

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, October 25, 2017
Fairhaven Branch, Bellingham Public Library
1117 12th St, Bellingham, WA
Fireplace Room 6:00 to 8:00 PM
Mailing Address: PO Box 4283, Bellingham, WA 98227

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: Former president John Hymas called the meeting to order at 6:02 PM.

Roll Call: John Hymas, Susan Kaun, Vince Biciunas (president, excused), John McLaughlin, John Brown (clerk, excused).

Introductions: Those acknowledged included Bob Carmichael, legal counsel, and board secretary Diane Birsner.

Motion: S. Kaun moved to approve the agenda for today's meeting. Vote was 3-0 to approve as amended.

Report: From the State Auditor's Office (SAO). Acting Audit Manager Elizabeth Corcoran, Acting Assistant Audit Manager Scott Hylton, CPA, and Audit Lead Lauren Mason, MAcc. conducted an exit conference regarding CCFPD's 2015-2016 Box Audit. S. Hylton presented the audit highlights, citing the organization of the audit files, the thoroughness of CCFPD's meeting minutes, and the speed at which the auditors' communications were addressed, all of which contributed to an efficient and cost-effective accountability audit. L. Mason focused on the Audit Report Summary and Exit Recommendations. Mason stated the audit found that CCFPD operations complied with all requirements, state laws and regulations, and adequately safeguarded public resources. "This is a very clean audit . . . especially for a first accountability box audit," Mason confirmed. The box audit examined these areas: Open Public Meetings Act requirements, financial condition, general disbursements, and petty cash. With regard to petty cash, the SAO recommended an authorized balance for the petty cash fund, and ensure the fund is replenished on a monthly basis.

Discussion: The board addressed a few points about the audit. S. Kaun asked for clarification of the petty cash monthly replenishment, via the county's voucher system. J. Hymas noted the description of the park district as stated on the audit report does not reflect the district's mission to also provide stewardship and conservation of the parklands. The auditors assured this is a draft report, and that information can be added to the description in the final report.

Report Conclusion: E. Corcoran provided information to enable the board to access audits online. SAO will send a survey that she hopes the board will complete. Corcoran estimated future box audit costs, and stated the next audit will be conducted in 2019, for the years 2017 and 2018. Corcoran again stressed how great everyone was to work with and her appreciation for the collaborative nature of the audit process.

Motion: S. Kaun moved to approve the Sept. 27, 2017 draft meeting minutes. J. Hymas seconded. Vote was 3-0 to approve.

Public Comment: Michael Plummer introduced himself as a landowner adjacent to CCF parklands and a CCF park steward. Plummer said he's been clearing English ivy on his property, including the patches encroaching on park district lands. Plummer expressed an interest in future beaver reintroduction to wetlands. Charlotte Waller asked if dogs running loose in the park might affect beaver reintroduction efforts. Hymas assured her the beavers would defend their territory with ferocity.

Report: From Adam Crispin, a WWU graduate student studying Cascade frogs and the effects of metals on frog development. Crispin would like to use the Red-legged frog as a surrogate species. He would like to collect 3-5 egg masses of the Red-legged frog in the CCF Park, and conduct basic metal toxicity testing on them. He is partnering with WDFW to ensure collection and taking compliance, and seeks CCFPD's and COB Parks' approval. Board members asked for more details of Crispin's study. A motion to approve Crispin's study on CCF property was postponed until next month, pending additional data from Crispin.

Report: From J. McLaughlin and B. Carmichael regarding the October meeting with L. Bryson and A. Marriner on the amendment to CCFPD's conservation easement. McLaughlin reported that a difference in perception exists between Marriner and CCFPD regarding the (current and future) impacts to the parklands. Marriner wasn't convinced that impacts exist. An agreement was made between all parties to visit the site of trail degradation. Marriner and Bryson stated it would be a concern if the illegal trail building that prompted CCFPD's letter to the Parks Department last year hasn't been restored. An ongoing concern expressed by the Commission is whether Parks will act on violations to the conservation easement, and CCFPD is seeking the guarantee of easement enforceability from Parks. McLaughlin reported that Marriner said the city lacks the resources to do what the board is asking. Carmichael concurred with McLaughlin's assessment, adding that the positive that came from the meeting is the willingness of all parties to make a site visit to compare their different perspectives on the extent of the issues of concern. Carmichael reminded the board that any amendment to the conservation easement will live out in perpetuity, and therefore the board needs to ensure it's completed to the board's satisfaction. The first thing, Carmichael added, is for all parties to agree on what's currently out there. The next step would be for Carmichael to draft an amendment that will protect the park district while

addressing the needs of bicycle users, since Marriner has stated he will not make changes to his drafted amendment, which is unacceptable to the Board.

Motion: S. Kaun moved to direct B. Carmichael to begin drafting an acceptable legal amendment to the conservation agreement. J. Hymas seconded. Vote was 3-0 to approve.

Discussion: J. McLaughlin stated that the class project for this quarter's ecology students will involve trail planning and design for CCF parklands. C. Waller, Education Director for Whatcom Mountain Bike Coalition, asked if her students could partner with McLaughlin's WWU students. McLaughlin assured Waller that such a partnership would make the project even better. M. Plummer expressed concern that trails built in the CCF park will not be the "wide roads" as seen in other city parks. McLaughlin assured Plummer that those types of trails would be discouraged.

Report: J. Hymas and M. Chiavario reported that the October 2017 COB Park Advisory Board meeting contained no information pertaining to CCFPD.

Report: D. Birsner reported that the legal defense costs to date are as follows:

2015: \$41,108.50

2016: \$40,915.15

2017: \$16,163.36

Total costs to date: \$98,187.01

Monthly expenses and cash flow sheets: Submitted by D. Birsner.

Treasurer's Report: As per the September 30, 2017, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance was \$155,446.59, ending unencumbered cash balance was \$159,963.47.

Petty Cash: Heritage Bank account balance as of 09/30/2017: \$2,920.62.

Report: D. Birsner reviewed the 2017 budget, year to date. B. Carmichael directed Birsner to prepare the 2018 budget for the Nov. 15 meeting, and add to the November meeting agenda approval of the 2018 Tax Levy Resolution.

Motion: S. Kaun moved to schedule a public hearing for the 2018 budget at the November 15, 2017 meeting, and to advertise it on the website. J. McLaughlin seconded. Vote was 3-0 to approve.

Next meeting: Wed. Nov. 15, 2017, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: S. Kaun moved to approve the District Payroll Input Form, wages for Diane Birsner, 21.75 hours in September 2017, total gross of \$543.75. J. McLaughlin seconded. Vote was 3-0 to approve.

Consent Agenda: J. Hymas moved to approve the following payments. S. Kaun seconded. Vote was 3-0 to approve.

Payment on the Sept 15, 2017 Invoice #81257 from Carmichael Clark PS for \$1,659.50 for general counsel services.

Payment on the Sept 15, 2017 Invoice #81258 from Carmichael Clark PS for \$1,638.00 for legal defense.

Payment on the Oct 11, 2017 Invoice #L122249 from State Auditor's Office for \$2,141.30 for Audit #50305, Audit Period 2015-2016.

Payment on the Oct 4, 2017 Invoice #26946 from Whatcom County Administrative Services for \$30.00 for Q-3 payroll services.

Payment to E. Diane Birsner for \$67.70 for Q-3 mileage.

Report: B. Carmichael reported no update on the *Ferlin et al.* lawsuit.

Motion to Adjourn to Executive Session: The board and legal counsel agreed that adjourning to Executive Session was unnecessary.

Old or New Business. There was no old or new business.

Adjourn. Time: 7:20 PM

APPROVED