

Minutes—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

Our Mission: The mission of the Chuckanut Community Forest Park District is to ensure that 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: President Frank James welcomed 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), Vince Biciunas, Hue Beattie, John Hymas – Excused, John McLaughlin – excused.

Motion: V. Biciunas moved to approve today's meeting agenda. F. James seconded. Vote: 3-0 to approve.

Motion: As there were not 3 commissioners present who were at the March 27, 2019, meeting, approval of the minutes needs to wait until the next board meeting. Vince Biciunas and Hue Beattie did not have any changes to the minutes.

Introductions: Those who wish to be acknowledged: legal counsel Bob Carmichael, John Brown. Robyn Albro, secretary and Seth Fleetwood, former county and city council member and mayoral candidate.

Public Comment: Seth Fleetwood asked if the current levy will be able to pay off the Park District within the 2023 time frame. The commissioners reported that it will probably be paid off early, due to increased building in the district and therefore increased taxes being collected.

Report: John Hymas, liaison to Park Advisory Board meeting. No report.

Update: There was a brief discussion about the CCF name and the city's response recently. Frank James suggested that there needs to be a friendly informal discussion with the city.

Update: Plans for WWU students' trail designs. Tentative scheduling, at CCFPD regular meeting on June 26, of public hearing on trail designs. Greenways committee and L. Bryson to be invited. J. McLaughlin will prepare a meeting outline and V. Biciunas will work on a press release for the meeting. There will be a follow-up at the May meeting.

Update: Robyn Albro, secretary, has taken over setting up drop box so that emails for Friends of CCFPD can be accessible to all the commissioners for sending information out and will have this done before the next meeting.

Update: From February, when D. Birsner noted State Auditor's BI-ANNUAL audit, in addition to annual audit from the state due in May 2019. State Auditor's office, in scheduling 2019 box audit, was to contact J. Hymas, Clerk, on 2/28/2019. New secretary will work with D. Birsner on audit issues.

Reminder: Counsel said it is a legal requirement that board members meet training requirements for Open Public Meetings Act and be documented as in compliance with OPMA. Tracking of the documents is an institutional requirement. Hue Beattie handed in his certificate. F. James and V. Biciunas have handed in their certificates in the past.

Reminder: F-1 PDC forms due on April 15, 2019.

Monthly expenses and cash flow sheets. April Cash Flow and Treasurer's Report were submitted by Robyn Albro.

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.

F. James stated that the fluctuation in the taxes is due to when properties get sold or are late, and the main big bumps in tax revenue come in May 1st and November 1st. Everyone was reminded that whatever CCFPD collects, 90% of that is given to the city in the following month.

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

Motion: V. Biciunas moved, and H. Beattie seconded to approve District Payroll Input Form, wages for Robyn Albro, 7.25 hours in March 2019, total gross of \$181.25. Approved by all.

Consent Agenda: V. Biciunas moved, and H. Beattie seconded, to approve the following payments:

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

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

March 31, 2019, Invoice 29183 from Whatcom County Administrative Services for \$30.00 for processing payroll for the 1st Quarter of 2019.

Approved by all.

Update: Robyn Albro is following up with Diane Birsner on the upcoming state and box audits.

New Business. Review resolution for Records Retention Policy for CCFPD from Bob Carmichael. Discussion was held. It was noted that the laws could change over time, but the chart helps us know in general what needs to be kept. State law requires that we adopt a schedule from one of the Washington State Archives office. We keep all agendas, minutes, resolutions and levies. They're all recorded on our webpage. Discussion was held on potentially giving information, after the 10 years requirement, to the Western archives, which other community organizations have done.

Also discussed archiving of emails and the importance of archiving the emails of people who have terminated their involvement with CCFPD, such as Diane Birsner, Kathy Mackenzie, and John Brown's from the past. V. Biciunas moved and H. Beattie seconded to approve the resolution. Motion approved by all. The Commissioners signed the Resolution and it will be posted on the web page.

New Business: A district payroll form needed to be approved for D. Birsner as part of her ceasing employment and becoming a contract worker. V. Biciunas moved and H. Beattie seconded to approve the resolution. Motion approved by all.

Adjourn. Time: 6:36 PM.