

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, February 28, 2018
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: At 6:01 PM President Vince Biciunas called the meeting to order.

Roll Call: Susan Kaun, John McLaughlin, Frank James (excused), John Hymas (Clerk), Vince Biciunas.

Introductions: Those acknowledged included Bob Carmichael, legal counsel, Diane Birsner, board secretary, John Brown, John Servais, and Michael Chiavario.

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

Motion: J. Hymas moved to approve the Dec. 13, 2017 meeting minutes. J. McLaughlin seconded. Vote was 3-0 to approve, with one abstaining (Kaun).

Motion: J. Hymas moved to approve the Jan. 24, 2018 meeting minutes. S. Kaun seconded. Vote was 3-0 to approve, with one abstaining (McLaughlin).

Public Comment: J. Servais requested copies of the approved December 13, 2017 and January 24, 2018 meeting minutes. D. Birsner will direct CCFPD's webmaster to post them on our web site tomorrow.

Report: J. Hymas was unable to attend the February 2018 Park Advisory Board meeting. There is currently no PAB liaison for the park district.

Report: Legal counsel B. Carmichael reported on the conservation easement amendment. He requested a viewing of the park property, along with J. McLaughlin and Alan Marriner, to assess current conditions. Carmichael, Hymas, and McLaughlin will coordinate their calendars to walk before the March 28 board meeting.

Update: V. Biciunas is following up on the U.S. Department of Commerce's Census Bureau's request for business financial information. The original survey request (received in Nov 2017) stated participation was voluntary. Yet we have received two past due letters since then, with this latest one sent certified. At our January meeting Vince volunteered to contact the Census Bureau. She reported

she tried to call them but couldn't speak to a live person, so she went online to complete the survey. She will need 2016's financial information from D. Birsner's 2016 state audit file to complete the survey.

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

Treasurer's Report: The Whatcom Co. Treasurer's Monthly Report for Dec 31, 2017: beginning unencumbered cash balance \$187,721.70, and the ending unencumbered cash balance was \$156,807.41. For Jan 31, 2018, the beginning unencumbered cash balance was \$156,807.41, and the ending unencumbered cash balance was \$156,980.22.

Petty Cash: J. Hymas, Clerk. Heritage Bank account balance as of 1/31/18 is \$2,933.40.

Discussion: J. Hymas brought forward the idea of changing banks, from our current institution to another local bank. D. Birsner reminded the board that Heritage Bank is currently charging us \$5.00/month for bank fees. Biciunas voiced her objection to changing banks. J. Hymas agreed to research other southside banks.

Report: D. Birsner. Legal defense costs are as follows:

2015: \$41,108.50

2016: \$40,915.15

2017: \$22,840.36

2018: \$00.00

Total costs to date: \$104,864.01

Report: D. Birsner reviewed the 2017 budget's final reconciliation. The board decided no action is needed at this time to amend the 2018 budget.

Next meeting: Wed. Mar 28, 2018, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: S. Kaun moved to approve the District Payroll Input Form, wages for Diane Birsner, 21.50 hours in January 2018, total gross of \$537.50. J. McLaughlin seconded. Vote was 4-0 to approve.

Consent Agenda: J. McLaughlin moved to approve the following payments. J. Hymas seconded. Vote was 4-0 to approve.

Payment on the Jan. 15, 2018 Invoice # 82389 to Carmichael Clark PS for \$2,987.50 for general legal services.

Payment on the Jan. 15, 2018 Invoice # 82390 to Carmichael Clark PS for \$4,772.00 for legal defense.

Payment on the Feb. 1, 2018 Invoice #04027807904 to Oltman Insurance and Financial Services for \$1,673.00 for directors and officers insurance.

Payment on the Feb. 12, 2018 Invoice #LSM0613895 to Oltman Insurance and Financial Services for \$875.00 for public official name schedule bond.

Report: B. Carmichael reported no news about the *Ferlin et al.* lawsuit.

Motion: B. Carmichael didn't think the board needs to move to Executive Session.

Adjourn. Time was 6:28 PM.

APPROVED