

MINUTES — Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Tuesday, March 31, 2020 at 11:30 AM
Online Meeting Through Zoom
Mailing Address: PO Box 4283, Bellingham, WA 98227

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

John Hymas jhymas1331@gmail.com
Hue Beattie hue.ccfpd@gmail.com

Frank James fjames.ccfpd@gmail.com
John McLaughlin johnm.ccfpd@gmail.com
John G. Brown jbrown.ccfpd@gmail.com

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), Hue Beattie, and John McLaughlin. John Hymas and John G. Brown attempted to attend the meeting, but due to technical difficulties were unable to. As only three board members are needed for a quorum, it was decided to go ahead with the meeting.

Motion: To approve Agenda for today's meeting. Moved to approve by Hue Beattie, seconded by John McLaughlin. Approved 3/0.

Introductions: Bob Carmichael, legal counsel, and Robyn Albro, Secretary, attended the meeting.

No one else attended the meeting.

Old Business: Moved by John McLaughlin to postpone old business to the next in face meeting due to Covid-19 outbreak. Seconded by Hue Beattie. All in favor 3/0.

New Business: Only financial information and transactions are going to be dealt with at this special meeting.

Monthly expenses and cash flow sheets.

Petty Cash: WECU Bank account balance as of 2/29/2020 was \$2,944.85.

Treasurer's Report: As of February 29, 2020, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance (2/01) \$195,229.68, ending unencumbered cash balance (2/29) \$200,471.62.

Moved by John McLaughlin and seconded by Hue Beattie to approve the financial reports. Approved 3/0.

Motion: Moved by Hue Beattie and seconded by John McLaughlin to approve District Payroll Input Form, wages for Robyn Albro, 16.25 hours in February 2020, total gross of \$406.25. All approved 3/0.

Consent Agenda: Moved to approve following payment by Hue Beattie and seconded by John McLaughlin. Approved 3/0.

- Payment on the February 15, 2020, Invoice #90495 from Carmichael Clark PS for \$1,278.00, for regular professional services.

Bill paying resolution: Robyn Albro: The bill paying resolution sent to the Commissioners is still being reviewed by Brad Bennet, Finance Manager. Bob Carmichael: We didn't leave enough turnaround time for them to review it before the meeting. We could have a resolution that would allow for the approval of the payroll at the next meeting, but it must be approved by the county as they are the ones who authorize the payment. We put that in motion, so in the future, that payroll can be paid first and approved by the board second. It still needs to be approved by the board, but we don't have the resolution ready to be voted on as we want to make sure it is acceptable to the county.

Frank James: I take that as your recommendation to hold that in abeyance at this point and if necessary, to have an additional special meeting in the future.

Bob Carmichael recommended that due to the current situation, instead of signing, Robyn Albro can email copies of the Claims Form (for bills) and the Payroll Form to the Commissioners, then they need to email back that they approve the attached bills.

Other Business

Hue Beattie recommends that we try to set up some trail cams in the Chuckanut Community Forest Park District in the future.

Robyn Albro noted to the board that she had increased hours this month due to the details in the last meetings minutes, setting up the online meeting, and assisting with the resolution, but they will go down in April.

Robyn Albro will work with John Brown and John Hymas before the next meeting to make sure they can participate in the next Zoom meeting.

Next meeting: Wednesday April 22nd, 2020, Details to be announced before the meeting.
Adjourn. Time: 11:40 AM.