

**AGENDA — Regular Meeting
CHUCKANUT COMMUNITY FOREST PARK DISTRICT
Wednesday August 23rd, 2023 at 06:00 PM**

Online Meeting Through Zoom and
In-Person at 1108 11th St, Ste 303, above Fairhaven Bicycle
Mailing Address: PO Box 4283, Bellingham, WA 98227

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

Frank James fjames.ccfpd@gmail.com
John Hymas jhymas1331@gmail.com John McLaughlin johnm.ccfpd@gmail.com
Hue Beattie hue.ccfpd@gmail.com Ed Grumbine egrumbine.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.

This meeting will be recorded. A visual and audio recording of this meeting will be posted on the CCFPD website. If your camera is on during the meeting, your voice, likeness, and surroundings will be publicly available and viewable on the CCFPD website. If you choose to speak with your camera off, or by calling on a telephone, only your voice will be recorded.

Call to order: Welcome Commissioners and Citizens. Per Chapter 42.30 RCW (Open Public Meetings Act), CCFPD board meetings are open to the public. This meeting of the Chuckanut Community Forest Park District will be conducted as a “hybrid” meeting, open to the public in-person at 1108 11th St, Suite 303, and online through Zoom.

Roll Call: Frank James (President), John Hymas (Clerk), John McLaughlin, Hue Beattie, and Ed Grumbine.

Motion: To approve Agenda for today’s meeting. Second, discussion, and vote.

Motion: To approve minutes of the regular meeting on July 26th, 2023. Second, discussion and vote.

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

General Public Comments, three-minute limit.

Park Advisory Board Meeting Report

Old Business

Stewardship of 100 Acre Wood

Reports on any meetings/communications with Nicole Oliver or others about continued stewardship of the 100 Acre Wood.

Press Release re Conservation Easement

Dissolution of CCFPD

- Current status of audit.
- Motion to authorize the closing of the Petty Cash fund and authorize a check to Whatcom County to transfer all the petty cash funds out of the Park District’s WECU account and back into the Park District’s general fund.
- Motion to authorize:
the closing of the CCFPD post office box as of 9/30/2023,
the forwarding of the mail as of the date of dissolution to the City of Bellingham Parks Department at 210 Lottie St, Bellingham, WA 98225, and
for Robyn Albro to take a copy of the motion, that is signed by the President, along with

a mail forwarding form to the Post Office on Magnolia Street where the Post Office Box is located.

- Motion or resolution to authorize the closing of the Safety Deposit Box and the contents to be given to the City of Bellingham Parks Department.
- Discussion re records, what goes to the City and what goes to Washington State Archives, including digital records such as Commissioners and staff emails.

Review updated Budget (as of 7/31/2023)

Other Old Business?

New Business

Party Celebrating 100 Acre Wood

Other New Business?

Monthly expenses and cash flow sheets.

Petty Cash: WECU Bank account balance as of 07/31/2023 was \$2,967.11.

Treasurer’s Report: As of July 31, 2023, Whatcom Co. Treasurer’s Monthly Report, beginning unencumbered cash balance (07/01) \$275,644, ending unencumbered cash balance (07/31) \$191,093. We received tax revenues of \$442 and paid out \$84,994 in operating expenses, which includes the \$75,000 to Whatcom Land Trust.

- **Motion:** To approve District Payroll Input Form, wages for Robyn Albro, 32.25 hours in July 2023, total gross of \$806.25. Second, Discussion, Vote.

Consent Agenda: Motion to approve following payments. Second, discussion and vote.

- Payment for July 15,2023, Invoice #04400 from Carmichael Clark for professional services for \$6,982.50.
- Payment for July 26, 2023, Invoice #311 from Hartnell Ent. for Technical Services for June and July for \$225.00
- Payment for August 10, 2023, Invoice #L156400 from Washington State Auditor’s Office for 2019-2023 Audit for \$2882.25.
- Payment for August 20, 2023, Mileage Invoice from Robyn Albro for June, July and August for \$29.34.
- Payment for July 27, 2023, receipt from Robyn Albro for Secretary of State annual report filing for \$20.00.
- Payment for August 24, 2022, receipt from Robyn Albro for copies and office supplies for \$20.39.

Reminder: Robyn Albro will send an email to three board members right after the meeting, John Hymas, Hue Beattie, and Ed Grumbine. Please respond confirming that you approve the paying of bills as listed in the consent agenda and payroll.

Next regular meeting (last scheduled meeting): Wednesday, September 13, 2023, at 6 PM. This meeting will be held on Zoom as well as in-person at 1108 11th St. Suite 303 above Fairhaven Bicycle. If the door is locked downstairs, a phone number will be posted on the door for you to call and be let in.

Anyone attending the in-person portion of the meeting is required to wear a well-fitting mask per the Commissioners of the Chuckanut Community Forest Park District as voted at their October 26, 2022, meeting.

Adjourn. Time: ____.