



# Clallam County Parks, Fair & Facilities Department

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

## CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of May 2, 2023, Regular Meeting

- Call to Order** President Peter Craig called the meeting to order at 5:30 pm.
- Members Present** Peter Craig Roger Hoffman Candace Kathol Diane Chung  
Anna Plager
- Staff Present** Donald Crawford Melissa Earley Comm. Randy Johnson Tom Reyes  
Willie Swetlow John Graham
- Previous Minutes** Candace Kathol moved to approve the minutes of the March 7, 2023, meeting, as written. Diane Chung seconded the motion, which was unanimously approved.
- Correspondence Received** Lake Pleasant Dock Repair – an email was received from Tom Winters regarding the dock repair at Lake Pleasant County Park. Don Crawford responded to the email indicating the intent to complete the project this year.  
Tree Removal at Robin Hill County Park – An anonymous email was received expressing frustration and disappointment regarding the large number of trees removed at Robin Hill County Park by a local logging company.  
Clallam Bay Lighthouse – an email was received from Brad Luzik inquiring about plans to refurbish the lighthouse quarters located at Clallam Bay Park. Don responded that there are indeed plans being formulated, and that a public announcement will be made in the next 18-24 months.
- Unfinished Business** New Parks Advisory Board Member - Anna Plager has been appointed the Parks Advisory Board and is welcomed by the group. Peter Craig asked Don to send letters to the applicants not chosen thanking them for their application.  
Diane inquired as to why Anna's term appears to have a three-year end date rather than the typical 6-year term. Peter explained that Anna is currently completing a term vacated early by a previous board member.  
NSF Cost Analysis – Discussion regarding NSF cost to the county for checks returned for insufficient funds for camping revenue. As the campgrounds are not currently equipped to accept credit cards, Peter Craig recommends the campgrounds resume the practice of accepting checks as payment until such time that credit cards can be implemented at the campgrounds. Candace Kathol made motion to recommend to Park Management to resume accepting checks as payment. Peter Craig seconded the motion, which was unanimously approved.

Peter Craig inquired to Don if there was a plan to pursue other methods of payment. Don indicated the topic will be covered under the Campground Connectivity Project bullet point in Staff Reports.

Eagle Point Park Development - Discussion regarding the possibility of developing the 1.5 acre section designated as Eagle Point County Park along the highway around Lake Crescent, including the possibility of a picnic table and signage. Don reminded the group the current Park Master Plan does not provide for the development of Eagle Point, however that can be changed with the plan update currently underway.

Lake Aldwell - Don reminded the group Lake Aldwell property is not yet a park, rather a piece of property acquired by the County, currently under lease to WSDOT for equipment staging for their projects. Mr. Ed Bowen has expressed a desire to develop the area as a park in the future. Peter Craig inquired as to the rumored \$58,000 set aside for the property development mentioned by Mr. Bowen and if those funds would sunset. It was unclear at the time of this meeting if those funds are indeed available.

Salt Creek Recreation Area Camp Host – Peter Craig inquired as to the status of adding a third camp host to Salt Creek Recreation Area. Don indicated the third camp host volunteer has been selected and is currently in the background check phase of onboarding. The third camp host will be placed in a previously underdeveloped location that has power accessibility and will not be utilizing one of the designated campsites. Candace asked if the camp host was a paid position, and Peter inquired as to the selection process. Don responded that the camp host is a volunteer position. Those interested submit a volunteer application, the park managers interview the applicants who are then submitted to a background check before approval by Human Resources. Peter reminded the group that two of the board members are camp hosts at Salt Creek and were not in favor of bringing on a third, and asked if they would be included in the selection process. Don indicated Park Manager Arick Girard has spoken with them and explained the seasonal help are onsite just four months of the year, so having a third camp host during those off months would be helpful. Discussion ensued regarding the details of the camp host positions and the valuable service to the parks provided by those volunteers.

Camping at the Fairgrounds – Peter requested an update regarding the topic of camping at the Fairgrounds discussed in a previous meeting. Don indicated in 2024 the department will submit a fee schedule adjustment to increase camping fees at the Fairgrounds to be consistent with the campgrounds. Then in 2024 or 2025 he would like to add the Fairgrounds camping to the campground reservation system to allow for general public camping during times when the Fairgrounds are not reserved by private groups. Discussion continued regarding the Fair Advisory Board's involvement in this process and how much involvement by the Parks Advisory Board would be needed. The Fair Advisory Board has not formally discussed the prospect of opening the Fairgrounds to general public camping and will be presented with the potential camping fee increase in early Fall.

Seasonal Help – Two college students are in the process of being onboarded as Seasonal Park Aides at Salt Creek Recreation Area. Seasonal Park Aides are a paid position, working a maximum of four months, with positions at Salt Creek Recreation Area (2), Dungeness Recreation Area (2), Camp David Jr. (1), Fairgrounds (1), Day Use Parks (1). Don explained that he had recruited horticulture students from his former college to apply for these positions. The Board expressed the desire to have that same invitation extended to local students at Peninsula College. The County utilizes an online platform, NeoGov, for all its hiring purposes, and does not reach out specifically to individual entities. Currently there are four applicants in the process of onboarding, and three more scheduled for interview within the week.

**Committee Reports**

No Committee Reports at this time.

**Staff Reports**

Robin Hill Farm County Park November 2022 Storm Update – Don provided an update indicating the park is open, with the Weekday Wonders Work Crew volunteer group having worked at the park in recent weeks. Jim Bower Logging was hired to remove the downed and hazard trees within 50 yards of either side of the trail after the storm. The Kiwanis Club utilized the downed timber as firewood for local under privileged residents. JD Bryant LLC has been hired to clear the trails with a tractor and back blade. A grant has been received in the amount of \$20,000 for trail restoration work to take place this summer. Additionally, Don is in the process of applying for FEMA funds to reimburse the county for labor and equipment costs associated with the cleanup efforts.

Anna Plager inquired as to the trail restoration process. Don explained the history of the storm and the cleanup that has since taken place and plans for additional trail work in the coming months. In addition to trail restoration, Roger Hoffman is working with the GIS department to update the park maps to provide a more accurate measurement of the trails within Robin Hill park. Candace Kathol inquired as to which company was hired to remove the hazardous trees and requested information regarding the bidding process. Jim Bower Logging was hired to remove the downed and hazard trees within 50 yards of either side of the trail after the storm. There was not a bidding process, however there was no cost to the county for the tree removal as the logging company was able to remove enough marketable timber to cover the cost of the labor and removing the non-marketable timber. Don indicated he made phone calls and Jim was able to take on the project. Roger inquired if a timber or horticulture specialist was consulted prior to the cleanup. Don indicated he is the closest thing the county has to a horticulture specialist. There is a forest plan in place for Robin Hill. Don is planning to work with the forestry folks at the WSU Extension office to update the forestry plan. Peter requested the forestry plan be made more accessible to the public online. Discussion continued regarding the cleanup efforts and current status of the trails.

Peter requested information regarding how many work days have department staff been at the park to work on the trails, a plan for additional cleanup and timeline for the work to be completed. Don indicated there is not a written plan to send all staff to the park because due to staffing limitations, it is not feasible to divert all staff to one location. Peter asked if Don had been to the Board of Commissioners to request additional funding or staff to assist with the cleanup; Candace indicated she had noticed in the minutes from a 2021 meeting, the previous director had approached the Board of Commissioners and received emergency funding to assist with the cleanup needed after a storm on the West End. Don clarified the \$20,000 grant award he is expecting will cover materials needed for trail restoration; staff and volunteers will be utilized to do the work. Peter indicated the bigger issue is that the debris from the storm was pushed off the trails and left in piles; there are stumps left that were cut off at 6' or higher rather than be cut at the ground level; leaving the park to look somewhat like a logging site. Don indicated the chain gang has not been approached to assist because the Sheriff office is also understaffed, and the chain gang has already been designated for other projects. He stated he was assured by the Sheriff that as their staffing limitations were addressed, the chain gang would be available to assist in the future.

Don further indicated he is applying for another grant through the State Department of Ecology, however it will be July before he is made aware of the possible award of 5 additional staff for twelve months at no cost to the county. Anna Plager inquired if a letter from the Board might be of assistance to the application. Don indicated the application has already been submitted and the grant review board is aware of the needed assistance at Robin Hill. Anna indicated she will draft a letter of support for Don to include with the application. Peter inquired if the Friends of Robin Hill have been contacted to assist with the cleanup efforts. Don indicated he has an email group of nearby residents to whom he sends a monthly status update, and as funds are received, he will reach out to the group to request assistance with volunteer labor. Additional clarification was requested regarding the Weekday Wonders Work Crew volunteer group. Staff member Pete Pettit leads the group each Tuesday.

Lake Pleasant Dock Piling Project – Don gave a brief update on this project, indicating he has been working with an engineering firm for the last several months on the design and permitting process. Currently he is waiting for the Department of Fish and Wildlife to respond to the permit request. At that time a Request for Proposal will be released to secure bids. Project cost estimate is \$100,000, with the work anticipated to be completed within a ten-day period.

Campground Connectivity Project – Don gave an update indicating he is working with IT Director Mark Doten and plan to work in earnest later this summer/early fall on improving the internet connectivity at Salt Creek, Dungeness, and Camp David Jr. to include satellite internet accessibility to allow for credit card usage at those locations in the future.

Parks Master Plan Status - The group formed a subcommittee to review the Parks Master Plan draft that will be updated in the coming months. Don will accept the committee's comments on the new draft prior to the July meeting. The update includes purchases, acquisitions and will change the plan from ten years to five.

**New Business**

Mobile Food Establishment – Don indicated there have been requests for the special use permits to include the option to bring a food truck. Currently, policy does not allow for food trucks, so he requests the Advisory Board to decide if that policy could be changed. The permit would not be for reseller but rather a private group wanting to use a food truck for their private party. Discussion continued regarding the special use permit process and the potential value of allowing a food truck to be included with a special use permit. After much discussion, the group decided they would prefer to readdress this topic at the next meeting.

Horseback Riding at Dungeness Recreation Area – Park Manager John Graham described a potential risk liability at the park due to horseback riding and other trail users allowed in the same space. While there is a leash law in effect, often times dog owners will let their dogs off leash. He is concerned that mixing trails with horses and people and dogs. Additionally, horseback riders have ridden in dangerous areas including the bluff rather than staying on the designated horse trails. John pointed out Robin Hill has many more miles of horse trails just ten minutes away, and requested the Board to consider making motion to discontinue the allowance of horseback riding in the park at some point in the future. Discussion continued regarding the possible liability. Deputy Administrator Tom Reyes noted there is an increase in usage at the parks and recognized the need to look at ways to provide safe recreation space for horseback riders, pedestrians with and without dogs, as well as other popular activities. John indicated he would be willing to contact local horse groups to get their input, and the Dept of Fish and Wildlife to inquire as to the history behind why they discontinued the practice of allowing horseback riding on the beach below the park.

Subcommittee for Reviewing the Master Plan – Anna Plager requested clarification on the process for updating the Master Plan. Candace Kathol made motion to form a subcommittee to discuss the draft Master Plan. Peter Craig seconded the motion, which was unanimously approved. Anna Plager, Candace Kathol and Diane Chung will be on the subcommittee, review the draft Master Plan and report back to the group at the next regular meeting.

**Public Comments  
on  
Non-Agenda Items**

Clallam Bay Lighthouse – Willie Swetlow requested information regarding the Lighthouse conveyance at Clallam Bay and possible camping at that location. Don clarified the 12-acre property is not a campground and is in process to be conveyed to the County. The property includes the Lighthouse Keeper's residence, the Sheriff office substation, and some outbuildings.

**Adjournment**

Diane Chung moved to adjourn at 7:22pm. Candace Kathol seconded the motion, which was unanimously approved.

Respectfully submitted,



Melissa Earley  
Administrative Operations Coordinator