

Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD
May 6, 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

Staff Present

Donald Crawford, Director	Melissa Earley, Administrative Operations Coordinator
Todd Mielke, Clallam County Administrator	

Previous Minutes

April 1, 2025 Regular Meeting. Candace Kathol requested to adjust her motion in the April meeting to allow for review of advisory board applications after the deadline has passed, rather than as they come in, and correct the minutes to indicate Anna Plager and Peter Craig formed the Parks Master Fee Schedule subcommittee.

Correspondence Received

Action Taken: Anna Plager moved to approve the minutes with two minor changes detailed by Candace Kathol. Diane Chung seconded the motion. Motion passed.

E1. Illegal Parking adjacent to Wellman Rd. Verne Samuelson Trail-Trail Head- Mr. Kaufmann

E2. For Immediate Release- Rain Shadow- Jerry Weatherhogg, OPDGA
Secretary

E3. Responsible pet owners at Port Williams- Nicole Hartman

E4. Robin Hill Park Map- Janet Cattano

E5. Panorama Vista County Park Bluff Erosion Response Meeting- Don Crawford

E6. Clallam Bay County Park Beach Access Ramp- Status Update- Don Crawford

E7. 2025 Firewood Sales & Kiosk Press Release- Don Crawford

E8. Slip Point Light Station Remediation Presentation- Elizabeth Waknitz

E9. King5_com_Credit and debit cards only_ Olympic National Forest's new policy- Don Crawford

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**Public Comments on
Agenda Items**

- Cathy Lucero, Port Angeles, commented on the Parks Master Plan consultant selection timeline.
- Tom Mix, Sequim, commented on the Parks Master Plan update progress.

Unfinished Business

- G1. 2026 Parks Master Fee Schedule PAB Recommendations – Don Crawford reminded the group that in 2024 it was decided to use area comps to determine the Master Fee Schedule, then moving forward, the CPI would be used to determine if an increase would be necessary. Don provided a draft of the 2026 Master Fee Schedule with staff-proposed changes based on the current Seattle Bellevue CPI. The Parks Advisory Board was asked to consider the document and not make any determination at this time.
- G2. 2025 Parks Spring West-End Tour - The Park Advisory Board will attend the Parks Spring West End Tour on May 15, 2025. The meeting will be a special meeting, and the public will be invited to attend. Discussion among the group regarding proposed stops on the tour and carpool arrangements.

Committee Reports

- H1. 2026 Park Advisory Board Recommended Annual Capital Projects & Five-Year Capital Plan – Anna Plager reported she and Peter Craig met to revise the list provided last month. She suggests that several items on the Five-Year Capital Plan should be paid for with the Parks Capital Improvement Fund, others paid from REET I, and the new trail at Dungeness Recreation Area should be deferred to 2027. Peter noted it was previously agreed that maintenance-type projects, such as painting and shower upgrades, should not be funded by the Parks Capital Improvement Fund. Anna indicated she will revise the proposed Five-Year Capital Plan and send it to Don to include in the June meeting packet.
- H2. Park Advisory Board Vacancy Selection Recommendation Sub-Committee Meeting, April 15th, 2 pm – Candace Kathol indicated she and Roger Hoffman met with Don to review advisory board applications. Their subsequent recommendation to the Parks Advisory Board was to recommend Ray Colby and Erin Kirkland for appointment to the advisory board. However, Ms. Kirkland later informed Candace she would be withdrawing her application. At the time of the meeting, Ms. Kirkland had not officially rescinded her application. Candace indicated that her and Roger's recommendation is now to appoint Mr. Colby and Mr. Chipman. Anna Plager indicated she would not vote for Mr. Chipman, would prefer to meet Mr. Colby before he is appointed, and did not wish to fill the remaining seat at this time.

Action Taken: Candace Kathol moved to approve the recommendation of Ray Colby to the Parks Advisory Board. Peter Craig seconded. Motion passed.

Candace discussed several recommendations for inclusion in the Parks Advisory Board Bylaws. Don suggested that the bylaws subcommittee forward their recommendations to him for inclusion in the next meeting. Todd Mielke reminded the board that the bylaws changes must be consistent with County policy. The current policy indicates board members can be recommended to the Board of County Commissioners for appointment by the advisory board, by staff, or by a County Commissioner as an individual. Peter requested clarification on how long the group wanted to keep the vacant position unfilled, as completing work with a reduced board is difficult.

- H3. 2027 – 2037 Clallam County Parks Master Plan Update Consultant Selection Recommendation Memo. V.4 FINAL – Don Crawford to meet with Conservation Technix to work out Personal Services Agreement details and will update the board with progress made in the coming weeks.

Action Taken: Peter Craig motioned that the Parks Advisory Board adopt the recommendation as presented in the April 29, 2025 memo from Don Crawford to hire Conservation Technix for the Parks Master Plan Update. Candace Kathol seconded the motion. Anna Plager abstained; motion passed.

County Administrator Todd Mielke discussed the procurement process and the subsequent delay in selecting Conservation Technix. The next step is to incorporate all the RFQ language Conservation Technix responded to into an agreement not exceeding the amount that was previously approved. The agreement will then be submitted to the Board of Commissioners for final approval.

Staff Reports

- I1. Standard Annual Operations Calendar – Discussion regarding the Operations Calendar. Anna Plager provided a list of proposed changes to the Parks Master Plan for the 2025 Amendment, incorporated into the minutes herein. Don requested the rest of the board provide him with their proposed updates in the coming weeks.
- I2. Grant Project Updates – Don briefly discussed the status of the two current grant projects, RCO Salt Creek Recreation Area Restroom

Repair and LTAC Clallam Bay County Park Beach Access Ramp, as detailed in item I2 of the agenda packet.

- I3. Grant Programs & FACT Sheet – Don briefly discussed the RCO Grant Programs and Fact Sheet as detailed in item I3 of the agenda packet.
- I4. Clallam County Parks & Fair FTE and O&M Budget- 2015 – 2025 – Don deferred this item until a later date.
- I5. Status of Public Opinion Poll - Don indicated that, to date, there have been 782 responses to the public opinion poll.

New Business

- J1. Parks Master Plan 2025 AMENDMENT v.1 DRAFT - This topic was discussed under item I1.

Board Member Comments

Anna Plager commented:

- Requested clarification regarding the status of signage at Marilyn Nelson County Park.
- Requested a copy of the public opinion signage placed at various parks.
- Road counter data report for the Parks Master Plan consultant.
- New Parks Advisory Board Member Packet.

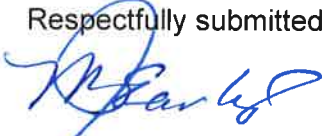
Public Comments on Non-Agenda Items

- Cathy Lucero, Port Angeles – upcoming advisory board vacancies and/or reappointments
- Todd Mielke, Sequim – Mora Road will be closed in 2026 for rebuilding, the Upper Hoh Road will be open in the coming months, and parking realignment and bathroom issues at Second Beach.

Adjournment

Anna Plager made a motion to adjourn at 7:40pm. Candace Kathol seconded the motion. Motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator

Proposed additional (in red ink) amendments for 2025-2026 Master Plan

Edits already exhibited that should be highlighted in RED INK:

Ch. 1 Pg. 4 Change: date to July 2025; date from January 2023; add TBD

Ch. 3 Cover page Dungeness Trails

Pg. 26 Salt Ck. Rec. Area (6 hiker/biker campsites & Cascadia Marine Trails campsite)
[Note: campsite is one word in most common usage]

Pg. 27 Salt Ck RA: reword PP2 in 3 places: 92-99; add 6 hiker/biker sites, 1 marine site

Pg. 47 Dungeness Trails

Ch. 4 Cover page Dungeness Trails County Park

Proposed changes to modify the proposed amendment – all should be shown in RED INK:

Ch. 3 Pg. 1 Parks Map – add #22 Dungeness Trails to the county park location map

Pg. 24 Freshwater Bay PP4 No vault toilet exists: replace with “porta-potty”

Pg. 29 Eagle Point, Structures on site: ADD “highway sign”

Pg. 35 Clallam Bay Spit, Acreage alignment correction: ADD Total: (w/indent) 415 acres

Pg. 45 Dungeness Trails County Park (new section to add)

- a) River does not show on map – select better legend & map color
- b) The text font changes between PP1 & PP2 – disrupts flow of information
- c) Line 2: delete “Dungeness County Park”; replace with “The park”
- d) Break PP2 into two or three sentences for legibility
- e) PP3: What does “additional” refer to? Delete?

Ch. 4 Cover Needs and Demands – ADD Dungeness Trails

Pg. 1 Why delete the 2015 Board members from original version? Plenty of room to add their names too (make it single spacing among year groupings)

Correct Board member list for 2023 amendment (replace Upham with Plager)

Add new listing of members for 2025 amendment (w/o Hughes or Davis)

List Chair & Vice Chair first, Director at the end (as done for original in 1993)

Pg. 4 Dungeness Rec. Area: ADD HIGH: Replace trail opportunities lost to erosion

Dungeness Rec. Area: ADD HIGH 4. Upgrade campground showers

Pg. 5 Freshwater Bay: ADD HIGH 4. Remove & replace out of order vault, replace with CXT restroom (\$120,000)

Pg. 6 Salt Creek R. A.: ADD HIGH 10. Install Cascadia Marine Trails Campsite (\$10,000)

Pg. 7 Camp David, Jr.: ADD HIGH 4. Paint the lodge (\$50,000)

Pg. 8 Lake Pleasant: ADD HIGH 3. Remove & replace existing playground (\$120,000)

Pg. 8 Dungeness Trails: ADD 3 items

1 HIGH Wayfinding, regulatory & pedestrian signage (\$60,000)

2 MED Develop two primary parking lots off the shoulder (\$208,000)

3 LOW M&O – Equipment & vehicle capitalization (\$92,000)

Pg. 9 Add all items above to the SUMMARY chart for the Project by Park & Priority

Pg. 21 & 22 Replace 2015 Public Opinion Survey with 2024-2025 responses

Ch. V. Cover Change 2023 to 2025 [Development & CIP in Existing Parks]

Pg. 3 Item 1, last sentence, change 10 to 5 [. . . County __ CIP . . .]

Pg. 18 Blank page – DELETE

Pg. 19 Dungeness Rec. Area: ADD 1 Phase One HIGH Shower upgrades (\$35K)

Pg. 20 Freshwater Bay: ADD 1 HIGH Remove/replace leaking vault . . . (\$140K)

Salt Ck. R.A.: ADD 5 HIGH Install new Cascadia Marine Trail campsite (\$10K)

Lake Pleasant: ADD 1 HIGH Remove & replace existing playground (\$120K)

Camp David, Jr.: ADD 2. HIGH Paint the lodge (\$50K)

Dungeness Trails: ADD all 3 items from Ch. 4, pg. 8 (see above)

Pgs. 21 – 27 NOT LEGIBLE (choose different font size & color); review when it is legible.

Submitted May 6, 2025, by Anna Plager

Note: It is doubtful this list is complete, but it's a good start – I only had one day to compile.