

**MINUTES—Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday, November 13, 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 the public may send comments (which are subject to public disclosure):

John Hymas jhymas1331@gmail.com

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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), Vince Biciunas, John Hymas (Clerk), Hue Beattie and John McLaughlin.

Introductions: Catherine Moore, legal counsel with Carmichael Clark, Kelly Kohnken, Assistant Audit Manager, and Scott Hylton, Audit Lead, with Washington State Auditor's Office. Congratulations to John Brown, newly elected to the board. Congratulations to Hue Beattie and John McLaughlin on their re-election to the board.

Motion: It was moved by Vince Biciunas and seconded by John Hymas to approve today's agenda. Discussion. Motion approved 5/0.

Scott Hylton and Kelly Kohnken, Washington State Auditor's Office: Accountability Audit Report Highlights by Scott Hylton: Very easy audit to take care of. I know Diane Birsner had a big hand in it, but Robyn Albro also gathered everything together and communicated with me while she was on vacation so that the audit was actually done before it was supposed to start. It was for the period January 1, 2017 through December 31, 2018, but also looked at a little bit of stuff for 2019. It was a clean audit and a copy of the report can be seen at [1025086](#). Below is an excerpt from the report:

"This report describes the overall results and conclusions for the areas we examined. In those selected area, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."

Recommended that we replenish petty cash quarterly.

Kelly Kohnken said that they have increased our audit to every three years, instead of every two years. Whenever the Park District dissolves, let them know and an audit will be conducted at that time.

New Mayor Elect, Seth Fleetwood. Welcome by Frank James. Focus of CCFPD is to pay off the Park loan, but also to take care of the Park. Many of us go to the Park every day. There are things that are ongoing that we keep track of, such as bike trails that people build. We can use some of the money that we have collected, per our counsel, for things that the city can't afford to do that preserve the essential land between now and the Masterplan.

An estimation from the Treasurer's Office on how long it will take to pay off the loan was brought up. We won't dissolve until the Masterplan is completed and adopted. It is in our interest to move it along sooner rather than later, because it can take up to a year to do.

Nicole Oliver did tell us last month that there is money for signage, dog stations, dog waste and trash cans. She also said there would also be money for trails.

New trails are popping up and we talked about moving the trails back into a narrower space. There is some additional work that needs to be done on mitigating bike trails. Discussed the problem that the trails right now can be confusing and easier to get lost in some areas. John McLaughlin has had his students do options for trail designs for the Park and there was a public meeting in June about that. There is going to be another go around of trail designs coming up, using criteria which came out of concerns and input at the June meeting. If you look at the website at the minutes of the June meeting, all the variety of comments are there. Multi-function uses that percolate to the top such as bikers, little old ladies and gentlemen using the same space are difficult, especially with young people going at a high rate of speed. People think it is a dog off-leash area which doesn't fit with a wildlife conservation area.

We value ecological preservation very highly. Trying to be creative in the long and short term in how we deal with all the possible problems and uses of the Forest.

We worked with the bicyclists and the city on a possible bike area. To do that, we needed to amend the conservation and inter-local agreements. They were presented to Alan Mariner and the city and those agreements were not agreed to. We are not going down that road any further at this point in time.

Thank you for coming. We are very appreciative of your time and you are welcome anytime.

Seth Fleetwood: Thank you for having me.

Public Comments: Ann and Mark Zacardi: There was a group of 20 two or three-year-old children with teachers running through the area, pulling things up. Glad they were out there, but they were trampling things. It is a delicate balance to take care of things. Appreciate our dedication. We can try to find out who was down there.

Scott Powell: Pet peeve of the week, pet waste bags left on the trail rather than hauled off.
Frank James: We have a plan to get dog waste receptacles in the area which can help with the problem.

Minutes: Moved by V. Biciunas to approve the October 23, 2019 meeting minutes.
Seconded by J. Hymas. Approved 4/0 with abstention by J. McLaughlin.

Public Hearing on the 2020 Tax Levy. Open the hearing for public comment. It was distributed through our email list and copies of Resolution #13 are here for people to look at. Catherine Moore: The Chuckanut Community Forest Park District is funded through property taxes. 28 cents per \$1,000 of assessed value tax on all the property in the funding district that goes to paying the city back for loan that bought the Forest. No increase in the rate since the beginning, but the amount that has come in is increased due to building and infill, so the time estimate to pay it off is lower. Must adopt this once a year legally. No public comments. Vince Biciunas moved to adopt Resolution #13. Seconded by John McLaughlin. John Hymas thinks it is good to keep it at the same rate to keep paying it off. Unanimous approval. This public hearing is closed.

Public Hearing on the 2020 Budget. Open the public hearing on the 2020 Budget, Resolution #14. Have copies if anyone wants one. Discussion of the audit costs. It is in the budget for the next year at \$4,000. But the State Auditor's office has said that it will probably be less. Election fees are estimated to be under \$6,000 for this last election and the budget has \$8,000. There is also extra money at the bottom of the budget. Can amend it next year if things change. Moved by Vince Biciunas to accept the 2020 Budget. Seconded by Hue Beattie. Unanimous approval. Closed hearing on 2020 budget.

Park Advisory Board Report: J. Hymas reported: There will be a new park director sometime next year. I will miss Leslie Bryson because she has been a very excellent park director and has done a great job. Nicole Oliver came to a recent neighborhood meeting and talked about the new park planner, Lane Potter, who has come from Jackson Hole Wyoming. This is the new person that Nicole Oliver talked about at our last meeting. N. Oliver went through the Proplan for 60 minutes, which is the park plan for the next six years and it is going to be excellent.

There is going to be a field trip on December 10th, Tuesday, at 3 PM at Wayside Park, the pump track, they are going to walk around the ASB, Aerated Stabilization Basin.

Old Business

- Dog Waste Bags & Receptacles. F. James: Doug Klunder & his wife have volunteered to refill bags for the potential Viewcrest dog waste station.
- Bicycle Maps with Jumps in Chuckanut Community Forest. F. James: They have agreed to take the jumps out of the future editions and potentially go in and black out them in the current maps.
- Holes dug in Chuckanut Forest, First Federal Bank. F. James: Haven't heard back from First Federal and am probably not going to. Feel we should take this off our list. Will try informally to look into this.

- Mushroom Surveys. V. Biciunas: Have copies of three mushrooms surveys from April 13, 2013, April 11, 2015, April 22, 2017 that were done by the Northwest Mushroom Association members during forays. Just lists, no locations, but within the forest. Vince can keep these for historical records. She will talk to Fred Rhoades to see if he has a current one. Don't know yet how we are going to keep this information. 20 people gather and scatter off the trails to do the surveys. Talked about including the future surveys on iNaturalist and Fred Rhoades is very interested in using that.
- Wildlife and Habitat Surveys. John McLaughlin produced a potential prioritization list and that will be posted on our web page. We will discuss this more next time.
- Carbon Storage. J. McLaughlin: Contacted person who I thought did this who referred me to someone else, who then referred me to someone else. He basically said no to figuring carbon storage. They are working on a couple of other sites and those are only above ground carbon storage. What we want won't work for the existing class structure. Not sure if they want to do it for the future. We could do it in the future in a student project or internship. Ted Wolf is going to look further into the literature and contact the author. V. Biciunas: perhaps a graduate student. J. McLaughlin: Simple, quick way to look at it is not happening.
- Beaver Reintroduction. J. McLaughlin has reports to sort through, postpone for now.

Hue Beattie needed to leave to attend another meeting.

New Business:

Election: Hue Beattie and John McLaughlin were re-elected. John Brown was elected to board to take over Vince Biciunas' seat.

New Trail Designs: John McLaughlin: I have been going through the new trail designs and they look really good.

Monthly expenses and cash flow sheets. Submitted for October by Robyn Albro.

Petty Cash: WECU Bank account balance as of 10/31/2019 was \$2,699.43. Petty Cash will be balanced, and invoice submitted to reimburse at next meeting.

Treasurer's Report: As of October 31, 2019, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance (10/1) \$189,086.56, ending unencumbered cash balance (10/31) \$394,731.97.

Motion: To approve District Payroll Input Form, wages for Robyn Albro, 30.5 hours in October 2019, total gross of \$762.50. Moved to approve by V. Biciunas, seconded by J. Hymas. Approved by all present 4/0.

Consent Agenda: Motion by V. Biciunas, seconded by J. McLaughlin to approve following payments. Approved by all present 4/0.

- Payment on the October 15, 2019, Invoice #89305 from Carmichael Clark PS for \$887.50, for regular professional services.
- Payment on the October 31, 2019, Invoice from Robyn Albro for mileage for October for \$12.30.

Next meeting: Wednesday December 11, 2019, Fairhaven Library, Fireplace Rm. 6 PM.

Adjourn. Time: 7:18 pm