

MEETING MINUTES
WHATCOM COUNTY PARKS & RECREATION COMMISSION
Thursday, July 18, 2019

Tennant Lake Interpretive Center
5236 Nielsen Avenue
Ferndale, Washington

I. CALL TO ORDER

The meeting was called to order by Committee Chair Jeff Margolis at 6:00 p.m.

II. ROLL CALL

PRESENT

Commissioners: Richard Sturgill, Sonja Max, Brad VanderWerff, Jeff Margolis

Staff: Rod Lamb, Christ Thomsen, Michael McFarlane

EXCUSED

Commissioners: Susan McClendon

GUEST(S)

None

III. PUBLIC COMMENTS/COMMUNICATIONS

None

IV. COMMISSIONER COMMENTS

None

V. AGENDA

A. July 18, 2019

MOTION: Sonja Max moved to approve the July 18, 2019 agenda as written. Brad VanderWerff seconded. The motion carried with a unanimous vote.

VI. MINUTES

A. June 20, 2019

MOTION: Sonja Max moved to approve the June 20, 2019 Minutes as written. Brad VanderWerff seconded. The motion carried with a unanimous vote.

VII. STAFF REPORTS

A. Director's Report – Michael McFarlane

- i. **Proposed Lake Whatcom Stormwater Utility Fee** – The County Council is continuing to work on the Stormwater Utility Fee for the lands in the Lake Whatcom Watershed. The Council is still working on how fees will be assessed.
- ii. **Lake Whatcom Policy Group** – The Lake Whatcom Policy Group met on July 24th and discussed whether mountain biking on trails has impacted phosphorus runoff in Lake Whatcom.
- iii. **Lake Samish** – Lake Samish passed the no wake zone ordinance. Buoys and signage for this ordinance is the responsibility of the Sheriff's Department.
- iv. **Lake Whatcom Management Program** – The City, County, and Sewer Districts are working on the next 5-year plan for the Lake Whatcom Management Program.
- v. **Washington State Auditor** – The State Audit was completed and went very well for the Parks & Recreation Department. The Auditor focused on ER&R inventory and payroll with spot checking in other areas.
- vi. **Contracts and Agreements** – Mike will be finishing up numerous contracts and agreements (Towers, Senior Center parking, the Boys & Girls Club, etc.) in the next couple of weeks.
- vii. **Mid-Biennium Budget Adjustment** – Whatcom County is on a two-year budget cycle and the mid-biennium budget adjustment provides an opportunity for departments to submit adjustments to their budgets for unforeseen issues. Parks is going to try to get additional Senior Services extra help hours to provide back up at the small centers.
- viii. **Whatcom County Parks Brochures** – 25,000 new Whatcom County Parks Brochures were printed. These should last about 2.5 years at which point they will be updated and reprinted.
- ix. **Commission Vacancies** – There are two vacant Commission positions (District 1 and District 4).

B. Operations Report – Christ Thomsen

- i. **Staffing** – Interviews took place last week for the Repair Maintenance III position; one candidate is being invited back for further testing this Friday. Twelve applications are being reviewed for the Maintenance and Construction Supervisor position; additional applications will come in next week. There was internal applicant for the Outside Maintenance Coordinator position. That position will take 3-5 months to fill because of the background process required by the Sheriff's Department
- ii. **Current Projects** – WC Parks maintenance staff is currently focused on catching up on field mowing and other regular maintenance activities. The Administration will be busy the next couple of months processing the necessary paperwork for the County to receive reimbursement for last year's winter storms that ended up qualifying for FEMA funding. Lake

Whatcom Trail Construction is coming along beautifully. The contractor hired to do the earthwork is ahead of schedule and should be done in the next two weeks. Painting of the exterior of the Hovander House and the exterior of the Tennant Lake Interpretive Center will begin August 1st. New siding will be put on the buildings up at Lighthouse Marine Park beginning in the next couple of weeks. Region staff is preparing to install signs at Maple Creek Park very soon.

C. Planning & Development Report – Rod Lamb

- i. Lighthouse Marine Park Playground –** Rod shared photos of the completed Lighthouse Marine Park Playground. The playground opened the weekend before the Fourth of July. WC Parks crew has since added a path, some larger landscape boulders, and a log. A resident of Point Roberts is donating a bench that will be installed in the next couple of weeks.
- ii. Maple Creek Campground –** Rod shared pictures of the Maple Creek Campground. Williamson Construction has continued to make good progress on the renovation. All of the paving is complete and the contractor is now working on adding the gravel shoulder on both sides of the road to reinforce the road edges and provide stormwater benefit. Sail Electric is pulling the wiring to all of the individual sites for the 50 amp services. As part of the project, the contractor had to shut off water to the campground and when that happened, it shut off water to the picnic shelter. The contractor found the main water line tonight and should be able to get water to the main picnic shelter by next weekend. WC Parks granted two weather days this last week because of rain, but the contractor still expects to finish the week of August 15th. The directional signage is ordered and will be installed by the WC Parks crew.
- iii. Red Mountain Campground Shower & Restroom Facilities –** The next project for Silver Lake Park is the design and engineering for the shower and restroom facilities at Red Mountain Campground. WC Parks staff has been looking at local facilities and has found a comparable one at Birch Bay State Park that includes 6 showers and 8 restroom facilities on a loop similar to the size of Red Mountain. Construction of the Red Mountain shower and restroom facilities will take place in 2020, at which time the design and engineering of a similar facility for the Maple Creek Campground will begin. The shower and restroom facility for the Maple Creek Campground will be put in the 2021-2022 budget proposal. If it's not passed as part of the budget, it can be saved for a future budget cycle.
- iv. South Fork Park –** Rod is in the process of scheduling a meeting with the Department of Natural Resources and the tribes to find a location for the trail crossing at Hutchison Creek. The original agreed upon trail was not located on DNR's property.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

A. Process for Revision of Park Rules & Regulations – WC Parks is updating Park Rules and Regulations. Mike provided a list of rules and regulations broken down by subject to include scope, issues, and notes. Some rules/regulations refer to the Revised Code of Washington, the Washington Administrative Code, or Whatcom County Code, and some are just simply park rules. Mike asked the Commission if there was anything they wanted to focus on or look at in depth and advised them this item would be on the agenda for the next couple of meetings. The goal of this revision is to provide a comprehensive list of rules and regulations to assist WC Parks staff in the field.

X. ANNOUNCEMENTS

None

XI. NEXT MEETING DATE, TIME, AND LOCATION

The next Whatcom County Parks & Recreation Commission meeting will be held on August 15, 2019 at 6:00 p.m. at the Van Zandt Community Hall, 4106 Valley Highway, Deming, Washington.

XII. ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Transcribed by: Kristin Lunderville, Clerk III
Approved by: Michael McFarlane, Parks Department Director