



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362-3000

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of November 7, 2023, Regular Meeting

Call to Order	Vice President Roger Hoffman called the meeting to order at 5:55 pm.			
Members Present	Peter Craig	Roger Hoffman	Bill Hughes	Pete Davis
	Candace Kathol	Diane Chung	Anna Plager	
Staff Present	Donald Crawford, Director	Melissa Earley, Administrative Operations Coordinator	Tom Reyes, Deputy County Administrator	Todd Mielke, County Administrator
Previous Minutes	Candace Kathol moved to approve the minutes of the July 7, 2023 special meeting, as written. Bill Hughes seconded the motion, which was unanimously approved.			
Correspondence Received	No correspondence received.			
Unfinished Business	<u>Campground Connectivity Project</u> – Don indicated he has been working with the Information Technologies Director, Mark Doten regarding this project. A connectivity signal is more readily available at Dungeness Recreation Area; however, a satellite option will be needed for Salt Creek Recreation Area. Capital funds are budgeted in 2025 for automatic payment kiosks which will require cell service. <u>Grants Received Update</u> – The Parks department has received a deferred maintenance grant in conjunction with the Roads department. The entire grant award was \$100,000 with approximately \$40,000 of that amount allocated to the Parks department to replace the existing roof at the west restroom at Salt Creek Recreation Area with a metal roof and replace insulation in the pipe chase allowing the restroom to be open year round. Additionally, a grant award of trail crew of 3-5 people over the course of 7 weeks was received from the Washington Conservation Corps to assist with trail recovery efforts at Robin Hill County Park. The start date has not yet been confirmed. \$25,000 has been awarded for replacement canoes and water safety programming at Camp David Jr. <u>Mobile Food Permits</u> - No update at this time. <u>Updated Maps for Robin Hill</u> – Roger updated the group regarding his efforts to update the map for Robin Hill with more accurate detail of existing trails and roads. Don indicated his desire to partner with the county's GIS			

department to formulate an interactive map system for the park. Discussion ensued regarding the existing maps and the need to publish the new, updated version.

FEMA Funds – Don updated the group regarding the status of the county's application for FEMA funds. He indicated a response letter was received indicating all requests were on hold due to budget constraints.

Committee Reports

Parks Master Plan Update – Don updated the group regarding the subcommittee's efforts in identifying the items in the Parks Master Plan that need to be updated. Additionally, he indicates the RCO, who had previously determined a 5 year master plan must be included with grant applications, has now determined that if a county's comprehensive long term plan requires a 10 year parks master plan, then that 10 year plan will be sufficient for RCO grant applications. Don explained the next step will be to create a master plan amendment utilizing the updates suggested by the subcommittee, which he will then work with the RCO to approve the amendment so that the master plan will be applicable for the next few years. Additionally, community outreach is required by the RCO which will be done via online survey and public comment. Don will work with the IT department to place the survey online for approximately one month to give the public time to respond, and then take the amendment to the Board of County Commissioners for public hearing. The survey questions will be presented to the Parks Advisory Board for review prior to publication. Don will provide additional information to the group in the coming weeks.

Staff Reports

Robin Hill Farm County Park - Don updated the group with a draft press release scheduled to be distributed to the public in the coming days and reminded the group of the cleanup efforts thus far and what still needs to be done. As the summer workload has slowed, day use park maintenance workers and volunteer group will be available concentrate more time on the detail cleanup tasks needed at Robin Hill. Discussion ensued regarding the ground material used in the muddy areas, and on the trails, as well as the overall recovery plan. Don indicated he will make a concerted effort to keep the group updated on a more regular basis. Anna requested clarification on the forestry plan and how it relates to Robin Hill park. Don explained the objective is to combine the 1996 Robin Hill Forestry Plan with the Parks Master Plan. Additional discussion ensued regarding the Deputy Director position in the Parks department and how the workload is divided.

New Business

Master Fee Schedule/CPI Fee Schedule for 2024 Fees – County

Administrator Todd Mielke addressed the group regarding the County's financial outlook for 2024, and indicated each department is being asked to review and adjust their fee schedules for the coming year. The group was provided a proposed 2024 fee schedule that addresses the current rate of inflation and comparable facilities in the area. Melissa Earley went through the proposal with the group to explain each item and answer subsequent questions. The proposal utilized the 4.5% CPI increase to increase parks department fees, as well as rightsizing campground fees to be more in line with direct competitors. In addition to the proposed camping fee increase of \$10 at Dungeness Recreation Area, and \$15 at Salt Creek Recreation Area, \$5/night of each reservation would be set aside in a new fund designated for capital improvements in the parks. The group discussed the proposal and, after a brief recess, ultimately made their own suggestions on various fees, and suggested the Dungeness Group Camp Area be included in the \$5/night set aside in a new fund designated for capital improvements in the parks. The parks department staff will present the staff recommendation and the advisory board recommendation to the Board of Commissioners at the November 20, 2023 Work Session. On November 28, 2023, the park staff will appear before the Board of Commissioners to request a Call for Public Hearing to be held on December 12, 2023 for final approval of the 2024 Fee Schedule. Peter Craig made motion to adopt the Advisory Board proposed fee increases. Candace Kathol seconded the motion. Anna Plager made motion to amend the Advisory Board proposed fee increases to increase the county resident non-utility overnight camping fee to \$30. Diane Chung seconded the amended motion, which passed by a vote of four to three with Peter Craig, Bill Hughes and Pete Davis in dissent. Both the staff recommendation and the advisory board recommendation to be presented to the Board of County Commissioners are attached hereto.

December 2023 Special Meeting and Topics – The board voted unanimously to hold a special meeting on December 7, 2023, in the Board of Commissioners' Meeting Room. The topics of discussion will include an update on previously tabled items. The agenda will follow.

**Public Comments
on
Non-Agenda Items**

No public comments.

Adjournment

Bill Hughes moved to adjourn the meeting at 8:44 p.m. Pete Davis seconded the motion, which was unanimously passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator

Clallam County Parks, Fair & Facilities

Proposed 2024 Fee Schedule

~Parks Department Recommendation~

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~2024

OVERNIGHT CAMPING	FEE	REFERENCE
<u>Dungeness and Salt Creek Recreation Area</u>		
Non-utility sites		
County residents	\$25 35 per campsite	
Non-county residents	\$30 40 per campsite	
Utility sites		
County residents	\$30 per campsite	
Non-county residents	\$35 per campsite	
Hiker/Biker sites (designated)	\$10 per person	
Second vehicle fee	\$5 per vehicle	
Reservation fee	\$10 12 per reservation	
<u>Dungeness Group Area ¹</u>		
Group of 15	\$125 150 per night	
Group of 16-50	\$125 150 + \$5 per each person over 15	
Non-refundable reservation fee	\$10 12 per reservation	
<u>Salt Creek Recreation Area</u>		
Non-utility sites		
County residents	\$40 per campsite	
Non-county residents	\$45 per campsite	
Utility sites		
County residents	\$45 per campsite	
Non-county residents	\$50 per campsite	
Second vehicle fee	\$5 per vehicle	
Reservation fee	\$12 per reservation	
<u>Pillar Point – off season</u>		
September 15 through April 15 in lower parking lot only	\$50 52 per season	

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~2024

Camp David Jr. (groups of 1-100) Full Camp Exclusive (groups requesting exclusive use of all facilities) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$550<u>\$575</u> per night plus \$1 per person per night \$550<u>\$575</u> per night plus \$200<u>\$209</u> Lodge fee plus \$2 per person per night \$700<u>\$732</u> per night plus \$200<u>\$209</u> per night Lodge fee plus \$3 per person per night	3-night minimum rental
Camp David Jr. Upper Camp (9 cabins and Lodge) Peak Season² Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$495<u>\$517</u> per night plus \$1 per person per night \$585<u>\$611</u> per night plus \$200<u>\$209</u> per night Lodge fee plus \$2 per person per night \$630<u>\$658</u> per night plus \$200<u>\$209</u> per night Lodge fee plus \$3 per person per night	Minimum rental is 9 cabins plus Lodge for 3 nights

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~2024

Upper Camp 4 or more cabins and Lodge Shoulder Seasons³ Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$557 per cabin per night plus \$1 per person per night \$6568 per cabin per night plus \$200209 per night Lodge fee plus \$2 per person per night \$7073 per cabin per night plus \$200209 per night Lodge fee plus \$3 per person per night	Minimum rental is 4 cabins plus Lodge for 3 nights
Beach Cabin Package Beach Cabin and Wohelo Log Cabin Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$130136 per night plus \$1 per person per night \$200209 per night plus \$2 per person per night \$200209 per night plus \$3 per person per night	3-night minimum rental
Lodge Fee (Nightly) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$0 \$200209 per night \$200209 per night	

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE 20232024

Thanksgiving Week		4-night rental Wednesday through Sunday only
Full Camp Exclusive Use	\$3,000 <u>3,135</u> plus \$2 per person per night	
Upper Camp	\$2,500 <u>2,613</u> plus \$2 per person per night	
Beach Cabin Package	\$1,500 <u>1,568</u> plus \$2 per person per night	
Christmas Week		4-night rental December 23 through December 27 only
Full Camp Exclusive Use	\$3,000 <u>3,135</u> plus \$2 per person per night	
Upper Camp	\$2,500 <u>2,613</u> plus \$2 per person per night	
Beach Cabin Package	\$1,500 <u>1,568</u> plus \$2 per person per night	
New Year's Week		4-night rental December 29 through January 2 only
Full Camp Exclusive Use	\$3,000 <u>3,135</u> plus \$2 per person per night	
Upper Camp	\$2,500 <u>2,613</u> plus \$2 per person per night	
Beach Cabin Package	\$1,500 <u>1,568</u> plus \$2 per person per night	
DAY USE	FEE	REFERENCE
Salt Creek Picnic Shelter ⁴ Full service use - Full Day Only	\$80 <u>100</u> per day	
Dungeness Picnic Shelter (Group Camp) Full day (opening until dusk) Half day (opening until 2 p.m.) Half day (3 p.m. until dusk)	\$50 <u>60</u> per day \$25 per half day \$25 per half day	
MISCELLANEOUS	FEE	REFERENCE
Camp David Jr. reservation fee Cots for additional capacity (ea.)	\$40 <u>12</u> per reservation \$5 per night	

PARKS DEPARTMENT FEE SCHEDULE 205-A		
EFFECTIVE 2023-2024		
Camp David Jr. policy manual		
First copy	\$0	
Additional copies	\$3 each	
Firewood		
Camp David Jr., Dungeness, and Salt Creek ⁵	\$30 <u>\$1</u> per load variable	
Showers – Dungeness and Salt Creek ⁵	variable	
Dump station		
Registered camper	\$0	
Drop in	\$10 per use	
Special occasion permits ⁶		
Commercial event	\$200 <u>\$250</u>	
Private and non-profit group event	\$120 <u>\$150</u>	
Other event at Director's discretion	To be determined	

¹ Group must consist of at least 15 but not more than 50 people; groups above this limit must apply for a special occasion permit.

² Peak Season is defined as the Friday before Memorial Day through Labor Day Monday

³ Shoulder Seasons are defined as April 1 through the Thursday before Memorial Day and the Tuesday after Labor Day through October 31.

⁴ Full-service includes exclusive use of picnic shelter and all amenities, for up to 100 users. No charge use is not exclusive use and does not include use of cook top or sinks.

⁵ Fees shall be set by the Parks, Fair, and Facilities Department Director.

⁶ Fees shall be set on a case-by-case basis by the Parks, Fair, and Facilities Department Director for uses that fall outside the general fees and charges noted. Fees are based on the additional costs placed on the department to accommodate use, including but not limited to: staff time (including benefits), equipment time, supply costs, utilities, and/or fair market rent.

Clallam County Parks, Fair & Facilities

Proposed 2024 Fee Schedule

~Parks Advisory Board Recommendation~

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~ 2024

OVERNIGHT CAMPING	FEE	REFERENCE
<u>Dungeness and Salt Creek Recreation Area</u> Non-utility sites County residents Non-county residents Utility sites County residents Non-county residents Hiker/Biker sites (designated) Second vehicle fee Reservation fee	 \$25 <u>\$30</u> per campsite \$30 <u>\$40</u> per campsite <u>\$30</u> per campsite \$35 <u>per campsite</u> \$10 per person \$5 <u>\$10</u> per vehicle \$10 <u>\$15</u> per reservation	
Dungeness Group Area ¹ Group of 15 Group of 16-50 Non-refundable reservation fee	 \$125 <u>\$150</u> per night \$125 <u>\$150</u> + \$5 per each person over 15 \$10 <u>\$15</u> per reservation	
<u>Salt Creek Recreation Area</u> Non-utility sites County residents Non-county residents Utility sites County residents Non-county residents Hiker/Biker sites (designated) Second vehicle fee Reservation fee	 <u>\$30</u> per campsite <u>\$45</u> per campsite <u>\$40</u> per campsite <u>\$50</u> per campsite <u>\$10</u> per person <u>\$5</u> per vehicle <u>\$15</u> per reservation	
Pillar Point – off season September 15 through April 15 in lower parking lot only	 \$50 per season	

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~ 2024

Camp David Jr. (groups of 1-100) Full Camp Exclusive (groups requesting exclusive use of all facilities) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$550 per night plus \$1 per person per night \$550 <u>\$650</u> per night plus \$200 <u>\$210</u> Lodge fee plus \$2 per person per night \$700 <u>\$735</u> per night plus \$200 <u>\$210</u> per night Lodge fee plus \$3 per person per night	3-night minimum rental
Camp David Jr. Upper Camp (9 cabins and Lodge) Peak Season² Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$495 <u>\$500</u> per night plus \$1 per person per night \$585 <u>\$600</u> per night plus \$200 <u>\$210</u> per night Lodge fee plus \$2 per person per night \$630 <u>\$660</u> per night plus \$200 <u>\$210</u> per night Lodge fee plus \$3 per person per night	Minimum rental is 9 cabins plus Lodge for 3 nights

PARKS DEPARTMENT FEE SCHEDULE 205-A
EFFECTIVE ~~2023~~ 2024

Upper Camp 4 or more cabins and Lodge Shoulder Seasons³		Minimum rental is 4 cabins plus Lodge for 3 nights
Organized Youth Groups	\$55 per cabin per night plus \$1 per person per night	
Organized Adult Groups	\$65 <u>70</u> per cabin per night plus \$ 200 <u>210</u> per night Lodge fee plus \$2 per person per night	
Individual/Family/Friends Groups	\$70 <u>75</u> per cabin per night plus \$ 200 <u>210</u> per night Lodge fee plus \$3 per person per night	
Beach Cabin Package Beach Cabin and Wohelo Log Cabin		3-night minimum rental
Organized Youth Groups	\$130 per night plus \$1 per person per night	
Organized Adult Groups	\$200 <u>210</u> per night plus \$2 per person per night	
Individual/Family/Friends Groups	\$200 <u>225</u> per night plus \$3 per person per night	
Lodge Fee (Nightly) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$0 \$200 <u>210</u> per night \$200 <u>210</u> per night	

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Beach Cabin Package	\$4,500 <u>1,568</u> plus \$2 per person per night	
DAY USE	FEE	REFERENCE
Salt Creek Picnic Shelter [†] Full service use - Full Day Only	\$80 <u>100</u> per day	
Dungeness Picnic Shelter (Group Camp) Full day (opening until dusk) Half day (opening until 2 p.m.) Half day (2 p.m. until dusk)	\$50-60 per day \$25 per half day \$25 per half day	
MISCELLANEOUS	FEE	REFERENCE
Camp David Jr. reservation fee Cots for additional capacity (ea.)	\$10-15 per reservation \$5 per night	

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First copy	\$0	
Additional copies	\$3 each	
Firewood		
Camp David Jr., Dungeness, and Salt Creek ⁵	\$30 \$1 per load variable	
Showers – Dungeness and Salt Creek ⁵	variable	
Dump station		
Registered camper	\$0	
Drop in	\$10 per use	
Special occasion permits ⁶		
Commercial event	\$240 \$300	
Private and non-profit group event	\$120 \$50	
Other event at Director's discretion	To be determined	

- ¹ Group must consist of at least 15 but not more than 50 people; groups above this limit must apply for a special occasion permit.
- ² Peak Season is defined as the Friday before Memorial Day through Labor Day Monday
- ³ Shoulder Seasons are defined as April 1 through the Thursday before Memorial Day and the Tuesday after Labor Day through October 31.
- ⁴ Full-service includes exclusive use of picnic shelter and all amenities, for up to 100 users. No charge use is not exclusive use and does not include use of cook top or sinks.
- ⁵ Fees shall be set by the Parks, Fair, and Facilities Department Director.
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