

**MEETING MINUTES**  
**WHATCOM COUNTY PARKS & RECREATION COMMISSION**  
**Thursday, September 19, 2019**

**Silver Lake Park Day Lodge**  
**9006 Silver Lake Road**  
**Maple Falls, Washington**

**I. CALL TO ORDER**

The Commission toured the newly renovated Maple Creek Campground at Silver Lake Park at 6:00 p.m. The meeting was called to order by Committee Vice-Chair Sonja Max at 6:30 p.m.

**II. ROLL CALL**

**PRESENT**

Commissioners: Susan McClendon, Richard Sturgill, Brad VanderWerff, Sonja Max

Staff: Rod Lamb, Michael McFarlane

**EXCUSED**

Commissioners: Jeff Margolis

**III. PUBLIC COMMENTS/COMMUNICATIONS**

None

**IV. COMMISSIONER COMMENTS**

Sonja Max shared that the Commission took a tour of Silver Lake Park and the improvements look amazing.

**V. AGENDA**

**A. September 19, 2019**

**MOTION:** Michael McFarlane asked to move the discussion of 2020 Fees (New Business, Item B) to next month. Richard Sturgill moved to approve the September 19, 2019 agenda as amended. Brad VanderWerff seconded. The motion carried with a unanimous vote.

**VI. MINUTES**

**A. August 15, 2019**

**MOTION:** Brad VanderWerff moved to approve the August 15, 2019 Minutes as written. Richard Sturgill seconded. The motion carried with a unanimous vote.

**VII. STAFF REPORTS**

## **A. Planning & Development Report – Rod Lamb**

- i. Silver Lake Road & Electrical Improvements** – The Silver Lake Road and Electrical Improvement Project has multiple phases. The Maple Creek Campground renovation was the most recently completed phase and the next phase is the Red Mountain Shower and Restroom Facility (to be completed by the 2020 camping season). Parks interviewed four architectural firms and chose King Architecture to design this facility. This facility will be the prototype building used for all Whatcom County Parks restroom facilities, as it will have the capability of adding stalls and toilets based on the needs of each park without changing the overall design and construction of the building. If the Executive and Council continue on the improvement schedule for Silver Lake into the next budget cycle, a new shower and restroom facility would next be installed at the Maple Creek Campground, then by the cabins and Cedar Campground, and finally at the Group Campground.
- ii. Lighthouse Marine Park** – The residing of the Chow Hut and restroom at Lighthouse Marine Park should be done in the next couple of weeks. A new drinking fountain will be installed on the side of the building and the windscreens will be put back up on the picnic shelters.
- iii. Lake Whatcom Trailhead Improvements** – Parks submitted a budget supplemental request to Council to allocate funding for design and engineering services for trailhead improvements at Lake Whatcom Park. The improvements include expanded parking capacity, new flush restroom facilities (septic and well), a picnic shelter, security lighting, signage, pedestrian and circulation improvements, and site furnishings.
- iv. Commission Concerns** – The Commission expressed concerns at the last meeting about being properly informed on WC Park projects after reactions from the Maple Creek Campground renovation project. Rod looked at previous meeting minutes from January 2015 through February 2019 and found that out of the 45 Commission Meetings, the Maple Creek Campground renovation project was discussed 38 times.

## **B. Director's Report – Michael McFarlane**

- i. Electric Mountain Bike Donation** – Fairhaven Bikes donated a \$5,000 electric mountain bike to WC Parks. Staff plans on putting a small cart behind the bike to carry tools to perform minor maintenance and storm checks.
- ii. Washington State University** – The agreement with Washington State University for the Master Gardener Program has been reviewed by Whatcom County legal staff and sent back to Washington State University.
- iii. Risk Tree Assessment Workshop** – WC Parks hosted a workshop at Hovander Park on risk tree assessment. The workshop was presented by

the Whatcom County Risk Pool and attended by WC Parks and WC Public Works staff.

- iv. **Daughters of the American Revolution** – The County Executive composed a letter giving the Daughters of the American Revolution permission to erect a plaque on a stone boulder at South Fork Park recognizing the Galbraith Homestead. There will be a small dedication or ceremony at South Fork Park once the National Society for the Daughters of the American Revolution has approved the plaque.
- v. **Canyon Lake Community Forest** – WC Parks met with Sierra Pacific, Whatcom Land Trust, Western Washington University, and the Department of Natural Resources regarding access to Canyon Lake Community Forest. Progress is slow.
- vi. **Plantation Rifle Range HVAC** – The Plantation Rifle Range HVAC Design Contract is going to Council on Tuesday.
- vii. **Opportunity Council** – The Opportunity Council is asking the County Council for an additional \$172,000 for the Food Bank at the East Whatcom Regional Resource Center. The County has already put in approximately \$400,000 into that \$6 million project.
- viii. **Point Roberts Race Week** – Michael McFarlane met with Schelleen Rathkopf, the Event Producer for Point Roberts Race Week, which will be held July 13 – 17, 2020 in Point Roberts, Washington. The sailing event, formerly known as Whidbey Island Race Week, is being staged at the Point Roberts Marina and will bring 600 people to Point Roberts. Mike and Schelleen discussed why the dock at Lighthouse Marine Park was removed, what types of temporary solutions may be possible for the piles, and that the launch ramp at Lighthouse Marine Park would be available for use. Rod Lamb sent Schelleen some statistics regarding, winds, tides, etc. for Lighthouse Marine Park.
- ix. **Department of Ecology** – WC Parks received a request from the Washington State Department of Ecology for a permanent ground water monitoring well by the Warnick Bridge. The challenge will be figuring out whose property the well will be located on, as the property is comprised of four long slivers of land owned by WC Parks, WC Public Works, Puget Sound Energy, and Whatcom Land Trust.
- x. **Project Notes** – The finishing touches are being put on the projects at Lighthouse Marine Park and the Maple Creek Campground. The trail crew is wrapping up at Lake Whatcom Park with sign installation. WC crews have started preparing for winter with preseason winterization and hazard tree removal in the parks.

## VIII. UNFINISHED BUSINESS

None

**IX. NEW BUSINESS**

**A. Review department's proposed mid-biennium budget adjustments – WC**

Parks has four proposed mid-biennium budget adjustments. The first is funding for design and engineering services for trailhead improvements at Lake Whatcom Park. The second is funding to hire an additional extra help person to cover staffing leaves at the Senior Centers. The third is for 2020 equipment upgrades to WC Parks fleet vehicles in ER&R (managed by Public Works). The last is funding to continue developing the trails in Lake Whatcom Park. These proposals have been submitted to the Executive for approval and then to the County Council.

**B. Review draft special event application and process – WC Parks staff is**

making changes to the Special Events application and process. A lengthy discussion ensued regarding insurance and liability issues, time restrictions, fees, liquor licenses, permitting, etc. The primary concerns when it comes to special events are public safety and protecting the parks. Staff has a conference call with Washington Counties Risk Pool in early October and will share the updated policy with the Commission when it is complete.

**X. ANNOUNCEMENTS**

None

**XI. NEXT MEETING DATE, TIME, AND LOCATION**

The next Whatcom County Parks & Recreation Commission meeting will be held on October 17, 2019 at Samish Park, 673 North Lake Samish Drive, Bellingham, WA.

**XII. ADJOURNMENT**

The meeting was adjourned at 7:34 p.m.

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