

**MEETING MINUTES  
WHATCOM COUNTY PARKS & RECREATION COMMISSION  
Thursday, August 18, 2016**

**Hovander Homestead Park  
5299 Nielsen Avenue  
Ferndale, Washington**

**I. CALL TO ORDER**

The meeting was called to order by Paul Woodcock, Chair at 6:10 PM.

**II. ROLL CALL**

PRESENT:

Commissioners: Paul Woodcock, Kenneth Kiesner, Jeff Margolis, Janet Boyhan, and Theresa Sygitowicz and Vern Yadon

Staff: Michael McFarlane and Rodney Lamb

EXCUSED: Richard Sturgill

**PUBLIC COMMENTS / COMMUNICATIONS**

**A. COMMENTS** – The Chair Recognized Blair Smith and Ted Metz, Birch Bay. Mr. Smith and Mr. Metz asked to speak to the need for trash and recycling receptacles at Semiahmoo spit and park, and their reasoning behind the request.

It was discussed that the agenda be amended to add the discussion of this topic to New Business, and take it out of order to follow Item VI., Minutes.

**B. COMMUNICATIONS** – Michael McFarlane provided an email from Daniel Probst, Cascade Mountain Runners thanking the Commission for their support of the Bellingham-Mt. Baker trail, and providing an update on trails planning and construction. Michael also provided a letter to Daniel from the Bellingham Watershed Advisory Board of their support to permit the trail through Bellingham's Lake Whatcom watershed property and a map of the City of Bellingham 2016 PRO Plan – North Bellingham Trails Plan.

**COMMISSIONER COMMENTS**

**A.** The Chair recognized Jeff Margolis. Jeff is not satisfied with the vendor that services the Josh Vander Yacht portable toilet. He states that the unit is old and looks bad and that he has had to call the vendor several times when they were not cleaned or stocked properly.

Michael McFarlane stated that he will look into who the responsible party is on the contract as this has been cost shared with the South Fork Community Association. Jeff stated that it is his understanding that this is the Association's responsibility.

**III. AGENDA**

**A. August 18, 2016 AGENDA**

**MOTION:** It was moved by Jeff Margolis and seconded by Vern Yadon to amend the agenda to add the discussion of trash and recycling receptacles at Semiahmoo spit and park to New Business and take it out of order to follow Item VI., Minutes. The motion carried with a unanimous vote.

**MOTION:** It was moved by Theresa Sygitowicz and seconded by Jeff Margolis to accept the August 18, 2016 Agenda as amended. The motion carried with a unanimous vote.

#### IV. MINUTES

##### A. July 21, 2016 MINUTES

**MOTION:** It was moved by Theresa Sygitowicz and seconded by Jeff Margolis and to accept the July 21, 2016 minutes as written. The motion carried with a unanimous vote.

#### V. STAFF REPORTS

##### A. DIRECTOR'S REPORT – MICHAEL MCFARLANE

1. **Budget** – Michael discussed that the budget has been submitted to the Executive, and the first budget meeting conducted.

The final budget will be released in October, and subsequently reviewed by County Council for input and approval.

2. **Phillips 66 Soccer Park Ribbon Cutting Ceremony** – A ribbon cutting ceremony hosted by Whatcom Sports and Recreation was conducted on August 6, 2016. The park lighting is pending a variance.

3. **Grant Applications** – The Department completed the Recreation and Conservation Office (RCO) grant presentations for the Birch Bay Community Park Acquisition and South Fork Park Trails Development for the Washington Wildlife and Recreation Program (WWRP) and the Washington State Aquatic Lands Enhancement Account (ALEA). Ranking notification and approval status for the funding should be received by summer, 2017.

4. **Puget Sound Energy – Glacier Substation Project** – A request to leave the poles in place in the event of an emergency is pending. Staff is reviewing the request.

5. **Hovander Bluegrass Festival** – Mike provided information regarding the upcoming Hovander Homestead Park Bluegrass Festival being held Labor Day Weekend, September 2-4, 2016. The event is hosted by Whatcom Parks and Recreation Foundation. Proceeds from the event will benefit the Foundation and the animal contact area at Hovander Homestead Park.

6. **County-wide Burn Ban** – There is currently a Stage 2 burn ban in effect for unincorporated Whatcom County. The burn ban places restrictions on all open burning; including yard debris fires, land clearing fires and recreational fires. Commercially available barbecues will still be allowed, but care should be used in the disposal of charcoal or ashes.

7. **Lighthouse Project** – A meeting was held with Whatcom County Planning and Development Services (PDS) to provide further clarification on their requirements in relation to the project. The building will need a restroom, sprinklers and improved road access for fire. These items will add to the cost.

**8. Nessel Foundation Meeting** – Meetings were held with the Nessel Foundation to confirm funding for the buildings restoration project. Additional meetings will be held in January 2017 to review future projects and funding for 2017-2018.

**9. East Whatcom Regional Resource Center – Food Bank / Covered Play Area** – There will be an upcoming meeting on August, 25<sup>th</sup> to discuss the proposed food bank and covered play area.

## **B. OPERATIONS' REPORT – MICHAEL MCFARLANE**

**1. Staffing – Lead Ranger Recruitment** – Recruitment closed last Thursday, August 11<sup>th</sup>. It appears that there are a good group of candidates. Staff is working on reviewing applications and interviews will be scheduled for September.

### **2. Projects**

**Plantation Rifle Range HVAC** – The project has begun. There was a project kickoff meeting on August 8<sup>th</sup> with SAZAN Group and the involved Park staff (Christ Thompson, Shamash Campbell and Rod Lamb) to provide everyone involved with the same understanding of the starting point.

Prior to the kickoff meeting, SAZAN and their team met at the Range and conducted a full inspection of the project site along with the completion of several environmental samplings.

Meetings were also held with Planning and Development Services to discuss the project and develop an understanding of the permitting needs.

SAZAN is working on developing 50% design plans that should be completed just prior to Labor Day weekend.

An aggressive schedule has been developed in order ensure that a construction contractor is under contract before the end of the year.

**Semiahmoo Iron Chink Roof** – A \$1,000.00 donation has been offered by Richard Sturgill for the shelter roof and the permitting process is underway with the City of Blaine.

**Ferndale Senior Center Roof Replacement** – Bids were received. A contract for services is being developed for presentation to Council at their next meeting on September 13, 2016.

## **C. PLANNING AND DEVELOPMENT – ROD LAMB**

**1. South Fork Park Trailhead Development** – A preconstruction meeting was held with Dirt Works Bellingham on August 9<sup>th</sup>, and an on-site meeting was held on August 16<sup>th</sup>. The first phase of the project will begin on August 29<sup>th</sup>. The first phase will involve clearing and laying down a rock base for the vault toilet set. Following the vault toilet installation work on the trailhead parking lot, road and equestrian trailhead work will begin.

**2. Silver Lake Road & Electrical Improvements** – The engineer has completed the bid documents. There are some issues with the initial cost estimate. Some creative bid alternatives will need to be developed to remain within the project budget. Rod will be working with the Operations Manager and Director to discuss these alternatives.

**3. Lighthouse Marine Park Dock Renovation** – The dock was installed on August 4<sup>th</sup> and seems to be stable and working well. A picture of the completed dock was provided for Commission Review.

Rod provided a brief reiteration on the steps taken to placing a completed, operational unit in the water.

There was a request to list the names of the contractor, manufacturer and the local shop that provided the modifications to the attenuation chambers. They are as follows: Metalite Industries manufactured the dock system; HB Hansen was our general contractor; and KPFF Consulting Engineers was our engineer of record. Swift Industries is a local machine shop that assisted with the final machine work for the pin bushings.

It is planned to remove the dock for the off-season the last week in September.

**4. Lighthouse Marine Park Boardwalk Renovation** – Rod stated that there is no update on the boardwalk renovation this month due to other priorities.

## **VI. UNFINISHED BUSINESS**

**A. LAKE WHATCOM RECONVEYANCE TRAIL PLANNING UPDATE – ROD LAMB** – The final edits to the recreational trail plan are complete and Rod will be submitting the SEPA checklist tomorrow to Whatcom County Planning and Development Services for a threshold determination, prior to bringing it before Council on September 13<sup>th</sup> for an update on the proposed trail plan.

**B. Review Lookout Mt. Forest Preserve and Lake Whatcom Park Trails Draft Plan** – A copy of the Lookout Mountain Forest Preserve and Lake Whatcom Park Recreational DRAFT Trail Plan, June 2016, was provided for Commission Review.

## **VII. NEW BUSINESS**

**A. Little Squalicum Creek Ownership** – The City of Bellingham and Whatcom County will be discussing the potential transfer of the County property to the City. This would better facilitate management and permitting for the park.

**B. Canyon Lake Community Forest Access** – The Department, Whatcom Land Trust and Washington State Department of Natural Resources met with Sierra Pacific to discuss access options for this park. A map of the proposed Canyon Lake road easement was provided for Commission review.

**C. Review of August 6, 2016 First Birch Bay Community Park Planning Session** - The first community meeting was held on August 6<sup>th</sup> and was well attended. The project landscape architect, Robert W. Droll, was introduced and kicked off the planning efforts. There was a good exchange between the project team and community members. About two hours were spent discussing the project and answering questions. The community members then broke into four teams and were asked to work together to develop designs for the park. At the end each group had a team representative present their plan to the group.

The architect provided their Park Site Analysis drawing and Potential Program Elements & Park Images, and scanned documents of each group's schematic plan drawings noted with their ideas and wish lists on them.

Rod was invited to provide an update for the Birch Bay Chamber of Commerce.

**D. Semiahmoo Trash Receptacles** – After some discussion it was decided that the matter should be referred to the Operations Manager to consider possible solutions.

**MOTION:** It was moved by Vern Yadon and seconded by Theresa Sygitowicz that a report on the solution should be provided at the next Commission meeting. The motion passed unanimously.

**VIII. ANNOUNCEMENTS**

**1. Jeff Margolis** – Jeff announced that the Summerfest Movie Night is starting in September at the Van Zandt Community Hall.

**Theresa Sygitowicz** – Theresa announced the startup of school and asked for community support for the Mt. Baker High School Future Farmers of America (FFA) program.

**IX. NEXT MEETING DATE AND LOCATION**

The September 15, 2016 Whatcom County Parks and Recreation Commission meeting will be held at Whatcom County Parks and Recreation Headquarters, 3373 Mt. Baker Highway, Bellingham, WA at 6:00 PM.

**X. ADJOURNMENT**

**MOTION:** It was moved by Theresa Sygitowicz and seconded by Vern Yadon to adjourn the meeting. The motion carried unanimously. The meeting was adjourned.

Transcribed by: Pat Fisher, Clerk III

Approved by: Mike McFarlane, Parks Department Director