



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of February 4, 2025, Regular Meeting

Call to Order	Vice Chair Roger Hoffman called the meeting to order at 5:30 pm.
Members Present	Roger Hoffman, Vice Chair Bill Hughes Candace Kathol Diane Chung Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	January 7, 2025 Regular Meeting. Anna Plager requested two minor edits to the minutes, replacing the word “drawing” with “map” and including the word “Farm” in the discussion of Robin Hill Farm County Park. <u>Action Taken:</u> Anna Plager motioned to approve the January 7, 2025 minutes with the proposed edits. Candace Kathol seconded the motion; motion passed.
Correspondence Received	1. Back Country Horsemen Article 2. Clallam Bay Slip Point Lighthouse Keepers 3. Olympic Peninsula Disc Golf Association – Annual Report 4. Trespassing at Marlyn Nelson County Park 5. Mr. Walter Trial – Dungeness Recreation Area Update 6. Follow Up – Invitation to Visit Slip Point USCG Site 7. Green Crab Trapping – US Dept of Fish & Wildlife
Public Comments on Agenda Items	No Public Comments.
Unfinished Business	<u>Dungeness Recreation Area – Multipurpose Trail Proposal – Wetland and Mitigation Plan Budget</u> – Don gave a brief update on this potential project, indicating he has secured a proposal in the amount of \$35,565 from a local consultant firm to conduct public surveys, environmental permitting, and mark the proposed location of the trail. If the project moves forward, the Parks Department would pay for materials and labor would be donated by the Backcountry Horsemen. The total anticipated cost of the trail, including consultant fees, is approximately \$50,000.
Committee Reports	<u>Parks Master Plan 2027 Update Team</u> —Diane Chung reported that the group is currently focusing on finalizing the RFQ submission scoring rubric and interview questions and is looking forward to seeing the responses, which are due February 11.

Staff Reports

Clallam Bay Ramp Replacement—Don indicated submissions for an RFP for the manufacture of a replacement ramp at Clallam Bay County Park are scheduled to be opened on February 11. The goal is to have the project completed by the end of May 2025.

Master Plan Update Survey Signage and Budget – Discussion regarding the survey signage design. Anna Plager presented copy of a sign from the 2015 opinion survey for consideration. Diane Chung mentioned she would like to see the words “Fair” and “Facilities” removed from the official department logo on the sign. To date, the survey has 522 responses.

Glen Chipman – Accessible Trails near Forks, WA – Don discussed Mr. Chipman and his quest to identify trails in Clallam County that are ADA compliant either by design or by happenstance. Mr. Chipman, Don and the GIS department are working to create a map of accessible trails in the county. Mr. Chipman will be invited to present the map at an upcoming meeting. Roger Hoffman requested Don obtain feedback from Mr. Chipman regarding which trails could be made accessible with little effort. Thus far, Mr. Chipman has been focusing on the Federal and State parks and trails but intends to shift his focus to the County Parks and trails soon, mentioning the need for adult changing tables in the restrooms at County Parks.

Traffic Counts – Don reminded the group the Roads Department purchased 4 additional traffic counters and offered the original 4 counters to the Parks department to conduct the counts at the parks.

Autonomous Payment Kiosks – Don indicated that because the vendor, Ventek, has a Federal contract, the county is not required to request bids from other sources prior to purchasing the kiosks. As a reminder, the two pay kiosks will be placed at Dungeness and Salt Creek Recreation Areas. The units are currently under construction with an anticipated installation date of April 2025.

RCO Deferred Maintenance Grant – Salt Creek Recreation Area – The roofing portion of the project is scheduled to begin soon. Once maintenance staff have completed updating the septic system at the Salt Creek residence, they will begin the pipe chase insulation portion of the project.

Board Member Reappointment Resolution & Updated Board Member Terms – The Board of County Commissioners issued a resolution to correct the termination date of Anna Plager’s appointment to the Parks Advisory Board. Department staff have confirmed the termination dates listed for the remainder of the advisory board are correct.

Clallam County Parks Master Plan 2027 Update – Capital Needs Draft v.1 1.28.2025 – Don provided a draft list of Capital needs including items requested by staff, those already in the Master Plan, and estimated costs.

He indicated he will provide a further update at the March meeting. The list will be beneficial to the group in determining prioritization of projects to be included in the updated Master Plan.

Seasonal Park Aid Recruiting Status – Due to budget constraints, the department will fill five of the typically eight seasonal park aid positions in 2025. Three Park Aids have verbally committed to returning in 2025. The job posting is live, with 2 applications already submitted.

5-Year Capital Plan “RV Bunkhouse Model” at Robin Hill Farm County Park - Don explained the RV Bunkhouse Model on the 5-Year Capital Plan is a budget request that, if granted, would provide RV hookup and housing for a Seasonal Park Aid or camp host assigned to Robin Hill Farm County Park.

New Business

Master Plan Update Team Coverage – It is anticipated that team member Diane Chung will be unavailable periodically due to travel plans. **Action Taken:** Candace Kathol made a motion to appoint Anna Plager on a temporary basis to the Master Plan Update Team to assist when Diane Chung is unavailable. Diane Chung seconded the motion; motion passed.

Master Plan Update Team Appointment – Charisse Deschenes, Sequim, has been assisting the Master Plan Update Team and expressed an interest in serving on the team more officially. **Action Taken:** Roger Hoffman made a motion to appoint Charisse Deschenes to the Master Plan Update Team, pending background check approval. Candace Kathol seconded the motion; motion passed.

Board Member Removal Procedure, Recommendation & Member Duties – Board member Pete Davis has had unexcused absences for more than three consecutive meetings and has not responded to repeated attempts to contact him. In compliance with Clallam County Code and Advisory Board Bylaws, Mr. Davis is now eligible for removal from the board. If the advisory board votes in favor of removal, the issue will be taken to the Clallam County Board of Commissioners to request a Resolution removing Mr. Davis from the Parks Advisory Board. Recruitment for Mr. Davis' replacement can then commence. **Action Taken:** Anna Plager made a motion in compliance with Section 4.10 of the Park Advisory Board bylaws to recommend the Director and Board Chair to follow the necessary steps to vacate the position Pete Davis occupied. Candace Kathol seconded the motion; motion passed.

Parks Advisory Board Annual Schedule of Standard Activities – Anna Plager presented a draft version of the Annual Schedule of Standard Activities. The current version contains items that happen on a yearly basis, however additional tasks can be added. Anna will modify the document and forward it to Don in the coming days for further discussion in March.

Annual Park Advisory Board Accomplishments – Year in Review 2024: Anna Plager indicated she and Don will meet in the coming days in preparation for presenting in March a draft list of Park Advisory Board accomplishments for 2024.

**Board Member
Comments**

Anna Plager commented:

- The Clallam Bay Slip Point Lighthouse Keepers Meeting needs to be scheduled. Don indicated he would send out a doodle poll to narrow down potential dates for a meeting.
- Request Don to present Capital Projects funded in 2025 and implementation schedule.
- The calendar update and list of accomplishments will be presented next month.
- Inquired about the Clallam County Comprehensive Plan and Off Channel Reservoir presentations tentatively scheduled for March.
- Request an end-of-year status report for Camp David Jr., Dungeness Recreation Area, and Salt Creek Recreation Area.

Diane Chung commented that she will not be available to attend the March meeting.

**Public Comments on
Non-Agenda Items**

No public comments.

Adjournment

Candace Kathol made a motion to adjourn the meeting at 8:06 pm. Diane Chung seconded the motion; motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator