



Clallam County Parks, Fair & Facilities Department

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

October 2, 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, October 7, 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: **835 9170 1271** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **835 9170 1271** 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 – September 2, 2025 Regular Meeting
- E. Correspondence Received
 - 1. Photo Chair
 - 2. IMG_20250923
 - 3. Re: Construction of new trail at Dungeness Recreation Area
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.

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

G. Unfinished Business

1. New Parks Advisory Board Member

- a. Status of recruiting a new board member
- b. Advocacy for Rick Burns for Appointment to the Parks Advisory Board
- c. Update on Clallam County Parks Advisory Board Appointment

H. Committee Reports

1. Selection Committee
2. Bylaw and County Code Amendment

I. Staff Reports

1. 2026 Preliminary Budget <https://www.clallamcountywa.gov/1943/2026-Preliminary-Budget>
2. 2026 Parks, Fair & Facilities – County Administrator and Board of Commissioners
Budget Meeting - Thursday, October 23, 2025, 8 am – 12 noon.
Live stream: <https://clallamcowa.portal.civicclerk.com/>
3. OPMA – Electronic Communications – Practice Tips
4. Parks Master Plan Amendment – Update
5. October – December Parks Master Plan Update Memo
6. Annual Parks Advisory Board Calendar
7. Parks Advisory Board Elections - November

J. New Business

- 1.
- 2.
- 3.

K. Board Member Comments

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

M. Adjournment

E1

From: ray colby <whadaisld@gmail.com>
Sent: Thursday, September 4, 2025 3:10 PM
To: Crawford, Donald; Leanna Ray-Colby
Subject: Photo chair

Hello,
I had a good visit with Enterprise this morning.
I'll hit the high points first.

The pattern is exactly the same in size & shape, and it will be painted orange. I'll receive a color example next. Plus they will deliver when finished.
They build them from scratch but need to purchase more wood and that could be by next Tuesday. It should take a week of work and/or the paint to dry. More to come.

I'm really happy! You both are the first to know.

ray colby





From: theresa percy <teopercy@gmail.com>
Sent: Saturday, September 27, 2025 1:33 PM
To: Tom Mix
Cc: Crawford, Donald; Mielke, Todd
Subject: Re: Construction of new trail at DRA

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

Tom
Good strategy
T
Sent from my iPhone

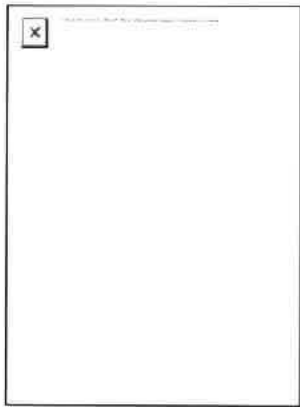
On Sep 27, 2025, at 9:55 AM, Tom Mix <backcountrypacker.mix@gmail.com> wrote:

Hi Don

I recommend that we postpone any new trail construction at DRA until at least 2027.

I say that because with the public meetings set up to help compile the next version of the parks master plan, construction of new trail may sway public opinions.

Tom



Tom Mix - Sawyer, Packer, Woodsman



G/a

From: Gores, Loni
Sent: Wednesday, September 17, 2025 2:06 PM
To: Anna Plager; Gores, Loni
Cc: Roger Hoffman (r [REDACTED]); Candace Kathol; Ozias, Mark; Crawford, Donald; Mielke, Todd; Earley, Melissa
Subject: RE: status of recruiting a new board member

Anna,

The BOCC office issued a prese release to call for application of all our boards and committees on September 15. You can find a copy here: <https://www.clallamcountywa.gov/636/Boards-Committees-and-Commissions>
Applications are due no later than October 22 at 4:30 p.m.

The position for Mr. Craig expired on June 30, 2025 so that position was vacant on that date and was listed on the most recent press release calling for application. Commissioner Ozias updated me on September 16 that Mr. Craig was not being recommended for reappointment.

Loni

"My email address has changed! The new format is **Loni.Gores@clallamcountywa.gov** Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Anna Plager [REDACTED]
Sent: Wednesday, September 17, 2025 1:58 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Cc: Roger Hoffman [REDACTED]; [REDACTED] Candace Kathol
Subject: status of recruiting a new board member

Hello Loni,

Have you recently distributed public notice for County volunteer committee or advisory board vacancies? I have heard that we should expect to have a vacancy on the Park & Recreation Advisory Board, but it has not been formally announced by the BOCC.

In a July 30th email from Cmr. Mark Ozias, I learned that the Park Advisory Board 's recommendation for Peter Craig to be re-appointed was pending a meeting with Cmr. Ozias and Administrator Mielke. I have recently learned that that meeting has occurred and the Advisory Board's recommendation has been denied. This means that we now, or as soon as this hearsay is confirmed, will have a vacancy on the

parks board for Mr. Craig's soon-to-be-vacant seat.

Please let me know if you have advertised for this vacancy or when the next notice of board vacancies might occur.

Many thanks,
Anna Plager

Anna Plager

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Crawford, Donald
Sent: Thursday, September 11, 2025 8:03 AM
To: Ozias, Mark
Cc: Mielke, Todd
Subject: Advocacy for Rick Burns for Appointment to the Parks Advisory Board
Attachments: Rick Burns parks and rec advisory board.pdf
Importance: High

Good morning, Commissioner Ozias,

I had a productive conversation with Administrator Mielke yesterday, who mentioned that you are nearing a final decision regarding the Park Advisory Board appointment. I take this last opportunity to advocate strongly for Mr. Rick Burns as an ideal candidate for appointment to this position.

Mr. Burns is a highly experienced partner with the Parks, Fair, & Facilities Department. Under his guidance, the Olympic Peninsula Disc Golf Association (OPDGA) has become a vital asset in the maintenance and enhancement of the Rain Shadow Disc Golf Course. His skill in building consensus has played a crucial role in the consistent growth of the organization's membership, which in turn has led to increased volunteerism and financial backing. The OPDGA invests tens of thousands of dollars each year in course upgrades, while volunteers contribute significantly to monthly maintenance efforts. As a top-five-ranked disc golf destination in Washington State, Rain Shadow draws serious players from Canada and various western states, generating valuable Lodging Tax Dollars for our community.

More than his organizational achievements, Mr. Burns exemplifies the qualities of a servant-leader, channeling his efforts into fostering development and support for those around him. His calm, approachable demeanor inspires action and engagement among peers. As a member of the Parks Advisory Board, he will undoubtedly encourage constructive dialogue, promote mutual respect, and maintain a steadfast commitment to enhancing our county's park assets.

I understand the significance of your decision and sincerely appreciate this chance to advocate for Rick Burns' appointment to the Parks Advisory Board.

Wishing you the best in your deliberations,

R. Donald Crawford, CGM
Director



CLALLAM COUNTY BOARDS & COMMITTEES APPLICATION

Email the Completed Application to:

alexander.gordash@clallamcountywa.gov

Clallam County Human Resources | Risk Management

223 E. 4th St., Suite 16

Port Angeles, WA 98362

If you are an appointed representative of a jurisdiction or organization (example: County, City, Tribal Entity, etc.) you only need to fill out Section A, sign and date directly below Section A.

Section A.

GENERAL INFORMATION:	
Name (First, Middle Initial, Last): Richard P. Burns	Name of Committee: Park And Recreation Advisory Board
Mailing Address: [REDACTED]	Position applying for: Board member
City, State, Zip Code: [REDACTED]	Represented Jurisdiction or Organization:
Day Phone, Cell Phone, Evening Phone: [REDACTED]	Email: [REDACTED]
Emergency Contact: [REDACTED]	Emergency Contact Phone Number: [REDACTED]

AGREEMENT & CERTIFICATION:

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY IN THE STATE OF WASHINGTON, THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION AND THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE THAT SHOULD INVESTIGATION AT ANY TIME DISCLOSE ANY SUCH MISREPRESENTATION OR FALSIFICATION, MY APPLICATION MAY BE REJECTED, AND MY NAME MAY BE REMOVED FROM CONSIDERATION.

SIGNATURE

DATE SIGNED: 4/29/25

If you are an appointed representative of a jurisdiction or organization (example: County, City, Tribal Entity, etc.), you DO NOT need to fill out section B, C or D.

Section B.

Richard P. Burns

EXPERIENCE, SPECIAL SKILLS & LICENSES:

Summarize your experience, special skills and qualifications, including hobbies:

I think for this position, my years of participation in activities which use parks are important. I have spent significant time doing the following activities: Baseball, softball, basketball, soccer, golfing, weight lifting, running, bicycle road racing, mountain bike racing, snowboarding, snow skiing, water skiing, wake boarding, wake surfing, fishing, ultimate frisbee, body surfing, surfing, boogie boarding, disc golfing, hiking, backpacking, dog walking and probably a few others I'm forgetting right now. Professionally, I was a "program manager" for most of my career. So I'm pretty good and coming up with a detailed plan and then getting a team to execute to the plan.

Place of employment, if employed:

Retired

Volunteer experience:

I am president of the Olympic Peninsula Disc Golf Association (OPDGA). We maintain and improve the two disc golf courses on the Olympic Peninsula along with hosting disc golf tournaments and doing community outreach. I host many fundraisers and organize most of the work parties to maintain and improve the courses.

Special training/courses (include computer training):

I am computer proficient in the sense that I used the microsoft suite of tools for many years to be effective in my job.

Are you fluent in any languages other than English? ☒ NO ☐ YES

If yes, please list:

Section C.**ADDITIONAL INFORMATION:**

Explain why you wish to serve on this board/committee:

I have a passion for outdoor activities and using the local parks. I feel like I can provide feedback on what users want with respect to our parks based on my wide variety of experiences and I have ideas on what could be done to improve the recreational activities in Clallam county. I also feel that it is important to give back to the community especially when you have the time and ability to do something like this.

Please describe your education/career background:

I went to high school in California. I went to University of Hawaii where I received a bachelors in science in electrical engineering. I worked at Intel Corporation for 28 years developing and manufacturing leading edge semiconductors, mainly CPUs. Towards the end of my career I was responsible for managing the highest revenue generating product in the world at that time. My product had a run rate of 1 million units a day with an average selling price around \$100. The development team working on the project was on the order of 2,000 people and the manufacturing organization was on the order of 30,000 people. Work was fun.



CLALLAM COUNTY BOARDS & COMMITTEES APPLICATION

Email the Completed Application to:

alexander.gordash@clallamcountywa.gov

Clallam County Human Resources | Risk Management

223 E. 4th St., Suite 16

Port Angeles, WA 98362

Section D.

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES AGAINST PERSONS (SEE BELOW):

Aggravated, first or second degree murder; First or second degree kidnapping; First, second or third degree assault; First, second or third degree rape; First, second or third degree statutory rape; First or second degree robbery; First degree arson; First degree burglary; First or second degree manslaughter; First or second degree extortion; Indecent liberties; Incest; Vehicular homicide; First degree promoting prostitution; Communication with a minor; Unlawful imprisonment; Simple assault; Sexual exploitation of minors; First or second degree criminal mistreatment; Child abuse or neglect as defined in RCW 26.44.020; First or second degree custodial interference; Malicious harassment; First, second or third degree child molestation; First or second degree sexual misconduct with a minor; Patronizing a juvenile prostitute; Child abandonment; Promoting pornography; Selling or distributing erotic material to a minor; Custodial assault; Violation of child abuse restraining order; Child buying or selling; Prostitution; Or any of these crimes as they have been renamed.

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

no

Has (a) a dependency action, (b) a domestic relations proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor?

☐ YES ☒ NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

A Washington State Patrol criminal history search along with a search of the National Sex Offender database will be conducted. I understand that if I am selected, my volunteer position is conditioned on receipt of a satisfactory report from the above entities.

I certify under penalty of perjury that the above information is true, correct and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

FULL NAME: Richard P. Burns

DATE OF BIRTH: [REDACTED]

SIGNATURE OF APPLICANT

DATE SIGNED: 4/29/25

From: Crawford, Donald
Sent: Wednesday, September 17, 2025 5:26 PM
To: Roger Hoffman; knitter.diane@gmail.com; 'Ray Colby'; Troye Jarmuth; Candace Kathol; Anna K Plager
Cc: McFarlen, Rick; Earley, Melissa; Gores, Loni; Mielke, Todd
Subject: Update on Clallam County Parks Advisory Board Appointment

Please Do Not Reply All

Dear Park Advisory Board Members,

I want to inform you that Peter Craig was not recommended for reappointment to the Clallam County Parks Advisory Board. While he will not continue in this role, we sincerely appreciate Mr. Craig's dedication and service to Clallam County as a volunteer over the past decade.

Peter learned about this decision verbally earlier this week. Since he has shared this news with some individual board members, it was important for park staff to expedite this notice before he would usually receive his written notification.

At the end of his term, Peter was actively involved with the Clallam County Parks Master Plan Update Team. If he wishes to continue participating in that ad hoc subcommittee, he only needs to send a simple email expressing his interest to web_parks@clallamcountywa.gov.

Mr. Craig's appointment expired on June 30, 2025, making the position vacant as of that date. This vacancy was mentioned in the most recent press release calling for applications. The BOCC office issued a press release on September 15 to announce the call for applications for all boards and committees. You can find a copy of the announcement here: <https://www.clallamcountywa.gov/636/Boards-Committees-and-Commissions>. Applications are due by October 22 at 4:30 p.m.

The Parks Advisory Board (PAB) is encouraged to request that the Candidate Selection Committee be formed shortly after the application window closes to review submissions and prepare a final recommendation for PAB appointments to the BOCC.

In the Spirit of No Surprises:

In the absence of overwhelming evidence of superior abilities from any newly identified PAB candidates, I, as the Director, will recommend to the BOCC the individual I

previously recommended in July. I recognize this is an unusual decision; however, I am confident in this candidate's abilities, experience, and temperament, which will significantly enhance the productive and congenial atmosphere of future PAB meetings.

While it is uncertain how the BOCC will ultimately respond, I believe that meeting the needs of the staff is sometimes paramount.

Best 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



SECTION 4 BY-LAWS AND BOARD OPERATIONS

.1 NAME

The name of this organization shall be the Parks and Recreation Advisory Board for Clallam County, hereafter referred to as the Board.

PURPOSE

.2 PURPOSE AND OVERVIEW

The purpose of the Board is to ~~maximize~~optimize park and recreational opportunities and thereby improve the quality of life for all residents of the County. The role of Clallam County Parks, Fair and Facilities Department should be to acquire, develop and maintain recreation facilities that will serve the needs of communities larger than the local neighborhood or municipality, but less than multi-county, state or federal in scope.

.3 MEMBERSHIP

.1 Appointment

Each Board member shall be a registered Clallam County voter and have a permanent residence in the County. When feasible, members shall be selected to represent an array of county-area residences, recreation-activity interests and experiences, ages, occupations, plus various combinations of gender and ethnicities to represent a wide spectrum of county residents.

Members of the Board are appointed by the Board of County Commissioners (BOCC), as specified in Clallam County Administrative Manual Policy & Procedure 952.4 Appointment Procedures for Boards and Committees. When notified by the Parks, Fair and Facilities Department (Staff), BOCC will announce openings on the Board through press releases and Department email distribution lists. Persons wishing to serve as a member of the Board will send an application as directed in the announcement. The application will be forwarded to the Board and the BOCC for Board and Staff review. Recommendations for appointment by the Board will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.

.2 Terms

Appointed members shall serve for three-year terms, set to expire three years from the date of BOCC appointment (a variation from Policy & Procedure 952.4). Terms should be adjusted as necessary to maintain staggered expiration dates, seeking to achieve no more than two expirations per calendar year. Members may serve more than one term,

not to exceed four consecutive terms. Members may be considered for any number of non-consecutive terms, with a minimum of one-year separation of service.

.3 Incumbents and Vacancies

Board members are well-served to discuss desirable attributes sought to fill any vacancies, seeking to maintain a variety of members to represent the diversity of the County's population, considering such qualities as age, employment status, geographic residence, knowledge of and range of recreation experiences, gender, board experience, and connection to other related community entities.

The Board and Staff should work together to expedite the process of recruitment and selection to avoid impacting the Board's ability to function efficiently. Recognizing that filling a vacancy, or reappointing an incumbent, can take several months, the following steps must be anticipated in order to minimize possible disruption in continuity of service due to small Board size.

No appointments will be made automatically. Previously submitted applications are valid for up to one year, but new solicitations and advertisement for additional applications is recommended to broaden the applicant pool.

The Board, with assistance from Staff, will:

- a) Inform incumbents of pending term expiration well in advance (90-days is not too early);
- b) Advertise recruitment options in compliance with Clallam County Policy and Procedure 952.4.4;
- c) Provide notice at least 60-days in advance to incumbent member(s) of their term expiration and encourage incumbent(s) to indicate their intention without delay;
- d) If incumbent desires to serve another term, he/she must indicate intent by submitting a written request for reappointment to Staff and the BOCC (as per 952.4.5 (Clallam County Administrative Manual Policy & Procedure), ideally a minimum 30-days prior to their final approved month of service.
- e) The Board may review applications as a group or, if time or interest requires, the review may be assigned to a Committee to deliberate and recommend their preference(s) to the Board.

.4 Removal of Board Members

The Board may, by a majority vote of its members, submit a recommendation of removal to the BOCC for any Board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the Board meetings in a calendar year. Members removed by the Board shall be notified by Staff and/or the BOCC.

.5 OFFICERS

The officers of the Board shall be a chairperson (Chair) and vice-chairperson (Vice-Chair). The ~~vice-chairperson~~ shall serve in the absence of the ~~chairperson~~. In the absence of both the ~~chairperson~~ and ~~vice-chairperson~~, the members present at such meeting shall elect a temporary ~~chairman~~. In the event of a permanent vacancy of either the Chair or Vice-Chair position, the Board shall, by a majority vote at the next regular meeting, or as soon thereafter as feasible, elect a replacement to assume those duties for the remainder of the term.

The Staff Support person designated by the Department shall be the Administrative ~~Specialist~~ Operations Coordinator, or the Department's designee, and serve as Clerk of the Board.

The terms of office for ~~chairperson~~ and ~~vice-chairperson~~ shall be for one year from January 1 through December 31; for ~~chairperson~~ pro tempore only for the meeting at which he/she is appointed.

Nominations for officers shall be made orally at the regular ~~November~~December Board meeting, or as soon thereafter as feasible. Election shall be by majority vote between Quorum Board Members. Newly-elected Officers shall immediately assume their duties for the remainder of their term. Elected officers may serve consecutive terms without limit.

The ~~chairperson~~ is the chief executive of the Board. He/she has all the powers and duties usually incident to such office and is responsible to conduct the business of the Board between regular and special meetings and workshops. The ~~chairperson~~ shall retain full right and responsibility of partaking to participate in all deliberations and to vote on motions before the Board when necessary to break a tie vote of the quorum present. ~~for good and sufficient reason.~~

.6 Duties of the Chair

The duties of the Chair are:

1. To call the Board to order at the time appointed for the meeting.
2. To ascertain the presence of a quorum.
3. To cause the minutes of the preceding meeting to be presented and voted on by the Board.
4. To lay before the Board its business.
5. To receive any propositions made by members and present them to the Board.
6. To decide all questions, subject to an appeal to the Board.
7. To preserve order and decorum during all meetings.

8. To sign all official documents of the Board.

9. To vote on motions before the Board when necessary to break a tie vote of the quorum present.

10. To create and finalize the Board Meeting Agenda in collaboration with Staff.

~~.7~~Section 4.09 CommitteesOMMITTEES

From time to time the Board may establish standing ~~or advisory~~ committees for the purpose of assisting the Board in carrying out its responsibilities as well as obtaining the broadest possible community involvement and representation. Each committee shall be for advisory purposes only, and they shall bring their recommendation(s) back to the Board. Committee terms, purpose(s), and composition shall be determined by the Board. Each committee shall set their meeting protocol and officer(s) as warranted.

Section 4.402 MEETINGS

.1 Regular meetings

Regular meetings of the Board shall be held at a date, time and place ~~and time~~ determined by majority vote of the Board or as determined by the Parks, Fair and Facilities Department in consultation with the Board. Availability of ~~when the date or time or~~ room availability may ~~dictates~~ a change of venue.

The Chair shall preside at Board meetings. Meetings will be held monthly unless the Board decides otherwise. If at any meeting the Chair is not present or is unable to act, the Vice-Chair shall preside. If the Chair and the Vice-Chair are not present or are unable to act, and the Chair or Vice-Chair has not designated another member to preside, the members present shall select one from among them to preside as Chair pro tempore.

Roberts' Rules of Order (newly revised) shall apply unless different rules are adopted by the Board.

In the event of the lack of a quorum at a regular or recessed [??] meeting, the ~~eChairperson~~ or ~~vVice-eChairperson~~ or ~~eChairperson~~ pro tempore, in that order, shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised of the determination to hold such recessed meetings.

A Board member's virtual participation (like Zoom) shall be allowed, meet the attendance requirements of the Board, and fulfill the legal obligation of a Board Quorum. However, in-person physical attendance at a meeting shall be required once every four months.

.2 Special Meetings

A special meeting is one that is not scheduled on the regular calendar. Special meetings may be called:

1. By action of the Board at a regular or recessed meeting to another day~~;~~
2. By order of the ~~eChairperson~~ or, in his/her absence, by the ~~vVice-eChairperson~~,
3. By the written request of three or more members of the Board ~~;~~ or
4. By request of the ~~Director~~Staff.

Written, Electronic or Telephone notice for special meeting shall be provided to members of the Board.

.3 Ethics and Conflict of Interest

Board members are expected to uphold a high standard of ethics. It is extremely important that members avoid conflicts of interest or even the appearance of conflicts of interest. Clallam County Code Chapter 3.01 addresses ethics and prohibits Board members from engaging in actions that result in personal gain or benefit close relatives. Board members can avoid conflict of interest problems by conforming with guidance in CC Administrative Policies 952 Appendix B.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their personal or business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member.

This is an advisory Board, so conflict of interest shall be considered based on the advisory role.

~~.4~~Section 4.03 Minutes and Records~~MINUTES AND RECORDS~~

Minutes of all official meetings shall be kept and made part of a permanent public record. The Board should comply with the Open Public Meetings Act. Board members should initially attend the OPMA training (online or in-person) and refresh their understanding annually. The Clerk of the Board is responsible for recording the meeting minutes and filing completed minutes properly.

The official minutes of the Board approved by motion shall be kept in a safe place in the Park Office and shall be made available to any citizen desiring to examine them during the hours when the office is open or made available as part of a public information request. Approved minutes shall be placed on the ~~pPark's~~ website for public viewing as another convenience, after they are approved by quorum vote at the regular scheduled Board meeting.

Not later than ~~three (3)~~five (5) days prior to the meeting of the Board, each member shall receive a complete copy of the minutes of the previous meeting, including copies of any motions referred to therein.

~~.5Section 4.04~~ **Motions**~~CTIONS~~

Motions considered by the Board shall constitute a part of the minutes of the meeting at which such motion was considered, provided that the text of any such motion may be considered as being contained in the minutes when such minutes make a proper identifying reference to such motion.

All motions shall be clearly identified by nature of subject matter and by date, so as to be clearly identifiable by reference.

~~.6Section 4.05~~ **Quorum** ~~Voting~~

A majority of the entire membership constitutes a quorum for the conduct of regular business~~(attendance of four members)~~. At any meeting where there is less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership ~~(five members)~~.

~~Voting is by "ayes" and "nays" except where the members may require a ballot or roll call vote.~~

~~.7 Section 4.06~~ **Agenda and Staff Reports**~~GENDA AND STAFF REPORTS~~

A copy of the agenda for every meeting of the Board shall be provided each member not less than ~~three (3)~~five (5) days prior to the date of the meeting at which such agenda is to be considered.

The Director, in consultation with the Chair, shall prepare the agenda. Board members may submit agenda items to the Chair for consideration and inclusion on the agenda. The Chair will forward agenda items to the Director up to 10 days prior to meeting ~~for consideration and inclusion on the agenda~~.

Members of the public may request an item be placed on a Board agenda and this request will be presented to the Board for consideration of placement on the next regular meeting agenda. ~~If the~~With Board approvales, ~~s~~Staff will add the item to the next meeting's agenda.

~~.8Section 4.07~~ **Public Input Meetings**~~UBLIC INPUT MEETINGS~~

Public input meetings held by the Board are at the discretion of the Board. Since this is an advisory board, any legal public hearings required by law must be conducted by the BOCC. The Board may hold the public input meeting if they feel the input shall be beneficial to the actionable issue.

A public input meeting before the Board which, for any reason cannot be completed at the time and place originally advertised may be recessed to a later date and the announcement at such recessed meeting and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned.

.9 ~~Section 4.08~~ Visitor Participation at Board Meetings

The Board meets and acts as a public advisory body and citizens are welcome to attend Board meetings. ~~Persons~~ Individuals or groups wishing to be heard may follow these procedures:

1. Correspondence or public input on agenda items may be presented to the Board under that item on the agenda. Visitors may comment on non-agenda items under that agenda item.
2. Those wishing to comment should stand and identify themselves and comments should be directed to the Board as a whole. Time may be limited by the Chair.

Section 4.115 ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Determination of quorum
- D. Disposition of minutes
- E. Approval of agenda
- F. Public comments on agenda items
- G. Correspondence received
- H. Unfinished business
- I. Committee reports
- J. New business
- K. Staff reports
- L. Public comments on non-agenda items
- M. Board member comments
- N. Action items for next month's meeting
- O. Adjournment

Section 5

.6 BOARD MEMBER RELATIONS

An ~~E~~ffective ~~B~~oard ~~M~~ember ~~S~~hall:

1. Be concerned with the importance of parks and recreational activities.
2. Be willing and able to devote time and energy to Board endeavors.

3. Be willing and able to make decisions in a group setting and be loyal to the democratic process and accept the will of the majority~~z~~.
4. Be able to understand how groups function and be an open-minded listener treating others fairly and ethically~~z~~.
5. Be able to weather criticism yet maintain firm convictions~~z~~.
6. Be willing to take sides on controversy and be courageous when at the point of conflict.

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2. Accept and support majority decisions of the Board.
3. Recognize ~~Identify~~ problems~~z~~ but suspend judgment until facts are available.
4. Look creatively for alternate solutions to problems.
5. Express their opinions and let others express theirs openly.
6. Dedicate quality time to Board meetings and departmental tasks.

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1. Work as a team with the Director to promote park and recreation facilities~~and programs~~ throughout the county.
2. Call upon the Director for information, direction or to bring up an issue or concern.

~~SECTION 6~~

.7 ORGANIZATIONAL CHART

~~SECTION 6.01~~

~~SECTION 6.01~~

.1 PURPOSE

To provide an overview of the chain of command within the park system.

~~SECTION 6.02~~

.2 POLICY

The Director shall have available to the public an organizational chart which shall be updated as conditions change. The chart shall reflect the organization as it exists.

~~SECTION 6.03~~

.3 ORGANIZATIONAL CHART

~~Section 6.03~~

INSERT EXISTING ORG-CHART FOR 2025

CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT
ORGANIZATIONAL CHART
JANUARY 2020~~5~~

SECTION 7

8 BOARD GOALS AND OBJECTIVES

Section 7.01
CONCEPTS OF RECREATION

Section 7.01.010

1 CONCEPTS OF PUBLIC INTEREST IN RECREATION

Resolved: That in order to lay the foundation for a sound public recreation plan for Clallam

County, the Board hereby adopts the following concepts of public interest in recreation:

~~1.~~ In order to be and to remain a useful healthy member of society, every individual needs some form of recreation. Among the ways in which recreational needs may be ~~e~~-satisfied are the following:

~~a.~~ Through opportunities for out-of-doors living, camping, hiking, fishing, boating, nature study, ~~[safe recreational shooting!?!]~~, and the like;

~~a.~~

~~b.~~ Participation in unsupervised or supervised play, recreation, fitness, and sports activities;

~~b.~~

~~c.~~ Through special opportunities for recreation for persons with special needs. County

~~d-c.~~ parks, to the extent possible, will be made accessible to persons with disabilities with the intent of meeting the provisions of the American Disabilities Act (ADA). It is understood that in some circumstances meeting ADA requirements will not be possible.

~~d.~~ By membership and participation in social clubs, or interest groups.

~~e.~~ By utilizing craft or art skills, hobbies or games requiring skill.

~~f.~~ Through participation in various cultural activities or performing arts.

Every county resident has need of some or all of these kinds of recreational opportunities at various times and in varying amounts.

2. In order to provide every citizen of the County with the opportunity to satisfy his/her recreational needs, public agencies such as the County should supply those facilities and services which are impossible or difficult for most individuals or small groups of people to provide for themselves, in terms of:
 - a. A nearly equal variety of alternative choices in the use of leisure time,
 - b. Easily accessible and usable open space waterfront, beach access areas, and park and recreation facilities,
 - c. Special facilities such as play areas, swimming facilities, boat launches, hiking trails, recreational facilities, sports fields, fitness facilities, shooting ranges, golf courses, and the like.
 - ~~d. Services, primarily leadership.~~

.2 BOARD GOALS AND OBJECTIVES

1. To adopt, support and communicate the philosophy that recreation means any activity, voluntarily engaged in, which contributes to the ~~well-being~~refreshment, enjoyment, education or entertainment of the individual and which contributes to a sense of self-worth.
2. To provide a variety of recreation opportunities for all citizens regardless of age, sex, race, or economic status.
3. To maintain awareness of environmental concerns in the development and use of public lands and in the implementation of programs.
4. To develop and maintain a statement of goals and objectives which is understood by the members of the Board, advisory councils, and Staff and communicated to the community and governmental leaders. The statement should be ever changing and a reflection of the community's highest ideals.
5. To establish and maintain written policies, practices and procedures that enable ~~maximum~~optimal opportunity for use and enjoyment of services.
6. To be responsive to the park and recreational needs and desires of individuals and groups; and to actively seek citizen input in the operation of the Board. To create awareness through involvement.
7. To attempt to acquire and preserve in the public domain unique geographical areas.
8. To create and maintain facilities aesthetically pleasing and provide open space for human needs.
9. To conduct and communicate Board business in a responsible manner.
10. To foster innovation by encouraging the Board, advisory councils and Staff to search for new and more effective ways of improving the Board's operation.
11. To keep abreast of trends and changes that affects the level of service and utilize ~~s~~ that information to increase contributions to the quality of life.

12. To develop and maintain effective leadership at the appointed, professional and volunteer levels.
13. To maintain an awareness of the political process and to participate in the development of legislation and/or other governmental regulations which affect the Board's ability to meet its service responsibilities.
14. To support and participate in professional and governmental organizations which are in the interest of parks and recreation.
15. To coordinate, cooperate, assist, support and otherwise interact with private and public entities so as to ~~maximize~~optimize recreational opportunities in Clallam County.
16. To take full and prompt advantage of potential economies and to aggressively seek new ways to finance operating expenses.

END

SECTION 4 BY-LAWS AND BOARD OPERATIONS

.1 NAME

The name of this organization shall be the Parks and Recreation Advisory Board for Clallam County, hereafter referred to as the Board.

.2 PURPOSE AND OVERVIEW

The purpose of the Board is to optimize park and recreational opportunities and thereby improve the quality of life for all residents of the County. The role of Clallam County Parks, Fair and Facilities Department should be to acquire, develop and maintain recreation facilities that will serve the needs of communities larger than the local neighborhood or municipality, but less than multi-county, state or federal in scope.

.3 MEMBERSHIP

.1 Appointment

Each Board member shall be a registered Clallam County voter and have a permanent residence in the County. When feasible, members shall be selected to represent an array of county-area residences, recreation-activity interests and experiences, ages, occupations, plus various combinations of gender and ethnicities to represent a wide spectrum of county residents.

Members of the Board are appointed by the Board of County Commissioners (BOCC), as specified in Clallam County Administrative Manual Policy & Procedure 952.4 Appointment Procedures for Boards and Committees. When notified by the Parks, Fair and Facilities Department (Staff), BOCC will announce openings on the Board through press releases and Department email distribution lists. Persons wishing to serve as a member of the Board will send an application as directed in the announcement. The application will be forwarded to the Board and the BOCC for Board and Staff review. Recommendations for appointment by the Board will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.

.2 Terms

Appointed members shall serve for three-year terms, set to expire three years from the date of BOCC appointment (a variation from Policy & Procedure 952.4). Terms should be adjusted as necessary to maintain staggered expiration dates, seeking to achieve no more than two expirations per calendar year. Members may serve more than one term, not to exceed four consecutive terms. Members may be considered for any number of non-consecutive terms, with a minimum of one-year separation of service.

.3 Incumbents and Vacancies

Board members are well-served to discuss desirable attributes sought to fill any vacancies, seeking to maintain a variety of members to represent the diversity of the County's population, considering such qualities as age, employment status, geographic residence, knowledge of and range of recreation experiences, gender, board experience, and connection to other related community entities.

The Board and Staff should work together to expedite the process of recruitment and selection to avoid impacting the Board's ability to function efficiently. Recognizing that filling a vacancy, or reappointing an incumbent, can take several months, the following steps must be anticipated in order to minimize possible disruption in continuity of service due to small Board size.

No appointments will be made automatically. Previously submitted applications are valid for up to one year, but new solicitations and advertisement for additional applications is recommended to broaden the applicant pool.

The Board, with assistance from Staff, will:

- a) Inform incumbents of pending term expiration well in advance (90-days is not too early);
- b) Advertise recruitment options in compliance with Clallam County Policy and Procedure 952.4.4;
- c) Provide notice at least 60-days in advance to incumbent member(s) of their term expiration and encourage incumbent(s) to indicate their intention without delay;
- d) If incumbent desires to serve another term, he/she must indicate intent by submitting a written request for reappointment to Staff and the BOCC (as per 952.4.5 (Clallam County Administrative Manual Policy & Procedure), ideally a minimum 30-days prior to their final approved month of service.
- e) The Board may review applications as a group or, if time or interest requires, the review may be assigned to a Committee to deliberate and recommend their preference(s) to the Board.

.4 Removal of Board Members

The Board may, by a majority vote of its members, submit a recommendation of removal to the BOCC for any Board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the Board meetings in a calendar year. Members removed by the Board shall be notified by Staff and/or the BOCC.

.5 Officers

The officers of the Board shall be a chairperson (Chair) and vice-chairperson (Vice-Chair). The Vice-Chair shall serve in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the members present at such meeting shall elect a temporary Chair. In

the event of a permanent vacancy of either the Chair or Vice-Chair position, the Board shall, by a majority vote at the next regular meeting, or as soon thereafter as feasible, elect a replacement to assume those duties for the remainder of the term.

The Staff Support person designated by the Department shall be the Administrative Operations Coordinator, or the Department's designee, and serve as Clerk of the Board.

The terms of office for Chair and Vice-Chair shall be for one year from January 1 through December 31; for Chair pro tempore only for the meeting at which he/she is appointed.

Nominations for officers shall be made orally at the regular December Board meeting, or as soon thereafter as feasible. Election shall be by majority vote between Quorum Board Members. Newly-elected Officers shall immediately assume their duties for the remainder of their term. Elected officers may serve consecutive terms without limit. The Chair is the chief executive of the Board. He/she has all the powers and duties usually incident to such office and is responsible to conduct the business of the Board between regular and special meetings and workshops. The Chair shall retain full right to participate in all deliberations and to vote on motions before the Board when necessary to break a tie vote of the quorum present.

.6 Duties of the Chair

The duties of the Chair are:

1. To call the Board to order at the time appointed for the meeting.
2. To ascertain the presence of a quorum.
3. To cause the minutes of the preceding meeting to be presented and voted on by the Board.
4. To lay before the Board its business.
5. To receive any propositions made by members and present them to the Board.
6. To decide all questions, subject to an appeal to the Board.
7. To preserve order and decorum during all meetings.
8. To sign all official documents of the Board.
9. To vote on motions before the Board when necessary to break a tie vote of the quorum present.
10. To create and finalize the Board Meeting Agenda in collaboration with Staff.

.7 Committees

From time to time the Board may establish standing committees for the purpose of assisting the Board in carrying out its responsibilities as well as obtaining the broadest

possible community involvement and representation. Each committee shall be for advisory purposes only, and they shall bring their recommendation(s) back to the Board. Committee terms, purpose(s), and composition shall be determined by the Board. Each committee shall set their meeting protocol and officer(s) as warranted.

.4 MEETINGS

.1 Regular meetings

Regular meetings of the Board shall be held at a date, time and place determined by majority vote of the Board or as determined by the Parks, Fair and Facilities Department in consultation with the Board. Availability of the date or time or room availability may dictate a change of venue.

The Chair shall preside at Board meetings. Meetings will be held monthly unless the Board decides otherwise. If at any meeting the Chair is not present or is unable to act, the Vice-Chair shall preside. If the Chair and the Vice-Chair are not present or are unable to act, and the Chair or Vice-Chair has not designated another member to preside, the members present shall select one from among them to preside as Chair pro tempore.

Roberts' Rules of Order (newly revised) shall apply unless different rules are adopted by the Board.

In the event of the lack of a quorum at a regular or recessed [??] meeting, the Chair or Vice-Chair or Chair pro tempore, in that order, shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised of the determination to hold such recessed meetings.

A Board member's virtual participation (like Zoom) shall be allowed, meet the attendance requirements of the Board, and fulfill the legal obligation of a Board Quorum. However, in-person physical attendance at a meeting shall be required once every four months.

.2 Special Meetings

A special meeting is one that is not scheduled on the regular calendar. Special meetings may be called:

1. By action of the Board at a regular or recessed meeting to another day,
2. By order of the Chair or, in his/her absence, by the Vice-Chair,
3. By the written request of three or more members of the Board, or
4. By request of the Staff.

Written, Electronic or Telephone notice for special meeting shall be provided to members of the Board.

.3 Ethics and Conflict of Interest

Board members are expected to uphold a high standard of ethics. It is extremely important that members avoid conflicts of interest or even the appearance of conflicts of interest. Clallam County Code Chapter 3.01 addresses ethics and prohibits Board members from engaging in actions that result in personal gain or benefit close relatives. Board members can avoid conflict of interest problems by conforming with guidance in CC Administrative Policies 952 Appendix B.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their personal or business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member.

This is an advisory Board, so conflict of interest shall be considered based on the advisory role.

.4 Minutes and Records

Minutes of all official meetings shall be kept and made part of a permanent public record. The Board should comply with the Open Public Meetings Act. Board members should initially attend the OPMA training (online or in-person) and refresh their understanding annually. The Clerk of the Board is responsible for recording the meeting minutes and filing completed minutes properly.

The official minutes of the Board approved by motion shall be kept in a safe place in the Park Office and shall be made available to any citizen desiring to examine them during the hours when the office is open or made available as part of a public information request. Approved minutes shall be placed on the Park's website for public viewing as another convenience, after they are approved by quorum vote at the regular scheduled Board meeting.

Not later than five (5) days prior to the meeting of the Board, each member shall receive a complete copy of the minutes of the previous meeting, including copies of any motions referred to therein.

.5 Motions

Motions considered by the Board shall constitute a part of the minutes of the meeting at which such motion was considered, provided that the text of any such motion may be considered as being contained in the minutes when such minutes make a proper identifying reference to such motion.

All motions shall be clearly identified by nature of subject matter and by date, so as to be clearly identifiable by reference.

.6 Quorum Voting

A majority of the entire membership constitutes a quorum for the conduct of regular business. At any meeting where there is less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership.

.7 Agenda and Staff Reports

A copy of the agenda for every meeting of the Board shall be provided each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered.

The Director, in consultation with the Chair, shall prepare the agenda. Board members may submit agenda items to the Chair for consideration and inclusion on the agenda. The Chair will forward agenda items to the Director up to 10 days prior to meeting.

Members of the public may request an item be placed on a Board agenda and this request will be presented to the Board for consideration of placement on the next regular meeting agenda. With Board approval, Staff will add the item to the next meeting's agenda.

.8 Public Input Meetings

Public input meetings held by the Board are at the discretion of the Board. Since this is an advisory board, any legal public hearings required by law must be conducted by the BOCC. The Board may hold the public input meeting if they feel the input shall be beneficial to the actionable issue.

A public input meeting before the Board which, for any reason cannot be completed at the time and place originally advertised may be recessed to a later date and the announcement at such recessed meeting and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned.

.9 Visitor Participation at Board Meetings

The Board meets and acts as a public advisory body and citizens are welcome to attend Board meetings. Persons or groups wishing to be heard may follow these procedures:

1. Correspondence or public input on agenda items may be presented to the Board under that item on the agenda. Visitors may comment on non-agenda items under that agenda item.
2. Those wishing to comment should stand and identify themselves and comments should be directed to the Board as a whole. Time may be limited by the Chair.

.5 ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Determination of quorum
- D. Disposition of minutes
- E. Approval of agenda
- F. Public comments on agenda items
- G. Correspondence received
- H. Unfinished business
- I. Committee reports
- J. New business
- K. Staff reports
- L. Public comments on non-agenda items
- M. Board member comments
- N. Action items for next month's meeting
- O. Adjournment

.6 BOARD MEMBER RELATIONS

An effective Board member shall:

- 1. Be concerned with the importance of parks and recreational activities,
- 2. Be willing and able to devote time and energy to Board endeavors,
- 3. Be willing and able to make decisions in a group setting and be loyal to the democratic process and accept the will of the majority,
- 4. Be able to understand how groups function and be an open-minded listener treating others fairly and ethically,
- 5. Be able to weather criticism yet maintain firm convictions,
- 6. Be willing to take sides on controversy and be courageous when at the point of conflict.

Board member's relationship as an individual:

- 1. Subordinate their personal interests for the good of the Board.
- 2. Accept and support majority decisions of the Board.
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CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT
ORGANIZATIONAL CHART
JANUARY 2025

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16. To take full and prompt advantage of potential economies and to aggressively seek new ways to finance operating expenses.

END



CLALLAM COUNTY
Parks, Fair, & Facilities Department
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Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

IS

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: September 29, 2025

To: Clallam County Park Advisory Board- *Roger Hoffman (Vice Chair), Candace Kathol, Diane Chung, Anna Plager, Ray Colby, Troye Jarmuth*

CC: Steve Duh, Conservation Technix
Isaac, Estrada, Consor
Peter Craig, PMP Team
Cathy Lucero, PMP Team
Tom Mix, PMP Team
Roy Morris, PMP Team

From: Don Crawford, Parks Director

Subject: Parks Master Plan- Community Outreach Schedule- October & November 2025

OCTOBER SUPPLEMENTAL STAKEHOLDER FORUMS

Thursday, October 9th, 2025

SEQUIM

Guy Cole Breakout Room (eastside building entrance)

Session one- 830 am – 10 am

Session two- 1030 am – 12 noon

Tuesday, October 14th, 2025

PORT ANGELES

NOLS- Raymond Carver Room

Session one- 530 pm – 630 pm

Session two- 7 pm – 8 pm

Wednesday, October 15th, 2025

FORKS

NOLS- Jim and Nikki Klahn Community Meeting Room

Session one- 6 pm – 730 pm

PARKS MASTER PLAN TEAM BRIEFING & STAKEHOLDER FEEDBACK SESSION

TBD October 27, 28, 29, or 30

VIRTUAL

6 pm – 9 pm

NOVEMBER PUBLIC MEETINGS

Tuesday, November 4th, 2025

SEQUIM

Guy Cole Main Hall

Session one- 930 am – 12 noon

Wednesday, November 5th, 2025

PORT ANGELES

Vern Burton

Session one- 5 pm – 7 pm

Thursday, November 6th, 2025

SEKIU

Sekiu Community Center

Session one- 9 am – 11 am

Thursday, November 6th, 2025

FORKS

NOLS- Jim and Nikki Klahn Community Meeting Room

Session one- 130 pm – 4 pm

PARKS MASTER PLAN TEAM DATA SETS DELIBERATION AND RECOMMENDATION

TBD November 17, 18, 19, 20 December 1, 2

TBD Location

TBD Time

Submit recommendations to County Staff by December 3 for inclusion in the **December 9th PAB Meeting Agenda Packet.**

(special meeting date because the BOCC is conducting a budget meeting during the regular monthly PAB day slot)

Clallam County Parks Advisory Board **Annual Schedule of Standard Activities** (v5) January 28, 2025

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	Present capital budget reports for review
	Review current capital project timelines- by quarter	
	Review current grant project timelines- by quarter	
February	Review & recommend Master Plan amendments	Present staff-recommended Master Plan amendments
	Review, amend & adopt annual activities calendar	Present draft recommended annual activities calendar
March	Schedule PAB Field Trips	Schedule PAB Field Trips
	Adopt Parks Master Plan amendments (after public review)	Administer Master Plan amendment for BOCC adoption
April	Review the Parks Master Plan capital projects and make recommendations for 5-year Capital Plan	Present Master Plan capital projects for 5-year Capital Plan review
	Update 5-year Capital Plan & make priority recommendations	Prepare updated 5-year Capital Plans priority recommendations
May	Field Trip	Field Trip
	Review & recommend annual capital priorities	Submit revised 5-year Capital Plan to County Administrator & Finance
June	Field Trip	Field Trip
	Review staff-recommended Master Fee Schedule	Present staff-recommended Master Fee Schedule
	Recommend Master Fee Schedule update	Submit annual Master Fee Schedule recommendations to County Administrator/Finance
	Recommend annual capital budget priorities	Submit annual capital budget recommended priorities to County Administrator/Finance

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July	Agenda open for catch-up or issue resolution or new proposals	Administer Master Fee Schedule for BOCC adoption
August	Agenda open for follow-up (or cancel meeting)	
September	Review staff reports on season highlights	Submits 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	Present preliminary DRAFT capital budgets & annual recommendation <i>(for PAB review only, no action)</i>
	Attend BOCC Draft Budget Submittal Meeting (optional)	
November	Annual PAB Elections- Chair & Vice-Chair	*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)	Present any capital budget priority changes as appropriate
	Confirm capital budget submittal priorities	
December	Year in review – Prepare annual accomplishments report	Contribute to annual activity/accomplishments report
	Attend BOCC Budget Adoption Hearings first Tuesday	

**Monthly “Special” PAB Meeting on the first Thursday of each month. 530 PM BOCC Board Room, to avoid conflict with BOCC annual budget hearings*