

**AGENDA—Regular Meeting  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
Wednesday, April 24, 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

Official email addresses for Commissioners, where public may send comments (subject to public disclosure):

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**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:** Frank James. Welcome Commissioners and Citizens. Per Chapter 42.30 RCW (Open Public Meetings Act), CCFPD board meetings are open to the public. This meeting is being voice recorded.

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

**Motion:** To approve Agenda for today's meeting. Discussion. Vote.

**Motion:** To approve March 27, 2019, meeting minutes. Discussion. Vote.

**Introductions:** Those who wish to be acknowledged, including legal counsel and secretary.

**Public Comment:** Please limit remarks to 3 minutes.

**Report:** John Hymas, liaison to Park Advisory Board meeting.

**Update:** Any additional update on F. James' letter to L. Bryson re: clarification of CCF name.

**Update:** Progress on possible public hearing at June 26 board meeting regarding WWU students' trail designs. John McLaughlin is working on meeting outline and Vince Biciunas on the press release.

**Update:** Robyn Albro will share spreadsheet for CCFPD Friends on Google Dropbox.

**Reminder:** Counsel recommends that board members meet training requirements for Open Public Meetings Act and be documented as in compliance with OPMA. Documents to be filed with Clerk/Secretary. Certificates to be distributed to Commissioners by Robyn Albro.

**Reminder:** F-1 or F-1A PDC forms were due on April 15, 2019.

**Monthly expenses and cash flow sheets.** Submitted by Robyn Albro for February and March.

**Petty Cash:** WECU Bank account balance as of 3/31/2019 was \$2,814.55.

**Treasurer's Report:** As of March 31, 2019, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance (3/1) \$167,201.48, ending unencumbered cash balance \$190,396.85.

**Next meeting: Wed.** May 22, 2019, Fairhaven Library, **Fireplace Rm.**, 6:00 PM.

**Motion:** To approve District Payroll Input Form, wages for Robyn Albro, 7.25 hours in March 2019, total gross of \$181.25. Vote.

**Consent Agenda: Motion to approve following payments. Discussion. Vote.**

Payment on the March 15, 2019, Invoice #87036 from Carmichael Clark PS for \$2,500.50, for regular professional services.

Payment on the April 18, 2019, Invoice from Diane Birsner for \$75.00 for 3 hours of time training new Secretary. Vendor number: #2353416.

Payment on the March 31, 2019, Invoice 29183 from Whatcom County Administrative Services for \$30.00 for processing payroll for the 1<sup>st</sup> Quarter of 2019.

**Update:** State Auditor's annual audit due in May 2019. State Auditor's office, in scheduling 2019 box audit, was to contact J. Hymas, Clerk, on 2/28/2019.

**New Business.** Review resolution for Records Retention Policy for CCFPD from Bob Carmichael.

**Adjourn.** Time: \_\_\_\_.