



# Clallam County Parks, Fair & Facilities Department

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

April 27, 2023

To: Clallam County Park Board

The bi-monthly 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 2, 2023, at 5:30 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: **870 6725 3042** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit [www.zoom.com](http://www.zoom.com) and use meeting ID: **870 6725 3042** and passcode: **12345**

This meeting can be viewed on a live stream at this link: [Live & Archived Meetings Online | Clallam County, WA \(clallamcountywa.gov\)](#)

Public comment can be directed to the Parks, Fair & Facilities Administrative Staff at 360-565-2659 or via email at [Melissa.Earley@clallamcountywa.gov](mailto:Melissa.Earley@clallamcountywa.gov)

## AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – March 7, 2023, Regular Meeting
- E. Correspondence Received
  - 1. Lake Pleasant Dock Repair
  - 2. Large amounts of tree removal in Robin Hill Farm County Park
  - 3. Clallam Bay Lighthouse

Direct: 360-565-2659  
Main Office: 360-417-2291  
[Melissa.Earley@clallamcountywa.gov](mailto:Melissa.Earley@clallamcountywa.gov)

F. Unfinished Business

1. Anna K. Plager appointment to the board
2. NSF Cost Analysis
3. Eagle Point Park Development
4. Lake Aldwell Park Development / Mr. Ed Bowen as resource

G. Committee Reports

H. Staff Reports

1. Robin Hill Farm- November 2022 Blowdown restoration status
2. Lake Pleasant Dock Piling Project
3. Campground Connectivity Project- Commence October 2023
4. Parks Master Plan Status

I. New Business

1. Mobile Food Establishment
2. Horseback riding at Dungeness Recreation Area

J. Public Comments on Non-Agenda Items

K. Adjournment

## Earley, Melissa

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**From:** web\_parks  
**Sent:** Monday, April 10, 2023 1:34 PM  
**To:** Crawford, Donald  
**Subject:** FW: Online Form Submission #1188 for Contact Parks, Fair and Facilities

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 10, 2023 8:19 AM  
**To:** web\_parks <web\_parks@clallamcountywa.gov>  
**Subject:** Online Form Submission #1188 for Contact Parks, Fair and Facilities

### Contact Parks, Fair and Facilities

First Name	Tom
Last Name	Winters
Email	<a href="mailto:thomasgw7@gmail.com">thomasgw7@gmail.com</a>
Phone Number	3607756544
Subject	Lake Pleasant dock repair
Comments/Questions	Not sure if this is the correct place to contact someone about this but here goes anyway. Was wondering if you had any information on the dock repair (replacement) at Lake Pleasant. Very hard to launch a boat there without a dock in place at the launch. Thank you.

#### Please Note

This form is not for emergencies. If you have an emergency, please phone 911.

Email not displaying correctly? [View it in your browser.](#)

**Crawford, Donald**

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**From:** Crawford, Donald  
**Sent:** Monday, April 10, 2023 1:59 PM  
**To:** thomasgw7@gmail.com  
**Subject:** Lake Pleasant dock repair

Mr. Winters,

We are actively navigating the lengthy permitting process to make the necessary repairs to get the right-side dock back in position for expedited boat launch and recovery. The project should be completed this year (fingers crossed).

**R.Donald Crawford, CGM**  
*Director*  
Clallam County  
Parks, Fair, & Facilities Department  
223 East Fourth Street, Suite 7  
Port Angeles, WA 98362-3000  
360.797.8283 cell



## Earley, Melissa

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**From:** Gores, Loni  
**Sent:** Monday, March 20, 2023 8:47 AM  
**To:** noreply@civicplus.com; notgivingitout@all.com  
**Cc:** Crawford, Donald  
**Subject:** RE: Online Form Submission #1045 for Submit a Complaint or Request Information

Don Crawford – Parks Director has been added to this email. You can also reach him at [Donald.Crawford@clallamcountywa.gov](mailto:Donald.Crawford@clallamcountywa.gov)

“My email address has changed! The new format is [Loni.Gores@clallamcountywa.gov](mailto:Loni.Gores@clallamcountywa.gov) Please update my contact card as your earliest convenience, Thank you!”

*Loni Gores  
Clerk of the Board  
Commissioners Office  
223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362  
Phone: 360-417-2256*

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Friday, March 17, 2023 10:04 AM  
**To:** Gores, Loni <loni.gores@clallamcountywa.gov>  
**Subject:** Online Form Submission #1045 for Submit a Complaint or Request Information

### Submit a Complaint or Request Information

First Name	Anonymous
Last Name	Anonymous
Email	<a href="mailto:notgivingitout@all.com">notgivingitout@all.com</a>
Phone	5555555555
Subject	Large amounts of tree removal in Robin Hill Farm County Park
Comments	Please forward these comments to the County Parks supervisor:  In the southeast corner of Robin Hill Farm County Park, a large number of trees have been needlessly removed, and they are not near any existing trail. You can see this devastation by walking east from the Dryke Road parking lot, all the way on

the horse trail as far east as you can go. This is just one example of the unnecessary removal of trees in this park. Another is the bulldozing of a new roadway through the middle of the park, which you can see by walking the main trail northeast of the Dryke Road parking lot.

County parks have TREES; logging companies see these trees as TIMBER. It was a terrible mistake to have Robin Hill Farm's storm damage taken care of by loggers, who apparently made a nice profit by damaging public property. Do not believe their arguments that all of this tree removal was necessary; go and see for yourself.

Thank you.

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#### Please Note

This form is not for emergencies. If you have an emergency, please phone 911.

If you want to request public records, [visit our Public Records page](#) instead.

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Email not displaying correctly? [View it in your browser.](#)

## Earley, Melissa

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**From:** Web\_DCDAAdmin  
**Sent:** Wednesday, April 26, 2023 11:47 AM  
**To:** Crawford, Donald  
**Subject:** FW: Online Form Submission #1228 for Community Development General Information Contact Form

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Sunday, April 16, 2023 3:50 PM  
**To:** Web\_DCDAAdmin <web\_dcdadmin@clallamcountywa.gov>  
**Subject:** Online Form Submission #1228 for Community Development General Information Contact Form

### Community Development General Information Contact Form

First Name	Brad
Last Name	Luzik
Phone	360-801-4604
Your Email	<a href="mailto:Bradluzik@gmail.com">Bradluzik@gmail.com</a>
Subject	Clallam bay light house keepers duplex.
Comments	Hello, I am wondering if there are any plans in place to refurbish the lighthouse quarters located at clallam bay park Area? No sure who to contact. Thank You. V/r Brad Luzik.

Email not displaying correctly? [View it in your browser.](#)

## **Crawford, Donald**

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**From:** Crawford, Donald  
**Sent:** Wednesday, April 26, 2023 12:04 PM  
**To:** Bradluzik@gmail.com  
**Subject:** Clallam bay light house keepers duplex

Mr. Luzik,

Thank you for reaching out! The extremely short answer (it is a 20-year-long story) to your question is yes; there are actionable plans in the works to commence the restoration of the Clallam Bay Lighthouse Keepers Residence. I suspect a public announcement will be made in the next 18-24 months.

Kindest Regards,

**R. Donald Crawford, CGM**  
*Director*  
Clallam County  
Parks, Fair, & Facilities Department  
223 East Fourth Street, Suite 7  
Port Angeles, WA 98362-3000  
360.797.8283 cell







RESOLUTION 19, 2023

3b  
MAR 14 2023

APPOINTING A MEMBER TO THE  
PARK AND RECREATION ADVISORY BOARD

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Park and Recreation Advisory Board due to a resignation.
2. A press release was issued during the month of January 2023 soliciting applications from interested citizens. Four applications were received.
3. The Director of Parks, Fair, and Facilities endorses the appointment of Anna K. Plager to the Park and Recreation Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. **Anna K. Plager** is appointed to the Park and Recreation Advisory Board to complete the term expiring June 30, 2023 and an additional six-year term ending June 30, 2026.

PASSED AND ADOPTED this 14th day of March 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

  
Mark Ozias, Chair

  
Randy Johnson

  
Mike French

ATTEST

  
Loni Gores, CMC, Clerk of the Board



c: A22.170  
Appointee  
Parks

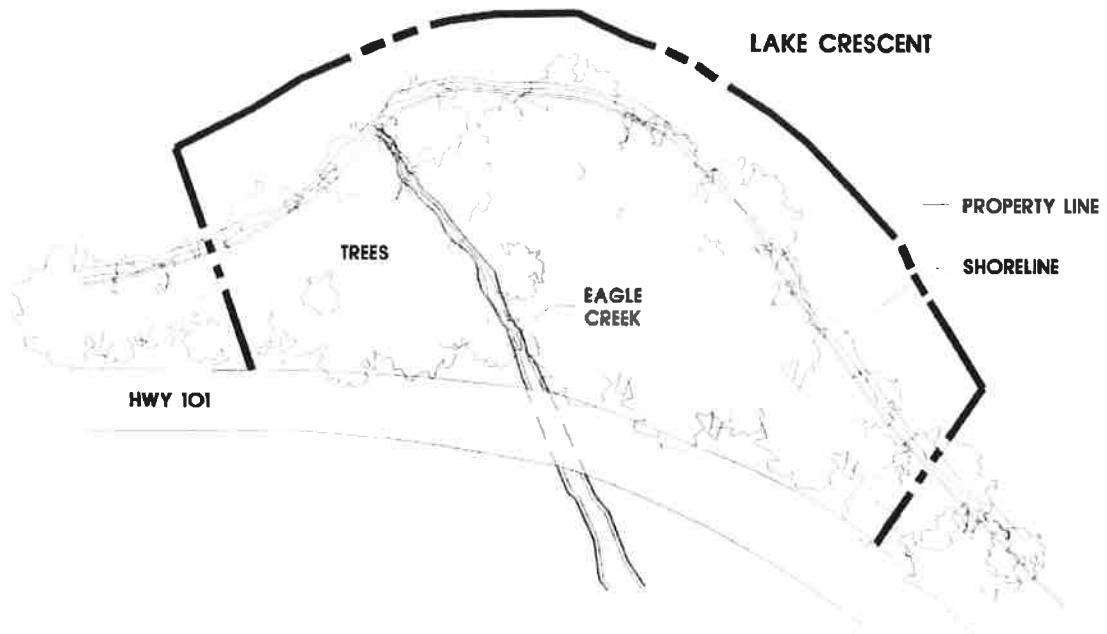
Clallam County Parks, Fair Facilities  
2018 - 2022 NSF Cost Analysis

4/27/2023

Year	Park	Number of NSF checks	Camping Fees Lost Due to NSF	NSF Bank Fees Incurred	Total Cost Due to NSF	Number of NSF Checks Recovered	NSF Camping Fees Recovered	NSF Bank Fees Recovered	Total NSF Cost Recovered	Notes
2022	Salt Creek	5	\$ 266.00	\$ 200.00	\$ 466.00	2	\$ 108.00	\$ 80.00	\$ 188.00	
2022	Dungeness	1	\$ 78.00	\$ 40.00	\$ 118.00	1	\$ 78.00	\$ 40.00	\$ 118.00	
2021	Salt Creek	7	\$ 908.00	\$ 280.00	\$ 1,188.00	2	\$ 420.00	\$ 80.00	\$ 500.00	*Open July - Dec
2021	Dungeness	9	\$ 234.00	\$ 225.00	\$ 459.00	0	\$ -	\$ -	\$ -	*Open July - Dec
2020	Salt Creek	3	\$ 250.00	\$ 120.00	\$ 370.00	1	\$ 56.00	\$ 40.00	\$ 96.00	*Open Jan - March
2020	Dungeness	2	\$ 96.00	\$ 80.00	\$ 176.00	0	\$ -	\$ -	\$ -	*Open Jan - March
2019	Salt Creek	1	\$ 66.00	\$ 40.00	\$ 106.00	1	\$ 66.00	\$ 40.00	\$ 106.00	
2019	Dungeness	3	\$ 196.00	\$ 120.00	\$ 316.00	3	\$ 196.00	\$ 120.00	\$ 316.00	
2018	Salt Creek	5	\$ 415.00	\$ 200.00	\$ 615.00	1	\$ 200.00	\$ 40.00	\$ 240.00	
2018	Dungeness	4	\$ 540.00	\$ 160.00	\$ 700.00	3	\$ 360.00	\$ 120.00	\$ 480.00	
<b>Totals</b>		<b>40</b>	<b>\$ 3,049.00</b>	<b>\$ 1,465.00</b>	<b>\$ 4,514.00</b>	<b>14</b>	<b>\$ 1,484.00</b>	<b>\$ 560.00</b>	<b>\$ 2,044.00</b>	

## EAGLE POINT PROPERTY

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## EAGLE POINT SITE PLAN

**14. The Gund Family donated EAGLE POINT PROPERTY** in 2015. The 1.2 acres are located on the south shore of Lake Crescent, near the west end of the lake.

The site is positioned between Highway 101 and the shoreline, where a wide spot on the shoulder of the road allows parking for three to four vehicles. The site provides access to the water.

The property will not be developed.



# Pardon The Mess!

Robin Hill Farm County Park experienced a significant storm in November, causing many hazardous conditions. Those hazards have been addressed, but most park trails require restoration.

The county is partnering with FEMA, the Washington State Department of Ecology, the Washington State Department of Tourism, and local stakeholders to return the park to its pre-storm condition.

All work is being completed per the established Park Forestry Plan and will require many months.

For Questions or Comments: [web\\_parks@clallamcountywa.gov](mailto:web_parks@clallamcountywa.gov)

**CLALLAM COUNTY PARKS, FAIR & FACILITIES DEPARTMENT**

223 East Fourth Street, Suite 7, Port Angeles WA 98362 Phone: (360) 417-2291 Fax: (360) 417-2395  
E-Mail: [web\\_parks@clallamcountywa.gov](mailto:web_parks@clallamcountywa.gov) Website: [www.clallam.net/parks/](http://www.clallam.net/parks/)

**FOOD VENDOR/MOBILE FOOD ESTABLISHMENT/MFE AGREEMENT**

This AGREEMENT made and entered into on «Date» by and between Clallam County (hereinafter referred to as "County") and Concessionaire Company: «Company» (hereinafter referred to as "Lessee").

**Self-Contained Food Trucks only**

UBI #: «UBI »  
Contact: «Name»  
Address: «Address» «City State Zip»  
E-Mail: «Email»  
Phone: «Phone»

Clallam County Food Establishment Permit: «Permit Number»

[Temporary Food Establishment](#) or call 360-417-2328 for customer service support.

[www.clallamcountywa.gov](http://www.clallamcountywa.gov)

At the following described location:

Park/Facilities: «Area»

Date/s requested: \_\_\_\_\_ from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

Fee **\$50.00** Date paid: \_\_\_\_\_ check #: \_\_\_\_\_

Insurance Required: «Insurance»

Lessee shall procure and maintain for the period during which occupancy is authorized commercial general liability insurance against claims for bodily injury, including death, personal injury and property damage which may arise from or be in connection with Lessee's Park operation. The policy shall also include products liability coverage when products are sold.

The insurance limits shall be no less than **\$1,000,000.00** combined single limit per occurrence of bodily injury including death, personal injury, and property damage and no less than **\$500,000.00** for products liability. **County, its officers, employees, volunteers, and agents shall be named as additional insured, and the policy shall not be suspended, voided, canceled, or reduced in coverage or limits except upon thirty (30) days prior written notice to County.**

**Lessee must provide a certificate of insurance naming County as additional insured a minimum of ten (10) days prior to occupancy of the above identified location. Failure to provide the certificate shall render this Agreement null and void and of no effect and will mean loss of vendor space.**

By signing this Agreement, Lessee acknowledges the contagious nature of the Coronavirus/COVID-19 and that they and anyone working with them will follow the current guidelines if any in place by the CDC, Washington State, or Clallam County. Lessee further acknowledges that Clallam County Parks, Fair & Facilities cannot guarantee that you will not become exposed and/or infected by the Coronavirus/COVID-19 due to actions, omissions, or negligence of yourself or others, including but not limited to, those attending the event and/or Clallam County staff, regardless of the preventative measures put in place to reduce the spread of the Coronavirus/COVID-19.

**County shall:**

1. Permit Lessee to enter the Park, Fair & Facilities location at an agreed upon time as designated by organizer.
2. Direct to Parking Location of MFE \_\_\_\_\_, extra vehicles must park in designated parking lots.
3. Not be liable for any loss or damage sustained by Lessee or to Lessee's product(s) or equipment as a result of theft, fire, natural disaster, pandemic, acts of God or vandalism.

**Lessee shall:**

1. Post in a conspicuous place proof of liability insurance, and appropriate health cards and permits. It is required to Comply with all food regulations, permitting requirements, and Park standards. Lessee must obtain and display current health certificate in MFE at all times. **IT IS LESSEE'S RESPONSIBILITY TO OBTAIN HEALTH PERMIT PRIOR TO THE EVENT.** Contact County's Environmental Health Department at 360-417-2258 for more information.
2. Not have alcohol, marijuana, or drugs on Parks & Facilities property.
3. Agree to staff MFE according to health department & L&I requirements.
4. Not sublet or share the space provided for in this Agreement without prior written approval of County.
5. Be responsible for payment of all local, state, and federal taxes on sales made and acquire all necessary permits required by law.
6. Be responsible for complying with all state, local and federal laws.
7. All food vendors shall have a functioning fire extinguisher at all times.
8. **NOT SMOKE OR VAPE.** There are designated smoking areas in the Facilities locations.
9. Not use, or have in Parks & Facilities, any amplifying device, without approval of the Parks & Facilities Director or assigned.
10. Agree to decorate and furnish all signage. Use only clean and professional canvas, flame-proof paper, plastic, or other decorating materials. Always keep vendor space in first-class order; Lessee and their assistants must be neat and tidy in their dress and fully clothed, including shoes. Lessee shall not interfere with other vendors by activity beyond the spaces rented or by nuisances such as excessive volume on a public address system, musical instruments, vulgar language, or inappropriate conduct. Any issues with adjacent vendors shall be brought to the attention of the Parks & Facilities Director or assigned and not dealt with directly by Lessee.

11. Keep all product(s), signage, activities, and advertising matter within the leased space and place no advertising on the outside of permanent buildings. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the Parks & Facilities, or outside of leased/designated space. All product(s), signage, and advertising being displayed shall be of a non-offensive nature. Operate in a legitimate and courteous manner. Parks & Facilities Management reserves the right to require the removal of any item(s), which in their opinion are offensive, hazardous or might adversely affect the Parks & Facilities image. All Parks & Facilities locations are family oriented. Failure to do so will subject Lessee to immediate cancellation of this Agreement without reimbursement and loss of privilege to lease a space in subsequent events.
12. (For food vendors) a grease collection facility is **Not provided**. **No dumping in storm drains, garbage containers, or on the ground.** A \$500.00 fine will be assessed for improper dumping of grease, oil, and cleaning liquids. Lessee is expected to keep the area surrounding their location clean.
13. Not camp in or around Lessee's space or in any of the parking lots surrounding the Parks & Facilities. Overnight parking or camping shall be in designated areas only and only after appropriate reservation has been booked and fees have been paid. Space is limited.
14. Abide by all the terms of this Agreement and attached rules and regulations. **Failure to do so will subject Lessee to cancellation of this Agreement without reimbursement and loss of privilege to lease a space in subsequent Events.**
15. Its officers, employees and members, through the signing of this Agreement by an authorized party or agent, defend, indemnify and **hold harmless** County, its officials, employees, volunteers and agents from and against any and all damages, costs or expenses in law or equity, including attorneys' fees, costs and expenses, that may at any time arise because of damages to property, bodily injury including death or personal injury received by reason of any action or omission by Lessee.
  - A) Should a lawsuit in respect to the above be filed, Lessee shall appear and defend County at its own expense, and if a judgment is rendered, or settlement made requiring payment by County, its officials, employees, volunteers or agents, Lessee shall pay the same.
16. Be responsible to pay for all damage, costs of dump fees, or other costs associated with Lessee's failure to restore the space to its original condition. Failure to pay for costs of damage repair upon request shall result in prosecution or forfeiture of space in subsequent Events.
17. Not discriminate against any employee, applicant or fair-goer because of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical handicap.
18. Be solely responsible for complying with the conditions of the Agreement and is prohibited from delegating its responsibilities under this Agreement.
19. Abide by all terms of the Agreement and attached rules and regulations. Failure to do so constitutes a breach of contract and renders this Agreement null and void and of no effect and entitles the prevailing party to attorneys' fees for enforcement of any term of the Agreement.

«Company»

«E\_F»  
CCPRF

**Independent Contractor:** The status of Lessee hereunder is that of an Independent Contractor and Lessee shall not be construed to be an employee of County. As an Independent Contractor, Lessee is not entitled to any benefits available to employees of County and the Lessee is responsible for withholding any monies required to be withheld from Lessee's employees pursuant to local, state, or federal law including, but not limited to, worker's compensation, social security, and all applicable taxes.

**County / Contractor Relationship:** In the event that either the state or federal government determines that an employer-employee relationship exists rather than an Independent Contractor relationship such that County is deemed responsible for federal withholding, social security contributions and the like, Lessee agrees to reimburse County for any payments made or required to be made by County. Should any payments be due to Lessee pursuant to this Agreement, Lessee agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed based upon the following formula:

Notwithstanding a determination by the state or federal government that an employer-employee relationship exists, Lessee, its officers, employees, and agents, shall not be entitled to any benefits which County provides to its employees, including, but not limited to vacation and medical benefits.

\_\_\_\_\_  
Lessee Name (**Print/Not Business Name**)

  
\_\_\_\_\_  
Lessee Signature Date

\_\_\_\_\_  
Don Crawford, Director Date  
Parks, Fair & Facilities Department

  
Approved as to Form Prosecuting Attorney

<b>Parks Office Use Only</b>	
Amount Paid \$ _____	Receipt # _____
Date Received _____	by _____
Date Confirmation Sent _____	by _____
Comments: _____	
_____	
_____	



## Earley, Melissa

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**From:** Dungeness Park  
**Sent:** Friday, March 24, 2023 2:48 PM  
**To:** Crawford, Donald  
**Cc:** Reyes, Tom  
**Subject:** RE: Horseback riding in the park  
**Attachments:** DRA Map.jfif

Gentlemen,

I would like to propose we discontinue horseback riding here at the Dungeness Recreation Area. For several reasons; (1) Mainly, the increase of daily walkers with dogs often off leash on all the shared trails. This is a time bomb waiting to go off with an accident. The USFW stopped the access of horses on their short section of shared trail in 2012 because of an accident. Horses are now only riding on our approximate 1.5 miles of shared trails as you can see on the attached map with the thicker, longer spaced lines. (2) The horseback riders often do not stay on their trails as I find evidence on many other trails and fields where horses are not allowed. They can rip up trails and lawns that we then have to repair. (3) Robin Hill Farm is just a few minutes away with longer separate horse and walking trails. Please let me know your thoughts.

Thank you,

*John Graham  
Park Manager  
Dungeness Rec Area  
360-683-5847*

# DUNGENESS RECREATION AREA

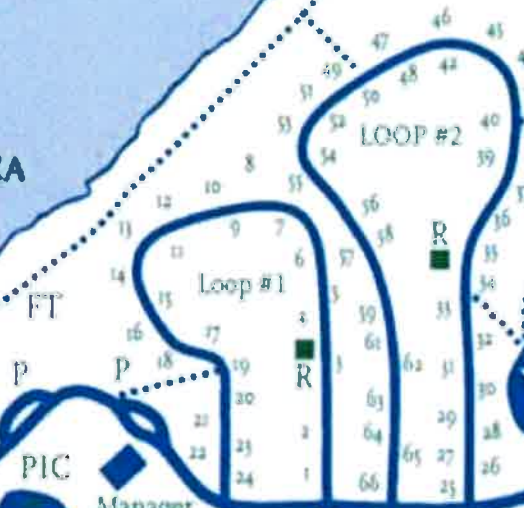
STRAIT OF JUAN DE FUCA

DUNGENESS NATIONAL WILDLIFE REFUGE

FT to spit (.5 mile)  
USFWS Fee Station



Bluffs



Group Camp

Manager Residence

Upland Forest

Upland Meadow

Wetland

Voice of America Road

Cattail Marsh

Main Gate  
(Open/Closed as posted)

Lotzgesell Road

Private Property

Private Property

Kitchen-Dick Road

To US 101

- ET Equestrian Trail (Open to horses, pedestrians and bikes)
- FT Foot Trail (Open to pedestrians and bikes only)
- P Parking Area
- PIC Picnic Area
- R Restroom