



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD **Minutes of May 7, 2024, Regular Meeting**

Call to Order	Chair Peter Craig called the meeting to order at 5:28 pm.
Members Present	Peter Craig, Chair Roger Hoffman, Vice Chair Pete Davis Candace Kathol Diane Chung Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	April 2, 2024, Regular Meeting. <u>Action Taken</u> : Anna Plager moved to approve the minutes, Roger Hoffman seconded, motion carried.
Correspondence Received	1. Dungeness Equestrian Trails 2. Dungeness Landing Vandalism 3. Dungeness Levee Trail 4. Cline Spit County Park
Public Comments on Agenda Items	No public comments
Unfinished Business	Salt Creek Recreation Area – Secondary Advisory Tour – Discussion regarding a second tour of Salt Creek Recreation Area. Anna Plager will follow up with Diane and Candace regarding dates they would like to tour the park. Special Committee to Review Parks Advisory Board Bylaws – Anna gave an update regarding her and Candace’s efforts in reviewing the bylaws. The Board will readdress the issue at the end of the year. Eagle Point Signage – Don gave an update, indicating the signs at Three Waters and Eagle Point County Parks have been installed.
Committee Reports	2026 Master Plan Team Report – Peter gave the group an update regarding the Team’s most recent meeting. Team discussions included data to be received from vehicle counters, survey distribution, and the draft survey. Survey distribution recommendations discussed were the use of a QR code rather than hard copy surveys in the parks, QR code and link to the survey on business cards for the camp hosts to hand out to patrons, social media, local radio stations, bulletin boards and kiosks

in the parks, newspapers, and run the survey through at least September. Discussion among the group of the importance data collection in preparation for the Master Plan. **Action Taken:** Candace Kathol made motion to forward discussed survey distribution recommendations to department staff for implementation. There was no second to this motion, and no vote taken.

Summer 2024 Draft Survey – Anna Plager updated the group on the progress of the draft survey. Discussion among the group regarding various topics that should be included, and clarifications made, in the survey. **Action Taken:** Peter Craig moved to adopt the Summer 2024 Survey as amended. Candace Kathol seconded the motion; motion passed. Anna Plager will finalize the survey as discussed for implementation by the County GIS staff.

Staff Reports

2024 Amendment to the Clallam County Comprehensive Parks and Recreation Master Plan 2016-2026 – Don indicated he has received approval and acceptance from the Washington State Recreation Office for the Amendment to the Master Plan.

Dungeness Recreation Area Road Realignment Project – Clallam County Roads Department Staff will attend the June 5, 2024, Parks Advisory Board Meeting to give an update on the project.

New RCO Grant Scoring Criteria – Don indicated the RCO is undergoing staff reorganization and will contact them again in the coming months with an invitation to attend a Parks Advisory Board meeting.

RCO Grant Opportunities – Don discussed with the board the staffing limitations of the department as it relates to grant applications, reporting requirements, and county requirements in managing grants awarded. Additionally, the department is faced with two upcoming retirements within the next year. The department will be very selective as to grants and projects that will be accepted over the next twenty-four months.

May 2024 Grant Report – Discussion regarding grants currently in process. Don reiterated that he will not be pursuing grants in the next twenty-four months unless they are for projects the department is ready to move forward on and can easily accomplish. Discussion regarding Clallam Bay Slip Point project. Topper Engineering will be engineering the new 65-foot ramp granting beach access at Clallam Bay Park. A press release will be issued once a contract is entered. Discussion regarding Camp David Jr aquatic safety grant. The new canoes will be ready for use onsite in early June. The replaced canoes will be disposed of via surplus.

Robin Hill Farm County Park – Advisory Board Tour – Discussion regarding upcoming tour possibility before work scheduled to be done in August. Anna will send out a survey to the group to determine a date that works best.

County Parks Sani-Kan Specification – Discussion regarding sani-kan services in day use parks. Don discussed issues with handicap accessible units such as a lack of urinal and the tendency of units being subject to increased vandalism in remote locations. Additionally, Bill's indicated they primarily rent accessible for events and routinely field complaints regarding the need to clean the units more frequently than the standard units. The accessible unit rental price is \$275 per month while the standard unit rents for \$100 per month. Unit replacement cost of the accessible unit is \$3,000, while the standard unit can be replaced for just \$1,800. Don reminded the group we typically rent an ADA Accessible sani-kan for Salt Creek Recreation Area every summer. Discussion regarding benefits of purchasing an ADA unit for Freshwater Bay Park versus keeping the bathroom open longer through the year.

Selected County Park Traffic Counter - Traffic counters will be placed at each of the following locations for one week in April and May: Dungeness Recreation Area, Freshwater Bay, Lake Pleasant, Salt Creek Recreation Area, Cline Spit, Robin Hill and Dungeness Landing. Don will receive the data collected at month end May. Don indicated the Roads Department will be able to place traffic counters at each of these locations for one week, four times per year. The Roads Department currently uses tube counters, however because they are no longer in production, the county is looking at laser counters as future replacements.

New Business

No new business.

Public Comments on Non-Agenda Items

Don Crawford – the June 2024 meeting will include a presentation by the Roads department, discussion regarding annual camp and general fees for 2025.

Anna Plager – requests information regarding criteria required for using the Parks Capital Projects Fund. Don will provide at the next meeting a list of projects he would like to see added to the Master Plan, both short and long term. Use of the set aside fund will require going through the capital project budget process; the funds will be limited to projects on the 5-year Capital Plan and must receive Board of Commissioner approval in the annual budgeting process.

Adjournment

Pete Davis moved to adjourn at 7:28 pm. Diane Chung seconded;
motion passed.

Respectfully submitted,

Melissa Earley

Melissa Earley
Administrative Operations Coordinator