

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, October 24, 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 6:02 PM President V. Biciunas called the meeting to order.

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

Introductions: Michael Plummer was guest.

Motion: J. Hymas moved to approve today's meeting agenda. J. McLaughlin seconded. Vote was 3-0 to approve as amended.

Motion: J. McLaughlin moved to approve the September 26, 2018 meeting minutes. J. Hymas seconded. Vote was 3-0 to approve.

Public Comment: M. Plummer commented on recent violations to the CCF park, specifically new bike trails, moving brushwork and signage that the parks department placed to block access to trails, and an active homeless camp. Plummer said he will meet with April Barker next month to discuss solutions for the homeless unsheltered issue. Biciunas recommended that he also contact the parks department or the police each time he cleans up the campsite, for documentation purposes. Biciunas thanked Plummer for bringing these violations to the board's attention. The board agreed to follow up with the violations.

Report: J. Hymas reported that the October 2018 Parks Advisory Board meeting didn't include anything that pertained to the CCF.

Update: On the proposed draft document for the transfer of the conservation easement. Commissioner F. James had emailed the board with the suggestion to look into partnering with WWU to be the receiving entity for the easement, much in the way that Western manages the Arboretum. Carmichael said that Western wouldn't qualify to receive the easement, since it's not a conservation organization. Biciunas said that the board doesn't have enough information at the moment to generate a discussion, so the topic was tabled until the November meeting.

Report: V. Biciunas, re: Todd Elsworth's Oct 18, 2018 email on proposed directional signage for Fairhaven Park. Recreation Northwest and the parks

department are working to create access point signs and signs within the trail system. J. McLaughlin said that such signs within the park would be helpful; however his concern echoes F. James' comment, that Elsworth appears to lump the CCF park with Fairhaven Park. McLaughlin's concern is that the signs would not designate where Fairhaven Park ends and Chuckanut Community Forest begins. Biciunas asked if lumping the two parks is objectionable to the board. J. Hymas said that until a park Master Plan is completed, CCF should remain separate in name. McLaughlin commented that the CCF should remain separate from Fairhaven Park, as the public voted. Biciunas concurred. B. Carmichael added that there's a historical difference between Fairhaven Park and the CCF Park, and the two parks are managed differently; therefore any signage should reflect that.

Motion: J. Hymas moved to direct President V. Biciunas to reply to T. Elsworth, cc'ing Leslie Bryson, supporting Elsworth's proposed directional signage—but that the signs must reflect the two parks as separate (Fairhaven Park and Chuckanut Community Forest), at least until the Master Plan is complete. J. McLaughlin seconded. Vote was 3-0 to approve.

Update: V. Biciunas invited Stephen Oliver and Brian Henshaw to present a comprehensive financial update of CCFPD's loan balance at an early 2019 CCFPD meeting, and that Henshaw's email replied with an "out of office" notice. B. Carmichael said he heard that Henshaw is no longer with the City of Bellingham. Biciunas will resend the email to the Finance Department.

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 September 2018, beginning unencumbered cash balance was \$156,559.30, and ending unencumbered cash balance was \$159,169.09.

Petty Cash: J. Hymas. WECU'S balance as of 09/30/18 was \$1000.66 in savings and \$1586.39 in checking.

Report: D. Birsner reported on the 2018 budget, YTD expenditures.

Motion: J. McLaughlin moved to amend the 2018 budget to reflect the \$186 expenditure for state audit expenses. J. Hymas seconded. Vote was 3-0 to approve.

Report: D. Birsner presented a proposed 2019 budget. The board suggested some changes to the budget.

Motion: J. Hymas moved to accept the proposed 2019 budget as amended, as a draft, the final budget to be approved at the Nov 14 meeting after the public hearing. J. McLaughlin seconded. Vote was 3-0 to approve.

Update: J. Hymas and D. Birsner reported that the 2018 Secretary of State's annual nonprofit corporation report has been corrected.

Next meeting: Wed. Nov 14, 2018, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: J. McLaughlin moved to approve the District Payroll Input Form, wages for Diane Birsner, 10.25 hours for period ending September 30, 2018, for \$256.25. J. Hymas seconded. Vote was 3-0 to approve.

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

Payment on the September 15, 2018 Invoice # 85088 to Carmichael Clark PS for \$2868.00 for general legal services.

Payment on the Oct. 9, 2018 Invoice #28411 to Whatcom County Administrative Services for \$20.00 for Q-3 payroll services.

Payment to E. Diane Birsner for \$39.57 for Q-3 mileage reimbursement.

Old or New Business.

- Reminder that the Nov. 14 meeting will include a public hearing prior to approving the 2019 budget. Birsner will have the notice of public hearing posted on our website, along with the proposed 2019 budget and tax levy resolution.
- Susan Kaun has resigned as Commissioner as she no longer lives in the district. The board directed Birsner to post a vacancy on our website and to send an email to neighborhood groups and to the Friends of CCFPD. The posting will also include an application for interested persons to complete, which Biciunas and Birsner will create. Applicants will be invited to attend our next meeting(s) for the interview process.

Adjourn. Time: 6:55PM.