



Clark County Parks Advisory Board Meeting Minutes



Tuesday, September 10, 2024 4:00 PM to 5:30 PM

Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Complex
in the LJSP Bud Van Cleve Community Meeting Room

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

Clark County Staff: Amy Arnold, Denielle Cowley, David Stipe, Kevin Tyler,

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

Guests and Others: Brandon Erickson, Mark Taylor, Steve Marshall

* Not Present

4:03 PM Call to Order

Jim called the meeting to order and the Advisory Board members, county staff, and guests introduced themselves.

4:04 PM Administrative Actions

Jim indicated that there is currently not quorum at this time to approve these minutes. Donald Meeks joined later, and the Advisory Board members were able to vote on this.

Time	Action Item
4:15 PM	MOTION BY: John Jay SECOND BY: Donald Meeks
	MOTION: Motion to adopt Meeting Minutes for: August 13, 2024 Minutes
	DISCUSSION: Janis asked to amend the minutes to add in a sentence about how Heritage Farm will not be affected by the improper environmental analysis regarding the county's Growth Management Act compliance status. Discussion was had that this specifically referred to the Heritage Farm Wetland project, but that the August minutes would be amended to accurately reflect the record. The Minutes have been approved with this amendment.
	IN FAVOR: Unanimous OPPOSED: None ABSTAINED: None

4:04 PM Public Comment

Jim asked the guests online to introduce themselves. Mark Taylor introduced himself listing his work history with various entities, including that he's currently employed as a fee collector at Lewisville Regional Park, and that he's very interested in the Parks Division



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Manager position. Mark also discussed his experience with writing grants and revenue opportunities through the Washington State Salmon Recovery Funding Board and how he fell in love with parks. Mark said he's eager to meet in person to discuss this further.

Mark also discussed how he's interested in the parcel by Daybreak Park and raising funds to have a conservation easement there to prevent it from being developed. Mark also discussed the various maintenance that needs to be done at Lewisville Park.

4:18 PM Manager's Report

Kevin discussed various updates including that the Parks Division Manager position is still vacant and has been advertised with the ORPA (Oregon Recreation & Park Association), the WRPA (Washington Recreation & Park Association), and the NRPA (National Recreation & Park Association); the Deputy Director position and the Compliance Manager position had a second round of interviews; and that there's one Parks Grounds Maintenance worker position currently being advertised.

Kevin also discussed that the busy season is coming to an end and thanked Jim for attending the year-end BBQ that was held for Parks and Lands staff. Kevin also gave an update on the VGSA (Vancouver Girls Softball Association) ballfields that were closed due to a water leak indicating this has been fixed and the access road is now open.

David discussed various updates including the playground removal projects at Sifton Neighborhood Park and Gaiser Middle School Park, the field replacement at Luke Jensen, and the construction of the Pondview shelter at Kline Park. John, David, and Janis also discussed the status of the Moulton Falls bridge repair project and the tool being used for cleanup. David discussed the potable water updates at Camp Hope as well.

Jim and David also discussed when the Parks Division is planning to attend the Planning Commission regarding work on the state environmental policy act for a determination of non-significance regarding the Capital Improvement Plan (CIP).

4:28 PM Unfinished Business

Date: 9/10/2024

Agenda Item: Park Advisory Board Bylaws Update

Action Item



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Informational **X**
Item

Overview:

Park Advisory Board (PAB) requested a discussion regarding the bylaws to determine if any changes were needed to better stagger terms. This agenda item will start the discussion and see if further action is needed. Currently, five (5) members terms end on December 31, 2025 and two (2) members terms end on December 31, 2024. PAB is interested in potentially providing additional staggering of terms so that there is not large turnover in any given year.

Prior Action by PAB: None
Action Requested: Form subcommittee to update bylaws
Attachment: None
Prepared By: Kevin Tyler
PAB Action: Parks Advisory Board members and County staff discussed how to stagger member’s terms and Janis suggested looking at other Board’s Bylaws for guidance. Kevin and David indicated they would review other Board’s Bylaws, draft an updated version of the Bylaws, and bring this topic back to next month’s meeting to discuss it. Jim suggested having a copy of the draft sent to the Advisory Board members for review.

4:36 PM New Business
Date: 9/10/2024

Agenda Item: Park Advisory Board Appointments and Expiring Terms

Action Item
Informational **X**
Item

Overview:

- A. Park Advisory Board (PAB) Appointments: the County advertised for a vacant position on July 18, 2024, and has received three applications. This agenda item requests PAB identify a subcommittee to work with County staff to review the applications, interview candidates, and make a recommendation to PAB at the October meeting.



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- B. Parks Advisory Board has two (2) members with terms ending on December 31, 2024. This agenda item seeks confirmation from PAB to start the advertisement process and to confirm if the two members are interested in renewing.

Prior Action by PAB: None
Action Requested: Form subcommittee to review and interview candidates;
Confirm advertisement of upcoming vacancies
Attachment: None
Prepared By: Kevin Tyler
PAB Action: Regarding the vacant position, Kevin discussed creating a sub-committee with the Advisory Board to review the candidate's applications and schedule short interviews. John, Paulo, and Don volunteered to be on that sub-committee. Regarding the member's terms that expire this year, Kevin discussed the process for re-advertising for those positions and how current members can re-apply.

4:41 PM Roundtable Discussion

Paulo, John, Kevin, David, and Don discussed the status of the cost recovery sub-committee meetings indicating that presentation materials are being worked on and that a cost recovery policy is being drafted. Kevin also discussed that he and David are working to draft an Interlocal Agreement between Clark County and the Greater Clark Parks District (GCPD) regarding budget forecasting over the next six years, and that once a new Parks Division Manager is hired, they can meet with Council to discuss how to move forward. David and John discussed the GCPD Board members and the timeline for presenting the Interlocal Agreement to them.

Jim discussed that he went to the Vancouver Parks and Recreation Advisory Commission meeting last month and said they are working on the same types of things that we are.

Paulo discussed his visit to Lewisville Park and how one family complimented the park saying it's a nice place to have.

4:50 PM Adjourn

Respectfully submitted, Amy Arnold