



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD April 7, 2026, Regular Meeting Minutes

For More Details, Please See the Meeting Video Recording, Available on Our Website:
<https://clallamcowa.portal.civicclerk.com/>

Call to Order	Chair Troye Jarmuth called the meeting to order at 5:30 pm.
Members Present	Troye Jarmuth, Rick Burns Diane Chung Anna Plager Chair
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	March 2, 2026, Regular Meeting. Action Taken: Anna Plager moved to approve the minutes as presented. Diane Chung seconded the motion. Motion approved.
Correspondence Received	1. G. Salem- Dungeness Rec. Area- Entrance Gate issue. 2. Z. Smith- Gales Addition- Proposed Park 3. D Crawford memo to Dungeness National Wildlife Refuge
Public Comments on Agenda Items	No public comments.
Unfinished Business	<u>Finalize Team Goals & Objectives for Parks Comprehensive Plan 2027</u> Items for consideration were forwarded to the consultant by March 18. No further discussion. <u>Capital Improvement Projects and 5-Year Capital Plan</u> <u>Parks Comprehensive Plan Priority List (High and Moderate)</u> The group will use the information provided in the packet to guide their future discussions. No further discussion. <u>Public Opinion Survey Summary</u> The group will use the information provided in the packet to guide their future discussions. No further discussion. <u>Staff Recommendation 2027 Capital Improvement Projects and 5-Year Capital Improvement Plan</u> Discussion of 2027-2028 projects currently in the 5-year capital plan that would fit within the current grant opportunity parameters.

5. **Need corrected Parks traffic count graph from the last traffic count project.**

No discussion.

6. **Parks Advisory Board Tour**

Rick Burns provided a presentation detailing the advisory board field trip plan. Discussion among the group regarding which parks to visit and when.

Committee Reports

1. **Bylaw Committee Update**

The committee will provide Don with a copy in time for a draft to be provided to the group at the May meeting.

2. **Master Plan Team Update**

Anna provided an update on the planning team's efforts to deliver a draft spreadsheet of project priorities to the consultant, with feedback collected from the advisory board, staff, and planning team. A copy is attached hereto.

3. **Candidate Selection Recommendation Update – Final Parks Advisory Board Recommendations**

Anna reported on the efforts thus far in selecting two candidates to forward to the Board of Commissioners for final approval. **Action Taken:** Troye Jarmuth made a motion to recommend and pass up to the Board of Commissioners what the selection committee for the vacancies has chosen. Rick Burns seconded the motion. Motion passed.

Staff Reports

1. **2016-2026 Parks Master Plan Amendment – Q1 Action Items Update v.2**

Don gave an update on the Master Plan Amendment, discussing the parking lot and equestrian access at the new Dungeness Trails County Park, marine trails campsite, and hiker-biker sites at Salt Creek Recreation Area.

2. **Annual Schedule of Standard Activities – March & April**

No discussion.

3. **Dungeness Trails County Park Signage and Parking Development Update**

Standard county park signs are currently being installed at the park.

4. **Grant Updates**

This item was discussed with Item 4 in Unfinished Business.

5. **Updated list of Parks Advisory Board Members MRSC Training Course**

Don indicated that everyone on the board, aside from Troye and Rick, should take or retake the course online.

New Business

1. **Schedule Parks Advisory Board Field Trips**

This item was discussed under Item 6 in Unfinished Business.

2. Fee Schedule - Proposed Master Fee Schedule Interval Adjustment

Discussion of how often the fee schedule should be changed.

Action Taken: Troye Jarmuth made a motion to recommend that we stay with the current master fee schedule numbers, that we add the kayaker to the hiker-biker category and look at the master fee schedule in 2027 for 2028. Anna Plager seconded the motion. Motion carried.

**Board Member
Comments**

Anna Plager commented:

- Would like the opportunity for the advisory board to re-engage with the Slip Point group
- Status of kayak rental presentation from the March meeting.

**Public Comments on
Non-Agenda Items**

No public comments.

Adjournment

Troye Jarmuth adjourned the meeting at 7:40 p.m.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator