

MEETING MINUTES
WHATCOM COUNTY PARKS AND RECREATION COMMISSION
November 17, 2011
Whatcom County Parks Administration Office
3373 Mt. Baker Highway
Bellingham, WA 98226

Present: Commissioners: Gordon Rogers, Walt Lockwood, Jr., David Wright and Theresa Sygitowicz

Staff: Mike McFarlane, Rod Lamb, Erik Axelson,

Absent: Commissioners: Wendy Setter, and Patricia Lierman

CALL TO ORDER

The meeting was called to order by Commission Chair, Gordon Rogers at 6:39 p.m.

I. AGENDA:

A. October 20, 2011 Agenda Approval.

B. November 17, 2011 Agenda Approval.

A motion was made to approve the agenda by Commissioner Sygitowicz, it was seconded by Commissioner Wright and passed unanimously.

II. MINUTES:

A. September 15, 2011 Meeting Minutes Approval.

B. October 20, 2011 Meeting Minutes Approval.

A motion to approve both sets of minutes was made by Commissioner Wright, seconded by Commissioner Sygitowicz and passed unanimously.

III. PUBLIC INPUT/COMMUNICATIONS

A. None.

IV. DIRECTOR'S REPORT – Mike McFarlane

A. Commission Vacancy: We still have a vacancy in District 3 for the Commission Board. District 3 is everything west of the Guide Meridian and north of Bellingham. If you know of anyone who is interested please let Mike know.

B. Parks Brochure: The Parks brochure was approved to be reprinted in 2012.

C. South Fork Easement: The last shape file was sent to the Department of Natural Resources for the South Fork Park easement located adjoining the south end of the property.

D. Lake Whatcom Reconveyance Update: The County Executive and Council Chair sent a letter in response to the Department of Natural Resources board action to table the Intertrust Agreement. Clarification was needed on the Habitat Conservation Plan activities in the Lake Whatcom Watershed.

- E. Budget Update:** Overall we are doing quite well. Revenues are up and expenditures look good.

Re-appropriation of Funding for Projects: We have 3 projects coming up for re-appropriation approval at this Tuesday's Council meeting. They are the Roeder Home Painting Project, Hovander Dike Trail, and Samish Fishing and Boat Docks.

- F. Approval of a Clerk III:** We did receive approval to hire a Clerk III position in 2012. The Council will be eliminating a .75 FTE maintenance position and the funding for this position will be used for extra-help hours.
- G. Everson Senior Center Contract:** The contract needs to be renewed with the City of Everson.
- H. Plantation Range Lease:** The Range lease assignment was completed and the landlord changed from Fox Glove to Bertch Timber LLC. The lease is extended to 2030 at \$3,000 per year.
- I. Max Higbee Agreement:** Max Higbee has been meeting at the Bellingham Senior Center about a year and a half without an agreement. We are meeting with them on Tuesday to discuss a new agreement.
- J. Rental Reservations for 2012:** We will begin taking reservations this Friday, December 1, 2011 for calendar year 2012. Rates are the same as 2010.
- K. Whatcom Parks and Recreation Foundation:** The Annual Social and Award Ceremony will be held at the Roeder Home Tuesday, December 13, 2011 at 6 p.m. Everyone should have received an invitation.

V. PARK OPERATIONS' REPORT – Erik Axelson

- A. Hovander Re-roofing Project:** The re-roofing project is complete. The contractor, Mount Baker Roofing, did great work.

An inventory of historical items is currently being conducted at Hovander. It will be put in a database same as Semiahmoo so that it is easily searchable.

- B. Tenant Lake Interpretive Center:** The Friends group at Tennant are applying for a Department of Fish and Wildlife Aquatic Lands Enhancement grant and would like to do interpretive signage at Tennant.
- C. Bay Horizon:** The maintenance crew has been working to clean up the grounds.
- D. Birch Bay Beach Access:** Planting enhancement was done reducing encroachment from a neighboring property owner. (Correction to Operations Report: This encroachment was to "Parks" property not to Public Works right-of-way.)

- E. **Nesset Farm:** Representatives of the Lummi Nation and the Whatcom Land Trust met with Rod and Erik to inspect ranges of the Nooksack River adjacent to Nesset Farm where the tribe is in the midst of installing 5 engineered timber structures to enhance fish habitat in the river.
- F. **Jensen Family Forest:** Recent vandals removed a large wooden entry sign. It was retrieved and reinstalled this week. A smaller metal sign detailing forest rules disappeared and will need to be replaced.
- G. **Plantation Rifle Range:** We received word this week from Customs & Border Homeland Security that we are the successful bidder for their Air & Marine unit that's based near the Bellingham Airport. They have agreed to a 5-year contract to do training at the Range.
- H. **Silver Lake Park:** New gates were recently installed to the Black Mountain Forestry Center located across from the main entrance to Silver Lake Park.
- I. **Senior Centers:** Erik met with representatives from the Council on Aging for a scheduled quarterly meeting. Things are moving along well. Similarly, we also met with the Jet Oldsters Board. We developed a plan to make renovations to the interior of the building. The board has agreed to fund the cost of materials and the County staff will install the renovations next month.
- J. **Marketing Initiatives:** Parks is looking to promote the Roeder Home and some of our other locations for events especially, weddings. In addition, the Master Gardeners are interested in additional sites for demonstrations and educational gardens in more populated areas in Bellingham.

Woods Coffee Shop: Met with Wes Herman, CEO for Woods Coffee, to possibly do a Woods Coffee Shop at Semiahmoo Park. Mr. Herman responded that the traffic doesn't warrant a stand-alone shop, but that it would be suitable for a single-owner/operator that could tailor his operation to seasonal variations.

VI. DESIGN AND DEVELOPMENT REPORT – Rod Lamb

- A. **Lighthouse Dock Renovation:** The KPFF Consultant team was selected for the Lighthouse Dock renovation. It should be installed by February 2013.
- B. **Samish Dock Update:** We are putting the final touches on the JARPA application.
- C. **Lily Point Construction Update:** We are in construction. Three hazard trees were taken out.

VII. UNFINISHED BUSINESS

- A. Discussion about winter weather forecast and preparation.

VIII. NEW BUSINESS

- A. Third Quarter Budget Objective Reports 2011-12 and Acquisition Projects was discussed.

- B. It has been proposed that the meeting time be changed to 6:00 p.m. through March 2012.

IX. ANNOUNCEMENTS

- A. Next Meeting: December 15, 2011
Location: Roeder Home
2600 Sunset Drive, Bellingham, WA 98225
Time: 6:00 PM (Please bring a holiday treat to share.)

X. ADJOURNMENT

The meeting was adjourned at 7:30 p.m. by Commission Chair, Gordon Rogers.

Transcribed by: Daisy C. Hansen, WC Clerk III

Approved by: Michael McFarlane, WC Parks Director