



Clallam County Parks, Fair & Facilities Department

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

October 30, 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, November 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: **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 – October 7, 2025 Regular Meeting
- E. Correspondence Received
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
 - 1. New trail at Dungeness Recreation Area

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

H. Committee Reports

1. Parks Master Plan Update Team status report
2. Bylaws Committee Status Report

I. Staff Reports

1. Stakeholder Forum Report
2. Parks Advisory Board Vacancy Status Report
3. Memorial Bench/Table Policy Discussion
4. 2026 Budget Update and Adoption by Board of County Commissioners

J. New Business

1. Parks Advisory Board Annual Leadership Elections
2. Parks Master Plan Naming Convention
3. Schedule Special December Parks Advisory Board Meeting

K. Board Member Comments

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

M. Adjournment



Clallam County Parks, Fair, & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362-3015

Donation or Memorial Request Form

Your Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Alt. Phone No.: _____

Email: _____

Choose One: Bench _____ Table _____ Monetary Donation: _____

Desired Park or Facility: _____

Inscription (**50 letter maximum**): _____

The approximate cost for either the bench or table is **\$2,400.00**. The funds must be paid with a check, cash, or money order. *Please make checks payable to Clallam County Parks.* The benches and tables are purchased by the Parks, Fair, & Facilities Department and installed by a talented team of volunteers. The Department must receive the funds prior to ordering the product. The plaque measures 2 5/8" x 5". Please note maintenance limit of no more than 10 years.

Parks, Fair & Facilities Department
Phone: 360-417-2291
Fax: 360-417-2395
web_parks@clallamcountywa.gov



Benches

The memorial bench/picnic table program provides a quality bench with nominal 4" x 4" material made of 100% recycled plastic. The welded steel frame has a hot-dipped galvanized finish and will be mounted directly into the ground surface with a concrete foundation under the ground. An outdoor plaque, 2 5/8" x 5", with your choice of inscription, 50 letters maximum, will be mounted flush on the right side of the top backrest 4 x 4. Installation will be done by county staff and experienced volunteers.

Price: \$2,400



Tables

The memorial bench/picnic table program provides picnic tables that are heavy duty hot-dipped galvanized steel frames with 100% recycled plastic used in the table top and seats.

An outdoor plaque, 2 5/8" x 5", with your choice of inscription, 50 letters maximum, will be mounted flush on the table top corner. The table will be secured into the ground with anchors.

Installation will be done by county staff and experienced volunteers.

Price: \$2,400

Thank you for considering a donation in memory of your loved one. Memorial donations are tax-deductible and help to provide the critical resources necessary to provide visitors the amenities that improve their visit, while at the same time memorializing your loved one. Please be assured that visitors for many years to come will be able to enjoy your memorial gift. Your support makes a profound difference – and we are deeply grateful.

Kindest regards,
Clallam County Parks, Fair & Facilities

Parks, Fair & Facilities Department
Phone: 360-417-2291
Fax: 360-417-2395
web_parks@clallamcountywa.gov

PFF Web Page, Donations Screen Shot

Create a Website Account - Manage notification subscriptions, manage form preferences and more.

Website Sign In

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Donations

Interested in making a donation to Clallam County Parks?

Donation Program

Donations to Clallam County Parks are used to improve county parks, fairgrounds or facilities. Use the [Donation or Memorial Request Form \(PDF\)](#).

Memorial Bench or Table

This program allows donors to provide for a park bench or picnic table to be installed in one of the Clallam County Parks or Fairgrounds in memonal of a loved one. The cost of a donated bench or table is \$1,200. This includes the cost of the product, shipping, taxes, installation, and other required installation items. All furnishings will be uniform with previously purchased products. Request [Donation or Memorial Request Form \(PDF\)](#).

Fairgrounds

Donations may be accepted if the individual being honored has a record of service or made an outstanding contribution at the Fairgrounds. It is up to the discretion of the Director to accept this donation. This requirement has been established due to the limited space available on the grounds and the number of requests received over the years. Access the [Position Description - Fair Volunteer \(PDF\)](#).

Other Donations Ideas

Other donations ideas will be considered on a case-by-case basis. Placement of a donated item is at the discretion of the Director. A donor may request a specific park/property and a location within the park, but the Director will ultimately decide the exact location.

View the [Donation or Memorial Request Form \(PDF\)](#).

Checks and money orders must be payable to "Clallam County Parks". The completed form and funds must be mailed or brought to the Parks Office, located at the Clallam County Courthouse. The address is: 223 E 4th Street, Suite 7, Port Angeles WA 98362.

2025 Calendar for 2026 Budget Preparation

updated 6/25/25

Tuesday, June 10	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, May 14	5 Year Capital Plan Worksheets e-mailed to designated recipients.
Monday, June 23	Schedule A Salary Worksheet updates are due back to Eleanor Hill.
Monday, June 23	Information Technology Service Requests Forms are due to Tess Teel.
Friday, June 20	5 Year Capital Plan Worksheets due back to Rebecca.
Friday, June 27	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments. RCW 36.40.010
Tuesday, July 8	ER&R requests are due to Brian Wahlsten.
Tuesday, July 8	Document Preservation requests are due to Shoona Riggs.
Friday, July 25	Budget Packets due back to Eleanor Hill. RCW 36.40.010
Tuesday, July 29	ML - Mid-year Budget Review (& Finance Com Mtg) Public Hearing at 10:30.
Tuesday, September 2	Preliminary Budget Presented to the Board. RCW 36.40.050
September 3 - 19	The Administrator, CFO, Deputy CFO and the Budget Coordinator meet with the each department.
Monday, October 6	Administrator Recommended Budget Presented at Work Session.
October 8 - 24	The Board of Commissioners, Administrator, CFO, Deputy CFO and the Budget Coordinator meet with each department.
Tuesday, October 14	Port Angeles Budget Town Hall Public Meeting: BOCC Board Room - 5pm - 7pm
Wednesday, October 22	Sequim Budget Town Hall Public Meeting: Guy Cole Event Center - 5pm - 7pm
Wednesday, October 29	Forks Budget Town Hall Public Meeting: Forks City Hall Council Chamber - 5pm - 7pm
Monday, November 17	Draft Budget Presented at Work Session.
Tuesday, November 25	Clallam County Property Tax Levy Certification. (County property tax)
Monday, December 1	Special Taxing Districts Levy Certification. (BOCC WS w/ Action Item)
Tuesday, December 2	Public Hearings at 10:30 AM and 5:00 PM in the Board Room. Board adopts Final Budget by resolution. RCW 36.40.071
Tuesday, December 9	Possible extension of hearing for the Board to adopt the final budget by resolution.

SECTION 4

BY-LAWS AND BOARD OPERATIONS

SECTION 4.01

OFFICERS

The officers of the Board shall be a chairperson and vice-chairperson. 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.

The Staff Support person designated by the Department shall be the Administrative Specialist 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.

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 appoint committees and to conduct the business of the Board between regular meetings. The chairperson shall retain full right and responsibility of partaking in all deliberations and voting for good and sufficient reason. However, he/she does not have the right of casting an additional deciding vote.

Nominations for officers shall be made orally at the regular November Board meeting, or as soon thereafter as feasible. Election shall be by majority vote between Quorum Board Members.

SECTION 4.02

MEETINGS

Regular meeting of the Board shall be held at a place and time determined by majority vote of the Board or as determined by the Department when room availability dictates a change of venue.

In the event of the lack of a quorum at a regular or recessed meeting, the chairperson or vice chairperson or chairperson 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.

Special meeting may be called:

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

Earley, Melissa

From: Crawford, Donald
Sent: Wednesday, October 8, 2025 9:18 AM
To: Emery, Bruce; Steve Duh; Isaac Estrada
Cc: Earley, Melissa; Troye Jarmuth
Subject: Naming Convention for Parks Master Plan Document and reference.

Good morning!

The Parks Advisory Board (PAB) is concerned about the accuracy and consistency of the Clallam County Parks Master Plan naming conventions and their reference in the County Comprehensive Plan.

The PAB will formally deliberate on this issue at the November PAB Meeting, which will be held on the first Tuesday in November. In the meantime, please reference the document in question as

"The Clallam County Parks Master Plan, 2027 edition" OR "Clallam County Parks Master Plan" OR "Parks Master Plan" OR "CCPMP" OR "PMP".

There should no longer be any usage of the following words in reference to the CCPMP- "Park" (in the singular), "Comprehensive", "Recreation", "Open Space", "Strategic", "Parks, Recreation and Open Space (PROS), or any other qualifiers.

Additionally as the CCPMP is eligible for amendment annually, the term _____ (year) *Amendment* will be added to the end of the name. For example, "The Clallam County Parks Master Plan, 2027 edition" would be changed to "The Clallam County Parks Master Plan, 2027 edition, 2028 amendment" if an amendment were made in 2028.

I believe the PAB will ultimately settle either on the above conventions or something very similar. Until then, I kindly request that you follow these conventions.

R. Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

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360.797.8283 cell