



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD June 3, 2025, Regular Meeting

Call to Order	Chair Peter Craig called the meeting to order at 5:30 pm.			
Members Present	Peter Craig, Chair		Roger Hoffman, Vice Chair	
	Candace Kathol	Diane Chung	Anna Plager	Ray Colby
Staff Present	Donald Crawford, Director		Melissa Earley, Administrative Operations Coordinator	
	Todd Mielke, Clallam County Administrator			
Previous Minutes	May 6, 2025 Regular Meeting. Action Taken: Candace Kathol made motion to approve. Anna Plager seconded. Motion passed.			
	May 15, 2025 Special Meeting. Discussion regarding how and when the special meeting ended and adherence to the posted agenda. Action Taken: Diane Chung moved to amend the minutes to reflect that the board adjourned the meeting at the conclusion of the visit to Fred Orr Ball Park, and that the remainder of visits posted on the agenda were attended by Don Crawford. Anna Plager, Ray Colby, Peter Craig, Candace Kathol, and Diane Chung voted to approve the minutes as amended. Roger Hoffman abstained. Motion passed. Candace Kathol made a motion to adopt the May 15 minutes as modified. Diane Chung seconded the motion. Motion passed with five ayes and one abstention from Roger Hoffman.			
Correspondence Received	E1. Mr. Phillip Martin – Dungeness Trails County Park			
	E2. Mr. Glen Chipman – Parks Advisory Board Application			
Public Comments on Agenda Items	None.			
Unfinished Business	<u>G1. 2037-2037 Parks Master Plan Professional Service Agreement</u> Don gave an update indicating the PSA with Conservation Technix has been submitted for inclusion on the BOCC calendar for June 9, 2025 Work Session and June 17, 2025 Regular Meeting. The contract is for \$140,000, is scheduled to start July 1 and conclude in October. The consultant will be utilizing the survey results already collected, will be			

conducting five public meetings throughout the county over the next few months. The kickoff meeting with the consultant will be scheduled in the coming days.

G2. Park Advisory Board Appointment

Ray Colby has been appointed to the Parks Advisory Board. Mr. Colby Introduced himself to the group, giving a description of his work history as assistant fisheries director for the Makah tribe and in cancer research at the University of Washington.

G3. Upcoming Park Advisory Board Re-Appointments

Don indicated two current board members, Diane Chung and Peter Craig, have terms expiring on June 30 of this year. Because they will not be reappointed prior to the next meeting on July 1, Diane and Peter will not be able to vote on actions presented to the board at that meeting.

G4. 5 Year Capital Plan – Parks Advisory Board Priorities

Don provided a document detailing various possible capital projects that have been added to the minutes and incorporated herein. Anna Plager announced she has made plans to meet with Tom Mix at the Dungeness Recreation Area the following day to discuss the previously discussed multi use trail. Peter Craig asked County Administrator Todd Mielke if there had been funding allocated to the Roads' Dept for the Dungeness Trails project. Todd indicated that the funding was simply a dollar-for-dollar grant. **Action Taken:** Candace Kathol made a motion to adopt the proposed Parks Capital Project Priority List for 2026, and 2027-2031. Diane Chung seconded the motion. The motion passed with 5 ayes and 1 nay from Roger Hoffman.

Committee Reports

H1. 2026 Parks Master Fee Schedule – Parks Advisory Board Recommendations

Don indicated he provided copy to the board last month, and understood the Fee Schedule committee would provide their recommendation this month. The item was deferred to the July meeting.

H2. Parks Advisory Board Schedule of Standard Events – Review

Discussion of the Advisory Board Calendar, with explanation of its purpose for the benefit of newly appointed board member, Ray Colby.

H3. Bylaws Committee – Proposed Bylaws and County Code Amendments.

Anna Plager and Candace Kathol discussed their proposed changes to the Parks Advisory Bylaws, as provided in item H3 of the agenda packet.

Don indicated he would take the proposed changes to the Civil Prosecuting Attorney's office for review. **Action Taken:** Peter Craig made a motion to recommend the proposed changes to the Parks Advisory Bylaws and Board Operation for consideration by staff. Roger Hoffman seconded the motion. Motion passed. **Action Taken:** Peter Craig made a motion to recommend the proposed changes to Clallam County Code Section 23.01 Parks Board to staff for consideration. Roger Hoffman seconded the motion. Motion passed.

Staff Reports

11. 2027-2037 Parks Master Plan Professional Services Agreement

This topic was discussed earlier in the meeting.

12. 2027 Parks Master Plan Survey Update

To date, over 1,000 responses to the Survey have been collected and will be forwarded to Parks Master Plan consultant, Conservation Technix.

13. Grant Update

- a. LTAC Clallam Bay Ramp – Don indicated the material for the ramp has been ordered, and is cautiously optimistic the ramp will be ready for the Sekiu Fun Days.
- b. RCO Salt Creek Recreation Area Restroom Repair – Don indicated the project is complete, and the only remaining task is to submit the final report to the RCO for reimbursement.

14. New Parks Advisory Board Member Orientation Packet

Don indicated he has sent new Advisory Board Member Ray Colby all the applicable county codes and documentation relating to his new position, as well as the Parks Advisory Board Annual Schedule.

15. 2025 Parks Master Plan Amendment Recommendation

Anna Plager discussed her recommendations to the 2025 Parks Master Plan Amendment, as provided in item J1 of the agenda packet. Don indicated he would make the proposed changes. **Action Taken:** Peter Craig made motion to recommend adoption of the Clallam County Comprehensive Parks and Recreation Master Plan 2025 and the Park and Recreation Master Plan 2025-2026 Proposed Edits dated June 3, 2025. Anna Plager seconded the motion. Motion passed.

New Business

None

Board Member Comments

Diane Chung commented on a typographical error on page 14 of the proposed bylaws to correct the symbol for percent, and inquired as to the need open public meeting act training for advisory boards.

Candace Kathol commented on the current open position, asking what the next steps are. Don indicated the applications can be reviewed in the coming days by the selection committee. Candace and Roger will bring their recommendations for appointment to the board at the July meeting.

Ray Colby commented on the cost of the projects submitted for the 5 Year Capital Plan.

Peter Craig apologized to the residents of the West End for not making it all the way to the end of the tour, and offered kudos for the submission of park advertisements to the Juan de Fuca Festival program.

**Public Comments on
Non-Agenda Items**

None.

Adjournment

Anna Plager moved to adjourn the meeting at 7:16pm. Candace Kathol seconded the motion. Motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator

2026 Parks Capital Program

Priority	Funding Source	Location	Project	Description	Amount	Budget Year
1	Park CIP	Dungeness Rec. Area	New multi-use connector trail near park entrance	Wetland delineation, permitting, outreach, construction	\$85,000.00	2026
2	Park CIP	Salt Creek Rec. Area	Create new Cascadia Marine Trails campsite	Design, establish, sign, announce & incorporate in system	\$10,000.00	2026
3	Park CIP	Camp David Jr.	Lodge Painting	Paint upper sections of lodge inaccessible by ladder	\$50,000.00	2026
4	Park CIP	Dungeness Rec Area	Campground Shower Upgrades	Replace/Upgrade Hot Water Tanks	\$35,000.00	2026
5	REET 1	Dungeness Trails	New park wayfinding & regulatory signage package	Install multiple use Clallam/WA rules & wayfinding signs	\$60,000.00	2026
6	REET 1	General	Park Trail Development & Repair	Park Trail Development & Repair	\$15,000.00	2026
7	REET 1	General	Park Road Development & Repair	Park Road Development & Repair	\$15,000.00	2026

2027 - 2031 Five- Year Parks Capital Program

Priority	Funding Source	Location	Project	Description	Amount	Budget Year
1		Fresh Water Bay	Remove and Replace Out of Order Vault Restroom	Remove & Replace Out of Order Vault Restroom CXT	\$140,000.00	2027
2		Camp David Jr.	Remove and Replace Rotting Pilings	Remove and Replace Rotting Pilings	\$140,000.00	2027
3		Lake Pleasant	Remove and Replace Existing Playground	Remove and Replace Existing Playground Equipment	\$120,000.00	2027