

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, April 25, 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 5:59 PM President V. Biciunas called the meeting to order.

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

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

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

Motion: S. Kaun moved to approve the Mar. 28, 2018 meeting minutes. J. Hymas seconded. Vote was 4-0 to approve as corrected.

Public Comment: There were no public comments.

Report: On the April 2018 Park Advisory Board meeting. J. Hymas had no report on the Park Advisory Board meeting. V. Biciunas said she received a phone call from John Blethen, who did attend the meeting. Blethen said the parks department discussed adding bollards or way-finding signs to the CCF trails. Biciunas asked the board and legal for their comments. The board agreed that something should be erected to block off trails that shouldn't be trails, and that way-finding signs would be helpful, too. Biciunas also mentioned that she recently walked the trails and found the new trail leading from the Recreation Northwest bridge at the end of Fairhaven Park looked complete.

Report: B. Carmichael reported that he's not heard from A. Marriner's office or the parks department about any discussion they had on the conservation easement amendment's progress.

Added Agenda Items:

Web site updates: 1) update commissioners and contact person on the Contact page; 2) add the Supreme Court decision to the home page; remove 2017's meeting dates.

June 2, 2018 Chuckanut Community Forest Park Celebration: To be held at the Chuckanut Center. Details forthcoming prior to our May 23 meeting. A poster is being finalized now. A press release will be created and posted on our web site.

Motion: S. Kaun moved to direct V. Biciunas to prepare a draft press release for the upcoming celebration, and for S. Kaun to finalize the PSA and the commissioners to vet and legal to approve. J. Hymas seconded the motion. Vote was 4-0 to approve.

Summer board meetings: V. Biciunas suggested the board skip the June and July 2018 meetings, and opened this for discussion with the commissioners. Biciunas said that the Whatcom Land Trust is not available to meet in the next few months. Carmichael added that the conservation easement amendment might need to be discussed at some point during the summer, although he will attempt to contact Marriner before the May meeting. Biciunas directed the commissioners to review their respective summer schedules in preparation for making a decision at the May meeting.

Monthly expenses and cash flow sheets: Submitted by D. Birsner, Secretary and J. Hymas, Clerk.

Treasurer's Report: The Whatcom Co. Treasurer's Monthly Report for Mar. 31, 2018, beginning unencumbered cash balance was \$142,647.31, ending unencumbered cash balance was \$159,140.32.

Donations: Donations received in March 2018 included \$200.00 from John Blethen, and \$100.00 from Stephen and Jean Carmean.

Petty Cash: Heritage Bank account balance as of 03/31/18 is \$2,735.93.

Update: J. Hymas reported on changing from Heritage Bank to Whatcom Educational Credit Union (WECU) in lieu of Heritage Bank moving out of Fairhaven in June 2018. Hymas spoke with a WECU representative, and was told that a \$1500 minimum balance will waive the \$7.00 monthly bank fee. Documents required to set up an account include a letter of municipality, business license, EIN number, signatories, and a public funds letter.

Motion: S. Kaun moved to move our Heritage Bank account and safe deposit box to WECU. F. James seconded. Vote was 4-0 to approve.

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

2015: \$41,108.50

2016: \$40,915.15

2017: \$22,840.36

2018: \$6,186.00

Total costs to date: \$111,050.01

Next meeting: Wed. May 23, 2018, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: S. Kaun moved to approve the District Payroll Input Form, wages for Diane Birsner, 15.25 hours in March 2018, total gross of \$381.25. F. James seconded. Vote was 4-0 to approve.

Consent Agenda: S. Kaun moved to approve the following payments. F. James seconded. Vote was 4-0 to approve.

Payment on the Mar. 15, 2018 Invoice # 83109 to Carmichael Clark PS for \$393.00 for general legal services.

Payment on the Mar. 15, 2018 Invoice #83110 to Carmichael Clark PS for \$361.00 for legal defense.

Payment on the Mar. 31, 2018 Invoice #27707 to Whatcom County Administrative Services for \$30.00 for Q-1 payroll services.

Payment to E. Diane Birsner for \$61.97 for Q-1 mileage.

Adjourn. Time: 6:35 PM.

APPROVED