

**MEETING MINUTES
WHATCOM COUNTY PARKS & RECREATION COMMISSION
Thursday, November 19, 2015**

**Roeder Home
2600 Sunset Drive
Bellingham, WA**

I. CALL TO ORDER

The meeting was called to order by Paul Woodcock, Chair at 6:13 PM.

II. ROLL CALL

PRESENT:

Commissioners: Paul Woodcock, Janet Boyhan, Jeff Margolis and Vern Yadon

Staff: Rod Lamb and Christ Thomsen

EXCUSED:

Commission: Kenneth Kiesner, Richard Sturgill and Theresa Sygitowicz

III. PUBLIC COMMENTS / COMMUNICATIONS - NONE

IV. COMMISSIONER COMMENTS

The Chair recognized Jeff Margolis. Jeff stated that he would like to go on the record complimenting Park staff on the recent presentation at Bloedel Donovan on the Lake Whatcom/Lookout Mountain Draft Trail Plan. Jeff stated that there were plenty of maps and charts that provided in depth information on the process to date and upcoming plans; that the meeting was well represented by stakeholders, which Jeff felt reflected the efforts by Park staff to identify and include them and that overall the information was well presented.

V. AGENDA

A. NOVEMBER 19, 2015 AGENDA

MOTION: It was moved by Jeff Margolis and seconded by Vern Yadon to approve the October 15, 2015 Agenda as presented. Motion carried.

VI. MINUTES

A. OCTOBER 15, 2015 MINUTES

MOTION: It was moved by Jeff Margolis and seconded by Janet Boyhan to approve the October 15, 2015 Minutes as submitted. Motion carried.

VII. STAFF REPORTS

A. OPERATIONS REPORT – CHRIST THOMSEN

1. Projects

a. **Seasonal Maintenance** – Christ discussed that the recent focus in the parks is winterizing facilities and finishing up projects.

b. **Birch Bay Community Park Building Demolition** – The Washington State Department of Archaeology and Historical Preservation was contacted regarding the pending demolition permit. They indicated that there were no red flags on the application and anticipated issuing the permit next week.

Christ discussed that based on this information the archaeological contractor has been notified, equipment is being staged and the demolition work is scheduled to begin the second week in December.

c. **Lighthouse Marine Park Boardwalk Demo** – The contract has been executed and demolition will begin the week after the Thanksgiving holiday.

As a precaution the service utilities for the boardwalk have been abandoned, reducing the possibility of damaging the existing utilities or being left in an unsafe condition.

d. **Lighthouse Marine Park Dock** – Rod spoke to this. He discussed that a proposed modification design for the wave attenuation design has been received by the engineer.

The design salvaged the aluminum chamber but will require a new structural steel frame that has a different landing system in terms of how it hits on the substrate.

The design has been submitted to the contractor for a cost estimate for the fabrication of the frame. Once the cost estimate has been received a conversation with the dock manufacturer will be initiated to discuss how to move forward from here.

There was discussion regarding the dock location, the original design specifications, permitting restriction and the question of burden of responsibility for additional costs.

In terms of additional costs, Rod discussed that it has not been determined yet who will assume the responsibility, however it is felt that the responsibility may be shared in some fashion by the engineer, the manufacturer and possibly the County.

Jeff Margolis asked to go on the record recommending that in terms of permitting restrictions, the Department of Fish and Wildlife be brought into the conversation to discuss how their permitting restrictions figure into the dock failure.

Rod discussed that speaking to the focus of completion; the manufacturer has contacted the contractor to determine when the design would be complete as they would like to get fabrication started. Rod discussed that this is a good indication that they are interested in a solution.

e. **Hovander House, Drying Shed and Tennant Lake Interpretive Center Roofing Project.** – The work on this project is progressing favorably. The house roof is 80% complete and is aesthetically compatible with the overall house design.

In terms of the bat abatement for the Hovander House, based on a recent Park staff inspection it appears that the contractor is doing an excellent job in sealing up the attic.

The next portion of this project will be the replacement of the Tennant Lake Interpretive Center roof. It is expected to be completed much faster based on the design and size of the facility.

The project is on track to be completed by the end of 2015.

f. Samish Playground – The installation was substantially completed before the end of October which was sooner than expected.

The preparation work was completed by the Park maintenance staff, the vendor and Park maintenance staff completed the installation of the equipment and an additional vendor was used to install the playground surfacing materials.

The project is virtually completed. There are a few minor items that need to be addressed by the vendors and there are new guardrails being installed by Park staff in areas that historically were not there but will provide additional safety around the playground and meet permit requirements.

2. Point-of-Sale – The Park reservation software system contract includes point-of-sale services and will be utilized at the Plantation Rifle Range and Samish Park. Additional sites will be added as the system is ironed out.

An on-site meeting was held with the vendor to determine how to best bring this on-board based on the need and it is anticipated that the system will be up and running in these two parks either by the beginning of January or following the close of the first quarter of 2016.

There was some discussion on how the software and reservation system operates in terms of credit card usage and fees.

3. Computerized Maintenance Management Systems – The Department has evaluated six different internet based systems that manage preventative, routine and on-demand maintenance activities, equipment maintenance requirements, track utilities, and provide an in-depth reporting system to evaluate work flow.

The selected system will also need to be effective in the ability to inventory equipment and tool assets, the maintenance involved with keeping the equipment in good working order and when it would be cost effective to replace equipment.

The group has been narrowed down to two potential systems and conversations have begun with County Information Technology Department to determine the best system in terms of compatibility.

It is anticipated that the system will be in place and implemented in a soft roll-out by the beginning of January and will begin tracking work immediately, and will then be expanded incrementally by park to include the remainder of the Department's infrastructure.

4. Current Event

a. Floods – The Department has experience two flood events at Hovander in the last week. The first event introduced the Ranger to flood events as he is new to the Hovander area and prepared him for the second event.

Christ discussed that Public Works determines the flood level in Ferndale at 19 feet. However, further up the river from the gauge station is a pipeline that comes into Hovander

Park that creates a low spot in the dike and allows the park to begin receiving flood waters at 17.3 feet.

The first event was minor but the most recent event resulted in the park being closed as the increase in water flow was 19+ feet and overcame the park in a matter of minutes. What the Department learned from this is that the park needs to be closed in anticipation of flooding rather than depending on the projections from Public Works as these can change throughout the day or even be inaccurate.

It is planned to make modifications in emergency procedures to have trigger points in the projections in order to determine when it is wise to be proactive in our park closures and have the least amount of impact on public use and safety. This also provides time to inspect the park prior to public access.

Christ reported on the damage, which was minimal. The flood waters did not impact the new trail as the surface resisted this erosion. There was minimal erosion to the new road and trail where the drainage pipes come through. The plan is to remove those pipes that failed and replace them with a better system.

There was some discussion regarding global warming, resulting tidal changes and the impact this could have on future placement of new parks, trails and facilities.

There was additional discussion regarding flood causes, weather events that the County experiences and the fact that the minor flood occurrences in the past two years has provided a learning opportunity for the relatively new staff, following all the retirements in the Department.

b. Lily Point Marine Park, Cedar Point Trail – The trail has been closed due to damage. A portion of the trail from the intersection to the road failed and the trail has been closed with closure information posted at the trail head.

It is anticipated that the failure may take some time to repair.

c. Lake Whatcom Park – There was a minor slide on one of the roads in the park. This is an easy clean up and should be cleared in the next few days.

B. DESIGN AND DEVELOPMENT – ROD LAMB

1. Lake Whatcom Reconveyance Planning Update – Rod provided a summary on the November 5th Lake Whatcom Reconveyance Public Planning Meeting, and recapped the Power Point presentation on the Lake Whatcom/Lookout Mountain Draft Trail Plan that was presented at that meeting.

There was discussion regarding the logistics of volunteers in terms of long term involvement, the possibility of using the utility corridor and the considerations involved for new trail locations.

VIII. UNFINISHED BUSINESS

A. LAKE WHATCOM RECONVEYANCE PLANNING UPDATE – See: VII. STAFF REPORTS, A. DESIGN AND DEVELOPMENT – ROD LAMB

IX. NEW BUSINESS

A. DISCUSSION AND APPROVAL OF LETTER PERTAINING TO CHANGES IN CHAPTER 9 – WHATCOM COUNTY COMPREHENSIVE PLAN

MOTION: It was moved by Jeff Margolis to accept DRAFT #2 with the modification to send a copy to the Whatcom County Planning Commission. Motion carried.

X. **ANNOUNCEMENTS** – Planning Commission hearing, December 10, 2015

XI. **NEXT MEETING DATE AND LOCATION**

The December, 2015 Whatcom County Parks and Recreation Commission meeting date and time will be December 17, 2015 at 6:00 PM. The meeting location will be the Roeder Home, 2600 Sunset Drive, Bellingham, WA.

XII. **ADJOURNMENT**

MOTION: It was moved by Vern Yadon, seconded by Janet Boyhan to adjourn the meeting. Motion carried. The meeting was adjourned at 8:15 PM.

Transcribed by: Pat Fisher, Clerk III

Approved by: Michael McFarlane, Parks Department Director