



Clallam County Parks, Fair & Facilities Department

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

April 30, 2026

To: Clallam County Park Board

A special meeting of the Clallam County Park and Recreation Advisory Board will be held in the Board of Commissioners Meeting Room in the Main Courthouse Building on **Tuesday, May 5, 2026, from 4:00 p.m. to 5:00 p.m.**

*****Attention*****

Park and Recreation Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: **835 9170 1271** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **835 9170 1271** and passcode: **12345**

This meeting can be viewed on a live stream at this link:

<https://clallamcountywa.gov/meetings>

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at

Melissa.Earley@clallamcountywa.gov

SPECIAL MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – March 3, 2026 Special Meeting Minutes -Approved April 7, 2026
- E. Unfinished Business
 - 1. Parks Capital Repair & Improvement Fund Deliberations
- F. Public Comments on Non-Agenda Items as Time Permits – Please limit comments to 3 minutes.
- G. Adjournment

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Parks Capital Repair & Improvements (CRI) Fund Discussion

Last meeting

- Reviewed Policy 500, General Financial Policies
- Reviewed Policy 962, Boards and Committees
- Reviewed Parks CRI Fund Performance Measures
- Discussed Potential Goals for CRI Fund



CRI Fund Performance Measures



- Found at:
<https://www.clallamcountywa.gov/DocumentCenter/View/24015/Parks-and-Facilities—Parks-Capital-Repair-Improvements-Detail>
- Every County Department/Fund creates similar document during Annual Budget process (90+ in 2026 Budget)
- Mission Statement, Function, Trend/Events, Goals, and Workload Indicators
- Three-year summary of Revenues and Expenditures

Current Mission Statement

“To develop and implement the County's 5-Year Capital Improvement Program, as it specifically relates to county parks, to meet the functional needs, budgetary constraints, and scheduling requirements of our citizens, staff and community in a safe and cost-effective manner”



Proposed Mission Statement

“County Parks create opportunities for users to engage in recreational activities, foster a connection with nature, enhance their mental and physical well-being, and strengthen family and community bonds. This fund should help support infrastructure development and amenities that directly serves Parks users, ensures a positive experience, and encourages repeat visits.”



Current Function

“To provide proactive, professionally managed leadership to prequalify, procure and contract with construction service professionals by providing appropriate solutions and acquisition strategies that support the mission of Clallam County and embrace our partnership within the community. Determination of capital projects specific to county parks is based on the 5-Year Capital Improvement Plan (CIP).”



Proposed Function

“This fund was established in 2024 using a portion of campground reservation fees to fund capital improvements in Clallam County Parks to support projects in the Parks Comprehensive Plan recommended by the Parks Advisory Board.”



Current Goals

- Complete capital projects on time and within budget.
- Maintain and improve parks in a proactive and cost-efficient manner.
- Use environmentally friendly supplies and systems whenever/wherever possible.
- Seek funding assistance through federal, state, and local sources whenever available.



Proposed Goals

- Complete capital projects at any Clallam County Park on time and within budget.
- Prioritize Park improvements that positively impact the Park user's experience.
- Prioritize Park improvements that provide sustainable revenue to the Clallam County Parks system.
- Provide a funding source for Park improvements that may be unlikely to otherwise receive funding.
- Position Clallam County to be successful in seeking funding assistance through outside sources and partnerships by providing resources for design work and local matching funds.



Proposed Goals (alternate)

- Create or enhance public-facing park improvements, including amenities, interpretive elements, or accessibility elements.
- Support new or enhanced park revenue generation.
- Provide supplemental project funding, including architectural, engineering, and environmental design and development services; and grant matching funds.
- Support special projects of historical, cultural, sustainable, or innovative relevance.



Current Workload Indicators



To be determined based on future Board of County Commissioner discussions regarding planned usage of funds.

Parks Capital Repair & Improvements (CRI Fund)

30505.911

CRAWFORD - FRENCH CONSOLIDATED

- Project that directly and positively impacts the park user experience.
- Strategically planned funding.
- Project of limited scope or funding.
- Project matching funds.

PAST PAB MEMBERS

- Funding items that park users would see their money be put to work quickly, making their visit/stay better for them.
- Funding items that would be for enhancements that otherwise would not be funded, perhaps a grant or matching grant.
- Funding things that are needed by the parks that couldn't/wouldn't be funded by the general fund.
- Funding items used for enhancements that directly benefit our park users to make the parks more useful, fun, and engaging.
- Funding items in existing parks that have long been on the list and are of high priority.
- Funding items that make improvements to the parks, not just revenue-generating parks like Salt Creek Recreation Area, Dungeness Recreation Area, but all the parks.
- Funding items that are not necessarily revenue-generating projects.

COMMISSIONER FRENCH

- Result provides real directions to County Staff
- Provides clarity to PAB on effectiveness and change
- Insures alignment with Parks Comprehensive Plan and Policies
- Easy to administer, unlike an RFP process
- Insures all parties operate in their role
- Positive impact in Clallam County parks

PLAGER

- Meet time-constrained opportunities or urgent needs
- Satisfy long-awaited, high-priority projects
- Fund revenue-enhancing projects
- Support for matching grant funds
- Serve projects of limited scope or funding
- Support special partnership opportunities
- Choose projects that are easy to administer

FINANCE STAFF

- Try to avoid a percentage-based allocations Fund, It can be complicated to manage.
- Maintain at least a 10% base to the Fund for reserves.

Parks and Facilities - Parks Capital Repair & Improvements 30505.911

Mission Statement

To develop and implement the County's 5-Year Capital Improvement Program, as it specifically relates to county parks, to meet the functional needs, budgetary constraints, and scheduling requirements of our citizens, staff and community in safe and cost effective manner.

Our County parks offer all users the opportunity to engage in recreational activities, foster a connection with nature, enhance their mental and physical well-being, strengthen family and community bonds, and more. The primary objective of this Fund is to directly serve park users, ensuring that their park experience is exceptional and encourages repeat visits.

Function

~~To provide proactive, professionally managed leadership to prequalify, procure and contract with construction service professionals by providing appropriate solutions and acquisition strategies that support the mission of Clallam County and embrace our partnership within the community. Determinations of capital projects specific to county parks is based on the 5-Year Capital Improvement Plan (CIP).~~

This Fund was established in 2024 using a portion of campground reservation fees to fund capital improvement projects for Clallam County Parks. Projects selected from this Fund will be based on various sources of information, including but not limited to, the 2025 Public Opinion Survey or the most current or similar survey, the Parks Master and/or Comprehensive Plan, and the 5-Year Parks Capital Improvement Plan (CIP).

The Parks Advisory Board (PAB) in collaboration with the Parks Department Staff will annually submit joint project recommendations to the Board of County Commissioners (BOCC).

TrendS/Events

New Fund in 2024

2024- New CRI Fund is created

2025- Purchased and installed new auto pay kiosks at Salt Creek and Dungeness Recreation areas \$90,000

2026- No funding

2027-

GOALS

- ~~1. Complete capital projects on time within budget.~~
- ~~2. Maintain and improve parks in a pro-active and cost efficient manner.~~
- ~~3. Use environmentally friendly supplies and systems whenever/wherever possible.~~
- ~~4. Seek funding assistance through federal, state, and local sources whenever available.~~
1. Fund projects that directly and positively enhance the park user's experience.
2. Secure funding as a supplement (enhancement) to other County capital spending for parks.
3. Allocate funding to projects that are easy to administer.
4. Support projects that align with Parks Master and/or Comprehensive Plan and related policies.
5. Allocate funds that provide tangible benefits to park users.
6. Encourage and fund partnership opportunities.
7. Ensure projects for both revenue and non-revenue generating County parks.
8. Consider these project benefits: revenue-enhancing opportunities; limited scope or funding; matching fund options; strategically planned funding.

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