



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD October 7, 2025, Regular Meeting Minutes

****Due to technical difficulties, the audio recording did not capture the first eight minutes and seven seconds of the meeting.**

Call to Order Director Don Crawford called the meeting to order at 5:30 pm.

Members Present Candace Kathol Diane Chung Ray Colby
Troye Jarmuth Anna Plager

Staff Present Donald Crawford, Director Melissa Earley, Administrative
Operations Coordinator

Pro Tem Chair **Action Taken:** Anna Plager moved to amend the agenda to nominate a pro tem chair. Diane Chung seconded the motion. Motion passed.

Action Taken: Candace Kathol nominated Troye Jarmuth as pro tem chair. Troye was voted unanimously as pro tem chair.

Previous Minutes September 2, 2025, Regular Meeting. **Action Taken:** Anna Plager moved to approve the minutes as presented. Candace Kathol seconded. Motion passed.

Correspondence Received E1. Photo Chair
E2. IMG_20250923
E3. Re: Construction of new trail at Dungeness Recreation Area

Public Comments on Agenda Items Peter Craig, Carlsborg, commented on the commencement date of the road realignment project at Dungeness Recreation Area and the preliminary budget for the Dungeness Trails project.

Unfinished Business G1. New Parks Advisory Board Member – Don gave an update on the recruitment process to fill the two current openings on the Parks Advisory Board. Don indicated he plans to recommend to the Board of Commissioners a single candidate for the first open position. The selection committee is welcome and encouraged to choose two candidates from the applicant pool to fill the open positions, one left vacant by Roger Hoffman's recent departure.

Action Taken: Candace Kathol made a motion to select Anna Plager and Troye Jarmuth to serve as a subcommittee for the selection

process, as needed for the recommendation of a new Parks Advisory Board member. Diane Chung seconded the motion. Motion passed. Don will send the list of applicants for the Parks Advisory Board openings to the selection committee upon the close of the current recruitment period.

Committee Reports

H1. Selection Committee – this topic was discussed under item G1.

H2. Bylaw and County Code Amendment – Anna provided an update on the amendment, noting she would like feedback from the board and staff. The group will read the bylaws on their own and send their comments to Anna. Anna will report back to the group in the next meeting.

Staff Reports

I1. 2026 Preliminary Budget – Don noted the administrator's recommended budget is now available on the county website for public view, and reminded the group that the Parks Fair & Facilities Department will have their 2026 Budget meeting with the Board of Commissioners, County Administrator, and Finance Department on October 23, 2025, at 8:00 a.m. in the Board of Commissioners meeting room. Don reminded the group that they are welcome to attend or view online, and gave a brief explanation of some capital projects that, although they are included in our budget, are not under the purview of the Parks, Fair & Facilities department.

I2. 2026 Parks Fair & Facilities – Board of Commissioners Budget Meeting – This topic was discussed under item I1.

I3. OPMA – Electronic Communications – Practice Tips – Don discussed the documentation provided in the Agenda. This topic was informational only.

I4. Parks Master Plan Amendment – Update - Don reminded the group it is permitted to amend the existing Parks Master Plan once per year. In order to get the soon-to-be Dungeness Trails Park adopted as a park, it must be added to the Parks Master Plan in an amendment and then adopted by resolution by the BOCC.

I5. October-December Parks Master Plan Update Memo – Discussion of upcoming stakeholder forums and feedback sessions in October, public meetings in November, and team data set deliberation discussions in November and December.

I6. Annual Parks Advisory Board Calendar - This item is included in agenda.

I7. Parks Advisory Board Elections – November - A reminder to the group that elections for Chair and Vice Chair will occur in November.

The newly elected officers will assume their new positions at the January 2026 meeting.

New Business

No New Business topics were on the Agenda for discussion.

Action Taken: Troye Jarmuth made a motion for Anna Plager to replace Roger Hoffman's position in the Parks Master Plan Update Ad Hoc committee. Candace Kathol seconded the motion. Motion passed.

Action Taken: Troye Jarmuth made a motion for Peter Craig to remain on the Parks Master Plan Update Ad Hoc committee. Diane Chung seconded the motion. Motion passed.

Discussion regarding upcoming public meetings for the Parks Master Plan.

Board Member Comments

Candace Kathol commented:

- Recognized Peter Craig for his many years of service on the Parks Advisory Board
- Offered her resignation from the Parks Advisory Board

Troy Jarmuth commented:

- The topic of construction of the new trail at Dungeness Recreation Area will be moved to Old Business at the November meeting
- The board will review the bylaws and send their comments to Anna within two weeks so that Anna can compile the comments and forward to Don ten days prior to the November meeting
- Don will discuss the 2026 budget at the November meeting
- Don will forward to the group the OPMA document not included in the agenda packet
- Don will confirm with DCD Director Bruce Emery that his Comprehensive Plan has incorporated by reference the Parks Master Plan

Anna Plager commented:

- Requested discussion in the November meeting of Arondek chairs being added to the memorial program

Public Comments on Non-Agenda Items

Peter Craig, Carlsborg, commented:

- Whether Don Crawford knows Rick Burns personally. Don indicated he has had a professional association with Mr. Burns in his role as President of the Olympic Peninsula Disc Golf Association; however, he has not had a personal relationship with Mr. Burns.

- Thanked Candace for her service on the Parks Advisory Board.
- Asked what Don's takeaways from the public forums were as Director. Don indicated the attendees on the West End appeared to be interested in projects best handled by municipal parks rather than county parks. He also noted the County excels in and should continue to focus on passive parks.
- Parks Master Plan Update Public Survey expiration date

Adjournment

Diane Chung moved to adjourn the meeting at 7:26 p.m. Anna Plager seconded the motion. Motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator