



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD September 2, 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 Diane Chung Ray Colby Troye Jarmuth Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	July 1, 2025, Regular Meeting. <u>Action Taken:</u> Anna Plager made a motion to accept the minutes as presented. Candace Kathol seconded the motion. Motion passed.
Correspondence Received	E1. CPU and Parks E2. July 14, 2025 Burn Ban Update E3. Fires in designated campgrounds E4. State of Washington Tourism – 2026 Grants E5. Robin Hill trail work report 20250715 with photos
Public Comments on Agenda Items	Peter Craig, Sequim, commented on new member Troye Jarmuth, Master Plan update, and possible funding for Dungeness Trails, and Pay Station Kiosks.
Unfinished Business	<u>G1. Welcome to Troye Jarmuth</u> – Newly appointed board member Troye Jarmuth provided a brief description of her background. Raised in Sequim, Troye served as a planning commissioner for the City of Sequim for eight years and as a member of the Clallam County Carlsborg Advisory Council for sixteen years. She has served on the Community Foundation in Sequim for fifteen years and currently volunteers as a camp host for two months of the year at Washington State Parks.
Committee Reports	<u>H1. Parks Advisory Board Selection Committee</u> – Discussion as to the status of new and/or returning member appointments, and whether the board should appoint a new selection subcommittee.

The audio portion of the recording from 39:35 to 40:31 was unintelligible.

Discussion regarding the Bylaw subcommittee and the possibility of reinvigorating the committee with new ideas.

H3. Parks Advisory Board Standard Annual Calendar Review – No update at this time.

Staff Reports

I1. Parks Master Plan Update – Progress Update 08.15.2025 - Discussion regarding the progress of the Parks Master Plan update. The consultant group is on track to complete the project on time. Several user group forums are scheduled for September, along with one-on-one interviews with identified stakeholders. The larger public forums will take place during the first week of November. If board members have specific user groups they would like to be included, they are welcome to send that information to Don.

I2. Pay Station Report – Attendance & Revenue – Between the period of June 1 and August 31, 2025, the cash risk at Salt Creek and Dungeness Recreation Areas has been reduced by over \$160,000. The campgrounds will continue to accept cash until the end of the year, giving the public a little time to adjust to the new self-pay, cashless, kiosk system. Cash will not be accepted at the parks in 2026. Staff is reviewing the occupancy of both parks to determine if the number of sites available for reservation versus those available on a first-come, first-served basis needs to be adjusted in 2026.

I3. Updated Member Terms - Discussion regarding current member term expiration dates.

I4. Open Public Meeting Act & Public Records Training – Update – Don reminded the group that if they had not completed their OPMA and Public Records Training, please do so.

New Business

J1. New Subcommittee to Recommend New Board Members – Roger Hoffman indicated he would like to step down from this subcommittee. Candace Kathol, Anna Plager, and Troye Jarmuth expressed an interest in serving on the New Board Member Selection subcommittee. **Action Taken:** Candace Kathol made a motion to select Candace Kathol, Anna Plager, and Troye Jarmuth to serve as a subcommittee for the selection process as needed. There was not a second; however, the group voted unanimously to approve the motion.

J2. Bylaws Subcommittee – Anna Plager and Candace Kathol will continue to serve on the Bylaws Subcommittee.

Discussion regarding the Master Plan ad hoc committee. **Action Taken:** Candace Kathol made a motion to table any further discussion

until the status of Peter Craig's position on the Board is decided by the Board of Commissioners. No vote was taken.

**Board Member
Comments**

Anna Plager:

- Commented that she would still like to send to the group the letter she sent to the Board of Commissioners supporting Peter Craig.

The group was reminded that the letter is a public document and can be obtained from the Board of Commissioners.

Troye Jarmuth:

- Commented on the Master Plan consultant's meetings in a box.

**Public Comments on
Non-Agenda Items**

Peter Craig, of Sequim, commented on the estimated cost and funding sources for Dungeness Trails Park, inquiring about the Master Plan update team and how the public can provide support for financing park-related projects.

Adjournment

Diane Chung made a motion to adjourn at 7:30 pm, Candace Kathol seconded. Motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator