

MINUTES—Regular Meeting  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
Wednesday, November 15, 2017  
Fairhaven Branch, Bellingham Public Library  
1117 12<sup>th</sup> 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:** President V. Biciunas called the meeting to order at 6:05 PM.

**Roll Call:** John Hymas, Susan Kaun, John Brown (Clerk), Vince Biciunas (President), John McLaughlin (arrived at 6:10).

**Introductions:** Those acknowledged included Simi Jain, CCFPD legal counsel, Adam Crispin, Michael Chiavario, Michael Plummer, Shu-Ling Sun, Charlotte Waller, and board secretary Diane Birsner.

**Motion:** J. Brown moved to approve today's meeting agenda. S. Kaun seconded. Vote was 4-0 to approve as amended.

**Motion:** J. Hymas moved to approve the Oct. 25, 2017, CCFPD meeting minutes. S. Kaun seconded. Vote was 3-0 to approve, with Biciunas and Brown abstaining.

**Public Hearing on 2018 Tax Levy and Budget Resolutions.** President V. Biciunas opened the public hearing on the 2018 Tax Levy and Budget.

**Public Comment:** Biciunas asked for public comment from the audience and the commissioners regarding the 2018 tax levy and budget. No one responded. Biciunas closed the public hearing.

**Motion:** J. Hymas moved to approve the 2018 Property Tax Levy, Resolution #8. J. Brown seconded. Vote was 5-0 to approve.

**Motion:** S. Kaun moved to approve the 2018 Budget, Resolution #9. J. Hymas seconded. S. Jain recommended raising the legal counsel and legal defense fees to \$20,000 and \$30,000 respectively, pending anticipated 2018 legal expenses. The payments to City will need to be reduced accordingly to balance the budget while maintaining a \$20,000 reserve. The vote was 5-0 to approve the budget as amended.

**Report:** From D. Birsner, on reconciling the 2017 budget.

**Motion:** S. Kaun moved to amend the 2017 budget, raising copy expenses to \$750 and \$300 for mileage. J. McLaughlin seconded. Vote was 5-0 to approve.

**Report:** Adam Crispin, a graduate student at WWU, updated the board about his proposed field study that will involve collecting, in the CCF Park, egg masses from the Northern red-legged frog for the purposes of studying metal toxicity.

**Motion:** J. McLaughlin moved to allow for Adam Crispin to harvest nine egg masses, or 5% of observed egg masses, whichever is smaller. J. Hymas seconded. Vote was 5-0 to approve.

**Report:** J. Hymas reported that the November 2017 Park Advisory Board meeting contained no information directly pertaining to CCFPD. M. Chiavario, CCFPD/City Parks liaison, added that the Park's Greenways Coordinator will now be called something like Planning and Development and Acquisitions Coordinator, and the vacant position is in the process of being filled. Additionally, City Park's proposed 2018 budget does not include additional positions to assist the current Volunteer Coordinator, which could impact the CCF Park.

**Report:** S. Jain reported no news on the conservation easement amendment. The field trip by B. Carmichael and A. Marriner to the CCF park has not yet occurred. S. Jain said she will pass on the Board's instructions to Carmichael to have a draft prepared for the Dec. 13 meeting. J. McLaughlin said he will follow up with Carmichael regarding a park visit.

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

**Treasurer's Report:** J. Brown reported that as of Oct. 31, 2017, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance \$159,963.47, ending unencumbered cash balance was \$332,896.68.

**Petty Cash:** Heritage Bank account balance as of 10/31/2017: \$2,904.18.

**Report:** D. Birsner, legal defense costs are as follows:

2015: \$41,108.50

2016: \$40,915.15

2017: \$16,068.86

Total costs to date: \$98,092.51

**Report:** D. Birsner on State Auditor's recommendation to establish a set amount in Petty Cash account, through a Resolution. Biciunas said the board should not limit the account to a set dollar figure, so until further notice from the State Auditor's office, the board decided to continue to reconcile the Petty Cash account on a quarterly basis. S. Kaun suggested the box audit final report be posted on the district's website. V. Biciunas presented D. Birsner with an appreciation card

from the commissioners for her efforts to ensure the district's first box audit was clean and conducted in an expeditious manner by the state auditors.

**Report:** D. Birsner asked the board if they want her to complete the U.S. Census Bureau's voluntary Survey of Local Gov't Finances. According to the census bureau, it would take from 1.5 to 6.0 employee hours, with a December 19, 2017 deadline to complete. The board decided to forego the survey for 2017.

**Report:** From D. Birsner about reserving space for the district's 2018 meeting dates. The board said it will maintain the current meeting dates and times in 2018. Birsner will contact the library's meeting room coordinator to reserve the room.

**Next meeting:** Wed. Dec.13, 2017, Fairhaven Library, Fireplace Rm., 6:00 PM.

**Motion:** J. Brown moved to approve the District Payroll Input Form, wages for Diane Birsner, 19.0 hours in October 2017, total gross of \$475.00. S. Kaun seconded. Vote was 5-0 to approve.

**Consent Agenda:** J. Brown moved to approve the following payments. J. Hymas seconded. Vote was 5-0 to approve.

Payment on the Oct. 15, 2017 Invoice #81614 to Carmichael Clark PS for \$3,143.00 for general legal services.

Payment on the Oct. 15, 2017 Invoice #81615 to Carmichael Clark PS for \$4,841.50 for legal defense.

Payment to Heritage Bank to replenish Petty Cash fund for \$77.15.

**Comment:** Question from S. Kaun to S. Jain regarding replenishing the petty cash account on a quarterly basis. Jain said that as long as it's a recommendation and not a requirement, quarterly reconciling is fine. Kaun requested it be clarified at the next meeting by conferring with the final audit report.

**Report:** Update from V. Biciunas on the *Ferlin et al.* appeal. The WA State Court of Appeals published their decision on Oct. 30, 2017, ruling in CCFPD's favor. It is unknown if the case will progress to the State Supreme Court. V. Biciunas instructed Birsner to add the Court's opinion to the board's website.

**Motion:** The board did not adjourn to Executive Session.

**Old or New Business.** Michael Plummer, a citizen with property adjacent to CCF, said he'd like to donate sword ferns from his property to the CCF park. The board thanked Plummer, and referred him to the City Parks Department to complete the process. S. Kaun suggested the Board congratulate the newly elected commissioners. These include Frank James, John McLaughlin and Susan Kaun.

**Adjourn.** Time: 7:07 PM.