commissioners to consider as we adjust our budget and make our first payments at our May 22<sup>nd</sup> meeting.

**Report:** Parks and Recreation Advisory Board member Bill Hasenjaeger and Commissioner John Brown updated us on their last meeting. Projects recommended by Bill to the Parks and Rec Advisory Board include an ADA accessible connection and boardwalk from Fairhaven Park. Access, trails, 'bike skills park' for teens, and funding are priorities and challenges to solve. We have professionals in the area who are willing to volunteer their services even in the absence of official budgets at City Parks Department. He asks, do we have any budget to help? He recommends we talk publicly about a fund-raising option. John Brown remembered potential maintenance funding offers from Washington Mutual's banker at the time of sale of this property to the City of Bellingham.

**Motion** to approve minutes from March 27<sup>th</sup> made by Cathy McKenzie and seconded by John Brown. Short correction made by Cathy McKenzie. Minutes approved unanimously.

**Report:** John Hymas sent an email to James King asking if City Parks would prepare the Request for Qualifications/Proposals (RFQ/RFP) on our Baseline Study. Discussion. Deferred until we get more information.

**Motion:** To amend our 2014 Budget to include the expense of up to \$10,000 to cover the Baseline Data Report. Sue Kaun made the motion, John Brown seconded. Discussion. Bring forward to the next meeting, in writing, a new 2014 Budget, with some changes since Steve Oliver's suggestions tonight. Deferred budget amendment to May meeting. Motion passed unanimously, to defer to May.

**Motion:** To discuss the hiring of Vince Biciunas as our CCFPD Clerk, made by Sue Kaun and seconded by John Brown. Discussion. The district has to produce the reports to the State Auditor every year. If our Clerk didn't do it, we'd have to hire clerical help.

--Legal advice: we haven't authorized a salary. And if we did, it would have to be for all commissioners. There could be an exception, if the board chooses. Services performed are separate from Commissioner functions, and could be hired out, as staff services, payable as an employee or an independent contractor. We'd have to determine what the actual work is. We'd have to run it past the City to get their approval as well.

--V. Biciunas reported on her hours spent on a typical month, up to five or six hours minimum. She would rather hire a clerical assistant as an independent contractor, than take payment personally. However, hiring might be more work than it's worth.

--C. McKenzie asks to have some work delegated to herself, such as webpage monitoring.

--Motion withdrawn at this time, by Sue Kaun and John Brown.

**Discussion:** What is our procedure for questions to legal counsel asked by Cathy McKenzie. Questions should pass through our appointed legal counsel liaison, John Brown. We have a policy regarding legal advice and board direction in our P&P Manual. Commissioners should call John Hymas, first, as President, or John Brown, as liaison, to request legal advice. We should all be more careful about calling legal counsel. Requests for legal counsel should be fully vetted first.

#### **Clerk's Report:**

Web page status: new Policies and Procedures Manual Amended document has been posted, as well as this meeting's announcement. The RFQ/P announcement is not posted yet but will be soon.

Petty Cash, we have \$3,000.00 wired to our checking account, and checks are ordered. Petty Cash log is started. First check will be to John Brown for \$15.00 we owe him and have receipt for.

Treasury Balance Report, showing \$63,757.63, includes \$28,079.80 in Assessment Receipts.

Motion: to approve payment of today's Warrant for \$1,384.00 to our Attorney's office, Zender Thurston, made by Vince Biciunas, seconded by Cathy McKenzie. Motion passed unanimously.

Our next regular meeting will be Thursday, May 22, 2014, 7 PM, at this same location.

Cathy McKenzie reminded us of the next Recreation Northwest and City Parks work party on May 18<sup>th</sup>. Vince Biciunas said she would update our webpage notification as well as send an email to our entire contact list.

No further business.

**Meeting Adjourned at 9:17 PM.**