

MEETING MINUTES
WHATCOM COUNTY PARKS AND RECREATION COMMISSION
February 21, 2013
Whatcom County Parks and Recreation Administrative Office
3373 Mount Baker Highway
Bellingham, WA 98226

Present: Commissioners: Gordon Rogers, Paul Woodcock, Jeffrey Margolis, Janet Boyhan and Theresa Sygitowicz

Staff: Michael McFarlane, Erik Axelson, and Rod Lamb

Absent: Kenn Kiesner

Guests: Delaine Clizbe, Karen Brown

CALL TO ORDER

The meeting was called to order by Commission Chair, Rogers at 6:15 p.m.

I. AGENDA

A. February 21, 2013 Agenda Approval: A motion was made to approve the agenda by Commissioner Margolis, seconded by Commissioner Woodcock and passed unanimously.

II. MINUTES

A. January 17, 2013 Meeting Minutes Approval: A motion was made to approve the meeting minutes by Commissioner Woodcock, seconded by Commissioner Boyhan and passed unanimously.

III. PUBLIC INPUT/COMMUNICATIONS

A. Potter Road Bridge Access: Whatcom County Public Works has notified us that the Potter Road Bridge will have public access. Commissioner Margolis stated that he would like to see more than a 6-foot wide access. Michael McFarlane stated he would follow-up with Public Works regarding the Commission's concerns.

B. Van Zandt Park: Lead Ranger, Erika Miranda, investigated a report that there was a homeless person hanging out at Van Zandt Park and spoke with the suspected person. Maintenance Supervisor, Tony Idczak, followed-up by admonishing him to leave the area. Erik Axelson also notified Jeff Parks, the Whatcom County Undersheriff and requested patrols at the park.

IV. DIRECTORS REPORT – Michael McFarlane

A. Ferndale Chamber of Commerce 2013 Calendar: The Hovander barn was featured on the front cover of the Ferndale Chamber of Commerce 2013 Calendar. A picture of Tennant Lake is also included in the publication.

B. Budget Adjustments: Whatcom County Executive Louws eliminated the 6 closure days that had been built into the 2013-2014 budget. The Whatcom County Parks and Recreation Department will have to adjust the budget to cover costs for an additional \$42,000 in 2013 and \$46,800 in 2014. The Department will submit their adjusted budget information in March.

V. OPERATIONS REPORT – Erik Axelson

- A. Purchasing Controls:** We continue to look for more efficient operations by tightening our purchasing controls, making do with recycled items, reviewing our vehicle use and movements in the field, whittling down projected small capital projects and purchasing of materials.

Commissioner Margolis asked if Whatcom County Parks and Recreation has looked into purchasing a fuel tank. Michael McFarlane stated that we use fuel at wholesale contracted prices from Whatcom County Public Works and have fleet cards with Pacific Pride. Having individual tanks would increase costs and require inspections.

- B. Hertz Trail:** There was a landslide on the Hertz Trail on January 24th. The trail was temporarily closed and reopened on Tuesday, January 29th. Tom Chisholm, Rick Jacoby, and Tony Idczak from our maintenance crew did fast and effective work to restore the trail. The Outside Worker crew will be doing some additional work over the next 4-6 weeks.
- C. Point Whitehorn Marine Reserve:** The bluff that supports the stairs to the beach at Point Whitehorn has been eroding. The stairs were repaired immediately and next week work will be done to stabilize the bank.
- D. The Plantation Rifle Range:** Last week the Plantation Rifle Range had a record-breaking week in terms of revenue -- \$8,100 for one week. We are seeing increased use over the last several months and there is a lot of interest in our Women's Handgun safety classes.
- E. Hovander Park:** Kinder Morgan Inc. has been doing maintenance work on the pipeline that goes through Hovander, with little disruption to the Park. Lead Range Dennis Conner negotiated with Kinder Morgan to re-grade the parking lot and add about 20 tons of new gravel free of charge.
- F. Request for Proposals for Food and Beverage Service at Selected Whatcom County Parks:** The Request for Proposals (RFP) for food and beverage services is being reviewed by the Whatcom County Prosecuting Attorney's office and the Whatcom County Finance Department. We expect the RFP's to be posted by next month with the goal to have service beginning in May.
- G. Craigslist Advertising:** We will use Craigslist to advertise and increase awareness of the cabins and the overnight lodge at Silver Lake Park. Our goal this year is to increase occupancy by encouraging off-season activities and events like the proposed October bicycle event at Silver Lake Park. This year we will be making improvements to the cabins and playground, and next year, to the road and parking lot.

VI. DESIGN AND DEVELOPMENT REPORT – Rod Lamb Presented by Michael McFarlane

- A. Lighthouse Dock Renovation:** KPFF Consulting Engineers is completing the final bid document revisions and the project will go out to bid in March. All the regulatory permits have been acquired except the building permit on the dock structure. Once the contract has been awarded the manufacturer will be required to submit the final engineering documents to Planning and Development Services (PDS) to obtain a building permit
- B. The Hovander River Trail:** The Whatcom County Council has re-appropriated funding for the project. Rod Lamb is in discussion with the Washington Department of Fish and

Wildlife (WDFW) regarding regulatory permit requirements and will need to meet with the biologist there to know if a Hydraulic Project Approval (HPA) is required.

- C. **Samish Dock:** We are doing a budget supplemental to carry over funds for 2013. We have not been able to complete the upland work because of the watershed window. That project is scheduled to be completed this summer.
- D. **Lily Point Marine Park:** We are wrapping up the interpretive signage for Lily Point Marine Park. The Point Roberts Historical Society is reviewing the cultural resources panel. (Pictures of the panels were passed around.) Once we receive the feedback, we will have the panel fabricated and installed. There are a few remaining items that need to be completed including installation of bike racks, interpretive panels, Mutt Mitt/Doggy Kiosk, and regulatory signage at the new beach access trail.
- E. **Lookout Mountain Trailhead:** We have submitted the permit drawings to PDS. There are some minor additions since 2011. We will resubmit a permit to Puget Sound Energy to obtain electrical service at the site and also, will contact the Lake Whatcom Water and Sewer District to obtain a water and sewer connection. The project will be bid in March 2013.

VII. UNFINISHED BUSINESS:

- A. **None.**

VIII. NEW BUSINESS - Michael McFarlane

A. **Election of Officers:**

1. Nomination of Chair Person: Commissioner Rogers was nominated by Commissioner Woodcock, seconded by Commissioner Sygitowicz and passed unanimously.
2. Nomination of Vice Chair: Commissioner Woodcock was nominated by Commissioner Boyhan, seconded by Commissioner Margolis and passed unanimously.

- B. **Update on Lake Whatcom Reconveyance:** Michael McFarlane gave an abbreviated presentation to the Commission on the Review of Forest Management Proposal and the Budget Proposal. The Whatcom County Council will have a Public Hearing on March 12th at 6:00 pm in the Council Chambers. More information on the Lake Whatcom Reconveyance can be found at:
<http://www.co.whatcom.wa.us/parks/development/reconveyance>.

- C. **Bay Horizon Park Hostel Contract:** The Bay Horizon Park Hostel reopened Friday, March 15th. They were able to obtain their Health Department permit, renew their business license and pay the leasehold tax. We were concerned about their ability to get these requirements in place and will want to continue to monitor contractual obligations needed to operate the hostel.

- D. **Budget Revisions:** Michael McFarlane requested that this item be carried over to next month's meeting in order to provide a more complete and updated report.

- E. **Review Format and Goals & Objectives for 2014 Comprehensive Parks Recreation and Open Space Plan:** Several issues regarding the plan were discussed including:

1. We want to hire a consultant to facilitate the community meetings and conduct a phone survey. Our plan is to use Facebook and the website for public communication and input. While this type of contact provides good information it does not give valid statistics which is why we want to contract out a random survey. The Commission would like the consultant to be based in Whatcom County. Michael McFarlane explained that there are certain guidelines we have to follow such as; selecting the lowest of 3 qualified quotes. Michael McFarlane will email the survey to the Commissioners asking for input.
2. Michael McFarlane also asked the Commission to consider the number of community meetings needed. He does not want to exceed 12 meetings due to limited budget and resources. There will be a separate meeting to solicit input from park user groups.
3. The Commission would act as an advisory group with the members guiding the Open Space Plan update.

F. 2012 Senior Services Participant Survey Review: The survey was passed out to the Commission members. Overall, the survey indicates the satisfaction level is high at the Senior Centers.

G. Discussion of Opportunity Council Request for Contract Revision: The Whatcom County Parks and Recreation has an agreement with the Opportunity Council to run the day-to-day operation of the East Whatcom Regional Resource Center (EWRRC) for \$98,000 annually. The Opportunity Council subleases to the Headstart Program for \$15,000 annually and receive additional revenue from building rentals. The Opportunity Council would like to use these funds to expand their programming opportunities. Michael McFarlane stated that is the intent of the agreement. County Executive Louws agrees as long as it does not increase the Whatcom County expense for that program. The Opportunity Council assures us this will not happen. Michael McFarlane would like to send it forward as an amendment to their contract for Whatcom County Council approval.

H. Highland Games Contract for Hovander Park: The Highland Games contract was renewed with the following changes. It is now a 3-year agreement, the alcohol permit fee was increased and it clearly states that we are not liable for the bleachers. Approval of the contract will go before the Whatcom County Council on March 12th.

IX. ANNOUNCEMENTS

- A. Next Meeting:** March 21, 2013
Location: East Whatcom Regional Resource Center
8251 Kendall Road
Maple Falls, WA 98266
Time: 6:00 p.m.

X. ADJOURNMENT

The meeting was adjourned at 9:02 p.m. by Commission Chair, Rogers.

Transcribed by: Daisy C. Hansen, WC Clerk III

Approved by: Michael McFarlane, WC Parks & Recreation Director