



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of November 12, 2024, Special Meeting

Call to Order	Chair Peter Craig called the meeting to order at 5:36 pm.
Members Present	Peter Craig, Chair Roger Hoffman, Vice Chair Bill Hughes Candace Kathol Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator Todd Mielke, County Administrator
Previous Minutes	October 1, 2024 Regular Meeting. Action Taken: Anna Plager motioned to accept the October 1, 2024 minutes; Roger Hoffman seconded; motion passed.
Correspondence Received	1. Camp David Jr. Thank You note
Public Comments on Agenda Items	No public comments
Unfinished Business	<u>Campground Staff vision for Next 5 to 10 Years</u> – Don will provide a detailed update on this topic in the February 2025 meeting. <u>Robin Hill Stump Cleanup</u> - Peter will mark the stumps to be cut shorter this weekend.
Committee Reports	<u>2027 Master Plan Team Committee Update</u> – The team provided a draft of the scope to be included in the RFQ for a consultant. The draft RFQ will be included in the December meeting agenda for further discussion and possible board approval. <u>Survey Results Dashboard</u> – No discussion on this topic.
Staff Reports	<u>2025 County Budget Update</u> – Don gave a brief overview of the anticipated 2025 operation and maintenance budget for the Parks and Facilities operation fund, indicating no major changes were needed. The group was reminded of the draft budget to be presented November 18 at the Board of Commissioners Work Session. Public hearings on the 2025 County Budget to be held in the morning, and on the evening, of December 3, 2024 in the Board of County Commissioners Meeting Room. The Commissioners will vote to adopt the final 2025 budget at the Board of Commissioners Regular Meeting on December 10, 2024.

County Administrator Todd Mielke gave an update regarding the status of the County Budget process, detailing again for the group the required 7% expenditure reduction for 2025, explaining that the Parks, Fair & Facilities department were able to reach that goal primarily through the deferral of various capital projects. The 5 year capital plan projects recommended by the Administrator to be completed in 2025 include the self-pay kiosks at Dungeness and Salt Creek Recreation Areas, and the equipment awning at Dungeness Recreation Area. The Administrator has recommended the Parks Comprehensive Master Plan project be deferred to 2028 as the current plan has a 2024 update. Updates to the current Master Plan can be made on a yearly basis. Handouts provided during the meeting are attached and incorporated herein. Todd reminded the group they are always welcome to attend the Tuesday Regular Meetings of the Board of Commissioners and make comments on any topic during the public comment section at the end of the meeting. Don encouraged the team to continue gathering information through the survey and other means available to include in yearly updates to the Master Plan.

Action Taken - Candance Kathol moved to recommend deferring the hiring of a consultant for the Parks Comprehensive Master Plan until 2026 as a way to help the County meet their overall budget goals. Peter Craig seconded. Motion passed.

Grants Update – Don provided an update. The provided memo is attached and incorporated herein.

Oregon State Parks Rate Increase 2024 – 2025 – No discussion on this topic.

Parks Capital Improvement Fund – Current balance of the fund is \$109,050. The utilization guidelines memo provided is attached and incorporated herein. Discussion regarding possible projects that could be proposed for utilization of the Parks Capital Improvement Fund, including possible expansion of trails mentioned in the unratified 2017 Dungeness Recreation Area Master Plan. Don reminded the group of the Backcountry Horsemen and Roads Department trail volunteer groups as resources to expand the current equestrian trail adjacent to Lotzgesell Road at Dungeness Recreation Area. Discussion regarding which possible funding source should be used for the project, with options being either the Parks Capital Improvement Fund or the Parks Trail Projects expenditure line already built into the Real Estate Excise Tax Project fund. Don pointed out the Parks Capital Improvement Fund is currently earmarked for the Auto-Pay Kiosks at Dungeness and Salt Creek Recreation Areas in early 2025, assuming the project is approved in the 2025 budget. The implementation of the auto-pay kiosks was recommended by the Parks Advisory Board in early 2024. The addition

of the kiosks to the parks will allow for the collection of camping funds via credit card, reduce cash risk and allow park staff to focus more time on servicing the park and campers.

Action Taken: Peter Craig motioned to utilize up to \$50,000 from the Parks Capital Improvement Fund to build a connecting trail from the east side of Dungeness Recreation Area, parallel to Lotzgesell Road to tie into the end of that same existing trail. No second. A vote was not taken.

Action Taken: Anna Plager made a motion that in the future if County Staff would like to expend money from the Parks Capital Improvement Fund, the Parks Advisory Board be consulted first, with the understanding the Board does not have the ability to deny or otherwise veto the spending of the Parks Capital Improvement Fund. Peter Craig seconded. Motion passed.

In February Don will present to the board a list of projects from the current Master Plan plus those additional projects identified by the park managers, and other priority projects. It is requested that the board, via formal recommendation, narrow down the list by June for those projects they would like to see the Parks staff include in the 5-year plan, and how they would like to see those projects funded. Don will in turn use that recommendation as a path forward, with the understanding that there are at times unanticipated projects that must be dealt with in a timely manner that does not allow for board involvement. Barring unanticipated projects, following this plan will allow the Parks Advisory Board to be informed of upcoming projects six months in advance of the budget process. At the end of the budget process, Don will come back to the board and indicate which projects were approved, and how the funding for those projects will be obtained.

Todd clarified for the group that while it has been categorized that 'we made this decision,' what has actually happened thus far is a recommendation has been made to the Board of County Commissioners. A final decision on the 2025 budget will be made by the Board of County Commissioners no later than December 10. Roger noted there appears to be some sensitivity toward new trails at Dungeness Recreation Area on the part of the local residents, and a suggestion was made to notify the public prior to implementation of the trail.

Traffic Counting Status – Don indicated the Roads department has had traffic counters at Salt Creek and Lake Pleasant, however while are otherwise occupied with other projects, the plan to place counters at other parks this quarter is still in place.

Department Staffing Updates - Don indicated two employees have verbalized their intent to retire in early summer, however neither have formally announced in writing their retirement dates. There is also an opening posted for a Maintenance Worker I position, however the recruitment process has been postponed due to compliance issues with the current collective bargaining agreement. The hope is to fill the Maintenance Worker position by year end.

New Business

No New Business

**Public Comments on
Non-Agenda Items**

No public comments at this time.

Board Comments

Peter Craig thanked the department staff in attendance for their participation.

Adjournment

Bill Hughes moved to adjourn the meeting at 7:52 pm, Anna Plager seconded, motion passed.

Respectfully submitted,

Melissa Earley

Melissa Earley
Administrative Operations Coordinator