



Clallam County Parks, Fair & Facilities Department

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

November 27, 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 **Thursday, December 5, 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 – November 12, 2024, Special Meeting
- E. Correspondence Received
 - 1. Washington State Parks Property Acquisition in Clallam County – RCO Grant Agreement 22-1723 for Salmon Recovery
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
 - 1. Survey Results Dashboard Link

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

H. Committee Reports

1. 2027 Master Plan Team Committee Update
2. RFP/RFQ

I. Staff Reports

1. Robin Hill Farm County Park Stump Project
2. Grants Update
3. Master Plan Public Survey Update
4. Parks Seasonal Park Employee Recruiting
5. Capital Budgeting for RV Bunkhouse at Robin Hill Farm County Park
6. Traffic Counting Status
7. Status of Pet Waste Signage at Marlyn Nelson County Park
8. Dungeness Recreation Area Multi-Use Trail Project

J. New Business

K. Board Member Comments

L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.

M. Adjournment

E 1

From: [Moore, Tanya \(PARKS\)](#)
To: [Clark, Donella](#); [Emery, Bruce](#); [Crawford, Donald](#)
Cc: [Gores, Loni](#)
Subject: Notice of Property Acquisition in Clallam County-RCO Grant Agreement 22-1723
Date: Thursday, November 14, 2024 7:38:34 AM
Attachments: [image001.png](#)
[22-1723 Project Description.pdf](#)
[Map - Hoko-River-Fruit-Growers.pdf](#)

Some people who received this message don't often get email from tanya.moore@parks.wa.gov. [Learn why this is important](#)

Good Morning,

I am writing to inform you that the Washington State Parks and Recreation Commission (State Parks) was awarded a grant through the Washington Wildlife and Recreation Program (WWRP) to acquire approximately 342 acres in Clallam County, adjacent to Hoko River State Park. This acquisition is intended for protection and restoration of the Hoko River.

RCW 79A.15.110 requires we notify the local legislative body of our intent to acquire the property using a state grant from the WWRP, administered by the Recreation and Conservation Office (RCO). This email serves as a notification. The statute states the local legislative authority may, at its discretion, submit a letter to the RCO identifying its position regarding the acquisition project. Additionally, RCW 79A.15.010 states we must "confer" with local officials on these acquisitions. Please let me know who the appropriate contact(s) is/are so we may open a dialogue.

Attached find a map and details of the property State Parks desires to acquire if mutual agreement with the landowner can be reached. This property is owned by Fruit Growers, parcels # 133215230000, 133215300000, 133215543000, 133222120000, 133222110000.

Please let me know if you have any questions or need additional information about this acquisition proposal. I can be reached at 360-902-8602 or tanya.moore@parks.wa.gov.

Sincerely,



Tanya Moore

Property & Acquisition Specialist

Parks Development, Real Estate Program

1111 Israel Rd. | PO Box 42650, Olympia, WA 98504-2650

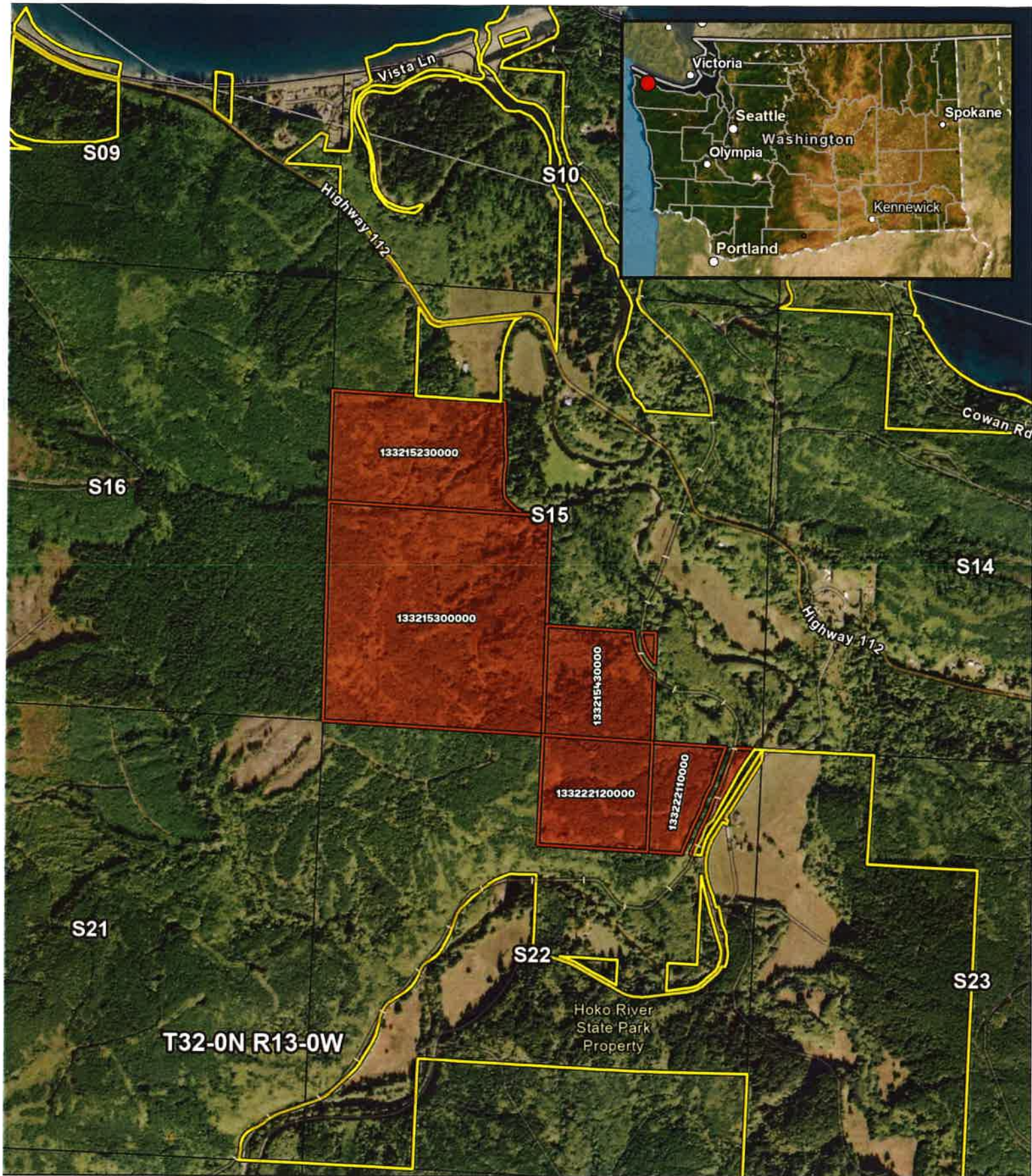
p. 360-902-8602 | e. tanya.moore@parks.wa.gov

Follow us: [Twitter](#) | [Facebook](#) | [Instagram](#)

3.

Project 22-1723: Hoko River State Park—Fruit Growers Property
Project Description

This project will acquire 5 parcels totaling approximately 342.81 acres in Clallam County on the Hoko River, within the long-term boundary of Hoko River State Park. This property is ecologically critical for the protection and restoration of the Hoko River and its floodplain. State Parks is working with the North Olympic Salmon Coalition, the Makah Tribe, and others to improve salmon and wildlife habitat along the Hoko River, and this acquisition will help support these goals.



**Hoko River
State Park Property
Fruit Growers' Properties**
Parcels #'s 133215230000; 133215300000;
133215430000; 133222110000; 133222120000

 Park Boundaries
 Subject Parcel(s)

0 1,000 2,000 3,000 Feet
0 0.25 0.5 Miles



NAD83 HARN Washington State Plane South
Data in these maps were compiled for cartographic purposes. Due to the variability of the source information, the Washington State Parks & Recreation Commission cannot accept responsibility for errors or omissions, and, therefore, there are no warranties which accompany this material.

S.

H2

Clallam County Department of Parks, Fair and Facilities
REQUEST FOR QUALIFICATIONS (RFP/RFQ)

DRAFT November 1, 2024

**Comprehensive Park and Recreation Master Plan
December 2024**

PROJECT NAME: Comprehensive Park and Recreation Master Plan
ANNOUNCEMENT DATE: January 6, 2025 – June 15, 2026
QUALIFICATIONS DUE: February 28, 2025 no later than 4:00 p.m. PST
SUBMITTED TO: Loni Gores, Clerk of the Board for Clallam County
223 E. Fourth St., Suite 4
Port Angeles, WA 98362
Alana.gores@clallamcountywa.gov

PROJECT DESCRIPTION:

Develop a Comprehensive Park and Recreation Master Plan, 2027-2037

Applicant qualifications will be evaluated based on their response to the Request for Proposal/Qualifications (RFP/RFQ). An in-person interview may be conducted after submission of the statement of qualifications. Qualifications criteria are more fully set forth in the RFP/RFQ document.

Public notice is hereby given that the Clallam County Department of Parks, Fair and Facilities has issued the above mentioned RFP/RFQ. The complete RFP/RFQ, including all submittal requirements, can be found on the County's website at <https://www.clallamcountywa.gov/294/Parks-Fair-Facilities>
If unable to access RFP/RFQ documents online, call 360-417-2291.

6.

DRAFT November 1, 2024

PROJECT OVERVIEW

The Clallam County Department of Parks, Fair and Facilities (Department) is accepting letters of interest and statements of qualifications from a qualified consultant or consultant team to assist the County in updating the current Ten-year Plan (2016-2026). Clallam County's Comprehensive Parks and Recreation Master Plan serves as the implementation guide and strategic plan for managing and enhancing the County's park and recreation services while ensuring that the County remains eligible for state outdoor recreation funding.

The County seeks to determine how to best meet the park and recreation needs of its present and future citizens through enhancements to the existing parks and the potential for acquired parks and open spaces. The new, Comprehensive Parks and Recreation Master Plan 2027-2037 (Plan) will provide a ten-year vision for the County's parks and recreation, as well as an action plan for implementing this vision.

The Plan will include research, public involvement, and recommendations for all aspects of the County's park system, including providing a community demand, supply, and needs analysis. The Plan will create a framework for fiscally sound decision-making over a multi-year planning period. The Plan needs to be financially sustainable and include realistic goals for implementation.

Scope of Work

The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. This preliminary scope of work may be modified during contract negotiations with the selected consultant.

We are seeking a consultant or team of consultants who can involve the various stakeholders and other affected parties, and perform the following over-arching duties within the estimated project budget of \$75,000 - \$125,000 (seventy-five to one hundred twenty-five thousand dollars):

1. Evaluate the need and demand for parks and recreation throughout the County. This must include policy directions, goals, objectives, implementation strategies, and capital improvements of the County Parks System.
2. Efficiently inventory, conduct research, and complete a needs assessment of the County's parks, trails and recreation system. In relation to the recreation opportunities already available in the County, provide concise, realistic needs assessments with probable costs.
3. Manage a meaningful public participation process for the project. in close consultation with County staff. This will include working closely with citizens, staff, elected and appointed officials, and primary stakeholders (user groups and tourism industry) to ensure the Plan is relevant, aligned with, and evolving in step with our growing community.

DRAFT November 1, 2024

4. Assist us in evaluating and determining level of service standards for County parks.
5. Develop a useful, readable planning document that will guide us in strategically managing Clallam County's park system for the duration of the next ten-year master plan cycle, while ensuring the County is eligible for state outdoor recreation funding.
6. Assess current funding mechanisms, while identifying potential grant or funding opportunities, partnerships and potential funding strategies that will enable the County to more fully realize the vision, goals, and objectives laid out in this and future comprehensive plans. Identify the strategies and objectives needed to ensure that parks and recreation opportunities within Clallam County are an integral part of the County's economic development strategy.

BACKGROUND

About 100 miles west of Seattle, situated in a long, narrow swath across the northern- and western-most portion of Washington State's Olympic Peninsula, Clallam County is home to about 80,000 people. The County encompasses over 1,700 square miles with miles of shoreline along the Pacific Ocean to the west and the Strait of Juan de Fuca to the north, and the majestic Olympic Mountains to the south. Clallam County is truly an outdoor recreation mecca.

The Department is currently responsible for acquiring, developing, maintaining and managing 22 County-owned parks, comprised of approximately 774 acres, including tidelands, guided in part by a seven-member Parks & Recreation Advisory Board. Clallam County owns and manages approximately 19 day use parks and 3 parks with overnight camping. Additionally, the Olympic Discovery Trail is an extensive trail system, owned and managed cooperatively by multiple jurisdictions, including Clallam County. An important goal in the next iteration of the plan will be expanding connectivity between all recreation lands via the Olympic Discovery Trail wherever possible.

The current Clallam County Comprehensive Park and Recreation Master Plan 2024-2026 was adopted by the Board of Clallam Commissioners in December of 2023 as an update to the 2016-2026 Master Plan. The next Master Plan is expected to be completed and adopted by 2027 for the subsequent ten-year period. To allow for a ten-year planning horizon, the new Parks & Recreation Comprehensive Plan must be cited in the Clallam County Comprehensive Plan, currently under development.

The new 2027-2037 Master Plan (Plan) must be updated to comply with the Recreation and Conservation Funding Board, Manual 2 "Planning Policies and Guidelines" as provided by the State of Washington, Recreation and Conservation Office (RCO). The Plan will include provisions for periodic updating, as necessary, during the 10-year period. For more information, see: <http://www.rco.wa.gov/recreation-and-conservation-office-grants/grant-requirements/planning-requirements/>

The Plan will comply with all County statutes, regulations, policies and guidelines that

DRAFT November 1, 2024

apply to Parks and Recreation planning and management. These are available upon request.

This project will be guided by a project team made up of to-be-specified County staff, citizens, and Parks Advisory Board member(s), with a designated lead. The team will provide regular, consistent input to the selected consulting team throughout the planning process.

METHODOLOGY

Each of the following tasks outline the general work desired, but it will be the responsibility of each consultant responding to the RFP/RFQ to specifically identify the tasks, sub-tasks, outreach activities, hearings, and presentations, including a timetable to perform the completed work. Responding consultants are free to suggest amendments to the RFP/RFQ's scope that they feel are beneficial for the County.

To create the Plan, consultant(s) should:

Needs Assessment and Public Involvement

- ❖ Review previous planning efforts, including the recent County Comprehensive Plan, shoreline master plan and relevant revisions and updates that the County is currently undertaking, as well as County historical information, Olympic Discovery Trail enhancements, and new parks that are under consideration, such as the Off-Channel Reservoir Project.
- ❖ Consider the profile of the community, demographics trends, future growth potential and most recent census data; research statistics and trends in recreation demand and needs that help guide park management decisions over the next ten years.
- ❖ Conduct extensive community involvement effort, including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, surveys at large community events, polling, other types of surveys, etc., as determined to best meet the needs to adequately and appropriately capture public opinion to achieve meaningful public participation and to meet state and federal funding requirements; employ inclusive methods to reach under-represented and under-served visitors and locales; prepare a meaningful public comment summary that identifies, in a relatable format, the significant findings of the public participation process and will become part of the project records.

Review and summarize regional, new and emerging and declining trends in recreation activities; assess alternative public and private park and recreation service providers to enhance understanding of market opportunities and potential for new facilities and services.

DRAFT November 1, 2024

Inventory

- ❖ Inventory parks and facilities using mapping, staff interviews, and on-site visits to verify amenities.
- ❖ Assess the condition of the facilities, major recreation assets and surrounding or adjacent trail systems and parkland areas.
- ❖ Prepare charts or graphs that rank public needs, size of project, and priority levels according to subsequent assessment and analysis.

Assessment and Analysis

- ❖ Review and assess relevant plans.
- ❖ Assess organizational strengths, weaknesses, opportunities, and threats.
- ❖ Analyze level of service that is both feasible and aligned with the desires of citizens as expressed through the public involvement process.
- ❖ Analyze level of service needed for projected community growth and recreational demand.
- ❖ Explore finance and funding mechanisms to support development and sustainability of the system. Conduct polling to include public tolerance of funding methods. Consider various financial avenues of support for priority projects.

Recommendations: Goals, Objectives, and Action Plan

- ❖ Identify and categorize recommendations into themes with goals, objectives, and an action plan for implementation; consider conceptual ideas for future directions and new or undeveloped park property.
- ❖ Prepare an action plan for capital improvements including cost, funding source potentials, and timeframe that supports the Plan's implementation; include a rating system for specific action steps for present and future county park planning and development processes.
- ❖ Prepare draft and final reports, including relevant text, graphics, maps, etc., in electronic format for final adoption and distribution; present findings to the Parks Advisory Board at key intervals and prior to final approval.
- ❖ Present the Plan for adoption through the Planning Commission and the formal County Commissioner process as required by County Code; complete any follow-up requirements recommended for the final approval, within reason.

DRAFT November 1, 2024

TENTATIVE SCHEDULE

The following schedule may be modified through consultant proposals and contract negotiations:

January 6: Requests for Qualifications published
February 21: Submittal Deadline (4:00 pm PST)
March 7: Selection Process
March 10: Review recommended award by the Advisory Board (special meeting)
March 17 – April 11: County Commissioners Review
April 14 – April 30: Contract negotiations and Award of Contract
May 15: Notice to Proceed
May 28: Scope of Work and PSA
June 2: Project Start
Periodic: Advisory Board updates, status checks (minimum quarterly)
January 2026: Substantial Project completion
February 2026: Final Advisory Board review & approval
April 2026: BOCC adoption process and final changes
June 2026: Final copies due to Parks (20 hard copies and an electronic copy)

SUBMISSION REQUIREMENTS

All submittals must be in conformance with the requirements set forth in this RFP/RFQ. Submittals should be 8-1/2" x 11" format and shall not exceed twenty (20) pages including cover letter. As a minimum the following information shall be submitted:

1. An organizational chart and biographies for your project team, including all sub-consultants.
2. A statement of the percentage of time your proposed key resources will have available to devote to the project.
3. Your firm's identification of the critical work elements and how your team would address these issues.
4. A discussion of your team's approach to the project and your plan to produce the required documents.
5. A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
6. References from past similar projects. Provide the contact name and number of the entity, or if not available, a contact name and number of the current most knowledgeable person associated with the project.

DRAFT November 1, 2024

SUBMITTALS

Preferred:

Qualifications titled **"Consulting Services for Clallam County Department of Parks, Fair and Facilities – Comprehensive Park and Recreation Master Plan 2027 – 2037"** should be submitted as an e-mail attachment in PDF or MS Word format to:

Loni Gores, Clerk of the Board for Clallam County
Alana.gores@clallamcountywa.gov

Or:

One (1) unbound original and one (1) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

Loni Gores, Clerk of the Board for Clallam County
223 E. Fourth St., Suite 4
Port Angeles, WA 98362

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

Contact

For additional information concerning this RFP/RFQ, any other aspect of the selection process or the project in general, please contact via email:

Don Crawford
Director of Parks, Fair and Facilities
E-mail: Donald.Crawford@clallamcountywa.gov

Absolutely no communication shall occur regarding this RFP/RFQ, including requests for information, or speculation between Consultant's or any of their individual members and any County elected official or employee other than those named above. Failure to comply with this provision may result in Consultant's proposal being removed from consideration. Any cost incurred by Consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP/RFQ shall be borne solely by the Consultant.

Right to Reject Submittals

The County reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFP/RFQ shall become the property of the County upon delivery to the County and will not be returned.

DRAFT November 1, 2024

Project Contract

The Consultant will be required to use a Clallam County Professional Services Agreement and accept all language contained within. Any Consultant that has significant reservations concerning using this agreement should not submit on this request.

CONSULTANT SELECTION CRITERIA

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFP/RFQ
- Understanding of project scope
- Project approach
- Ability to meet the project schedule, within subsequently agreed-upon budget
- Expertise of key personnel in comprehensive park planning, community recreation opportunities, and DEI components as applicable to park and recreation
- Response of references from past similar projects

Final Selection Procedures

After review of the submittals by the County's Parks and Recreation Board, the County may at its discretion schedule interviews with one or more firms.

Negotiation/Scope Development

The top-ranked firm will be asked to submit their prospective scope of services, schedule and a fee proposal.

If, after negotiation and consideration, the County is unable to reach an acceptable agreement with the top-ranked firm, the County will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP/RFQ.

Final Selection

Once an agreement is reached with a preferred Consultant, the County will provide a professional Services Agreement for signatures and full execution.

-END-

Robin Hill Farm County Park- **FINAL** Stump Mobilization

I 1







I 2

CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
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: November 2024 Grant(s) Update

Current

- **The RCO Boating Facilities Program (BFP) Project Number 22-2063D**
completed, invoiced, paid, and closed out.
- **The RCO No Child Left Inside Tier 1 (NCLI) Project Number 22-2041E**
completed and invoiced
- **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 completed, RFP process in progress.
Final Report and Reimbursement Due 12.31.2024 Received Extension until 5.30.2025
- **2025 Clallam County LTAC**
Day Use Parks- Supplies, Materials, & Labor \$44,000

Pending

- ~~2025 Clallam County LTAC Coin-Op Shower Conversion~~ ~~\$9,500~~

Future

- **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



I 3

CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: November 22, 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 Public Survey Distribution

County Staff have been instructed to seek legal guidance on using the camp registration email addresses to solicit participation in our current public survey. We have contacted the County Civil Prosecutor for direction and await a response. Once we receive guidance, we will comply with their instructions. In the meantime, we have printed several hundred business cards with the survey QR code for distribution to the public and have posted nearly one hundred flyers throughout the courthouse. I cannot emphasize enough that increasing survey participation is a significant priority for the department.



I 4

CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: November 22, 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 Seasonal Park Aid Recruiting

The HR department leads our seasonal recruiting efforts. The automated recruitment system broadcasts job openings locally, regionally, and nationally to both public and private sector employment and recruiting organizations. The department also recruits from various post-secondary institutions for college-aged students.

Some recruiting challenges include:

- Seasonal housing for off-peninsula candidates.
- County wage rates for seasonal park aids
- Service duration limitations linked to the organized labor collective bargaining agreements.
- Timing of recruiting efforts compared to national, state, and municipal organizations.

Members of the Parks Advisory Board are welcome and encouraged to assist as they see fit.



IS

CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: November 22, 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: Capital Budgeting for RV Bunkhouse at Robin Hill Farm County Park

The capital budget request for installing an RV bunkhouse unit at Robin Hill Farm County Park to provide temporary housing for seasonal park employees was presented to and discussed by the Parks Advisory Board in late 2022 and early 2023. Housing accommodations are a primary obstacle to securing seasonal park employees from off the peninsula. Local candidates often find better-paying, longer-duration seasonal positions elsewhere on the peninsula. We actively recruit each winter to early spring, which remains a year-round priority.



I 8

CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: November 22, 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 Dungeness Recreational Area (DRA) Multi-Use Trail Project Update

On November 15th, Chairman Craig dispatched an email requesting that county staff provide the Parks Advisory Board with a written cost estimate for installing a multi-use trail connecting the eastern boundary trail near the five-acre school and Lotzgesel. The trail would run parallel to Lotzgesel and ultimately link at a suitable Voice of America Road location. A deadline of December 5th was established for the submission of this documentation to be included in the upcoming monthly Board agenda.

In pursuit of that request, I engaged with the Department of Community Development (DCD) to ascertain the feasibility of constructing a trail in an area designated as a wetland. Donella Clark, the DCD's Principal Planner, advised me to collaborate with an environmental consultant to facilitate potential Wetland Mitigation Planning. I have, therefore, submitted a formal inquiry to a local firm for their assistance.

The aforementioned actions and considerations will undoubtedly influence project budgeting and development timelines. However, it is imperative to prioritize environmental considerations, as the local constituency will likely reference these factors to substantiate their objections. Board members possessing professional expertise in such matters should be adequately informed and prepared for these preliminary considerations and actions. Moreover, it is pertinent to note that this project was recently designated as a "very high priority" by the Board in early November. A comprehensive budget and project timeline will be provided in due course.

Of note is the fact that, contrary to the explicit admonitions, directives, and accusations by Parks Advisory Board Members during the last monthly board meeting, any project that is not expressly identified and prioritized within the Current Parks Master Plan should not be considered until it is incorporated in an annual amendment or update. The DRA Multi-Use Trail Project is not mentioned, prioritized, or even referenced in the current master plan (*refer to Chapter IV, Page 4—Dungeness Recreation Area*).

I have had an informal discussion with Tom Mix regarding scheduling a site visit to DRA in early December. This visit aims to ascertain the cost and timeline for the proposed project, potentially utilizing volunteer labor from the Backcountry Horsemen, who are recognized as the most proficient trail builders, whether volunteer or professional, on the peninsula. Collaborating with the Backcountry Horsemen may also enable us to access the yet-unratified county 2025 REET 2 trail budget for the project's construction.

20 .