

MINUTES—Regular Meeting  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
Wednesday, November 14, 2018  
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:** At 6:05 PM President V. Biciunas called the meeting to order.

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

**Introductions:** Those acknowledged included Simi Jain, legal counsel, board secretary Diane Birsner, and guests John Brown and Michael Chiavario.

**Motion:** F. James moved to approve today's meeting agenda. J. Hymas seconded. Vote was 4-0 to approve.

**Motion:** J. Hymas moved to approve the October 24, 2018 meeting minutes. J. McLaughlin seconded. Vote was 4-0 to approve.

**Public Hearing on the 2019 Tax Levy:** V. Biciunas opened the public hearing for the 2019 Tax Levy at 6:08 PM.

**Public Comment:** There were no public comments. Public hearing was closed at 6:10 PM.

**Motion:** F. James moved to approve the 2019 Tax Levy Resolution #10. J. Hymas seconded. Vote was 4-0 to approve.

**Motion:** F. James moved to authorize the signing of the 2019 Levy Certification. J. McLaughlin seconded. Vote was 4-0 to approve.

**Public Hearing on the 2019 Budget:** V. Biciunas opened the public hearing for the 2019 Budget at 6:12 PM. There were no public comments, so Biciunas closed the public hearing at 6:12 PM.

**Motion:** J. Hymas moved to approve the 2019 Budget Resolution #11. J. McLaughlin seconded. Vote was 4-0 to approve.

**Interviews:** John Brown presented to the board his application for the Position 3 Commissioner vacancy. He had no presentation. The board decided to table any discussion of Brown's candidacy until the December 12 board meeting.

**Report:** J. Hymas reported that the November 2018 Parks Advisory Board meeting did not include topics pertaining directly to the CCF.

**Update:** S. Jain reported on the proposed draft document for the transfer of the conservation easement. From legal's perspective, the transfer is at a standstill. Their understanding is that before continuing with the easement transfer legalities, the city is supposed to remedy the existing violations. J. McLaughlin said he visited the park to look for the violations Michael Plummer had cited, and found no evidence of a camp, although he was looking for a tent. Regarding a new bike trail that Plummer pointed out, McLaughlin did not find new bike jumps; however he did note that the trail, with illegal bike jumps and widening, is as it's existed since 2016. The board agreed it should contact the Parks Dept's new volunteer coordinator, Amy Brown, and schedule a date in early 2019 to show her the violations in the park. Biciunas will write a letter to Ms. Brown, requesting a 2019 date to meet.

**Update:** V. Biciunas, re: Todd Elsworth's Oct 18, 2018 email on proposed directional signage for Fairhaven Park and CCF Park. Biciunas spoke with Elsworth in person. He has no new information, but did understand the board's concerns about differentiating between the CCF and Fairhaven Park. Biciunas will follow up with a letter to Elsworth, outlining their discussion.

**Update:** J. McLaughlin, re: M. Plummer's concerns about recent CCF park violations, reported that he and Plummer will meet after the Thanksgiving holiday to walk the park.

**Update:** V. Biciunas on inviting County Treasurer Stephen Oliver and a representative from the City of Bellingham Finance Department to present at an early 2019 CCFPD meeting. Biciunas has not heard from the county since Legal sent a memo to them. Biciunas will follow up with a phone call to Oliver's office.

**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 October 2018, beginning unencumbered cash balance was \$159,169.09, and ending unencumbered cash balance was \$349,161.30.

**Petty Cash:** J. Hymas. WECU'S balance as of 10/31/18 was: Checking=\$1,571.01; and Savings=\$1,000.66.

**Next meeting:** Wed. Dec 12, 2018, Fairhaven Library, Fireplace Rm., 6:00 PM.

**Update:** D. Birsner, regarding 2019 meeting dates and space. Birsner reported that the 2019 meeting room and dates have been confirmed with the library, and this information has been posted on the website.

**Motion:** F. James moved to approve the District Payroll Input Form, wages for Diane Birsner, 22.75 hours for period ending October 31, 2018, for \$568.75. J. Hymas seconded. Vote was 4-0 to approve.

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

Payment on the October 15, 2018 Invoice # 85398 to Carmichael Clark PS for \$2,352.00 for general legal services.

Payment on the Nov 2, 2018 Invoice #2125 to Highwaters Media, LLC for \$232.50 for website administration services.

Payment to Whatcom Educational Credit Union for \$389.86 for Petty Cash account reimbursement.

**Old or New Business.** J. McLaughlin reported that his WWU students have completed their trail design projects for the CCF. He asked the board the best way to share some selected designs. The board directed McLaughlin to choose three designs, which can then be posted to the CCFPD website prior to the Dec 12 meeting and added to the Dec 12 meeting agenda. F. James suggested that the Parks Department be informed about the student designs in case it wants to incorporate these ideas into their Master Plan. J. McLaughlin said it would also be beneficial to include the process criteria used in the trail designs. McLaughlin added that he'd be interested in obtaining feedback on the designs from the end-users of the proposed trails, including the community-at-large as well as students from the Whatcom Mountain Bike Coalition.

**Adjourn.** Time: 6:51 PM.