



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of April 2, 2024, Regular Meeting

Call to Order	Chair Peter Craig called the meeting to order at 5:27 pm.
Members Present	Peter Craig, Chair Roger Hoffman, Vice Chair Bill Hughes Pete Davis Candace Kathol Diane Chung Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	March 5, 2024, Regular Meeting. <u>Action Taken</u> : Bill Hughes moved to approve the minutes, Roger Hoffman seconded, motion carried.
Correspondence Received	1. Safety Issue Robin Hill Farm Equestrian Trails 2. Parks Master Plan Public Communication 3. County Parks Pet Etiquette 4. Clallam Bay, WA Slip Point USCG Lighthouse Conveyance Status 5. Park Letter- New Pedestrian Bridge at Clallam Bay West Park 6. Online Form Submission - Clallam Bay Park Ramp 7. Graffiti at Dungeness Landing
Public Comments on Agenda Items	Judy Sarles Port Angeles – Commented in support of County response to complaints of woodchips on the trails at Robin Hill, indicating woodchips are appropriate for equestrian trails.
Unfinished Business	1. Board Highlights from Recent Survey – discussion regarding 2024 Parks Survey comments. Don indicated he will be meeting with department staff over the next few months regarding comments left by survey participants. No action taken. 2. Eagle Point Signage – Don reported signs for Eagle Point have been made and will be installed in the next thirty days.
Committee Reports	1. Master Plan Committee Organization and Kick-off Campaign – Peter Craig gave an update on the formation of the committee. Members include Peter Craig, Diane Chung, Roger Hoffman, Tom Mix, Roy Morris and Cathy Lucero. The goal is to have a Master Plan ready to present to the Board of Commissioners in the first quarter of 2026.

Staff Reports

1. Washington Conservation Corps & Workday Wonders Work Crew Schedule – Discussion regarding scheduling changes for the Washington Conservation Corp and cleanup efforts at Robin Hill county park.

2. Robin Hill Farm County Park Map Update – Don indicated the county GIS group is working on the map, with an update to come in near future.

3. ESRI Software Survey Suite Analytics Limitations – Don reminded the group the software is a new product for the county, and the employees who use it are still learning. Discussion regarding the importance of being able to glean meaningful analytic data from the survey responses.

4. Salt Creek Recreation Area Voice Communication – Don indicated the project is moving forward with help from board member Bill Hughes and anticipates being able to report to the group the project is complete at the next meeting.

5. Cascadia Marine Trail at Salt Creek Recreation Area Agreement – Don indicates he should have the agreement back from Prosecuting Attorney's office this week and ready to present to the Cascadia Marine Trail group.

6. County Equestrian Patrol & Public Outreach – Don discussed his efforts in conjunction with Backcountry Horsemen to designate a new horseback riding turnaround at the end of an existing trail at Dungeness Recreation Area and create a unified signage package at Dungeness, Salt Creek and Robin Hill parks. Judy Sarles of Backcountry Horsemen explained the excavation work done by her group at Dungeness was made possible by an existing grant they already had in place. Peter reminded the group this equestrian trail expansion was in the Dungeness Master Plan originally proposed in 2017.

7. Clallam County Parks Self Service Campground Reservation Kiosk – Don indicated he is still waiting for a couple of quotes and will have an update soon.

8. Clallam County Parks Department Grant Status – Don indicated he is presenting an LTAC application next week to design, fabricate and install a longer ramp at Clallam Bay to connect the existing bridge to beach once again.

9. 2024 Parks Master Plan Amendment – The public hearing for the Parks Master Plan Amendment is scheduled for April 9. Discussion regarding projects to be included in the 2026 Parks Master Plan.

New Business

1. Open Public Meetings Act Training Opportunity – Open Public Meeting Act Training will be held April 19 in the Board of Commissioners' Meeting Room and will also be available via Zoom. Don reminded the group the training is required for Advisory Board members. Peter reminded those in the group who are on the Master Plan Team to be careful when emailing the group.

2. Special Committee to Review Parks Advisory Board Bylaws – Anna Plager and Candace Kathol will review the bylaws for opportunities to streamline various processes.

3. 2026 Parks Comprehensive Master Plan Survey Summer 2024 – Discussion regarding questions to include in the summer survey that will produce the data desired by the group. The group will review comments from the previous survey and send their comments to Anna, who will produce a draft survey for the next meeting.

4. Freshwater Bay County Park (non-Agenda item) – Discussion regarding the restroom facility at Freshwater Bay County Park. The existing facility has a crack in the vault, rendering it unusable. A replacement facility is on the 5-year Capital Plan. Peter made a recommendation to replace the sanikan currently on site with an ADA accessible sanikan, and place a sign on the permanent facility explaining why it is closed. Discussion regarding opening the upper portion of the park from April 15 through the end of September.

5. Robin Hill County Park – Anna requested for a visit to Robin Hill with Don to discuss stumps that could possibly be lowered.

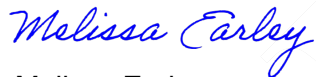
**Public Comments on
Non-Agenda Items**

No comments

Adjournment

Diane Chung moved to adjourn at 6:56 pm, Anna Plager seconded, motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator