

MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, February 27, 2019
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 6:00PM President Frank James called the meeting to order.

Roll Call: V. Biciunas, Hue Beattie, John Hymas (Clerk), Frank James (President), John McLaughlin excused.

Introductions: Those acknowledged included Bob Carmichael (legal counsel), Diane Bisner (secretary), Andy Asbjornsen (City Finance Director), Steven Oliver (Whatcom County Treasurer), Ted Woolf (southside neighbor), Lisa Beaujabis, John Brown, John Blethen.

Motion: V. Biciunas moved to approve today's meeting agenda. J. Hymas seconded. Vote: 4-0 to approve.

Motion: V. Biciunas moved to approve January 23, 2019 meeting minutes. Vote: 4-0 to approve.

Presentation: S. Oliver and A. Asbjornsen, on status of CCFPD loan repayment to COB. Oliver summarized the loan terms, payments hitherto, and submitted a sheet showing Cash Flow, Tax Roll, and Loan Balance over the period from 2014-2018. Estimated figures in these categories were projected beyond 2019 to 2022, when the loan will be retired. Both officials noted that the CCFPD was in solid standing and that the loan might be repaid before 2022. V. Biciunas noted the need for a park Master Plan to proceed ASAP.

Public Comment: There were no public comments.

Report: The February Parks Advisory Board meeting was snowed out. No report from J. Hymas or J. Blethen.

Update: F. James' letter to L. Bryson regarding clarification of CCF name. Progress on this letter will be included in the Agenda of the March CCFPD meeting.

Update: V. Biciunas and J. McLaughlin on the status of park violations. Nothing to report this month.

Discussion: Plans for WWU students' trail designs. F. James advised work sessions with J. McLaughlin and possible public hearing on trail options at board meetings in April or May this year. It was noted that Michael Plummer has recommended several trail plans.

Discussion: Process for hiring new Board Secretary.

Motion: V. Biciunas moved, J. Hymas seconded, a motion to hire a new secretary, and that F. James and J. Hymas will, as hiring committee, facilitate the hiring process. Vote was 4-0 to approve.

Motion: V. Biciunas moved, H. Beattie seconded, a motion that John Brown, previous CCFPD board member, act as interim secretary for the board until the next meeting. Vote was 4-0 to approve.

Motion: J. Hymas moved to compensate Diane Birsner up to 10 hours at current rate to train new secretary. V. Biciunas seconded. Vote was 4-0 to approve.

Reminder: Legal counsel Carmichael recommended that board members undergo training requirements for the Open Public Meetings Act, and be documented as being in compliance with OPMA, and that documents be filed with the Clerk. This reminder is to be on the Agenda for the next CCFPD meeting.

Reminder: F-1 PDC forms are due on April 15, 2019. To be put on Agenda for next CCFPD meeting.

Monthly expenses and cash flow sheets: Submitted by D. Birsner, Secretary, and J. Hymas, Clerk. D. Birsner notes that both Dec. and Jan. reports of Cash Flow and Treasurer's report agree with reports from A. Asbjornsen, Finance Director of COB.

Petty Cash: Heritage Bank account balance as of today, after check to D. Birsner for copies, was \$2918.59.

Treasurer's Report: Whatcom Co. Treasurer's Monthly report for December 2018: beginning unencumbered cash balances was \$201,289.48, and ending unencumbered cash balance was \$166,100.75.

Whatcom Co. Treasurer's Monthly report for January 2019: beginning unencumbered cash balance was \$166,100.75, and ending unencumbered cash balance was \$165,344.27.

Next meeting: **Wed.** March 27, 2019, Fairhaven Library, Fireplace Rm., 6:00 PM.

Motion: V. Biciunas moved to approve District Payroll Input Form, wages for Diane Birsner, 21 hours for period ending January 31, 2019, for \$525.00. J. Hymas seconded. Vote was 4-0 to approve.

Consent Agenda: V. Biciunas moved, and J. Hymas seconded, to approve the following payment on the January 15, 2019 Invoice #86371 to Carmichael Clark PS for \$426.00 for general legal services. Vote was 4-0 to approve.

Old or New Business:

H. Beattie, noting recommendations on the Baseline Report that park lichen and mosses be surveyed, advised that that be done.

D. Birsner reports that the State Auditor's office requires bi-annual, in-depth audit, in view of CCFPD's revenues exceeding a threshold. This is in addition to the annual audit from the state due in May 2019. D. Birsner has delivered hard copies and sent electronic copies to the Auditor's Office in the Bellweather Hotel.

D. Birner notes State Auditor's Office to schedule 2019 box audit. Will contact J. Hymas on 2/28/2019.

F. James will create a way to share, via Google Dropbox, a spreadsheet for CCFPD Friends.

Discussion of improvement of signage throughout the park.

Question of BONDING, through Oltman Insurance. Oltman wishes to have TWO people on CCFPD board to sign checks, and counsel Carmichael recommends that two be so designated. **Motion:** V. Biciunas moves that the President and the Clerk of the CCFPD be the two people designated to sign checks. H. Beattie seconded. Vote was 4-0 to approve.

A big THANK YOU to Diane Birsner for her excellent service as our secretary for the last three years!

Adjourn. Meeting was adjourned at 7:39 PM.