



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of September 3, 2024, Regular Meeting

Call to Order	Chair Peter Craig called the meeting to order at 5:32 pm.
Members Present	Peter Craig, Chair Roger Hoffman, Vice Chair Candace Kathol Anna Plager
Staff Present	Donald Crawford, Todd Mielke, County Administrator Director
Previous Minutes	August 6, 2024 Regular Meeting: Action Taken: Anna Plager moved to approve the minutes as presented, Candace Kathol seconded, motion passed.
Correspondence Received	1. Dog Waste Receptacle at Marlyn Nelson park 2. Updated Fire Ban Notice to allow campfires within designated fire rings
Public Comments on Agenda Items	No public comments
Unfinished Business	No unfinished business at this time.
Committee Reports	<u>Survey Results Dashboard:</u> Don reported all board members have been given the link to review the results online. Currently 261 responses have been collected. Don further indicated he would look into creating relatively weather resistant larger signs directing the public to the Survey that would be placed at the parks, though the budget for these signs is not available in 2024. He reminded the group the efforts made at this point are in actuality ahead of schedule as funding for the Master Plan project would not be available until 2025, assuming the project is approved in the 2025 budget. Discussion regarding possibility of providing a paper version for those who wish to not utilize the interactive computer version. County Administrator Todd Mielke joined the meeting at this point. Discussion continued regarding survey data collection.

Staff Reports

Grant Update: Don gave an update regarding various grants he is currently working on. The piling replacement at Lake Pleasant is in the final stage, with work complete at month end July. Additionally, there is some final reporting due on the No Child Left Inside grant for canoes at Camp David Jr. Finally, the contract has just been received for the grant to reroof the restroom near Tongue Point at Salt Creek Recreation Area.

Parks, Fair & Facilities 5 Year Capital Plan: Don gave the group an update regarding projects currently on the 5 year capital plan, and gave an introduction to the group of projects that could possibly be funded in 2025.

VenTek Presentation: Don provided a brief presentation on the VenTek pay kiosks tentatively planned in 2025 for the Dungeness and Salt Creek Recreation Areas. Approximate cost for two stations, one at each park, is \$90,000. This project is on the 5 year capital plan, subject to 2025 budget approval.

Port Williams County Park Pet Waste Update: Discussion regarding the need for pet waste bags and receptacles. Don indicated he is working with Clallam County Health and Human Services department to obtain signage and pet waste stations for the park, as funding is not available for this project within the parks budget in 2024.

Master Plan Team Update: Peter Craig indicated the team met recently to review information collected regarding entities used by other counties for their master plan updates. Discussion regarding collaboration with similar entities to access grant funds. More information will be available at the October meeting.

New Business

Parks Master Plan RFP & Process: Don discussed the RFP process and template.

**Public Comments on
Non-Agenda Items**

No public comments at this time

Board Comments

Anna Plager commented on the information provided on RFP template link previously sent to the group by Don.

Adjournment

Action Taken : Candace Kathol made motion to adjourn at 6:45pm; Roger Hoffman seconded, motion carried.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator