



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD July 1, 2025, Regular Meeting Minutes

Call to Order	Vice Chair Roger Hoffman called the meeting to order at 5:30 pm.
Members Present	Roger Hoffman, Vice Chair Candace Kathol Anna Plager Ray Colby
Guests Present	Diane Chung Peter Craig
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	June 3, 2025, Regular Meeting. Action Taken: Candace Kathol made a motion to approve the minutes. Anna Plager seconded the motion. Ms. Plager made another motion to amend the minutes to include the word minutes in the title of the document. Ray Colby seconded that motion. Motion passed. Motion for approval of minutes as amended passed.
Correspondence Received	E1. Clallam Bay County Park Ramp E2. Panorama Vista County Park E3. Panorama Vista County Park Status E4. Open Meeting Act and Public Records Training – Updated Link
Public Comments on Agenda Items	Ed Bowen, Clallam Bay, commented on the Parks Master Plan update and the consultant hired.
Unfinished Business	<u>G1. 205-A Parks Department Fee Schedule Adjustment Draft v3.</u> – Don discussed the need to decide on the fee schedule for 2026 as the department is currently in the process of submitting a proposed 2026 budget. Action Taken: Anna Plager made a motion to recommend the adoption of v.3 Fee Schedule that will come into effect January 1, 2026, with the change of leaving the county resident non-utility campsite rate at \$30 per night at Dungeness Recreation Area. Candace Kathol seconded the motion. The group discussed the motion. Roger moved to amend the motion to include the change of leaving the county resident non-utility campsite rate at \$35 per night at Salt Creek Recreation Area. Ray Colby seconded the amendment to the motion. Motion passed.

Committee Reports

H1. Parks Advisory Board Selection Committee Recommendation – Selection Committee recommendation adoption in New Business – Candace Kathol reported that she and Roger Hoffman met as the subcommittee and decided to recommend Troye Jarmuth to fill the current vacancy on the Parks Advisory Board. They also recommend reappointing Peter Craig and Diane Chung. **Action Taken:** Anna Plager made a motion to accept the committee's recommendation to accept Troye Jarmuth's application, as well as Diane Chung and Peter Craig's applications for reappointment, and forward them to the Board of County Commissioners for approval. Candace Kathol seconded the motion. Motion passed.

H2. Parks Advisory Board Bylaw and County Code Amendment – No staff update – Don discussed the delay in the legal review request for the bylaw and code amendment. At this point, the staff cannot proceed with the project until the legal review request is complete.

H3. Parks Advisory Board Schedule of Standard Events – Review: Brief discussion among the group to confirm they are on track according to the calendar.

Action Taken: Anna Plager made a motion to suspend the rules to allow for Public Comments at this time, allowing former board applicant Glen Chipman to address the group. Mr. Chipman indicated he did not wish to speak. Ms. Plager rescinded her motion.

H4. 2025 Parks Master Plan Amendment – No staff update – Don indicated he did not have an update at this time, as he is awaiting a legal action request.

H5. Dungeness Recreation Area Equestrian Trail Meeting Briefing – Anna Plager reported that she met with Tom Mix regarding the proposed trail at Dungeness Recreation Area and described the layout of the trail to the group.

Staff Reports

I1. Parks and Facilities Operations & Maintenance Budget and Staffing 10-Year Trend – Don discussed the ten-year historical data provided in the agenda packet under item I1, detailing the increase in department staffing and Maintenance and Operations budget for the time period 2015-2025.

I2. Parks Master Plan Update – Kick-Off Presentation July 15 at 5:30 pm BOCC Meeting Room – Don reported the Parks Master Plan kick-off presentation will take place July 15, 2025, at 5:30 pm in the Board of Commissioners' Meeting Room and will be open to the public.

13. Clallam County Parks, Fair & Facilities Basic Principles of Robert's Rules of Order – Parks Advisory Board Adoption in New Business – Don indicated the County Administrative Code recommends the use of Robert's Rules to manage its meetings. To that end, Don provided the group with copies of Robert's Rules of Order, with the intention of providing tips to help the board navigate meetings more efficiently.

14. Grant Update – RCO & LTAC – Don reported that the final report for the Salt Creek Restroom upgrade grant through RCO has been completed.

New Business

J1. Adoption of Parks Advisory Board Committee Recommendation – This topic was previously addressed during the meeting.

J2. Clallam County Parks, Fair & Facilities Basic Principles of Robert's Rules of Order – Parks Advisory Board Adoption – This topic was previously addressed during the meeting.

Board Member Comments

Anna Plager:

- Requested discussion regarding possible extra members who might represent high school or college-aged students.
- Requested a Master Plan update
- Requested campground revenue and attendance report

Roger Hoffman:

- Recommended to pause the meeting for August and reconvene in September.

Candace Kathol:

- Expressed concern regarding what the next steps would be regarding re-establishing beach access to Panorama Vista.

Ray Colby:

- Discussed the upcoming Clallam Bay Fun Days, July 11-13, 2025

Public Comments on Non-Agenda Items

None.

Adjournment

Roger Hoffman, seeing no objections from the group, adjourned the meeting at 7:10 p.m.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator