

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, December 12, 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 6:03 PM President V. Biciunas called the meeting to order.

Roll Call: Frank James, John Hymas (Clerk), Vince Biciunas (President). John McLaughlin arrived at 6:08PM.

Introductions: Those acknowledged included Simi Jain, legal counsel, Diane Birsner, board secretary, and guests John Brown and Hue Beattie.

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

Motion: J. McLaughlin moved to approve the November 14, 2018 meeting minutes. F. James seconded. Vote was 4-0 to approve as amended.

Report: J. Hymas attended the December 2018 Parks Advisory Board meeting and that nothing pertained to CCF Park.

Update: V. Biciunas and J. McLaughlin on the park violations. Biciunas will write to the new Parks Volunteer Coordinator. McLaughlin said he and Michael Plummer have not coordinated their schedules to walk the park together.

Update: J. McLaughlin submitted his students' trail designs to the board and legal counsel. The board agreed to table discussion of the designs until the January meeting. Biciunas suggested the designs could be posted to the website in the meantime. McLaughlin will send to Birsner an explanation of the project to attach to the designs.

Update: V. Biciunas confirmed that the County Treasurer and City Finance Director will attend the Feb. 27, 2019 CCFPD meeting to discuss the status of CCFPD's loan repayment to the Greenways Fund. According to Biciunas' calculations the park district has repaid one-half of the loan, although she does not have the figure for the amount of interest included. The City and County will provide exact numbers at our February meeting

Interviews: V. Biciunas and commissioners interviewed the Position 3 commissioner candidates, John Brown and Hue Beattie. Each candidate outlined his interests and qualifications. J. Brown chose to withdraw his nomination.

Motion: F. James moved to appoint Hue Beattie as Position 3 Commissioner. J. McLaughlin seconded. Vote was 4-0 to approve Mr. Beattie's appointment.

Announcement: D. Birsner. On Dec. 11, 2018 CCFPD received an anonymous donation of \$1,000. Birsner deposited the check with the county treasurer on Dec. 12. Biciunas will write a thank-you note to the donor.

Item: V. Biciunas. The County Finance Department submitted their 2019 Interlocal Agreement for Payroll Services. Commissioners signed it, and Birsner will return the agreement to the payroll office on Dec 13.

Motion: J. Hymas moved to approve the 2019 Interlocal Agreement for Payroll Services. J. McLaughlin seconded. Vote was 4-0 to approve.

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

Treasurer's Report: The Whatcom Co. Treasurer's Monthly Report for November 2018, beginning unencumbered cash balance was \$349,161.30, and ending unencumbered cash balance was \$201,289.48.

Petty Cash: The November 2018 WECU bank statement was not available for today's meeting.

Next meeting: Wed. Jan. 23, 2019, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: F. James moved to approve the District Payroll Input Form, wages for Diane Birsner, 15.50 hours for period ending November 30, 2018, for \$387.50. J. Hymas seconded. Vote was 4-0 to approve.

Consent Agenda: F. James moved to approve the following payment. J. McLaughlin seconded. Vote was 4-0 to approve.
Payment on the November 15, 2018 Invoice # 85696 to Carmichael Clark PS for \$4867.50 for general legal services.

Old or New Business.

F. James shared his thoughts for potential 2019 goals: 1) signage for the forest, describing its purpose and its rules, could be posted at the common entry points. 2) parking at the trailhead, specifically along Chuckanut Drive, can be dangerous at times and should be made safer. 3) an initiative that details the upcoming trail design process would encourage the city to get involved in this process. 4) trail maintenance and repair should be given priority. Biciunas questioned if the park district can spend any of its money for additional items like signage. S. Jain said that the CCFPD has an obligation to repay the loan, and

added that park management is a City responsibility, but if the City falls short on this obligation the park district can take proactive measures as long as it has the City's permission. It is City property but the park district holds the easement, Jain said, and the easement does allow for the district to abate violations of the easement if the landholder does not. Biciunas reminded the commissioners that Recreation Northwest is working with the City on directional signage and the district should check in with them. The board members agreed that James' signage would be more informational and specific to the park's features and rules. Jain said that CCFPD can initiate signs of this type, but that it should be done in coordination with the city; same with trail abatement. Jain was unclear about how the conservation easement addresses parking, but she will research it and report back at the January meeting. Regarding the right of way on Chuckanut Drive, the easement doesn't touch it, Jain added. McLaughlin commented that late this summer house construction crew vehicles blocked public access to the park. He called the parks department, and the problem was solved. Regarding his students' trail designs, McLaughlin invited the commissioners to add criteria that would benefit the park in future student projects. If we could share these ideas with other user groups such as the Whatcom Mountain Bike Coalition, McLaughlin added, that might expedite the Master Plan development process. Regarding signage, McLaughlin said that anything that connects the forest/park with the community would be valuable. Biciunas suggested the proposed trail designs be posted to the website and the public be invited to view them during the holiday season; also the board could touch base with the City and T. Elsworth about the progress of his directional signs.

Adjourn. Time: 7:06 PM.