



Clallam County Parks, Fair & Facilities Department

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

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

Call to Order	Vice Chair Roger Hoffman called the meeting to order at 5:30 pm.	
Members Present	Peter Craig, Chair	Roger Hoffman, Vice Chair
	Candace Kathol	Anna Plager
Staff Present	Donald Crawford, Director	Melissa Earley, Administrative Operations Coordinator
	Todd Mielke, Clallam County Administrator	
Previous Minutes	February 4, 2025 Regular Meeting. Action Taken: Anna Plager motioned to approve the February 4, 2025 minutes as presented. Roger Hoffman seconded the motion; motion passed.	
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	
Public Comments on Agenda Items	No Public Comments.	
Unfinished Business	<u>Park Advisory Board Year in Review</u> – Anna Plager discussed the draft year in review list provided in the agenda packet. Action Taken: Candace Kathol made motion to accept the Park Advisory Board Year in Review as presented. Peter Craig seconded the motion. Motion passed.	
	<u>Park Advisory Board Annual Schedule of Standard Activities</u> – Anna Plager presented a draft version of the Annual Schedule of Standard Activities, provided in the agenda packet. Discussion regarding activities scheduled for April, Don indicating his desire to give the Board a month or so to review items proposed for the 5 Year Capital Plan prior to budget driven deadlines. The task of reviewing the 5 Year Capital Plan for inclusion in the Master Plan Amendment will be added to the Board's February task list. The group requested a list of projects to be considered for the Master Plan Amendment and ultimately the 5 Year Capital Plan in preparation for discussion at the April meeting.	
	<u>Dungeness Recreation Area Proposed Multi-Use Trail Budgeting and Prioritization</u> - Don provided update regarding estimated cost of the proposed multi-use trail at Dungeness Recreation Area. Marine Surveys	

& Assessments, Inc. provided a bid for wetland delineation report, project permitting, community outreach and project management services in the amount of \$42,286. North Olympic Backcountry Horsemen of Washington provided a bid for estimated equipment and materials for the trail, with labor donated, in the amount of \$40,487. The total estimated cost of trail preparation and implementation is \$82,774. Don explained the same level of preparation was not required for the trail work performed at Robin Hill because that project was repairing/upgrading an existing trail as opposed to blazing a new trail at Dungeness. The topic will be discussed further at the April meeting.

Committee Reports

Master Plan Update Team & Selection Team Recommendations – Peter Craig informed the group the RFQ submissions have been narrowed down to three finalists, with interviews scheduled for March 6. **Action Taken:** Anna Plager made motion that the Parks Advisory Board will accept the recommendation of the interview team, review it via email, and respond individually to Don when the recommendation has been made. Peter Craig seconded the motion. Motion passed.

Staff Reports

Clallam County Comprehensive Master Plan – Department of Community Development Director Bruce Emory gave an update on his department's efforts in updating the Clallam County Comprehensive Master Plan, due on a 10-year update cycle. Discussion continued regarding the difference between adopting the Parks plan into the Comprehensive plan by reference or publishing the Parks plan in the Comprehensive plan in its entirety. Mr. Emory explained the general timeline includes the draft Comprehensive plan being complete and ready for review by June 30, with the final draft due December 31, 2025. He explained the Parks plan can be adopted into the Comprehensive plan by reference at any time and does not necessarily have to be adopted by the December 31, 2025 deadline for the Comprehensive plan.

Voice of America Road Realignment Update – County Roads Engineer Jesse Goodman gave an update on the status of Voice of America Road realignment project. Part of his presentation included a PowerPoint display of the new park road location and curve at Lotzgesell Road. Jesse indicated in the coming days there will be a public meeting scheduled to address the Lotzgesell Road portion of the project. The full PowerPoint presentation can be viewed online at <https://clallamcowa.portal.civicclerk.com/event/579/media>

Off-Channel Reservoir and Dungeness Trails County Park – Public Works Deputy Director Steve Gray gave a PowerPoint presentation on the Dungeness Off-Channel reservoir Project. The county purchased from the State of Washington the 400-acre parcel northeast of Sequim in October 2024 for approximately \$1.2 million dollars with funding from the Washington State Streamflow Restoration Grant award. The purpose of

the land purchase is to construct a reservoir to improve the management of water resources in the area, with project benefits including long term agricultural viability, stormwater management and flood mitigation, and public recreation opportunities. The Public Works department has requested the new park be named Dungeness Trails County Park, as that is how it is locally referred to. The Park and Recreation next steps include amending county park regulations to cover the acquired property, conduct trail and infrastructure inventory and assessment, add park and trail rules signage, and initiate park capital needs planning and funding strategy. The full PowerPoint presentation can be viewed online at <https://clallamcowa.portal.civicclerk.com/event/579/media>

Clallam County Campgrounds Year in Review – Don gave an overview of the campground 2024 financial review. After consideration of operation & maintenance, onsite staff and capital project expenses, Camp David Jr. finished 2024 at a loss of \$67,901, Dungeness Recreation Area finished 2024 at a gain of \$54,259, and Salt Creek Recreation Area finished 2024 at a gain of \$187,058. The three parks combined finished 2024 at an overall gain of \$173,416. These totals do not include administrative or maintenance worker job costing.

Capital Projects Update – Don discussed current capital projects in various stages of completion.

- The Salt Creek Recreation Area restroom reroof project has a targeted completion date of April 4, 2025.
- The storage structure has been purchased for the Dungeness Recreation Area Equipment Storage Installation project has a targeted completion date of April 4, 2025.
- The contract has been awarded to fabricate the beach access ramp at Clallam Bay County Park. The targeted completion date for this project is May 30, 2025.
- The Auto Pay Kiosk Installation project at Salt Creek and Dungeness Recreation Areas are in process. The targeted completion date for this project is May 30, 2025.
- The Parks Trails and Park Roads Miscellaneous projects. These projects are typically repair to existing trails and park roads at Director discretion.

Peninsula Daily News Article “Clallam Already Eyeing 2026 Cuts” – Discussion regarding the recent article in the Peninsula Daily News. County Administrator Todd Mielke gave an overview of the County’s financial status and the need to slow spending.

New Business

Dungeness Trails County Park Memorialization – **Action Taken** – Peter Craig made a motion to name the new Off-Channel Reservoir “Dungeness Trails” and memorialize it as a County Park. Candace Kathol seconded the motion. Motion passed.

May Field Trip – The group discussed scheduling a field trip of the west end parks tentatively for May 15, 2025.

Parks Master Plan Amendment – Discussion regarding preparation for further discussion of this topic at the April meeting. The board requested a staff-prioritized list of changes to the 10-year plan amendment.

**Board Member
Comments**

Anna Plager commented on the following topics:

- The need for a packet of materials to be provided to the two new board members after they are selected and appointed to help get them up to speed.
- Request for a map of the county owned property Marlyn Nelson County Park, showing the detailed property lines.

Peter Craig thanked recently resigned board member Bill Hughes for his years of service. Don confirmed Bill will be continuing his park host activities at Salt Creek Recreation Area in the fall.

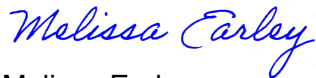
**Public Comments on
Non-Agenda Items**

No public comments.

Adjournment

Candace Kathol made a motion to adjourn at 8:11pm. Anna Plager seconded the motion. Motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator