



# Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 6:00 PM

Virtual Meeting via Microsoft Teams and In-Person at 78<sup>th</sup> Street Operations  
Center, 4700 NE 78<sup>th</sup> St., Conference Room A-1, Vancouver, WA. 98665

---

**Board Members:** Jim Kautz, Teresa Meyer, John Jay, Donald Meeks\*, Tonya Dow\*, Paulo Zandamela, Janis VanWyhe

**Clark County Staff:** Rocky Houston, Amy Arnold, Lyde Wallick, Denielle Cowley, David Stipe.

**Ex-Officio Members:**                      **School District Liaisons:**      Cale Piland (Evergreen)\*,  
AJ Panter (Vancouver)\*  
**Parks Foundation:**                      Tim Leavitt\*

**Guests and Others:** Kristine Perry, Sandy Brown, Sharon Kenoski, John Streetman, Jim West, Cyndi Holloway

\* Not Present

---

Due to a scheduling error, this meeting was held in person at the 78<sup>th</sup> Street Operations Center instead, located at 4700 NE 78<sup>th</sup> Street, Conference room A-1, Vancouver, WA. 98660.

## 4:11 PM Call to Order

Jim called the meeting to order. There is not quorum at this time to approve the minutes.

## 4:13 PM Public Comment

Sharon Kenoski discussed how she's a community gardener at Heritage Farm and doesn't want the garden plots moved. She discussed that this is listed on page 38 of the drafted Heritage Farm Sustainability Plan.

John Streetman, the vice president of Kline Kids Fishing, discussed the fishing derby event that's held at Kline Pond every April and their budget constraints due to COVID-19 and sponsorships. He requested a waiver of the park fee for the 2024 event. Rocky and John discussed using a special use permit for the event and the process for waiving any fees. Paulo and Rocky discussed the cost estimate of fees and whether that includes parking.

## 4:20 PM Roll Call

Jim said there is now quorum to approve the minutes and had the Parks Advisory Board members do roll call.

## 4:21 PM Administrative Actions

Time	Action Item
------	-------------



# Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 6:00 PM

Virtual Meeting via Microsoft Teams and In-Person at 78<sup>th</sup> Street Operations  
Center, 4700 NE 78<sup>th</sup> St., Conference Room A-1, Vancouver, WA. 98665

4:21 PM	<b>MOTION BY:</b> John Jay <b>SECOND BY:</b> Janis VanWyhe
	<b>MOTION:</b> Motion to adopt Meeting Minutes for: February 13, 2024 Minutes
	<b>DISCUSSION:</b> The Minutes have been approved.
	<b>IN FAVOR:</b> Unanimous <b>OPPOSED:</b> None <b>ABSTAINED:</b> None

## 4:21 PM Manager's Report

Rocky discussed the Curtin Creek Community Park Open House reviewing its location, the sports activities that will occur there, its play elements, and its timeline.

Lynde discussed the Hazel Dell Community Park master plan's updates and that an Open House will occur on March 27, 2024 at Minnehaha Elementary School at 6:00 P.M.

Rocky and David discussed various project updates including that the master plan is being finalized for the Minnehaha Neighborhood Park; that the master plan and construction plan for Pacific Community Park are being updated; that an Open House for the Harmony Sports Complex project will be held on April 10, 2024 at the Luke Jensen Sports Complex; that the master plan for the Mt. Vista Neighborhood Park plans to begin this year; that the bridge improvements project at Kline Pond are on hold; and that an Open House for the Heritage Farm Wetland Restoration project will be held by the Clean Water division on April 22, 2024 at 6:00 PM at the Luke Jensen Sports Complex. David also discussed the Kline Shelter project, the Camp Hope water system project, and the Moulton Falls bridge repair project, and Rocky discussed the Luke Jensen Sports Complex project to replace its turf on field four.

Rocky discussed the vacant positions in Operations staff within the division indicating interviews will begin at the end of this month. He also discussed that the Camp Bonneville Advisory Group meetings have started again to review the scope of work for the clean-up at the site versus what was already completed. Rocky also discussed the Washington Recreation and Park Association (WRPA) conference from May 21, 2024 – May 24, 2024. More information regarding that can be found here: <https://wrpa.memberclicks.net/2024-wrpa-annual-conference-home>.

## 4:39 PM Unfinished Business

Date: 3/12/2024

## Agenda Item: Park Advisory Board Bylaws Update



# Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 6:00 PM

Virtual Meeting via Microsoft Teams and In-Person at 78<sup>th</sup> Street Operations  
Center, 4700 NE 78<sup>th</sup> St., Conference Room A-1, Vancouver, WA. 98665

Action Item **X**  
Informational  
Item

## Overview:

A sub-committee was established to review the Park Advisory Board bylaws to determine if any changes were needed. The sub-committee met and has proposed bylaw changes (attached). The County attorney has reviewed these proposed changes and found them to be legally sufficient.

**Prior Action by PAB:** None  
**Action Requested:** Adopt proposed bylaws for the Parks Advisory Board  
**Attachment:** Proposed Bylaws  
**Prepared By:** Rocky Houston  
**PAB Action:** Rocky, Jim, Teresa, and John discussed the changes that were made.

Time	Action Item
4:41 PM	<b>MOTION BY:</b> Teresa Meyer <b>SECOND BY:</b> John Jay
	<b>MOTION:</b> Motion to adopt proposed Bylaws for the Parks Advisory Board.
	<b>DISCUSSION:</b> Regarding the ex-officio representatives for the school district, reach out to the other school districts to see if they are interested.
	<b>IN FAVOR:</b> Unanimous <b>OPPOSED:</b> None <b>ABSTAINED:</b> None

4:42 PM Unfinished Business Cont.

Date: 3/12/2024

## Agenda Item: Heritage Farm Sustainability Plan Recommendation

Action Item **X**  
Informational  
Item

## Overview:

Park Planning has developed a final draft of the Heritage Farm Sustainability Plan for review and recommendation by the Parks Advisory Board. This plan will help guide the implementation of the approved master plan for Heritage Farm. Sustainability plan development was directed by Council during the master plan update in March 2020. This plan is the culmination of an 18-



# Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 6:00 PM

Virtual Meeting via Microsoft Teams and In-Person at 78<sup>th</sup> Street Operations Center, 4700 NE 78<sup>th</sup> St., Conference Room A-1, Vancouver, WA. 98665

month process involving substantial public engagement and analysis. The goals of this plan are to increase public access and improve financial sustainability while implementing the approved master plan.

This plan includes details on the public process Park Planning undertook, context surrounding Heritage Farm, financial and site analysis, and an overview of three alternatives, with identification and recommendation of a preferred alternative.

Staff is seeking a recommendation from Parks Advisory Board to advance the Heritage Farm Sustainability Plan to the Clark County Council for consideration.

**Prior Action by PAB:** N/A

**Action Requested:** Direction from Parks Advisory Board to present the revised policy to the Clark County Council for consideration.

**Attachment:** Current draft of the Heritage Farm Sustainability Plan (dated 3/8/2024). *\*\*This attachment was sent separately on 3/08/2024.*

**Prepared By:** Lynde Wallick

**PAB Action:** Lynde discussed the Heritage Farm Sustainability Plan's progress to date, the public engagement results, the plan overview, and the next steps indicating that this is scheduled for a work session with Council on April 3, 2024. Paulo and Lynde discussed the educational institute partnership opportunities.

Time	Action Item
5:29 PM	<b>MOTION BY:</b> Teresa Meyer <b>SECOND BY:</b> John Jay
	<b>MOTION:</b> Motion to move the current Heritage Farm Sustainability Plan forward to Council for adoption.
	<b>DISCUSSION:</b> Janis, Lynde, and Rocky discussed making the community gardens more accessible, and Jim, Lynde, and Rocky discussed including the additional comments received into the draft Plan.
	<b>IN FAVOR:</b> Unanimous <b>OPPOSED:</b> None <b>ABSTAINED:</b> None

5:30 PM New Business  
There is none.



# Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 6:00 PM

Virtual Meeting via Microsoft Teams and In-Person at 78<sup>th</sup> Street Operations  
Center, 4700 NE 78<sup>th</sup> St., Conference Room A-1, Vancouver, WA. 98665

---

## 5:30 PM Roundtable Discussion

Rocky, David, and Teresa discussed the updates to the Memorial and Tribute policy indicating that the county will honor the requests they have received but will place this on hold until the Parks Foundation of Clark County can assist.

Rocky discussed the Parks Foundation of Clark County Annual Luncheon that will occur on May 9, 2024. More information can be found here:

<https://parksforclark.org/events/may-2024-annual-luncheon/#:~:text=May%209%2C%202024%20Annual%20Luncheon%20E2%80%93%20Parks%20Foundation%20of%20Clark%20County.>

Rocky also discussed the June 2024 Advisory Board meeting indicating a tour of various parks properties will be scheduled. Rocky discussed the two acquisitions on 65<sup>th</sup> Court and NE 50<sup>th</sup> Avenue as well and potential other acquisitions to help meet the community's needs.

Jim and Paulo thanked Lynde for her hard work and efforts at the Curtin Creek Open House.

## 5:47 PM Adjourn

Respectfully submitted, Amy Arnold



# **Clark County Parks Advisory Board Bylaws**

**Last Update: 2/23/17  
Revised and approved: 6/09/2017  
Revised By: PAB Standards Sub-Committee**

## Table of Contents

<b>Article 1 - Name.....</b>	<b>3</b>
<b>Article II - Purpose.....</b>	<b>3</b>
<b>Article III - Duties and Responsibilities .....</b>	<b>3</b>
<b>Article IV- Membership.....</b>	<b>4</b>
Section 1. Number	
Section 2. Classification of Members	
Section 3. Selection / Qualifications	
Section 4. Term of Office	
Section 5. Ethics-Conflict of Interest	
<b>Article V- Meetings.....</b>	<b>4</b>
Section 1. Meetings	
Section 2. Location	
Section 3. Procedures	
<b>Article VI - Vacancies.....</b>	<b>5</b>
<b>Article VII-Officers.....</b>	<b>5</b>
<b>Article VIII - Subcommittees.....</b>	<b>6</b>
<b>Article IX - ParliamentaryAuthority.....</b>	<b>7</b>
<b>Article XI - Amendments of Bylaws.....</b>	<b>7</b>



## **Clark County Parks Advisory Board Bylaws**

### **ARTICLE I-NAME**

The name of this advisory board shall be the Clark County Parks Advisory Board (PAB).

### **ARTICLE II-PURPOSE**

It is the purpose of this document to provide bylaws for the operation of the Clark County PAB which are consistent with section 2.61 of Clark County Code (Current through Ordinance 2015-11-24 passed November 24, 2015) which it was created under.

The Board is subject to the Open Meeting Act of the State of Washington and shall conduct its meetings in accordance with the provisions thereof.

### **ARTICLE III-DUTIES AND RESPONSIBILITIES**

The Clark County Parks Advisory Board, with access to staff support services, shall advise and make recommendations to the Clark County Council, which will include but not be limited to the following:

1. Advise and make recommendations to Clark County staff and the County Councilor's relating to acquisition, planning and development of Clark County parks.
2. Maintain communication with other organizations, associations and citizens regarding Clark County parks to facilitate opportunities, build advocacy and communicate PAB actions and activities.
3. Advocate to decision makers and the public for parks purposes.
4. Advise Clark County staff and the Clark County Councilors on the selection of new park designs and locations.
5. Recommend appropriate policies to be adopted by the Clark County Council which establish:
  - Criteria for park land acquisition, development and improvement.
  - Criteria for the function of approved park developments.
  - Rules and regulations governing the use of park facilities.
6. Participate in the review of the biennial county budget for the parks division.



7. Be a part of the hiring process for the Parks and Lands Division Manager position.
8. Review proposals for changes in the structural organization and/or functions of the parks division.
9. Recommend development, adoption, and revision, as necessary, of the Clark County comprehensive parks, recreation and open space plan, policies and standards. The parks plan will be included as a required element of the Clark County comprehensive growth management plan.
10. Serve as members and representatives of the county on any regional or specialized parks advisory commissions or committees when appointed by and approved by the Clark County Councilors or its designee.
11. Guide and support any fund development efforts including grant applications and facility sponsorships.
12. Participate in any specialized studies and analyses regarding the standards or systems of providing parks, trails, and open space to residents and visitors.
13. Attend and testify at public meetings, hearings and other speaking engagements as necessary.

## **ARTICLE IV-MEMBERSHIP**

### Section 1. Number

The Board shall consist of seven (7) voting members as outlined in Clark County Code 2.61.010 – 2.61.070 Parks Advisory Board.

### Section 2. Classification of Members

- (a) Voting Members. The Clark County PAB will consist of seven voting members, who reside within the boundaries of Clark County, and who are appointed by the Clark County Council to serve without compensation.
- (b) Ex-Officio Members. Each school district with territory within the boundaries of unincorporated Clark County, and the Parks Foundation of Clark County, may be represented at all board meetings; they may take part in all discussions of matters before the PAB, but shall not have a vote.

### Section 3. Selection / Qualifications

Representation on Board: In filling vacancies, the Clark County Council has committed consideration to ensure representation of the broad range of interests related to parks in the community:

- (a) Board members should be knowledgeable about one (1) or more aspects of Clark County parks (e.g., trails, sports leagues, etc.) or be willing to become appropriately knowledgeable and conversant about parks and issues.
- (b) Board members should be broadly representative of the different neighborhoods and areas served by Clark County parks.
- (c) Board members should be representative of the diversity within our community.

#### Section 4. Term of Office

The term of office for Clark County PAB members is three (3) years. The term of office begins on the first day in January. Vacancies will be filled for the remainder of the unexpired term. The Clark County Council may remove members from office at will.

#### Section 5. Ethics-Conflict of Interest

No Conflict of Interest. No member of the Clark County parks advisory board shall be employed in connection with parks services, including parks construction and planning, or otherwise employed by Clark County in a paid capacity, during his or her term on the board.

### **ARTICLE V-MEETINGS**

#### Section 1. Meetings

The regular public PAB meeting is held the second Tuesday of the month; a minimum of quarterly. Special meetings may be held as often as the board deems necessary. All meeting dates agendas, and minutes will be posted on the Clark County website.

#### Section 2. Location

Meetings typically will be held in-person at the **Luke Jensen Sports Complex** – Bud Van Cleve Community Room located at 4000 NE 78<sup>th</sup> Street, and an online option will be made available, but can be held at other locations, as properly noticed.

#### Section 3. Procedures

All meetings shall be open to the public in accordance with the Washington Open Public Meeting Act (RCW 42.030.020). A majority of the number of voting Board members shall constitute a quorum for the transaction of any business, but four (4) affirmative

votes are required to approve any action of the board. Attendance may be via electronic means (conference call, Skype etc.).

## **ARTICLE VI - VACANCIES**

The PAB shall find that a vacancy exists upon:

- (a) Receipt of a resignation in writing from one of its members or
- (b) A member has an attendance problem as defined in the Clark County PAB Attendance Policy and the board votes to recommend termination of the member to Clark County Council, and the Council may remove such member from the board.
  - The member has two un-notified absences in a row (“un-notified” means the member did not contact the Chair / one of the Co-Chairs before the meeting to indicate their anticipated absence);
  - The member has three notified absences in a row;
  - The member misses one third of the total number of board meetings in a twelve-month period;

Upon determination that a vacancy exists the Chair / Co-Chairs will report that vacancy to the Clark County Parks and Lands Division Manager who will notify the Clark County Council of the vacancy and request the recruitment process be initiated.

## **ARTICLE VII-OFFICERS**

The Clark County PAB will elect officers each year in January. Positions should include a Chair, Vice Chair (or optionally Co-Chairs) and a Secretary. PAB may determine if it requires other officers and elect them as necessary. The Chair and Vice Chair shall establish ground rules for meetings and ensure they are followed, keep meetings focused and on topic, be familiar with and promote Clark County’s policies, take responsibility for eliciting feedback from all members, ensure the exchanges between board members and staff are respectful and appropriate, and be sensitive to issues other board members want brought forward and ensure those issues are given discussion time. The secretary shall have charge of all records and shall keep accurate and complete minutes of all meetings. The term of office for each officer shall run until the subsequent election; provided, that vacancies shall be filled for the remaining term of office.

## **ARTICLE VIII-SUBCOMMITTEES**

The PAB Chair or Co-Chairs, with the advice of the Board, may appoint standing and ad-hoc committees concerned with specific problems or areas of interest to the board. These sub-committees will be governed by the PAB Sub-Committee Bylaws.

## **ARTICLE IX-PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised for small groups, shall be the parliamentary authority for the board, except as to any conflict with these Bylaws, in which case, these Bylaws shall prevail.

## **ARTICLE X-AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the PAB, provided that the proposed amendment has been introduced in writing at least two weeks prior to a regular meeting of the Advisory Board. Amendment of the bylaws shall require the affirmative vote of at least four of the members of the Parks Advisory Board

# Heritage Farm Sustainability Plan

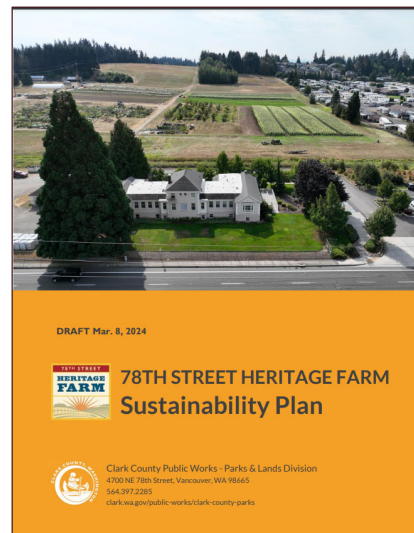
Park Advisory Board  
Lynde Wallick, Park and Trails Planner  
March 12, 2024



1

## Agenda

**Progress to date**  
**Public engagement results**  
**Plan overview**  
**Next steps**

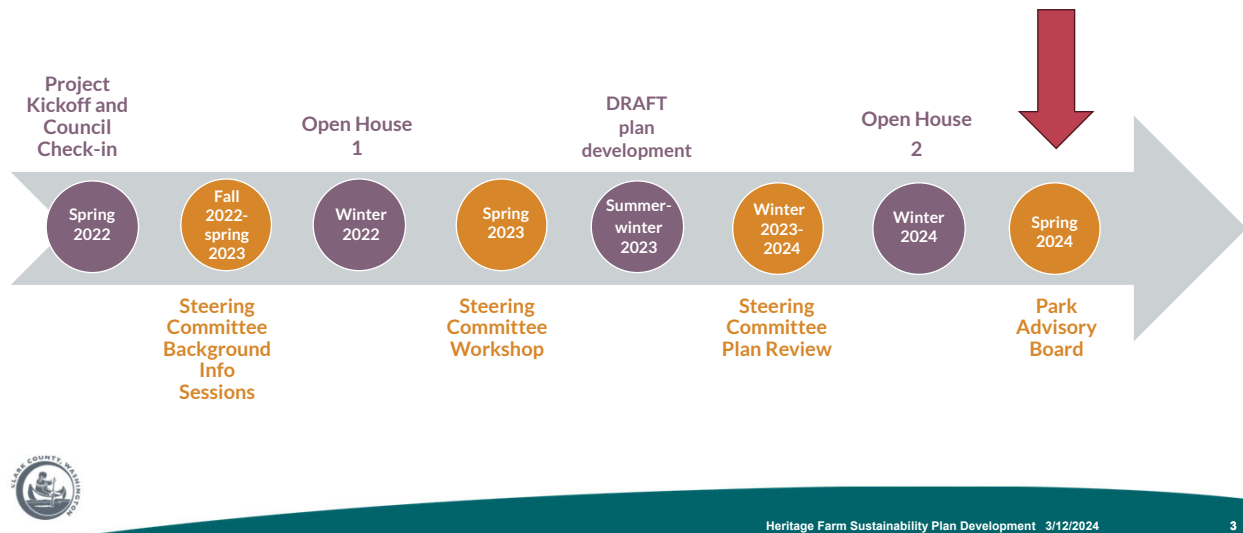


Heritage Farm Sustainability Plan Development 3/12/2024

2

2

## Progress to date



Heritage Farm Sustainability Plan Development 3/12/2024

3

3

## Public engagement process

### Public engagement process included:

- Stakeholder engagement and communication
- Steering Committee (6 meetings/workshop)
- Two open houses
- Community survey
- Community leader interviews
- Continuous public comment period



Heritage Farm Sustainability Plan Development 3/12/2024

4

4

## Public engagement results – community survey

**1,130 participants!**

### What was asked?

- Visitor and involvement information.
- Top three master plan priorities for implementation.
- Suggestions for improving the farm as a destination.
- Funding sources that should be explored.
- Thoughts on the Farm's future.



### Top priorities for improvements

	Total
Outdoor class / shelter	64%
Interpretive trails	61%
Greenhouses	57%
Public access/parking	33%

### New activities/programs

	Total
Farmers market	73%
Public events	56%
More educational opportunities	49%
Farm to table business	47%

### Funding sources to be explored

	Total
Private contributions	76%
County General Fund	72%
Rent	61%
Farm user fees	50%

5

## Public Engagement – community leader interviews

### Community leaders interviewed

- Council Chair
- Parks & Lands Manager
- WSU Extension Director
- Evergreen Public Schools
- Vancouver Farmers Market
- Clark County Public Health
- Latinos Unidos y Floreciendo
- Friends of Heritage Farm
- Cowlitz Tribe Chairwoman
- Clark Cowlitz Farm Bureau

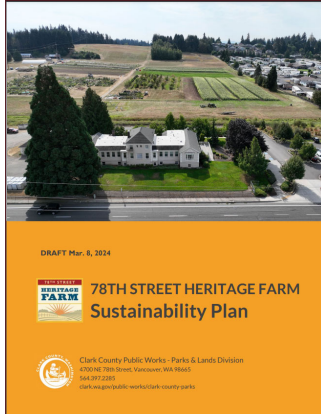
### Interview themes

- The farm is cherished – but some worry about its future.
- Even those who frequent the site aren't familiar with all of the current activities and uses.
- The preferred future for the farm is to continue and expand on today's assorted activities.
- Participants generally concurred with the County Council's goals for the site.



6

## Plan overview



### The plan details:

- **Public process** (discussed earlier)
- **Context surrounding Heritage Farm including:**
  - Cultural and historical resources and current uses.
  - Past planning and studies
- **Financial analysis** including County expenditures and volunteer contributions.
  - Parks and Lands averages \$170,000/year in expenses to operate Heritage Farm.
  - Volunteer contributions
  - *Sustainability at Heritage Farm is the ability for the farm to continue to provide many public services the current programs provide while seeking strategies to reduce general fund obligations the County currently commits to farm operations through management of land, equipment and labor associated with farming activities.*

## Plan overview

### Site analysis

- **Three distinct environmental and use zones exist:**
  - Zone 1 – Agricultural operations and support
  - Zone 2 – Fallow land slopes less than 15
  - Zone 3 – Encumbered land
- **Topographic constraints**
- **Fallow land**
- **Surrounding land use**
- **Agriculture production feasibility**





## Plan overview - alternatives

### The plan details (continued):

#### Operational alternatives presented:



- **Alternative 1**
  - Continuing to operate the farm in the current manner with some modifications of the revenue generation options identified by the planning staff and steering committee.
- **Alternative 2**
  - This plan would require an RFP to seek selection of a third party (non-governmental organization) to operate the farm.
- **Alternative 3 – PREFERRED**
  - An amalgamation of the six alternatives that selected similar programmatic and revenue generation options developed by the steering committee in the Spring 2023 workshops.



## Plan overview – Alternative 3 (PREFERRED)

Agricultural programmatic elements		Educational programmatic elements	
WSU Extension Services	Multi-use building for private and public events	Community outdoor classroom	School district programming
Incubator farming program	Farm events programming	<b>Recreational programmatic elements</b>	
Community gardens	Farm-park amenities	Community trails – open to the public.	Children's play area
Agricultural leased space	Farm historic tours	<b>Cost recovery elements</b>	
Agricultural research leased space	Composting education	General Fund	Metropolitan Park District Fund
Food production for underserved communities	Continuing agricultural education for adults	Lease adjustments	Fee for farm services
Farm stand / vendor leased space	Farm to table programming	Friends of the Farm fundraising	Educational institute partnership
Horticulture education programming		Grants	Donations
		Revenue percentage from sold items	Vancouver/Clark County leaf litter composting and sale program



## Plan overview – Next steps

1. Improve relationships with existing farm partners.
2. Improve inclusion and equity in farm access to historically underrepresented groups in the community.
3. Build on the trust developed during the development of this plan.
4. Explore additional farm partner relationships
5. Finalize the land lease program to recoup the county's costs.
6. Develop a fee for service program.
7. Analyze current cost sharing and operations relationships.
8. Develop a first phase of public access improvements.
9. Develop a safety and security plan associated with public access.
10. Explore additional revenue options.



11

## Next steps



12

# Thank you!



Heritage Farm Sustainability Plan Development 3/12/2024

13