Clallam County
Parks, Fair & Facilities Department
223 E. Fourth St., Suite 7
Port Angeles, WA 98362-3000

# CLALLAM COUNTY PARKS ADVISORY BOARD
## Minutes of January 7, 2025, 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
Candace Kathol
Diane Chung
Anna Plager

**Staff Present**
Donald Crawford, Director
Melissa Earley, Administrative Operations Coordinator
Mike French, Clallam County Commissioner
Todd Mielke, Clallam County Administrator

**Previous Minutes** December 5, 2024 Special Meeting. Candace Kathol requested the December minutes be modified to include comment on the Board of Commissioners approving funds for the Parks Master Plan project. **Action Taken:** Bill Hughes moved to approve the December 5, 2024 minutes with the proposed adjustment. Peter Craig seconded the motion; motion passed.

**Correspondence Received**

1. Lake Pleasant Playground replacement
2. 2025 Capital Budget – Parks
3. Request for Notification of All Opportunities for Direct Input for Proposed Changes to Dungeness Recreation Area and Adjacent Roads
4. Request regarding Dungeness Recreation Area

**Public Comments on Agenda Items**

1. Doug Crooks, Holgerson Rd., Sequim – commented on the Washington State Public Records Act. A handout provided by Mr. Crooks is attached and incorporated hereto.
2. Rachel M., Sequim – commented on notification of when topics will be discussed by the Parks Advisory Board.

**Unfinished Business** Parks Master Plan Opinion Survey – Candace Kathol requested an update regarding the legal action request submitted by Don as to whether or not email addresses collected in the online reservation system can be used for distribution of the Parks Master Plan Opinion Survey. Don indicated the information requested by counsel was provided in December, however a determination has not yet been made.

**Committee Reports**

Master Plan Team Update – Peter Craig provided update on the Team progress. The Request for Qualifications for solicitation of consultant services has been advertised, with applicant submittals to be received by the Board of Commissioners at the February 11 BOCC meeting. The team will review the submittals with Don and then make recommendation to the board, who will in turn recommend to staff which consultant should receive the agreement. Discussion regarding potential number and quality of responses. For clarification, Don explained the Call for Request for Qualifications for Professional Services was presented to the Board of Commissioners at the January 6 work session, which was the first opportunity the Commissioners would consider an RFQ for 2025. The topic is then moved forward to the January 14 Regular Meeting of the BOCC where the commissioners approve a Notice of Public Hearing regarding the Call for RFQ scheduled for January 28. Once approved after the Public Hearing, the RFQ is advertised for two weeks, with proposals being opened in the Commissioners Regular Meeting February 11, 2025. The proposals are turned over to staff for review. Staff will turn over the proposals to the Master Plan Team to review. The Park Board will make a formal recommendation as to which proposal, if any, should be accepted. Finally, Staff then comes back to the Commissioners with a recommendation as to which proposal, if any, should be accepted. The Board of Commissioners give the final approval of proposal. Discussion regarding how long the RFQ should be advertised. **Action Taken:** Anna Plager made motion to follow the timeline on the tentative schedule listed in the RFQ to the best of the County's ability. Diane Chung seconded the motion. Don indicated he would ensure the term Parks Master Plan was included in the title of the RFQ. Motion carried.

**Staff Reports**

Extension of Master Plan Survey until October 3, 2025 – Peter Craig relayed comments expressed by board members that funds approved for the Master Plan not be used to pay for Master Plan Survey signage. Don indicated he understood but could not guarantee that wouldn't happen.

Don gave an update regarding the survey, indicating it has been extended to October 3, 2025 with approximately 490 responses collected to date.

2025 Annual Request for Qualifications – this topic was discussed in detail under Committee Reports – Master Plan Team Update

Annual Park Advisory Board Schedule – Don confirmed the Park Advisory Board Regular Meetings will be held first Tuesday during the months of January through November at 5:30 pm in the Board of Commissioners Meeting Room. A Special Meeting of the Parks Advisory Board will be held the first Thursday of every December at 5:30 pm in the Board of Commissioners' Meeting Room.

Traffic Counter Update – Don indicated the Roads Department has purchased four new traffic counters and have made their previous counters available for Parks Department use until such time that the Parks Department can purchase their own.

Local, Regional and National Recruiting – Don indicated recruitment efforts for seasonal park aides will be commence in the coming weeks.

Local, Regional and National Recruiting – Don indicated recruitment efforts for seasonal park aides will be commence in the coming weeks.

Grant Update – The RCO grant to update the roof and insulation at the Salt Creek Recreation Area bathroom/shower house was approved last year, with the work set to commence in the coming weeks.

The Request for Bids for the LTAC Clallam Bay Beach Ramp grant went to the Commissioners Work Session January 6. Bids will be accepted in February. The goal is to have the ramp installed by the end of April.

Dungeness Recreation Area Trail Budgeting – Don indicated he will have a Wetland Mitigation Proposal and project budget update for the group in February and mentioned the need to schedule a public meeting on the topic in the coming months.

Auto Pay Kiosk Project Status – Don gave a brief update, indicating he has received a quote from Ventek International, which has been approved by the County Administrator. Don expects to have the two kiosks – one at Dungeness Recreation Area and one at Salt Creek Recreation Area – up and running by late April. The automated kiosks will accept credit cards and will replace the iron rangers holding the fee envelopes currently in place at the campgrounds.

**New Business**

Clallam Bay Slip Point United States Coast Guard Lighthouse Residence – Sara Grafstrom, Vice President of the Clallam Bay Slip Point Lighthouse Keepers volunteer group, gave a presentation to the board discussing the property history, cleanup efforts and their request to have the Slip Point property included in the Parks Master Plan. The 10-acre property includes the Lighthouse Keeper residence, some outbuildings, an Annex currently housing the Clallam County Sheriff Detachment, and beach access with some of the best tide pools on the North Coast. The Coast Guard is set to convey the property to the County for potential use as a park in the Spring, 2025. Conveyance of this property will provide additional public beach access in addition to access at Clallam Bay County Park. The group's goal is to secure grant funding to clean up the historic keeper's residence once the property is conveyed to the County, possibly turning it into a museum or rental property. The project is currently on the 5-year Capital Plan with a $300,000 placeholder, however has no actual funding assigned, and no immediate plans for implementation. Clallam County Commissioner Mike French addressed the group explaining the current effort to renegotiate the County's lease with the Coast Guard that would better protect the County from possible catastrophic failure of the house. Commissioner French clarified the message received from the Coast Guard is not that they are unwilling to engage in remediation efforts on the house, but that with the budget they currently have, they would not have to request additional funds from Congress to remediate the soil surrounding the house. County Administrator Todd Mielke indicated he is hopeful there is a way to economically justify saving the building, and commented on the unique opportunity to obtain an asset that would provide such a valuable resource to the citizens in the West End.

2025 Park Advisory Board Officer Elections – Candace Kathol nominated Peter Craig as Park Advisory Board Chair. Roger Hoffman indicated he would be interested in continuing as Vice Chair. **Action Taken:** Anna Plager made motion to elect Peter Craig as Chair and Roger Hoffman as Vice Chair. Candace Kathol seconded the motion. Motion passed.

**Board Member Comments**

Anna Plager commented on various topics including:
1. Proposing a Calendar of Events, noting the Board approaching the Board of Commissioners two years in a row late in the budget cycle to discuss budget related issues. The proposed Calendar of Events is attached and incorporated hereto.

2. A draft list of accomplishments that will be provided at the next meeting, and the addition of a proposed task list for the upcoming year.

3. Parks Capital Improvement Fund, confirming its acronym should be PCIF, and requested further discussion on the guidelines to how the fund can be used.

4. The Dungeness Recreation Area Multi Use Trail Project, requesting a map of the proposed project location. Don indicated the exact location and dimensions of the proposed trail would be determined by the consultant.

5. Requesting clarification and information on the RV bunkhouse model at Robin Hill Park proposed in the 5-Year Capital Plan.

6. Requesting to be kept informed on the status of the request to use email addresses collected by the online reservation system for disbursement of the Master Plan Public Opinion Survey.

7. Seasonal Park Aid recruiting status, noting the topic was discussed during this meeting.

8. Traffic counter status, noting the topic was discussed during this meeting.

County Administrator Todd Mielke commented on the proposed Calendar of Events, indicating a few of the items on the calendar would occur too late in the budget cycle to be effective. He indicated he would contact Don with some further suggestions. He also suggested the group create a process such that when a project comes up, to amend the current Master Plan to include that project so that when it comes time to fund the project, it has already been vetted by the group and included in the Master Plan. The exception to this would be an emergent project that must be addressed more expediently than an amendment to the Master Plan would allow.

| | |
|---|---|
| **Public Comments on Non-Agenda Items** | Rachel May, 72 Lotzgesell Rd., Sequim – commented in favor of auto pay kiosks, and requested people living in areas near the KitchenDick and Lotzgesell Rd turn be made aware of the plans to ease the curve. Don clarified this project is a Roads' Department project and out of the purview of the Parks Department. |
| **Adjournment** | Roger Hoffman moved to adjourn the meeting at 7:40pm, Diane Chung seconded the motion. Motion passed. |

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator