



Clallam County Parks, Fair & Facilities Department

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

November 7, 2025

To: Clallam County Park Board

A special meeting of the Clallam County Park and Recreation Advisory Board will be held in the Board of Commissioners Meeting Room in the Main Courthouse Building on **Tuesday, November 12, 2024, at 5:30 p.m.**

*****Attention*****

Park and Recreation Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: **856 093 8561** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **856 093 8561** and passcode: **12345**

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at Melissa.Earley@clallamcountywa.gov

SPECIAL MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – October 1, 2024, Regular Meeting
- E. Correspondence Received
 - 1. Camp David Jr. Thank You Note
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
 - 1. Campground Staff Vision for Next 5 to 10 Years
 - 2. Robin Hill Stump Cleanup
- H. Committee Reports
 - 1. 2027 Master Plan Team Committee Update

Direct: 360-565-2659
Main Office: 360-417-2291
Melissa.Earley@clallamcountywa.gov

- a. RFP/RFQ Draft
- 2. Survey Results Dashboard
- I. Staff Reports
 - 1. 2025 County Budget Update
 - a. 2025 Updates
 - b. Master Plan Budget, Implications, and Path Forward
 - c. Self – Serve Kiosk(s)
 - d. Dungeness Recreation Area Equipment Awning
 - e. Star Link at Camp David Jr
 - f. 5 Year Capital Plan
 - 2. Grants Update
 - 3. Oregon State Parks Rate Increase 2024-2025
 - 4. Parks Capital Improvement Fund
 - a. Current Balance
 - b. Utilization Procedure Memo
 - c. Capital Programming Procedures and Guidelines Project Memo
 - 5. Traffic Counting Status
 - 6. Department Staffing Updates
- J. New Business
- K. Board Member Comments on Agenda Items
- L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- M. Adjournment



thank
you

Dear Willie + seasonal CDJ staff,
We wanted to thank you so much for your warm hospitality this past weekend while our group was at Camp David Jr. We appreciate you being available for questions and checking in on us during our stay. We also wanted to thank you for your assistance with our final check-out procedures and inventory. Thank you again very much for everything; we had a great stay there.
Sincerely, Rosalind Sylvester + SBC Group

I 1 b

Natural Resources Building
P O Box 40917
Olympia, WA 98504-0917
1111 Washington St S E.
Olympia, WA 98501



(360) 902-3000
E-mail info@rco.wa.gov
Web site www.rco.wa.gov

STATE OF WASHINGTON
RECREATION AND CONSERVATION OFFICE

VIA EMAIL

April 18, 2024

Donald Crawford
Director
Parks, Fair, and Facilities
Clallam County

Re: plan approval

Dear Donald:

Thank you for submitting the 2024 Amendment to the *Clallam County Comprehensive Park and Recreation Master Plan 2016-2026* to the Recreation and Conservation Office (RCO). I am pleased to inform you that the *Plan* meets the planning requirements as specified in [Manual 2, Planning Policies and Guidelines](#) for recreation and conservation grant programs.

Planning eligibility is granted for six years and will expire April 16, 2030. Please note that to retain grant eligibility in future years, RCO must be notified of any major amendments as they occur. An incorrect or incomplete plan may impact your project's evaluation.

Please let me know if you have any further planning questions, nicholas.norton@rco.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nick Norton".

Nick Norton
Policy and Planning Specialist
Recreation and Conservation Office

CLALLAM COUNTY

CAPITAL OUTLAY PLANNING REQUESTS--5 YEAR PLAN (2025-2029)

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From/Since Dept Budget Meetings

ALL REQUESTS SORTED BY DEPARTMENT

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FUND/DEPARTMENT: ALL DEPARTMENTS

After Admin Rec Budget Submitted

NOTE: PLEASE ONLY SCHEDULE CAPITAL REQUESTS OF \$5,000 OR MORE

PROPOSE TO INCLUDED IN 2025 BUDGET

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							GENERAL FUND	OTHER FUND RESERVES	GRANT/ LOAN NEW FUNDING	2025	2026	2027	2028	2029			
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Fairgrounds-Add Power and Water to Vendor Spaces	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 40,000	Yes		\$ 40,000	\$ -	\$ -	\$ -			\$ 40,000	\$ 40,000	Expanding camping amenities for fair and off-season events. This will also help improve security lighting and power amenities for vendors during the annual Fair and off-season as well. This project is eligible for partial funding assistance from the US Department of Agriculture, who offers annual grants to Fairgrounds for site safety/ADA improvements and youth based programs. Per meeting with Facilities, no Grant/Loan funding secured. RT Per meeting with PFF, push this request to 2029. RT Administrator Recommended Budget: include in 5YCP.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Design, Engerneer And Install 15 New RV Camp Sites At Salt Creek Campground	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 150,000	No		\$ 150,000	\$ -		\$ 150,000				\$ 150,000	Installing 15 More Camp Site Will Generate More Revenue And Provide The Neede Space For A Very Popular Campground Administrator Recommended Budget: include in 5YCP & evaluate whether REET or Parks Capital Repair & Improvement funding is a better option.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Design, Engerneer The Possibility of Reopening Pillar Point as a Campground	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 350,000	Yes			\$ 350,000	\$ -		\$ 350,000			\$ 350,000	Adding a Much Needed Campground For The West End County Residents At This Site. Per meeting with Facilities, push this request to 2028. RT Per meeting with PFF, this cost estimate is just for the A&E work. RT Administrator Recommended Budget: include in 5YCP.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Obtain Land for Furture Park Development	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 200,000	No		\$ 200,000	\$ -		\$ 200,000				\$ 200,000	Develop Outdoor Recreation programs, When Funding is Available. Develop Park And Recreation That Meets The Needs Of Our County Citizens Administrator Recommended Budget: defer request & recommend bringing forward any potential site(s) if/when something comes up.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Clallam Bay Sheriff Detachment.	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 125,000	No		\$ 125,000	\$ -	\$ 125,000					\$ 125,000	Sheriff Would like Facilities To Do Much Needed Maintenance To The Coast Guard Owned Propertiess At Clallam Bay - Brownfield Grant? Administrator Recommended Budget: defer request pending further information.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Old Clallam Bay Caretakers Light House "Slip Point"	OTHER NON-RECURRING CAPITAL OUTLAY	Building, Facility & Grounds Improvements	\$ 325,000	No		\$ 325,000	\$ -	\$ 325,000					\$ 325,000	Sheriff Would like Facilities To Do Much Needed Maintenance To The Coast Guard Owned Propertiess At Clallam Bay - Brownfield Grant? Administrator Recommended Budget: defer request at this time.	
1	30201.911--Parks and Facilities - Real Estate Excise Tax Projects 2	Facilities-Courthouse Hydronic Heating Lines Replacement	COURTHOUSE FACILITY AGING INFRASTRUCTURE INITIATIVES	Building, Facility & Grounds Improvements	\$ 1,120,000	Yes		\$ 1,120,000		\$ -	\$ 448,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 1,120,000	Replace the Courthouse hydronic heating lines. We continue to have sparadic failures throughout the facility. These failures could at some point cause significant issues to the Courthouse wiring and computer networking systems. Administrator Recommended Budget: include in 5YCP.	

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										\$	-																			
TOTALS BY PRIORITY RANKING:																														
1										\$	126,573,753	\$	5,897,299	\$	25,838,775	\$	95,197,679	\$	35,481,392	\$	43,451,350	\$	43,689,505	\$	2,409,021	\$	1,902,485	\$	126,933,753	
2										\$	10,604,807	\$	3,578,740	\$	6,875,000	\$	151,067	\$	1,864,212	\$	4,264,668	\$	2,541,071	\$	1,016,625	\$	918,231	\$	10,604,807	
3										\$	16,532,582	\$	7,897,937	\$	8,284,645	\$	350,000	\$	684,686	\$	305,399	\$	1,496,499	\$	13,216,499	\$	829,499	\$	16,532,582	
TOTAL										\$	153,711,142	\$	17,373,976	\$	40,998,420	\$	95,698,746	\$	38,030,290	\$	48,021,417	\$	47,727,075	\$	16,642,145	\$	3,650,215	\$	154,071,142	



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DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: October 17, 2024

To: Clallam County Park Board- Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager

From: Don Crawford Parks Director

Subject: November 2024 Grant(s) Update

Current

- **The RCO Boating Facilities Program (BFP) Project Number 22-2063D**
\$148,000.00 Lake Pleasant Dock Renovation. The project has been completed. Working on final reimbursement and reporting.
Final Billing Due 12.31.2024 Project Completion 1.31.2025
- **The RCO No Child Left Inside Tier 1 (NCLI) Project Number 22-2041E**
\$25,000.00 Camp David Jr. Aquatics Program. The project is 85% completed. Working on final deliverables, reimbursement, and reporting.
Final Billing Due 6.30.2025 Project Completion 6.30.2025
- **The RCO Deferred Maintenance Project Number 24-2190M**
\$37,000.00 Trails Equipment & Salt Creek Restroom Repair Project in progress. Progress Report Due 1.15.2025. Project Billing Due 1.31.2025
- **2024 Clallam County LTAC Day Use Parks- Supplies, Materials, & Labor**
\$44,000 Final Report and Reimbursement Due 12.31.2024
- **2024 Clallam County LTAC Clallam Bay Beach Access Ramp**
\$75,000 Project Design Complete, Environmental Permitting in Progress Final Report and Reimbursement Due 12.31.2024 Requesting Extension until 4.30.2025

Pending

- **2025 Clallam County LTAC Day Use Parks- Supplies, Materials, & Labor**
\$44,000
- **2025 Clallam County LTAC Coin Op Shower Conversion**
\$9,500

Future



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- **2026 The RCO Boating Facilities Program (BFP) 25% Match**
\$148,000.00 Camp David Jr. Piling Replacement
- **2026 The RCO Community Forest Program (CFP) 15% Match**
\$400,000 Land Acquisition with Recreation Facility Development- Piller Point, SC, DRA?
- **2026 The RCO Community Outdoor Athletic Facilities (COAF) 00% Match**
\$400,000 Land Acquisition with Recreation Facility Development- Rainshadow Disc Golf?
- **2026 The RCO Community Washington Wildlife and Recreation Program (WWRP) varied Match**
\$500,000 Improving Parks and Trails and providing access to waterfront- Clallam Bay County Parks
- **2026 The RCO Youth Athletic Facilities (YAF) 50% Match**
\$100,000 Renovate Outdoor athletic facilities- Agnew Soccer Fields or Fred Orr Ball Fields



▲ Oregon Parks and Recreation Department | Newsroom

Categories ▼

Press Release · September 27, 2024

Oregon State Parks to increase camping, parking and reservation fees for 2025



SALEM, Oregon— Oregon Parks and Recreation Department (OPRD) is increasing its camping, parking and reservation fees to keep pace with the rising cost of utilities, operations and maintenance.

Most of the increases range from \$2 to \$5 depending on the fee.

The park system has experienced record visitation as well as the impacts of rising costs and inflation. Utility costs for example have increased by 28% over the last 4 years, but most fees have remained the same. Depending on the fee, the last increase was anywhere from seven to 15 years ago for base fees.

“We know that raising fees by any amount can be challenging for visitors, and we don’t make this decision lightly. We try to keep costs and fees as low as possible to minimize the impact while still fulfilling our commitment to stewardship and recreation,” said OPRD Director Lisa Sumption.

Oct. 15, 2024:

OPRD will increase its base camping fees for the first time since 2017. The increase applies to all camping reservations for 2025. **Starting on October 15, 2024, all reservations made for 2025 stays will include the fee increase.**

Increases in base rate by site type:

- \$2 increase for misc. sites (includes teepees, meeting halls and other facilities)
- \$3 increase for tent sites (includes horse tent sites, horse group sites, group tent) and primitive sites (includes overflow, fly-in and walk-to-sites)
- \$4 increase for RV sites (includes full hookup, electrical, horse RV and group RV sites)
- \$5 increase for cabins and yurts (includes rustic, mini, totem, and deluxe sites)

(Seasonal rate increases were adopted in 2020. The seasonal adjustments will be added to the new base rates. As in previous years, summer rates are \$2 more for tent sites, \$3 more for RV sites and \$5 more for cabins/yurts.)

Jan. 1, 2025:

- OPRD will increase its reservation fee from \$8 to \$10 per site starting Jan. 1, 2025. This fee has not been increased since 2010.
- Daily parking permit fees will increase from \$5 to \$10 at the 25 parks that charge a fee for day-use parking. Parking permit fees were last increased in 2009. The annual parking permit and the two-year permit fees remain the same at \$30 for the annual permit and \$50 for the two-year permit.

July 1, 2025:

- OPRD will expand the 25% **out-of-state** surcharge for RV campsites (required by state law) to all site types for **out-of-state campers**.
- New camping rate ranges replace the existing ones. These ranges set the lowest and highest fees that OPRD can charge over time. It gives OPRD's director the ability to change fees in the future as needed. The last rate range update was adopted in 2018.

OPRD has three main sources of funding: a little less than half comes from constitutionally dedicated lottery funds, about 15% comes from recreational vehicle license plate fees and roughly 35% comes from park fees from visitors. OPRD is not funded by taxes.

OPRD does offer a few resources and programs to help increase access to Oregon State Parks.

- Most Oregon State Parks offer free day-use parking. Current exceptions include [this list](#) of 25 parks online.
- We also have special access passes for free camping and day-use parking permits for:
 - [Oregon foster parents, guardians and parents who have adopted Oregon foster children.](#)
 - [U.S. veterans with a service-connected disability.](#)
 - [Active duty U.S. military on official leave.](#)

Next month, OPRD will open public comment on a proposal designed to give OPRD's director more flexibility to decide which parks charge for day-use parking. The proposal would require day-use parking permits at all parks unless otherwise noted. The director would have the authority to waive the permit requirement as needed. There are no plans to charge at all parks, and OPRD would consider any changes carefully.

OPRD will continue to explore options in the future that reduce cost as a barrier while earning needed revenue to maintain our parks and manage congestion.

CONTACTS

For News Media

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CATEGORIES

Recreation

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Parks Capital Improvement Fund Balance

Revenue Source	Year to Date Revenue	
Camping Fees - Dungeness	\$	38,920.00
Camping Fees - Salt Creek	\$	69,930.00
Total:	\$	108,850.00

2024 Budgeted Revenue	\$	147,000.00
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11/4/2024



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CLALLAM COUNTY
Parks, Fair, & Facilities Department
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Port Angeles, WA 98362-3000
Phone: (360) 417-2291
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Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: October 17, 2024

To: Clallam County Park Board- Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager

From: Don Crawford Parks Director

Subject: Parks Capital Improvement Fund Utilization Procedures

The following are general guidelines for using the Parks Capital Improvement Fund (CPIF), which complies with the Clallam County, State of Washington, and Federal Codes.

The ensuing Parks Advisory Board and County Staff deliberations will undoubtedly provide greater clarity and generate further recommendations for the County Board of County Commissioners.

- *CPIF allocations are determined by the BOCC annually with recommendations from the county administrator, county staff, and the Parks Advisory Board.*
- *The minimum CPIF project budget is \$5,000.*
- *CPIF projects must be for items with a life span of over one year.*
- *CPIF projects cannot fund Operational and Management (O&M) Budgeted repairs and maintenance projects.*
- *Priority should be given to capital projects that enhance the park experience.*
- *Priority should be given to capital projects that lead to additional current and/or future revenue.*



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DON CRAWFORD | DIRECTOR
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Date: October 17, 2024

To: Clallam County Park Board- *Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager*

From: Don Crawford Parks Director

Subject: Parks Capital Planning Procedures and Guidelines Project

During the October 2024 Parks Advisory Board (PAB) Meeting, Director Crawford highlighted the need to better leverage the Parks Master Plan as a guide for capital project programming and stressed the essential and empowering role the PAB will play in that process.

On further review of the current Parks Master Plan, specifically Chapter 5, some missing elements create obstacles to proper capital programming.

- Provide a clear explanation of the limitations of various capital funds, categories, and timing.
- A clear explanation of what constitutes an eligible capital project.
- How to properly prioritize capital projects for recommendation?
- Procedure for maintaining the accuracy of the capital needs list.
- How to utilize the "Five Year" Capital Plan.
- Improved public input and consultation procedures.
- Maintaining a Deferred Maintenance tracking program.

In response to the stated obstacles, County Parks Staff will prepare a draft for presentation to the PAB by the February 2025 monthly PAB meeting. Upon formal acceptance by PAB, it is assumed that it can ultimately be included in the Parks Master Plan that is presented to the Board of County Commissioners (BOCC) for adoption.

The project aims to create a more straightforward process for the PAB and county Staff to follow in successfully advising the BOCC on Capital Project Programming.

COUNTY PARK AND RECREATION MASTER PLAN UPDATES

Policy 461

.1 PURPOSE

The purpose of this policy is to establish a clear process to be followed by the Park Board, Board of County Commissioners, and staff when amending or updating the County Park and Recreation Master Plan.

.2 DEFINITIONS

"BOCC" means the Board of Clallam County Commissioners.

"County Park System" means the Clallam County Parks as owned and managed by the County as County Parks.

"Park Board" means the Clallam County Park and Recreation Advisory Board as established and appointed by the BOCC and granted certain authority by them to advise the BOCC on matters related to the County Parks System.

"Parks Master Plan" means the Clallam County Park and Recreation Master Plan as adopted by the Park Board and Board of County Commissioners.

.3 AMENDING OR UPDATING THE PARKS MASTER PLAN

3.1 Procedures

A new acquisition or new facility may be added to the "Parks Master Plan" using the procedures contained in Clallam County Policies 462 or 463.

Once per year, the Park Board may consider amending the "Parks Master Plan" and updating the information in it, as they deem necessary.

Annually, staff will prepare information and recommendations for amending or updating the "Parks Master Plan" and present it to the Park Board for consideration. This update may include changing financial reports or updating cost estimates, reporting on components of the plan that have been completed; or recommending changes to the Plan.

Proposed amendments or updates to the "Parks Master Plan" shall be included on the Park Board agenda. Public input will be allowed on the agenda item prior to taking action.

If the Park Board approves an amendment or update to the "Parks Master Plan," they will submit a recommendation to the BOCC for their consideration.

Amendments and updates to the "Parks Master Plan" will be by Resolution of the BOCC following a public hearing.

3.2 Procedure for Removing a Proposed Facility, Use or Acquisition from the Plan

The Park Board may request that the BOCC consider amending the "Parks Master Plan" to remove a specific item.

A citizen may submit a request in writing to the BOCC to delete a proposed development, use, or acquisition from the approved Plan if it hasn't been permitted and approved for construction or acquisition

The BOCC will review the citizen request at a work session and determine how they would like to proceed.

4 CONSIDERATION AND APPROVAL OF A NEW 10 YEAR PARKS MASTER PLAN

4.1 Procedure

Upon the expiration of the existing 10 year "Parks Master Plan," the Park Board will prepare and approve a new plan covering the next 10 year period.

Staff will prepare a draft Parks Master Plan, if feasible, or ask the Park Board to consider hiring a consultant to prepare the draft if funding is available.

Once the draft "Parks Master Plan" is complete, the Park Board will schedule public meetings or use other methods to collect input. Examples include hosting meetings in the east, central, and west areas of the County and/or posting the proposed plan on the Internet with a comment response form.

After receiving input on the draft "Plan" the Park Board will consider changes to the Plan or amend it prior to producing a final draft.

The Park Board will make the final draft plan available to the public and schedule a time their meeting to take input.

The Park Board will take action on the proposed Final Draft Parks Master Plan and present their recommendations to the BOCC for their consideration in a work session.

The BOCC will give consideration and may schedule a hearing prior to adopting the recommendations by Resolution.