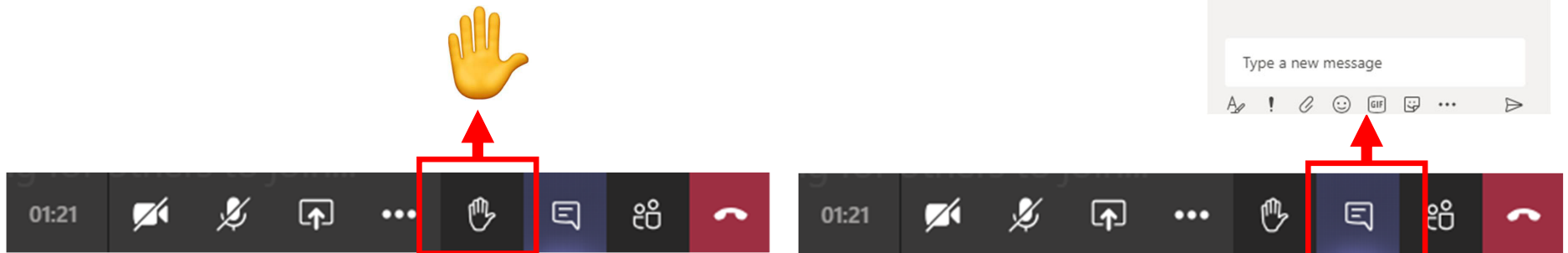
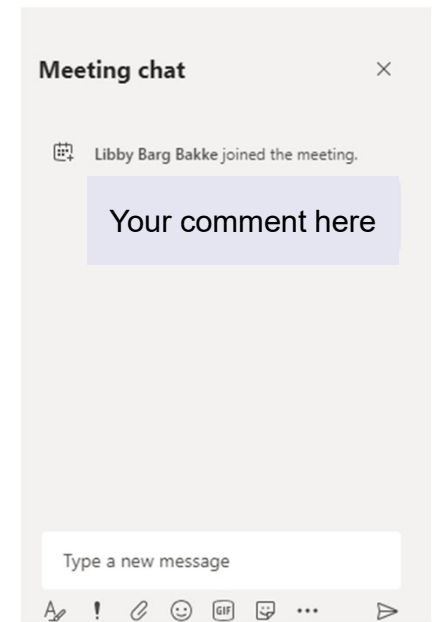


Welcome!

Joining us remotely? Here are some things to know—

- The meeting is being recorded.
- If you are joining via Microsoft Teams, please mute yourself upon arrival.
- Advisory Board members can use the chat or raised-hand tools to participate in the discussion.
- If you are guest, you can ask questions by un-muting yourself or with comments using chat.





Clark County Parks Advisory Board Meeting Agenda



Tuesday, January 14th, 2025, 4:00 PM – 6:00PM

Luke Jensen Sports Park, 4000 NE 78th St, Vancouver, WA 98665
in the LJSP Bud Van Cleve Community Meeting Room, and
Virtual Meeting via Microsoft Teams

PAB Members:

James Kautz
Teresa Meyer
**VACANT
Donald Meeks
**VACANT
**VACANT
Janis VanWyhe

School District

Liaisons:

Cale Piland (Evergreen)
AJ Panter (Vancouver)
Rachel Best (Camas)

Parks Foundation:

Tim Leavitt

Next Meeting:

January 14, 2025
Microsoft TEAMS and In-Person

****Motion Needed**

CALL TO ORDER

ADMINISTRATIVE ACTIONS

1. Meeting structure guidelines for Teams
2. Roll call / guest introductions
3. Approve previous Minutes. Copies can be found on the website, via:
<https://clark.wa.gov/public-works/parks-advisory-board>.
 - December 10, 2024 Meeting Minutes**

PUBLIC COMMENT

The public is encouraged to participate in the following ways:

- Microsoft Teams link:
- By phone: 213-262-7043 and enter access code: 720 284 296#
- Submit public comments to: pab@clark.wa.gov

MANAGER'S REPORT

1. Departmental updates.

UNFINISHED BUSINESS

1. **Action: Bylaws – Revised #3** – Ross Hoover**
The Parks Advisory Board Bylaws were revised on December 10, 2024 with approval from the Advisory Board itself. Changes were made to add language about staggering the member's terms appointments. This request is to discuss and adopt the revised Bylaws #3 for the Parks Advisory Board to include language about when the meetings occur.

NEW BUSINESS

1. **Action: Officer Election** – Advisory Board**
Parks Advisory Board members need to elect the Chair, Vice Chair, and Secretary positions.
2. **Informational: Division Name – Ross Hoover**
Staff recently renamed our division to Parks and Nature to better reflect the work we are doing throughout the County. Staff will share the background and purpose for this change with PAB.
3. **Informational: Mission/Vision/Core Values – Ross Hoover**
Clark County Parks and Nature staff met to develop a renewed Mission, Vision, and Core Values (M/V/CV) for our work. Staff will present the new M/V/CV to PAB and seek feedback.
4. **Informational: Parks-Present and Future – Ross Hoover**

Staff will be presenting an overview of the current state of funding and level of services as well as future needs and growth. Staff will be soliciting direction from County Council on these areas as we refocus our work 2025 and beyond. Staff will share the draft presentation materials with PAB for input and feedback.

ROUNDTABLE DISCUSSION (PAB Members)

ADJOURN

Parks Advisory Board meetings are recorded and the audio will be posted on the Parks Advisory Board website:
<https://clark.wa.gov/public-works/parks-advisory-board>



Clark County Parks Advisory Board Bylaws

**Last Update: 3/12/24
Revised and approved: 12/10/24
Revised By: Parks Advisory Board**

Table of Contents

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



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.

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 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 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. Terms are staggered such that three (3) members terms expire one year, with two (2) members terms expiring the next year, and with two (2) more members terms expiring the next year after; and thereafter, the cycle shall be repeated from the beginning with three (3) members' terms expiring. 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 quarterly on dates to be determined by the Advisory Board members. Meeting dates shall be set dependent upon county staff availability and conflicts with other county meetings should be avoided. 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 78th Street, and an online option will be made available, but can be held at other locations, as properly noticed

Section 3. Procedures

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 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