

**MINUTES — Regular Meeting**  
**CHUCKANUT COMMUNITY FOREST PARK DISTRICT**  
**Wednesday, June 24, 2020 at 6 PM**  
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](mailto: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:** John Brown. 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. Due to the Covid-19 outbreak and the Governor's "Stay At Home" Order, this meeting of the Chuckanut Community Forest Park District will be conducted online on Zoom.

**Roll Call:** John Brown, John McLaughlin, Hue Beattie, and John Hymas (Clerk) are present. Frank James absent.

**Motion:** Moved to approve agenda by John McLaughlin, seconded by John Hymas. Approved by all present 4/0.

**Motion:** As there are not three people present at this meeting, who were at the May 27<sup>th</sup> meeting, delayed the approval of the May 27<sup>th</sup> meeting minutes till when Frank James, John McLaughlin and John Brown are all present.

**Introductions:** Bob Carmichael, legal counsel, Robyn Albro, secretary, Vince Biciunas, and John Blethen.

**Park Advisory Board Meeting Report:** John Hymas, liaison to Park Advisory Board, deferred to John Blethen as he was not at the meeting. John Blethen will make sure that John Hymas is on Darla's email list. There was nothing that related to CCFPD discussed at the meeting. Nicole Oliver was appointed as the new Park Director.

- **Old Business:** Question for counsel from last meeting about naming of the Forest from previous emails. We had been told that the Forest would not be named until the masterplan. Have also been told that the Forest has been incorporated into Fairhaven Park as part of the changing of its status with respect to zoning. Deferred discussion until Frank James is present. John Blethen said he feels naming of the park will be left to the city council. Vince Biciunas said that the Cordata Park has been named after someone who is still alive. Bob Carmichael said that Parks are generally not named after living persons but can be.
- Robyn Albro filed the State annual report with the Washington State Auditor's Office.
- Have received two reimbursements from RLI for the bond for 2019 and 2020, of \$525 each. The money was deposited right away when received.

- Trail design meeting. John McLaughlin sent the design description to R Albro to be posted on the website. Need to pick a date, send out a public notice, and figure out how to get reasonable attendance. Not convinced that we would get that many people to a meeting if we had one, maybe we would. Might be worth postponing, but the clock is ticking. Do we want to delay and have an in-person meeting, or do a remote meeting with Zoom? If we do not have enough people, we could also have another meeting. John Brown proposed we wait to decide at the next board meeting.
- Meeting with the mayor with Frank James and John McLaughlin? Has not happened yet. Will bring up at next meeting.
- Discussion about Resolution 15, about bill paying when the board cannot meet. Per Bob Carmichael, we can deal with this or not deal with this. There is a way to approve payments, with some limitations, with at least three commissioners approving it ahead of time, before a board meeting. That way the bills could be paid without waiting for a meeting. If the board is comfortable with it, could approve it. John Brown would not like to do it, would rather just keep doing it the way we have been doing it. Table this till next meeting, as Frank James was one of the people who might have wanted to move ahead with this.
- John Hymas is wondering what our tax revenue is looking like with the economic downturn. Wondering if this is going to lengthen how long it will take to pay off our loan. Need to talk to Steve Oliver, the treasurer. John Brown suggested that we bring this up at the next meeting.

**New Business:**

- Questions about how to hold our next board meeting, if it can be held in person? Location, how to do social distancing, are board members comfortable attending an in-person meeting, do we want a way for people to attend remotely? As there have been an increase in the number of cases, we will need to stay virtual for now. Bob Carmichael says that we are going to have to stay virtual until we are out of Phase 2. Hue Beattie would like to meet in person, meet outside, wear masks and keep our social distance. Under the governor's order, we are not allowed to have meetings of more than 5 people right now, even outside, per Bob Carmichael.
- Confirmation of John Hymas as the registered agent for filing the corporate annual report with the secretary of state. Robyn Albro can file the annual report on his behalf (she will send him a copy of the report before it is finalized for his approval). John Hymas was set up as the registered agent because we needed an address, and so we used John Hymas' address, as he is the clerk. John Brown made a motion to have John Hymas be the registered agent. Hue Beattie seconded it. All approved 4/0.
- R. Albro will send an email to three board members right after the meeting which they need to respond to confirming that they approved payroll and bills as listed in the consent agenda.
- Robyn Albro will post the trail designs on the website and send an email out to everyone when they are posted.

**Monthly expenses and cash flow sheets.**

**Petty Cash:** WECU Bank account balance as of 5/31/2020 was \$2,720.09.

**Treasurer's Report:** As of May 31, 2020, Whatcom Co. Treasurer's Monthly Report, beginning unencumbered cash balance (5/01) \$367,802.28, ending unencumbered cash balance (5/31) \$314,557.41.

Hue Beattie asked where the \$50,000 went. Listed on the cash flow report per Robyn Albro, we had close to \$111,000 tax receipts come in, \$2,200 in operating expenses, and \$162,000 went out to City of Bellingham as pay off on the loan (per Vince Biciunas, 90% of incoming monies go to pay off the loan).

**Motion:** by John Hymas to approve District Payroll Input Form, wages for Robyn Albro, 18.00 hours in May 2020, total gross of \$450.00. Seconded by Hue Beattie. All approved 4/0.

**Consent Agenda:** Moved by John McLaughlin to approve Consent Agenda, Hue Beattie seconded. All approved 4/0.

- Payment on the May 15, 2020, Invoice #91432 from Carmichael Clark PS for \$2,109.00, for regular professional services.
- Payment to reimburse Petty Cash, CCFPD WECU account, for \$302.99.
- Payment on the June 1<sup>st</sup> Invoice from Robyn Albro for \$22.20 for mileage for May.

**Next meeting:** Wednesday July 22nd, 2020. Meeting will be a zoom meeting.

**Adjourn.** Time: 6:38 pm.

FINAL