



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of December 5, 2024, Special Meeting

Call to Order	Chair Peter Craig called the meeting to order at 5:31 pm.
Members Present	Peter Craig, Chair Roger Hoffman, Vice Chair Bill Hughes Candace Kathol Anna Plager
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator Todd Mielke, Clallam County Administrator
Previous Minutes	November 12, 2024 Special Meeting. Action Taken: Bill Hughes motioned to accept the November 12, 2024 minutes; Anna Plager seconded; motion passed.
Correspondence Received	1. Washington State Parks Property Acquisition in Clallam County – RCO Grant Agreement 22-173 for Salmon Recovery
Public Comments on Agenda Items	No public comments
Unfinished Business	<u>Survey Results Dashboard</u> - No discussion
Committee Reports	<u>2027 Master Plan Team Committee Update</u> – Peter Craig reported the group did not meet in November due to uncertainty surrounding 2025 funding of the Parks Master Plan at the time. <u>RFP/RFQ</u> – The Master Plan Team provided an attachment to be added to the 2025 Parks, Fair & Facilities Request for Qualifications that is specific to the Master Plan project. Discussion among the group regarding minor changes to the document deemed necessary by team members. Action Taken: Peter Craig made a motion to forward to the County Board of Commissioners for approval the Request for Qualifications identified in December 5, 2024, Special Meeting Agenda as Item H2 with Diane Chung and Don Crawford's collaborated edits. Candace Kathol seconded the motion. Candace Kathol, Bill Hughes, Roger Hoffman, Peter Craig and Diane Chung voted in favor of the motion. Anna Plager voted in opposition of the motion. Motion carried. Action Taken: Peter Craig made motion that the final draft of the 2025 Request for Qualifications be provided to the group for review prior to

submission to the Board of County Commissioners for approval. Bill Hughes seconded the motion. Motion carried.

Don indicated he will provide at the February meeting a comprehensive list of proposed capital projects identified by current staff and those listed in the current Master Plan for the advisory board to review and prioritize to be included in the new Master Plan and 5-year Capital Plan. Anna mentioned the need to review Master Plans from other counties as examples. Don will send the group the formal list of counties comparable to Clallam to ensure the appropriate comparison is being made.

Staff Reports

Robin Hill Farm County Park Stump Project – The stumps marked to be cut lower have been addressed in the park.

Grants Update – Don discussed grants detailed on item I2 of the Agenda packet. This memo is attached and incorporated hereto. Anna indicated she would like to see application due dates for various grant opportunities as they become available. County Administrator Todd Mielke suggested to the group that once they have identified which projects they would like to prioritize, that they appear before the Board of County Commissioners to make them aware of which projects are important to the advisory board.

Master Plan Public Survey Update – Discussion of Master Plan Public Survey distribution as detailed on item I3 of the Agenda packet. The memo is attached and incorporated hereto. Business cards with the QR code and link to the survey are being passed out to members of the public by park staff and advisory board members. There has not yet been a response to the Legal Action Request regarding the utilization of email addresses provided in the online camping reservation system. The link to the survey is also posted to the reservation system and included in the auto-reply email messages generated by the reservation system. Don clarified that a portion of the up to \$150,000 approved in the 2025 budget for the Master Plan will be used for significant signage of the project.

Seasonal Park Employee Recruiting – Discussion of Seasonal Park Employee Recruiting process as detailed on item I4 of the Agenda packet. The memo is attached and incorporated hereto. Discussion regarding recruiting potential applicants from local job fairs, schools, etc. Todd Mielke clarified that he is the final approver of requisitions for employee recruitment. He did not have the authority to approve a requisition for 2025 until the Board of Commissioners approved the 2025 budget on December 3. **Action Taken:** Peter Craig made a motion to make a concerted effort to recruit seasonal park aides as early in the year as practical from our 3 local high schools and local college as well as from Washington State colleges that have outdoor park and recreation programs. Roger Hoffman seconded the motion. Motion carried.

Capital Budgeting for RV Bunkhouse at Robin Hill Farm County Park – Anna Plager requested this topic be deferred until February.

Traffic Counting Status – Don indicated he will provide an update in the coming weeks.

Status of Pet Waste Signage at Marlyn Nelson County Park – The pet waste signs at Marlyn Nelson County Park have been installed.

Dungeness Recreation Area Multi-Use Trail Project – Because the proposed area for the multi-use trail project at Dungeness Recreation Area is in a designated wetland, environmental policies must be followed prior to installing a trail. Don has been in contact with the Department of Community Development and has reached out to recommended consultants to determine what the budget may be for the required environmental surveying, permitting, etc. Candace Kathol discussed an article in the Peninsula Daily News that details a 'new trail' in Robin Hill Park. Don clarified the work erroneously described in the article as a new trail was in fact not a new trail but rather repair to an existing equestrian trail requested by the Backcountry Horsemen group. The trail did not have an adequate turn around, was overgrown in part and needed culvert work to prevent flooding. Representatives from the Backcountry Horsemen approached the adjoining landowners to advocate the work proposed and provided the volunteer labor for the project. Approximately \$3,000 was spent from the Park Trail Project expenditure line approved by the Board of Commissioners in the 2024 budget.

New Business

No New Business

**Public Comments on
Non-Agenda Items**

Anna Plager discussed the agenda template, and the December meeting room schedule. For the January meeting Anna would like topics of conversation to include a board calendar and board officer elections.

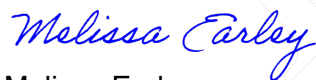
Board Comments

No public comments.

Adjournment

Bill Hughes moved to adjourn the meeting at 7:10 pm, Diane Chung seconded, motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator



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DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: October 17, 2024

To: Clallam County Park Board- Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager

From: Don Crawford Parks Director

Subject: November 2024 Grant(s) Update

Current

- **The RCO Boating Facilities Program (BFP) Project Number 22-2063D**
completed, invoiced, paid, and closed out.
- **The RCO No Child Left Inside Tier 1 (NCLI) Project Number 22-2041E**
completed and invoiced
- **The RCO Deferred Maintenance Project Number 24-2190M**
\$37,000.00 Trails Equipment & Salt Creek Restroom Repair Project in progress.
Progress Report Due 1.15.2025. Project Billing Due 1.31.2025
- **2024 Clallam County LTAC Day Use Parks- Supplies, Materials, & Labor**
\$44,000 Final Report and Reimbursement Due 12.31.2024
- **2024 Clallam County LTAC Clallam Bay Beach Access Ramp**
\$75,000 Project Design Complete, Environmental Permitting completed, RFP process in progress.
Final Report and Reimbursement Due 12.31.2024 Received Extension until 5.30.2025
- **2025 Clallam County LTAC**
Day Use Parks- Supplies, Materials, & Labor \$44,000

Pending

- ~~2025 Clallam County LTAC Coin Op Shower Conversion~~ ~~\$9,500~~

Future

- **2026 The RCO Community Forest Program (CFP) 15% Match**
\$400,000 Land Acquisition with Recreation Facility Development- Piller Point, SC, DRA?
- **2026 The RCO Community Outdoor Athletic Facilities (COAF) 00% Match**
\$400,000 Land Acquisition with Recreation Facility Development- Rainshadow Disc Golf?
- **2026 The RCO Community Washington Wildlife and Recreation Program (WWRP) varied Match**
\$500,000 Improving Parks and Trails and providing access to Waterfront- Clallam Bay County Parks
- **2026 The RCO Youth Athletic Facilities (YAF) 50% Match**
\$100,000 Renovate Outdoor athletic facilities- Agnew Soccer Fields or Fred Orr Ball Fields



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DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: November 22, 2024

To: Clallam County Park Board- *Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager*

From: Don Crawford Parks Director

Subject: Parks Public Survey Distribution

County Staff have been instructed to seek legal guidance on using the camp registration email addresses to solicit participation in our current public survey. We have contacted the County Civil Prosecutor for direction and await a response. Once we receive guidance, we will comply with their instructions. In the meantime, we have printed several hundred business cards with the survey QR code for distribution to the public and have posted nearly one hundred flyers throughout the courthouse. I cannot emphasize enough that increasing survey participation is a significant priority for the department.



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DON CRAWFORD | DIRECTOR
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Date: November 22, 2024

To: Clallam County Park Board- *Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager*

From: Don Crawford Parks Director

Subject: Parks Seasonal Park Aid Recruiting

The HR department leads our seasonal recruiting efforts. The automated recruitment system broadcasts job openings locally, regionally, and nationally to both public and private sector employment and recruiting organizations. The department also recruits from various post-secondary institutions for college-aged students.

Some recruiting challenges include:

- Seasonal housing for off-peninsula candidates.
- County wage rates for seasonal park aids
- Service duration limitations linked to the organized labor collective bargaining agreements.
- Timing of recruiting efforts compared to national, state, and municipal organizations.

Members of the Parks Advisory Board are welcome and encouraged to assist as they see fit.