



Clallam County Parks, Fair & Facilities Department

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

February 27, 2025

To: Clallam County Park Board

A regular 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 **Tuesday, March 4, 2025, 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: **810 4564 8441** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **810 4564 8441** 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

REGULAR MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – February 4, 2025 Regular Meeting
- E. Correspondence Received
 - 1. Dungeness Trails (off-channel reservoir project)- Phillip Martin
 - 2. Dungeness Trails (off-channel reservoir project)- Phillip Martin
 - 3. RCO Grant Timing
 - 4. DRA Wetland Enhancement Project- David Swinford

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

F. Public Comment on Agenda Items – Please limit comments to 3 minutes.

G. Unfinished Business

1. Park Advisory Board Year in Review - Anna Plager, Advisory Board Member
2. Park Advisory Board Annual Schedule of Standard Activities - Anna Plager
3. Dungeness Recreation Area Proposed Multi-Use Trail Budgeting and Prioritization - Don Crawford, Parks, Fair & Facilities Director

H. Committee Reports

1. Master Plan Update Team & Selection Team Recommendations - Peter Craig, Advisory Board Chair

I. Staff Reports

1. Clallam County Comprehensive Master Plan - Bruce Emory, DCD Director - 15 minutes.
2. Voice of America Road Realignment Update - Joe Donisi, Public Works Deputy Director, and Jesse Goodman, County Roads Engineer – 15 minutes.
3. Off-Channel Reservoir and Dungeness Trails County Park Memorialization - Steve Gray, Public Works Deputy Director – 25 minutes.
4. Clallam County Campgrounds Year in Review - Don Crawford
5. April - Annual Schedule of Standard Activities – Don Crawford
6. 2025 Capital Projects Update – Don Crawford
7. Peninsula Daily News, February 13, 2025 "Clallam Already Eyeing 2026 Cuts" by Emma Maple – Don Crawford

J. New Business

1. Dungeness Trails County Park Memorialization.
2. May Field Trip
3. 2025 Parks Master Plan AMENDMENT

K. Board Member Comments

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

M. Adjournment

Crawford, Donald

From: web_reservoir
Sent: Tuesday, February 11, 2025 2:37 PM
To: Crawford, Donald; Gray, Steve
Subject: FW: Dungeness Off-Channel Reservoir

Please see creative park suggestions below.

Rhiana Barkie, Project Coordinator

Clallam County Public Works
223 E Fourth Street, Suite 6
360-417-2424
rhiana.barkie@clallamcountywa.gov

From: notifications@cognitoforms.com <notifications@cognitoforms.com>
Sent: Tuesday, February 11, 2025 2:24 PM
To: web_reservoir <web_reservoir@clallamcountywa.gov>
Subject: Dungeness Off-Channel Reservoir

PHILIP MARTIN

Email us about Dungeness Off-Channel Reservoir

[View full entry at CognitoForms.com.](#)

Entry Details

NAME	PHILIP MARTIN
EMAIL	philipsmartin47@gmail.com
PHONE	(360) 582-9445
MAILING ADDRESS	623 ANTLER RIDGE RD, SEQUIM, Washington 98382

PROJECT UPDATES

Yes

SUBJECT

Dungeness Off-Channel Reservoir

COMMENTS/QUESTIONS

I read with interest the article in the PDN regarding the presentation to the County Commissioners. I am well-familiar with the area there, and walk my dog there almost daily. I also participated in the site tour with DRMT a few years ago. I like the name proposed for the county park. First, a question. I realize the actual construction will not be happening soon, but do you know if the large information board inside the power-line gate will remain? When I was there last, I saw a very humorous sign posted there: Caution, Bigfoot Mating Area, Stay on Marked Trails, Do Not Make Eye Contact. Not sure it is authentic, but the label at the bottom of the sign refers to the National Park Service. I was thinking of elaborating on that, and just finished the second cut-out, 8" tall or so, of a sasquatch that I as thinking of putting on the sign there as well. I was also going to do a few smaller ones to put on some of the other posts.

Now for my suggestion. The area is used by people on a daily basis. I have seen upwards of 5 cars parked at the gate north of Happy Valley, and the times are I have gone to the power-line gate, there are also often several cars. Both lots have lots of potholes. Is there any chance these parking lots could be improved, and also for the north one, enlarged? There are numerous concrete blocks that could be removed to make more room. Space for 8-10 cars would be great.

Crawford, Donald

From: Crawford, Donald
Sent: Tuesday, February 11, 2025 5:13 PM
To: philipmartin47@gmail.com
Cc: Gray, Steve
Subject: Dungeness Off-Channel Reservoir

Mr. Martin,

Thank you for contacting the county regarding the Proposed Dungeness Trails County Park (Dungeness Off-Chanel Reservoir). After the site has been memorialized as a park, we should discuss the "Big Foot" idea. It is worth exploring.

The Parks, Fair, and Facilities Department is seriously considering parking improvements. Please don't hesitate to contact me anytime, as community input is crucial.

Have a Superfantastic Day!

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



E2

Crawford, Donald

From: Crawford, Donald
Sent: Wednesday, February 12, 2025 1:02 PM
To: Philip Martin
Cc: Gray, Steve
Subject: RE: Dungeness Off-Channel Reservoir

I am a fan but not a participant of Geo Caching. I am unfamiliar with the county code, so I am not sure if this is permissible (it can be advocated for), but for now, don't worry.

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: Philip Martin <philipsmartin47@gmail.com>
Sent: Wednesday, February 12, 2025 12:56 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Cc: Gray, Steve <steve.gray@clallamcountywa.gov>

Subject: Re: Dungeness Off-Channel Reservoir

Thanks for the reply, Donald. I have probably shared the following with Steve, but since your name is new to me, I wanted to mention one thing that, besides people walking their dogs, biking, horse-riding, etc. is geocaching. I've attached a map of most of the geocaches that have been placed in the area. There is at least one more not shown on the map, off of Sporseen. The reason they are spread out the way they are is there is a requirement that no geocache can be placed within 528 feet of another one. Most of these caches were placed by my wife and me, and by a neighbor. There are about 6 that were placed by someone else, all when this was DNR land. It's totally full! I've also attached an image of the template I have for making Bigfoot patterns. I have two done, about 8 inches tall, and plan on four smaller ones to fit the scrap pieces of fiberboard that I happen to have.

On Tue, Feb 11, 2025 at 5:12 PM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Mr. Martin,

Thank you for contacting the county regarding the Proposed Dungeness Trails County Park (Dungeness Off-Chanel Reservoir). After the site has been memorialized as a park, we should discuss the "Big Foot" idea. It is worth exploring.

The Parks, Fair, and Facilities Department is seriously considering parking improvements. Please don't hesitate to contact me anytime, as community input is crucial.

Have a Superfantastic Day!

R.Donald Crawford, CGM

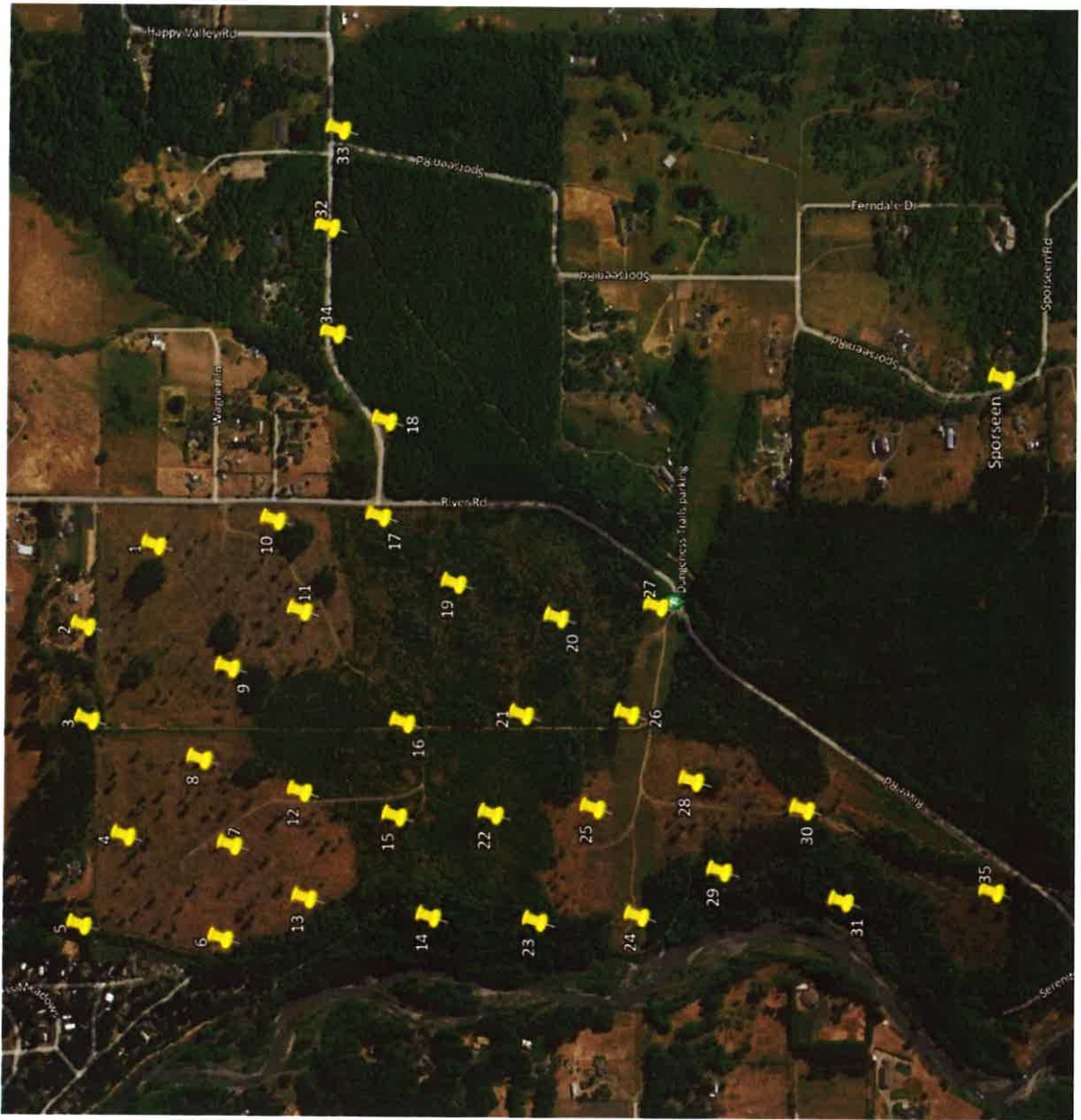
Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000



Crawford, Donald

From: Haws, Dan (RCO) <Dan.Haws@rco.wa.gov>
Sent: Wednesday, February 12, 2025 7:32 AM
To: Crawford, Donald; Lovelace, Butch (RCO); Carpenter, Brian (RCO)
Subject: RE: RCO Grant Timing

Importance: High

Hi Donald,

The 2026 RCO grant round has two deadlines for grant applications being submitted (depending on what programs you apply for) one deadline is May 1st and the other is November 1st of 2026.

Please refer to the RCO website to get more information about all our various grant funding programs. What grant program(s) you decide to apply for also will dictate who your grant manager(s) will be...thanks for your inquiry.

Best,

Dan Haws | Outdoor Grants Manager
Washington State Recreation and Conservation Office
360-280-7079 Washington Relay, dial 711



From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Tuesday, February 11, 2025 5:33 PM
To: Lovelace, Butch (RCO) <butch.lovelace@rco.wa.gov>; Haws, Dan (RCO) <Dan.Haws@rco.wa.gov>; Carpenter, Brian (RCO) <brian.carpenter@rco.wa.gov>
Subject: RCO Grant Timing

External Email

I am planning some projects for execution in 2026-2028. Is there a forecast for the timing of the next round of grants (understanding that everything is conditional on funding)?

Have a Superfantastic Day!

R.Donald Crawford, CGM
Director

E 4

Crawford, Donald

From: Crawford, Donald
Sent: Tuesday, January 28, 2025 1:26 PM
To: David Swinford
Cc: Gray, Steve
Subject: RE: Wetland Enhancement Project at Dungeness Recreation Area

Mr. Swinford,

I will forward your letter to the Parks Advisory Board for consideration of inclusion of your Wetland Idea into the next Parks Master Plan Update. I have copied Mr. Steve Gray who is the lead contact for the ODT regarding the Real Estate. I can tell you with some certainty that at present, the county is not able to purchase large parcels of land at market price but, I will allow Mr. Gray to speak for himself.

Kindest Regards,

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: David Swinford <dgswinford@gmail.com>
Sent: Monday, January 27, 2025 11:53 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: Wetland Enhancement Project at Dungeness Recreation Area

You don't often get email from dgswinford@gmail.com. [Learn why this is important](#)

Hello Mr. Crawford,

This is a follow-up to our conversation from last week. As a resident of Clallam County and a lover of wildlife and birds, I would like to see a project wherein the area at the Dungeness Recreation Area that is currently described as a Wetland on the area map be managed to have open water year round with a boundary zone that could develop cattails and natural plants that could provide cover for nesting birds. It sounds like the project is possible if there is enough interest.

On another matter, I am the trustee on a 22 acre property that partially abuts the ODT near Heath Road. I inherited that responsibility. My Dad developed it as a community and installed roads and other infrastructure for housing. I have encountered difficulties in completing the development due to lack of legal water for indoor use. I noticed that the City of Sequim recently bought a chunk of land for a park. I wonder if Clallam County would consider purchasing this 22 acres. I would need to get a fair price that would represent what I would likely be able to net if it were sold to a developer. I estimate that to be around 1.8 - 2M however it could be a little more depending on some variables that I would need to revisit.

Thank you for serving our County.

Regards,

Dave Swinford

Parks Advisory Board

2024 YEAR-in-REVIEW

Clallam County

1. Modified and adopted a new Master Plan 2024 – 2026, conducting a public hearing
2. Participated in field trips to Dungeness Recreation Area & Camp David Jr.
3. Encouraged clean-up at Robin Hill Farm Park post-2022 windstorm; provided letter of support for the successful WA State Tourism Sustainability grant; provided feedback on trail restoration progress
4. Used Global Positioning System to create a new map of the Robin Hill Farm Park trails, allowing the map to be posted on the County Parks website
5. Appointed the Ten-year Master Planning Team, 6 members (3 Board members, 3 citizen volunteers from each of the three county regions – East, Central, West)
 - a. Requested that visitation data be collected from road-counters at 6 parks, June 2024
 - b. Designed, and with IT Dept. help administered, an online 2024 Public Opinion Survey
 - c. Drafted a RFQ to seek a contract consultant to hire for the Plan Update (8 pgs.)
6. Lobbied the BOCC and received \$150,000 funding for the Master Plan consultant hire
7. Advocated for and received BOCC approval for policy changes to the Advisory Board's meeting schedule – holding them monthly, rather than bi-monthly
8. Reviewed fee schedule and made no changes (note in 2023 fees were raised by 30 to 50 percent; approved a new capital fund created with monies from camp registration fees)
9. Requested new park unit signs at Eagle Point and Three Waters
10. Advocated for and received approval for capital funds to install auto-pay kiosks at Dungeness & Salt Creek (from the special Parks Capital Improvement Fund)
11. Requested that a Cascade Marine Sanctuary campsite be established at the SCRA waterfront as part of the Washington Waterways; postponed for future Master Plan update/modification
12. Working with the IT Department, revised/updated the February 2024 Public Opinion Survey for redistribution online in summer 2024
13. Handed out business cards with the Public Opinion Survey's QR codes at various places

2024 Parks Advisory Board Members

Peter Craig, Chair
 Roger Hoffman, Vice Chair
 Bill Hughes
 Candace Kathol
 Peter Davis
 Diane Chung
 Anna Plager

Planning Team Members

Tom Mix (Sequim)
 Cathy Lucero (Port Angeles)
 Roy Morris (Sekiu)
 Peter Craig
 Diane Chung
 Roger Hoffman

Month	Activity PARKS ADVISORY BOARD	Activity PARK STAFF (pre- or post-PAB mtgs.)
January	Confirm capital budgets- Parks Capital, REET & REET II, Parks Capital Improvement Fund	Provide a list of final 2025 capital budgets (by 4 sources)
	Review current capital project timelines- by quarter	Provide capital project timelines by quarter
	Review current grant project timelines- by quarter	Provide grant project timelines by quarter
February	Review & recommend Master Plan amendments	Provide staff-recommended Master Plan amendments
	Review, amend & adopt the annual activities calendar	Present draft recommended annual activities calendar
March	Schedule PAB Field Trips (1 & 2, or more)	Present proposed schedule for PAB Field Trips
	Confirm Parks Master Plan amendments (after public review)	Submit Master Plan amendment for BOCC adoption
April	Review the Parks Master Plan for capital projects; select priority recommendations for 5-year Capital Plan	Update staff priority recommendations for Master Plan capital projects for 5-year Capital Plan
	Update the 5-year Capital Plan & finalize annual priority recommendations	Prepare updated 5-year Capital Plans priority recommendations for Department review
	Review staff-recommended Master Fee Schedule	Present staff-recommended Master Fee Schedule to PAB
May	Field Trip 1, participate	Field Trip 1: organize & conduct
	Review & recommend annual capital priorities as needed	Submit revised 5-year Capital Plan to County Administrator & Finance
	Recommend Master Fee Schedule update.	Provide annual Master Fee Schedule recommendations to the County Administrator/Finance.
		Submit 1 st draft of the annual budget to the County Administrator/Finance.
June	Field Trip 2, participate	Field Trip 2, organize & conduct
	The agenda is open for catch-up issue resolution or new proposals	Administer Master Fee Schedule for BOCC adoption.

Month	Activity PARKS ADVISORY BOARD	Activity PARK STAFF (pre- or post-PAB mtgs.)
July	The agenda is open for catch-up issue resolution or new proposals	Submit the recommended 5-year Capital Plan to the County Administrator/Finance.
August	Agenda open for follow-up (or cancel meeting)	
September	Schedule & participate in an issue-oriented field trip(s) as needed	Submit the final annual budget, including capital priority recommendations, to the County Administrator/Finance
		Prepare end-of-season staff reports for review.
October	Review County Administrator/Finance approved 5-year Capital Plan and annual capital budget priority recommendations.	Review County Administrator/Finance 5-year Capital Plan and annual capital budget priority recommendations. <i>(for PAB review only, no action)</i>
	Review end-of-season park unit reports.	Present end-of-season staff reports for review.
	Attend BOCC Draft Budget Submittal Meeting (optional)	
November	**Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)	**Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)
	Confirm capital budget submittal priorities.	Present any capital budget priority changes as appropriate.
	Conduct annual PAB Elections for Chair & Vice-Chair.	
December	Year in review – Prepare annual accomplishments report	Contribute to annual activity/accomplishments report
	Attend BOCC Budget Adoption Hearings on the first Tuesday.	
	Review/amend the PAB activities calendar for the following year	

***December "Special" PAB Meeting on the first Thursday of December @ 530 PM BOCC Board Room to avoid conflict with BOCC annual budget hearings.*



G3

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: February 24, 2025

To: Clallam County Park Board- *Peter Craig (Board Chair), Roger Hoffman (Vice Chair), Candace Kathol, Diane Chung, Anna Plager*

From: Don Crawford Parks Director

Subject: Dungeness Recreation Area Multi-Purpose Trail Construction Project - *Preliminary Budget Report and Prioritization 2.24.2025*

Marine Surveys & Assessments, Inc. Scope of Work:

Wetland Delineation Report, Permitting, Community Outreach, Project Management, etc.

Subtotal (Including 10% Cont.) \$39,121.50

Approximate Sales Tax \$3,165.29

Total \$42,286.79

North Peninsula Chapter, Backcountry Horsemen of Washington Scope of Work:

-6' wide trail bed to accommodate multi-purpose use and maintenance.

-Trail Route will serpentine

-Trail grade to be 10% or less. The tread will be crowned or 2% out slope to manage water.

-Overall trail length: ~3000 ft comprised of ~2000' grassy area and ~1000' hilly terrain.

-Grassy areas of trail soils will require a gravel base, geotextile, and trail tread materials.

- Demolition debris, transportation, and signage.

Equipment Subtotal (Including 10% Cont.& sales tax) \$21,220.76

Materials Subtotal (Including 10% Cont.& sales tax) \$19,266.97

Total : \$40,487.73

Grand Total \$82,774.52



Updated schedule for RFQ selection process

<Feb. 19,2025>

Feb. 19th -- Evaluation Team members (4 + Don) review the 5 consultant packets and score them. Top 3 applicants are selected for reference checks and later interviews. Rating/scoring sheets are catalogued. (Anna working on recording scores.)

Feb. 20th -- After the Evaluation Team completes the **Deliverable for Finalists Presentation**, Don will notify the 3 selected consultants and send them the Presentation/ Interview format for their March 6th interviews. Don will schedule interview times, 9 AM - 11 AM and 1:30 PM (half-hour break 1:00 – 1:30 PM) as soon as possible.

Feb. 21 - March 4 – We have scheduled 8 to 10 days (enough time to reach folks traveling or on vacation) to call references (Tom, Charisse and Cathy volunteered), staggering 1 call for each applicant per volunteer. Each applicant will have reference checks documented by each of our volunteers. Reference-check calls are yet to be assigned. Peter returns on 2/27 and has requested being part of the interviewing team.

March 4th - Parks Advisory Board meeting; Peter and Anna will update the board on the selection process to date (no names mentioned, but share the expected dates, etc.). They will recommend that the board be advised at the April meeting who the selected candidate is and name names at that time.

March 6th -- Consultant presentations: 30-minute presentation, 1-hour interview & 30-minute team meeting for scoring. Interview team will be Tom, Peter, Charisse and Don. Interview Team will need to confirm requirements for documenting their deliberations. Do we need a scoring sheet?

March 7th -- Don will notify consultants of decisions, including those not chosen. Q: Do we wait until the contract is signed to let candidate #2 off the hook?

The preliminary RFQ schedule said:

March 17 — April 11: County Commissioners Review

April 14 — April 30: Contract negotiations and Award of Contract (Don)

May 15: Notice to Proceed

May 28: Scope of Work and PSA

June 2: Project Start

Crawford, Donald

From: Gray, Steve
Sent: Tuesday, February 25, 2025 8:44 AM
To: Tom Mix
Cc: Habel, William; Crawford, Donald; Barkie, Rhiana
Subject: RE: Off Chanel reservoir project

Hi Tom,

The Dungeness Off-Channel Reservoir project remains in the planning and design phase.

County Public Works provided a reservoir project update to the County Commissioner on February 10. In terms of Park & Recreation, the following next steps were outlined:

- Amend County Park and Recreation Regulations to cover the ~ 400-acre acquired property.
- Consider naming as Dungeness Trails County Park (local name)
- Continue public hiking, biking, and equestrian trail use and other non-motorized uses.
- Conduct trail and infrastructure (parking, signage) inventory and assessment. [We have already started this effort.]
- Add park and trail rules signage at current parking and main trail access points. [Parks Dept. will take lead.]
- Volunteer Coordination [Parks Dept. will take lead.]
- Initiate park capital needs planning and funding strategy (e.g., parking, signage, restroom, etc..)
- March 4 County Parks and Recreation Advisory Board Project Briefing

I will be at the March 4 Parks Advisory Board Meeting to provide a status update on the Reservoir Project and Parks related planning next steps.

Will Habel, Regional Trails Coordinator, will be contacting you this week to discuss coordination of ODT Thursday Trail Crew until we fill Jeff Ralston's position. I also will ask him to help coordinate scheduling a meeting between BCHW (you, Jim/Donna Hollatz, others?) and County Public Works and County Parks Department related to volunteer trail maintenance on the River Road Property.

Thanks, Steve

Steve Gray, Deputy Director

Clallam County Public Works
 223 East Fourth Street, Suite 6
 360-417-2290 (office)
steve.gray@clallamcountywa.gov

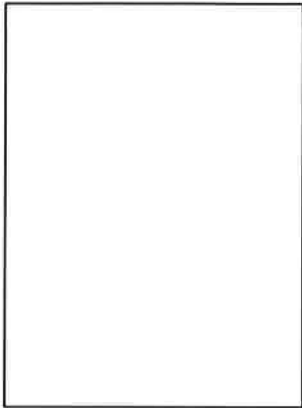
From: Tom Mix <backcountrypacker.mix@gmail.com>
Sent: Friday, February 21, 2025 8:59 AM
To: Gray, Steve <steve.gray@clallamcountywa.gov>
Subject: Re: Off Chanel reservoir project

Hi Steve

Any updates for when we can meet and understand the handoff process and site conditions?

Thanks,

Tom



Tom Mix - Sawyer, Packer, Woodsman
(360) 582-0460 backcountrypacker.mix@gmail.com

On Tue, Dec 24, 2024 at 3:28 PM Gray, Steve <steve.gray@clallamcountywa.gov> wrote:

Hi Tom,

Thank you for the update. I have also recently spoke with Grant Herman on our Trails Advisory Committee related to interest by some individuals of the bike community.

A couple of questions:

- Does the BCHW currently maintain all the trails shown on the [Dungeness Trails Map](#)?
- What are current BCHW volunteer resource levels and capabilities for trail maintenance on this site?
- Has BCHW identified any trail maintenance needs beyond current BCHW resources or capability that need attention?

As to your question, the County Public Works contacts related to the Dungeness Off-Channel Reservoir Project are Rhiana Barkie, Project Coordinator, and me.

Don Crawford and I will be in touch with the Hollatz's and you in January.

Happy Holidays!

Steve Gray, Deputy Director

Clallam County Public Works

223 East Fourth Street, Suite 6

360-417-2290 (office)

steve.gray@clallamcountywa.gov

From: Tom Mix <backcountrypacker.mix@gmail.com>

Sent: Friday, December 20, 2024 9:25 AM

To: Gray, Steve <steve.gray@clallamcountywa.gov>

Cc: Donna and Jim Hollatz <jdhollatz@gmail.com>; Grant Herman <grantpherman@gmail.com>; Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Subject: Off Chanel reservoir project

Hi Steve

Just a quick note to update you on the trails efforts at the site.

It took me some time to identify and obtain commitment from both the equestrian and local biking community for continued and ongoing trail maintenance at the site. That has been achieved.

The local equestrian group - Back Country Horsemen of Washington - Peninsula chapter will nurture the multi user trails along with the biking community.

Current focals from the equestrian community are Jim and Donna Holatz and myself.

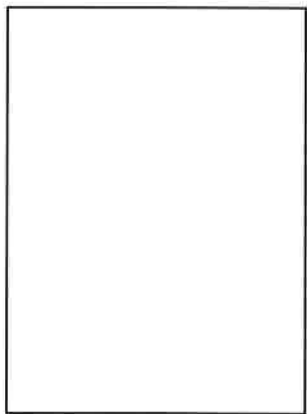
From the biking community it is now Grant Herman <grantpherman@gmail.com>, 1-715-209-8606.

As the project progresses, I want to ensure that the site will indeed be ready to transition from a design/build a reservoir into a turnkey community park. That is with thought and intent not just another hand off.

Who is our contact within Public Works that we work with throughout the project design phase to ensure that the transition into a park is meaningful?

Thanks,

Tom



Tom Mix - Sawyer, Packer, Woodsman
(360) 582-0460 backcountrypacker.mix@gmail.com

I 4

**Clallam County Parks, Fair Facilities
2024 Campground Year in Review**

PARK	2024 Budgeted Revenue	2024 Actual Revenue	2024 Revenue Over/(Short) Projection	2024 Actual Expenses	Total 2024 Revenue/(Cost) Revenue Minus Expenses
CAMP DAVID Jr					
38 Groups/Approx. 1,100 Campers in 2024					
Shower & Firewood Revenue	\$ -	\$ -	\$ -		
Overnight Camping Revenue	\$ 85,000	\$ 86,146	\$ 1,146		
Parks Capital Impr Fund \$5/Night Revenue	\$ -	\$ -	\$ -		
Operation & Maintenance Expense				\$ 76,562	
Onsite Staff Expense				\$ 75,861	
Capital Project Expense				\$ 1,625	
Park Totals	\$ 85,000	\$ 86,146	\$ 1,146	\$ 154,048	\$ (67,901)
DUNGENESS RECREATION AREA					
7,363 Sites Used in 2024					
Shower & Firewood Revenue	\$ 12,630	\$ 8,817	\$ (3,813)		
Overnight Camping Revenue	\$ 306,692	\$ 238,978	\$ (67,714)		
Parks Capital Impr Fund \$5/Night Revenue	\$ 47,040	\$ 39,368	\$ (7,672)		
Operation & Maintenance Expense				\$ 107,597	
Onsite Staff Expense				\$ 123,480	
Capital Project Expense				\$ 1,826	
Park Totals	\$ 366,362	\$ 287,162	\$ (79,200)	\$ 232,903	\$ 54,259
SALT CREEK RECREATION AREA					
15,475 Sites Used in 2024					
Shower & Firewood Revenue	\$ 16,970	\$ 12,673	\$ (4,297)		
Overnight Camping Revenue	\$ 592,308	\$ 511,705	\$ (80,603)		
Parks Capital Impr Fund \$5/Night Revenue	\$ 99,960	\$ 70,835	\$ (29,125)		
Operation & Maintenance Expense				\$ 237,292	
Onsite Staff Expense				\$ 123,787	
Capital Project Expense				\$ 47,076	
Park Totals	\$ 709,238	\$ 595,213	\$ (114,025)	\$ 408,155	\$ 187,058
GRAND TOTALS - 3 PARKS	\$ 1,160,600	\$ 968,522	\$ (192,078)	\$ 795,106	\$ 173,416

Month	Activity PARKS ADVISORY BOARD	Activity PARK STAFF (pre- or post-PAB mtgs.)
January	Confirm capital budgets- Parks Capital, REET & REET II, Parks Capital Improvement Fund	Provide a list of final 2025 capital budgets (by 4 sources)
	Review current capital project timelines- by quarter	Provide capital project timelines by quarter
	Review current grant project timelines- by quarter	Provide grant project timelines by quarter
February	Review & recommend Master Plan amendments	Provide staff-recommended Master Plan amendments
	Review, amend & adopt the annual activities calendar	Present draft recommended annual activities calendar
March	Schedule PAB Field Trips (1 & 2, or more)	Present proposed schedule for PAB Field Trips
	Confirm Parks Master Plan amendments (after public review)	Submit Master Plan amendment for BOCC adoption
April	Review the Parks Master Plan for capital projects; select priority recommendations for 5-year Capital Plan	Update staff priority recommendations for Master Plan capital projects for 5-year Capital Plan
	Update the 5-year Capital Plan & finalize annual priority recommendations	Prepare updated 5-year Capital Plans priority recommendations for Department review
	Review staff-recommended Master Fee Schedule	Present staff-recommended Master Fee Schedule to PAB
May	Field Trip 1, participate	Field Trip 1: organize & conduct
	Review & recommend annual capital priorities as needed	Submit revised 5-year Capital Plan to County Administrator & Finance
	Recommend Master Fee Schedule update.	Provide annual Master Fee Schedule recommendations to the County Administrator/Finance.
		Submit 1 st draft of the annual budget to the County Administrator/Finance.
June	Field Trip 2, participate	Field Trip 2, organize & conduct
	The agenda is open for catch-up issue resolution or new proposals	Administer Master Fee Schedule for BOCC adoption.



I 6

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: February 24, 2025

To: Clallam County Park Board- *Peter Craig (Board Chair), Roger Hoffman (Vice Chair), Candace Kathol, Diane Chung, Anna Plager*

From: Don Crawford Parks Director

Subject: Clallam County Parks- 2025 Capital Projects

Salt Creek Recreation Area- RCO Deferred Maintenance Grant

Source: *RCO Grant*

Budget: *\$37,000*

Scope of Work: *Install metal roof on lower camp restroom and insulate pipe chase*

Completion Target: *April 4, 2025*

Dungeness Recreation Area- Equipment Storage Structure Installation

Source: *General Fund Capital*

Budget: *\$10,000*

Scope of Work: *Install prefabricated metal equipment storage building*

Completion Target: *April 4, 2025*

Clallam Bay County Park- Beach Access Ramp Installation

Source: *LTAC*

Budget: *\$75,000*

Scope of Work: *Install prefabricated metal beach access ramp*

Completion Target: *May 30, 2025*

Dungeness & Salt Creek Recreation Areas – Auto Pay Kiosk Installation

Source: *Parks Capital Improvement Fund*

Budget: *\$90,000*

Scope of Work: *Install prefabricated Auto Pay Kiosks*

Completion Target: *May 30, 2025*

Park Trail Projects – MISC.

Source: *REET II*

Budget: *\$15,000*

Scope of Work: *General trail upkeep at the Parks Director's discretion*

Completion Target: *December 10, 2025*

Park Road Projects – MISC.

Source: *REET II*

Budget: *\$15,000*

Scope of Work: *General park road upkeep at the Parks Director's discretion*

Completion Target: *December 10, 2025*

This was in the newspaper this morning.

I 7

Clallam already eyeing 2026 cuts

If county can't raise revenue, it may cut employees, services

• By [Emma Maple](#)

• Thursday, February 13, 2025 1:30am

• [NEWS](#) CLALLAM COUNTYCOUNTY COMMISSION

PORT ANGELES — When Clallam County employee Greg Helwick went to work on Nov. 15, he expected it to be a normal day. At 62 years old, he'd been with the county's information technology department for 24 years. He'd bounced around the idea of retiring in a year or two, but he was happy in his position as network services manager.

On that particular day, Helwick had to leave early for a 3:45 p.m. doctor's appointment. While he was getting ready to go, he was asked to step into the director's office. At that point, he said, his radar went off.

During a 15-minute meeting, Helwick said he was told his position was being eliminated and he was on administrative leave, effective immediately.

The county didn't have enough money in the 2025 budget to continue to fund his job.

Helwick's was one of seven full-time positions that were eliminated during the county's effort to balance its 2025 budget. Other positions were left unfilled or had hours reduced.

Many departments have to spread the increased workload among the remaining employees.

Unless something changes, the county likely will have to continue tightening its belt as it moves into 2026. Services might be cut, or more employees might end up with Helwick's experience.

Building the 2025 budget

When the county started building its 2025 budget, initial assumptions revealed an almost \$4.2 million operating deficit. To close that gap, the three commissioners directed each of the county's 18 departments to complete a "7 percent" exercise, in which departments had to reduce their impact on the general fund either by finding alternative revenue streams or reducing expenses.

Many departments had to make tough decisions.

"I think you can always tweak 1 to 3 percent of a budget," county Administrator Todd Mielke said. "When you get above 5 percent, you're beginning to get into the meat of programs."

Departments reduced supplies, software, equipment, travel and more. But, given that the county's general budget is 74 percent personnel costs, some department heads said the only way they could reach the goal was to cut personnel.

Some employees, realizing their position would be eliminated, decided to move on to other jobs, Mielke said. Others moved to open positions in other departments.

Helwick was not as lucky. Although the IT department tried to reach its 7 percent mandate by reducing hardware and software costs, interim director Monicka Anderson said those savings amounted to less than 2 percent.

At that point, she said, the only way to reach 7 percent was to reorganize the department and eliminate Helwick's position. That saved the department about 4.5 percent.

Now, Helwick said he isn't really sure what to do with all his free time. He feels a mix of emotions.

"On the one hand, I understand the realities," he said. "But on the other hand, I've been here. I've put in the times. I've done the midnight hour. I've taken my laptop when I go on vacation."

Helwick said he's also mourning the little things that would have come if he'd formally retired from the county — things like going out to dinner with his team.

Looking to 2026

Although the budget cuts impacted county employees and departments, Mielke said they likely won't change the county's public face. At least, not this time.

Another deficit seems to be on the horizon, largely due to the fact that expenses are continually rising faster than income. Even if everything else remains the same, Mielke said personnel increases alone likely will cause a deficit.

Generally speaking, Mielke said employees get a cost-of-living increase of about 3 percent each year. Each full-time employee also gets a 2.5 percent "step" increase for the first nine years of employment.

Assuming 50 percent of employees will get that step increase, personnel costs alone will cost about \$2 million more next year, Mielke said. And there are still other cost increases that are sure to happen, such as inflated insurance rates.

Even though the year has just begun, Mielke is weighing his options for when budget season rolls around.

"I don't know that we can do across-the-board cuts next year," he said. "That exercise bottomed out some departments."

Some departments are legally obligated to provide certain services, and further cuts would bar them from meeting those obligations, Mielke said.

“I don’t have any more rabbits to pull out of my hat,” he said.

Other municipalities are feeling similar pressures as they begin to cast an eye toward future budgets, with King County predicting a \$150 million budget shortfall for its 2026-27 budget.

If counties can find revenue to offset their rising costs, they won’t have to cut people or services.

However, revenue collection has limits. Counties can collect up to \$1.80 of property tax per \$1,000 of assessed value, but they are only allowed to increase their property tax collection amount by 1 percent each year, excluding new construction, without voter approval.

So, if the county collects \$1 million in property taxes, next year it can only collect \$1.01 million — even if property values have increased.

This means that each year, as house valuations climb, the amount of money the county collects per \$1,000 of assessed value will drop. Currently, Clallam County is collecting just less than 76 cents per \$1,000 of assessed value, Mielke said.

That 1 percent isn’t close to enough to address inflation costs, Mielke added

The commissioners could place a levy lid lift on the ballot. In the past, Mielke said the commissioners have tried to avoid competing against similar resolutions from fire districts, school districts and hospitals.

“I don’t know that we would have that luxury [in the future],” Mielke said.

Alternatively, state House Bill 1334 proposes allowing counties to raise total collection by 3 percent each year without voter approval, rather than the current 1 percent. If that becomes law, commissioners could pursue that option.

But unless revenue streams increase, Mielke said, “I don’t see any way to put together the 2026 budget without significant impacts that would be seen by the community.”

That could involve cutting county departments and services that are not required by the state, such as the county parks department, the fair, law enforcement in unincorporated areas and more, Mielke said.

He added he is keeping a close eye on the situation.

“I’m watching every economic indicator, tracking sales tax collections,” he said. “Those are all things I’m looking at.”

Reporter Emma Maple can be reached by email at emma.maple@peninsuladailynews.com.