



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD December 4, 2025, Special Meeting Minutes

Call to Order	Chair Pro Tem Troye Jarmuth called the meeting to order at 5:30 pm.
Members Present	Troye Jarmuth, Diane Chung Ray Colby Anna Plager Chair Pro Tem
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	November 4, 2025, Regular Meeting. Action Taken: Troye Jarmuth made a motion to approve the minutes with changes presented. Ray Colby seconded the motion. Motion passed.
Correspondence Received	E1. Self-Service Kayak Rental Solicitation – this item will be added to the March agenda. E2. Olympic Peninsula Visitors Bureau Survey Invitation – Don will contact Marsha Massey of the Olympic Peninsula Visitors Bureau to connect her with Parks Master Plan consultant Conservation Technix.
Public Comments on Agenda Items	Wendy Rae Johnson, Port Angeles, commented on self- service kayak rentals
Unfinished Business	G1. Rick Burns – Welcome and Introduction – this item was moved to the top of the agenda by unanimous consent. Mr. Burns gave a brief overview of his background before being appointed to the Parks Advisory Board. He was employed by Intel Corporation as an electrical engineer from 1986 to 2015 before moving to Clallam County. He currently runs the Olympic Peninsula Disc Golf Association, a non-profit group that promotes disc golf specifically in Clallam County, and is the caretaker of the two courses located in the county. G2. 2017 Dungeness Recreation Area Master Plan - Don reminded the group that the plan had not been ratified. Discussion regarding the recent public meeting held by the Roads' Department on the topic of the Lotzgesell Road curve project. Don clarified the upcoming plan to lay conduit for possible future water and electric services to existing camping sites at Dungeness Recreation Area when the Roads'

department realigns the Voice of America Road. He indicated that the conduit is intended to improve the existing camp sites, not to create new ones.

G3. Roads Department Update on Voice of America Realignment Project – February 2026 Parks Advisory Board Update – Don indicated the Roads' Department will provide an update on the Voice of America Road Realignment project at the February 2026 meeting. Discussion amongst the group regarding the project's history and its relationship to the Lotzgesell road curve.

G4. Parks Advisory Board & Staff 2026 Master Fee Schedule Submittals to the Board of County Commissioners – This topic will be up for Public Hearing on the Board of Commissioners' December 16, 2025, at 10:30 a.m. Public comments will be welcomed at that time. Anna Plager noted that the Parks Advisory Board recommended keeping the county resident non-utility site camp fees at their 2025 status quo rather than raising them with the rest of the camp fees. She indicated that she has a letter she would like to submit to the Board of Commissioners regarding the proposed fee schedule and requested permission to share her letter with the group. The letter is attached to these minutes and incorporated herein. Don gave an explanation of the CPI, comparables used, and the history of the camping fee increases.

G5. Parks Advisory Board Bylaw Amendment – Anna Plager indicated the Bylaw committee has not had the opportunity to meet in recent weeks and asked to table the topic for a month or two. Rick Burns indicated he would like to review the redlined version of the bylaws and provide feedback. Don will send him the redlined version in the coming days.

Committee Reports

No committee reports at this time.

Staff Reports

I1. 2026 Parks Master Plan Amendment – Don gave a brief explanation of the 2026 Parks Master Plan Amendment process and the projects to be included in the 2026 Amendment. The goal of the current Amendment is to include hiker-biker sites and Marine Trail sites at Salt Creek Recreation Area and the newly acquired Dungeness Trails property in the current Master Plan, so those projects can move forward. Anna Plager provided copy of a letter she will be submitting to the Board of Commissioners on the topic of Dungeness Trails park. The letter is attached to these minutes and incorporated herein. Don explained the legwork behind converting the property into a county park has been done, albeit circuitously, as it started out as an engineering project with a park attached to it rather than starting out as a park project. The

planned upgrades are public safety-related. The Board of Commissioners will hold a public hearing on the 2026 Amendment on December 16, 2025, at 10:30 a.m., to which Don strongly encouraged the group and members of the public to attend if they wish to make their wishes known on the topic.

12. Draft (v6) January 6, 2026 Parks Advisory Board Schedule of Standard Activities – Discussion regarding the activity schedule for 2026. Don will provide a redlined version of the schedule for the group to review and discuss in January.

13. January and February 2026 Parks Advisory Board Agenda Items – Don provided in the agenda packet a list of topics to be discussed in the January and February 2026 regular meetings.

14. Park Advisory Board Member Solicitations – Don indicated he recently sent a summary of a recent Master Plan update public meeting to approximately 140 members of the public who attended, along with a solicitation for applications for the Park Advisory Board vacancies.

New Business

No new business at this time.

**Board Member
Comments**

No Board Member Comments

**Public Comments on
Non-Agenda Items**

Wendy Rae Johnson, Port Angeles commented on the fee schedule, and the current board vacancies and appointment process.

Adjournment

Action Taken: Troye Jarmuth moved to adjourn the meeting at 7:32 p.m. Anna Plager seconded the motion. Motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator