



# Clallam County Parks, Fair & Facilities Department

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

## **CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of October 1, 2024, Regular Meeting**

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |                           |             |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------|-------------|
| Call to Order                   | Chair Peter Craig called the meeting to order at 5:30 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 |                           |             |
|                                 | Todd Mielke, County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |                           |             |
| Previous Minutes                | September 3, 2024 Regular Meeting: Peter Craig and Candace Kathol requested three changes to the September 3, 2024 minutes, regarding Survey signage in the parks, 2025 Capital Plan discussion and Port Williams County Park Pet Waste update. These changes have been incorporated into the September 3, 2024 Regular Meeting minutes.<br><b>Action Taken:</b> Bill Hughes motioned to accept the September 3, 2024 minutes with the incorporated changes. Roger Hoffman seconded; motion passed.                                                                                                                                                                            |                                                       |                           |             |
| Correspondence Received         | <div>1. Robin Hill Complaint – Security &amp; Security Technology</div> <div>2. P. Craig Email – Miscellaneous Questions</div> <div>3. Sequim Bay State Park – Personal Watercraft Vendors</div> <div>4. Salt Creek &amp; Dungeness Recreation Areas – positive feedback &amp; charging stations</div> <div>5. Camp David Jr.- positive feedback</div>                                                                                                                                                                                                                                                                                                                         |                                                       |                           |             |
| Public Comments on Agenda Items | No public comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                       |                           |             |
| Unfinished Business             | <u>Survey Signs</u> – Don indicated the parks department's part time administrative assistant will be printing and laminating additional signs to be placed in the parks in the coming days, in addition to those signs already placed in the kiosks. Don clarified funding is not currently available for the larger, professionally signs in 2024. Those signs will be included in the 2025 Master Plan budget, provided the project is approved by the Board of Commissioners for 2025. Don reminded the group that the efforts made thus far with the survey and Master Plan are well ahead of schedule, as potential funding for this project will not be available until |                                                       |                           |             |

2025, again assuming the project is approved by the Board of Commissioners for 2025. Anna Plager urged the group to focus on the Master Plan update efforts and survey in 2025 when funding is anticipated to be available.

### **Committee Reports**

2027 Master Plan Team Committee Update – Peter Craig gave an update having had recent discussion with Marsha Massey and Steve Grey and expressed frustration at the survey response thus far. Peter indicated the group intends to have an RFP or RFQ for Don to review at the next meeting.

Survey Results Dashboard - No additional discussion on this topic.

### **Staff Reports**

#### Grants Update –

1. Lake Pleasant Boat Dock: The work is complete, final paperwork in process.
2. No Child Left Inside: The work is complete, final deliverables and paperwork in process.
3. Salt Creek Recreation Area Re-roof Project: The work is expected to commence before the year end. The pipe chase work portion of this grant will be completed by maintenance staff.
4. LTAC: 2025 Application due in coming days. Grant funding would reimburse the county for cost of one seasonal day use park aide, supply cost of servicing the restroom at the Clallam Bay Park, and out of area advertising for the Parks and Fair. Additional request would fund the conversion of coin operated showers to timers at the Fairgrounds, and Dungeness and Salt Creek Recreation Areas.

**Action Taken:** Anna Plager made a motion that part of the agenda each month will include a staff report on grants update but that grant update will be succinct but in writing with clear specifics. Candace Kathol seconded; motion passed.

5. Upcoming Grant Opportunities: Don reminded the group that the Parks Department is entering into a significant transitional period. The grants that are coming up available at this time would require significantly more staff time to successfully complete than is available. The RCO is scheduled to release several new grants at the end of 2025. County Administrator Todd Mielke joined the meeting at this point, to indicate the County does not currently have a designated grant writer on staff, aside from one employee who is tasked with recomplete grant implementation, monitoring federal grant compliance and ARPA grant reporting. Don clarified the writing of the grants is not difficult, however the challenge lies in performing the work promised in the grant submission. Todd Mielke indicated while hiring a talented grant writer that would be available for all County departments would be beneficial, the County has tasked every department to reduce their spending in 2025 by 7%, most departments having to reduce FTEs to meet the 7% reduction requirement.

**Action Taken:** Peter Craig made motion to advise the County to find a way to help write grants for the Parks to provide funding. Anna Plager seconded; motion passed.

**Port Williams County Park Pet Waste Update-** Don indicated the signs have been ordered.

**Survey Project Update – Staff Actions-** Don gave a brief update. The survey link has been added to the campground online reservation system, department social media, as well as placed prominently on the Parks webpage. Further, Don has added the QR code to all of his outgoing emails. The department has collected 12,000 email addresses used in the online camping reservation system, and Don is working with IT to get a license for an application that will allow him to email the survey invitation to all 12,000 addresses at once without being hindered by invalid addresses. Both campground managers and Camp David Jr resident ranger were provided with hundreds of copies of the QR code to hand out to campers this past August. Multiple laminated copies of the QR code have been placed in all 22 county parks. Don explained he did receive a quote for several larger, weather resistant, signs, however originally the signs were to be included in the Master Plan budget, six months ahead of potential funding. Earlier this year, Don thought we might be able to cover the costs of those signs in the 2024 budget, however at this point it is clear covering those costs without specific budget is not feasible. Don indicated the Roads Department were hopeful to be able set traffic counters at the parks later this month, however there are no guarantees.

2025 County Budget Update- County Administrator Todd Mielke gave a high overview of the county budgeting process, revenue streams compared with expenditures, resulting in a projected \$4.3 million deficit. All departments impacted by the general fund were tasked with presenting a proposed 2025 budget with a 7% reduction in expenditure. The Preliminary Budget was released in late September, the Administrator's Recommended Budget is released October 7, and finally the 2025 Adopted Budget approved by the Clallam County Board of Commissioners is scheduled to occur in early December. Of the 18 departments, 10 have met the 7% reduction goal; the remaining 8 departments are still working toward closing that gap. Administrator Mielke further clarified that the Parks, Fair & Facilities department worked diligently to meet the 7% reduction goal and was one of the few departments who were able to do so without a reduction in FTEs. One of the major contributors to the success was to delay some of the aesthetic details in the upcoming Single Point of Entry Security Project until 2026 or 2027. Each department will be meeting with the Board of Commissioners over the next month in a series of public meetings to present their proposed budgets. For clarification, the Parks Capital Improvement Fund is not subject to the 7% reduction as it is protected funds. More discussion regarding other projects on the 5-year capital plan, such as the vault toilet at Freshwater Bay and the Slip Point Lighthouse. It was explained that the lease on the Clallam Bay Slip Point Lighthouse, while expired, remains in force until a new lease is signed or a conveyance occurs. Under the terms of the lease, the county is required to maintain the property as it was received. Todd clarified that the Lighthouse falls under Facilities rather than Parks, and that the county is not inclined to spend money on a facility that it does not yet have title to. He also explained that Commissioner French spends a lot of time at Clallam Bay, this project is a top priority to Clallam Bay residents, and that Commissioner French has requested Don's assistance with this project. This project has been identified, is not funded, and cannot be on a priority basis at this time. Clarification was made that while Facilities projects come from the same general fund as Parks projects, Facilities projects cannot be funded by the Parks Capital Improvement Fund (set aside). Todd also suggested that the Board review the projects on the 5-year Capital Plan provided at the last meeting and provide Don with comments to indicate which Parks projects would be the most impactful for the public, because on October 14<sup>th</sup> the Parks department will be meeting with the Board of Commissioners in a public session to present the proposed 2025 budget.

**Action Taken:** Anna Plager moved to support the Self-Pay Kiosks move to Priority Level 1 on the 5-year Capital Plan, and to not raise the Priority Level of the Clallam Bay Slip Point project to a higher level on the 5-year Capital Plan. Candace Kathol seconded the motion. Motion passed. Don will provide the most up to date version of the 5-year Capital Plan at the next meeting.

**Action Taken:** Peter Craig made motion to request the parks staff to provide to the board a list of the Parks assets and conditions at the next board meeting. Anna Plager seconded. Todd suggested that due to the status of the 2025 budget preparation cycle, the board start with the items currently in the Parks Master Plan and prioritize those, then move on to additional projects that could be added to the Master Plan. Projects from the Master Plan would then be prioritized on the 5-year Capital Plan. Motion passed.

### **New Business**

**Off Chanel Reservoir** – The purchase of the Off Chanel Reservoir has been finalized, and the property conveyed to the county. The engineering aspect of the project is still in process. The goal will be to create a reservoir and still allow various multipurpose use.

**Parks Capital Improvement Fund** – Discussion regarding how and when to adjust the amount of camping revenue that is allocated to the Parks Capital Improvement Fund. Todd explained the fund is directly tied to the fee scheduled approved by the Board of Commissioners. He suggested that if the board wishes to recommend a change, a proposed fee schedule be submitted to the Board of Commissioners by June 2025 to be incorporated in the 2026 budget.

### **Public Comments on Non-Agenda Items**

No public comments at this time

### **Board Comments**

Anna Plager commented she would like to receive the 5-year Capital Plan prior to next meeting.

Bill Hughes expressed his frustration regarding first come first served camping fee collection process, park manager work habits and restroom facilities at Salt Creek Recreation Area.

### **Adjournment**

**Action Taken:** Anna Plager made motion to adjourn at 8:03 pm; Pete Davis seconded; motion carried.

Respectfully submitted,

Melissa Earley  
Administrative Operations Coordinator