

**AGENDA — Regular Meeting  
CHUCKANUT COMMUNITY FOREST PARK DISTRICT  
Wednesday September 13th, 2023 at 06:00 PM**

Online Meeting Through Zoom and  
In-Person at 1108 11<sup>th</sup> 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](mailto:fjames.ccfpd@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.

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 11<sup>th</sup> St, Suite 303, and online through Zoom.

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

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

**Motion:** To approve minutes of the regular meeting on August 23rd, 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**

Letter to City of Bellingham Parks Department from the Commissioners on what they would like to see the Parks Department do for the 100 Acre Wood.

**Press Release re Conservation Easement being passed onto Whatcom Land Trust and completion of Park District’s goals/mandates**

**Dissolution of CCFPD**

- Audit mostly complete. Deena Garza would like to report to the Commissioners on it at the potential September 20<sup>th</sup> meeting or she can just send a report via email.
- Status of closing Safety Deposit Box and WECU Petty Cash checking account.
- Status of closing the PO Box.
- Motion: The Commissioners of the Chuckanut Community Forest Park District move to cancel the following insurance policies, Bond, Business Owners, and Directors and Officers Liability, as of September 22, 2023 and give copies of the insurance policies and insurance certificates to the City of Bellingham to retain.

- Approve Resolution #25 for dissolving the Park District. Robyn will take it to Commissioners after the meeting for signatures.
- Schedule a special meeting for September 20<sup>th</sup> at 6 PM (a Wednesday) to approve Robyn’s payroll up to that date, to approve any bills that have come through since September 13<sup>th</sup>, to approve minutes of September 13<sup>th</sup> and September 20<sup>th</sup>, and to receive a report from Deena Garza of the State Auditor’s Office.
- Discussion of Records Retention – digital files, emails, and paper records. Buying of a travel drive for transferring digital records. Recommendations from Robyn and Luke re records and emails.
- Status of moving the website to the City of Bellingham.

**Party Celebrating 100 Acre Wood**

Set up a meeting for people interested in organizing and helping, set up for after the dissolution of the Park District?

**Other Old Business?**

**New Business**

**Other New Business?**

**Monthly expenses and cash flow sheets.**

**Petty Cash:** WECU Bank account balance as of 08/31/2023 was \$2,967.11.

**Treasurer’s Report:** As of August 31, 2023, Whatcom Co. Treasurer’s Monthly Report, beginning unencumbered cash balance (07/01) \$191,093, ending unencumbered cash balance (07/31) \$181,998. Received tax revenues of \$437 and paid out \$9,531 in operating expenses.

**Motion:** To approve District Payroll Input Form, wages for Robyn Albro, 88.75 hours in August 2023, total gross of \$2,218.75. Second, Discussion, Vote.

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

- Payment for August 15,2023, Invoice #04695 from Carmichael Clark for professional services for \$7,968.50.
- Payment for September 03, 2023, Invoice #312 from Hartnell Ent. for Technical Services for August for \$150.00
- Payment for September 11, 2023, Invoice# 2736 from Highwaters Media for domain renewal, web hosting, and website changes/updates for \$160.00.
- Payment for September 12, 2023, Invoice #\_\_\_\_\_ from Washington State Auditor’s Office for 2019-2023 Audit for \$\_\_\_\_\_ (amounts to be added on 9/12 and amended agenda sent out).

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

**Possible Special Meeting:** Wednesday, September 20, 2023, at 6 PM. This meeting will be held on Zoom as well as in-person at 1108 11<sup>th</sup> 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: \_\_\_\_.