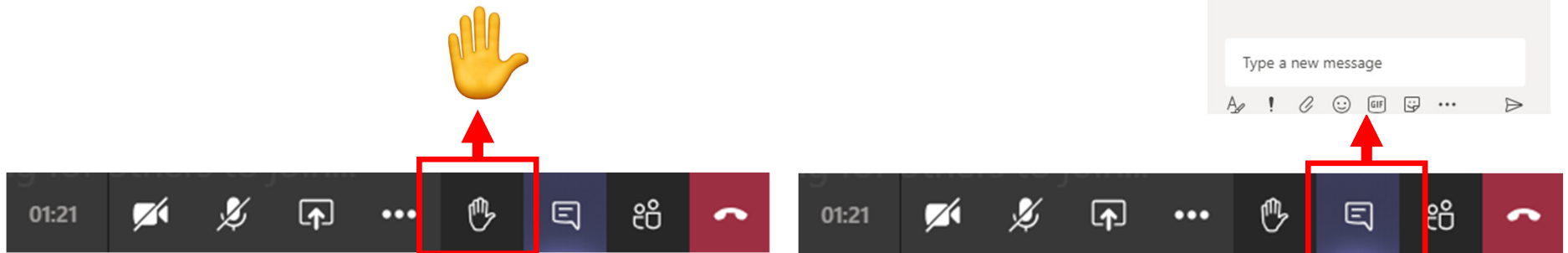
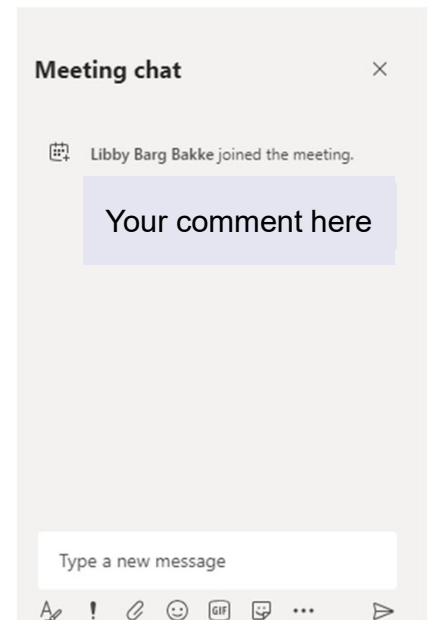


# Welcome!

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, July 8<sup>th</sup>, 2025, 4:00 PM – 6:00PM

**Public Service Center, 1300 Franklin St, Vancouver, WA 98660**  
In Training Room 679 and Virtual Meeting via Microsoft Teams

## PAB Members:

James Kautz  
Janis VanWyhe  
Teresa Meyer  
Donald Meeks  
Brandon Erickson  
Jessica Barksdale  
John Rafanelli

## **CALL TO ORDER**

### **ADMINISTRATIVE ACTIONS**

1. Meeting structure guidelines for Teams
2. Roll call / **new members welcome and introductions** / guest introductions
3. Approve previous Minutes. Copies can be found on the website, via:  
<https://clark.wa.gov/public-works/parks-advisory-board>.
  - June 10, 2025 Meeting Minutes\*\*

### **PUBLIC COMMENT**

1. None.

## School District

### Liaisons:

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

**The public is encouraged to participate in the following ways:**

- Microsoft Teams link:
- By phone: 213-262-7043 and enter access code: 952 474 549#
- Submit public comments to: [pab@clark.wa.gov](mailto:pab@clark.wa.gov)

## Parks Foundation:

Tim Leavitt

## **MANAGER'S REPORT**

1. Departmental updates.

## Next Meeting:

August 12, 2025  
Microsoft TEAMS and In-Person

## **UNFINISHED BUSINESS**

1. **Action: Conservation Futures Project Proposals\*\* – Denielle Cowley**  
The Conservation Futures program accepts proposals for levy funds to help acquire properties that align with the Natural Areas Acquisition Plan and meet the criteria outlined in the Conservation Futures Guidance Manual. Staff will discuss a project proposal for the old Peter S. Ogden school property regarding a grant proposal to purchase 7.5 acres or more of the open area for a future neighborhood park to serve this growing area that would otherwise not have walkable access to a public park or natural area. The City of Vancouver has strong support from the residents of the area to secure land for a public park.
2. **Informational: Draft 2026-2031 Capital Improvement Plan updates – David Stipe**  
The Parks and Nature Division develops a 6-year Capital Improvement Plan (CIP) through a public process. Part of public process includes consultation with the Parks Advisory Board. The CIP includes acquisition and REET-2 funded projects for the Lands Management Division. Staff is presenting the final draft of the CIP for a recommendation from Parks Advisory Board to advance the CIP to Council for adoption. The process includes a hearing with the Clark County Planning Commission along with the final work session and hearing with Council. Council meetings are anticipate to occur in October.

**\*\*Motion Needed**

**\*\*Motion Needed**

## **NEW BUSINESS**

**1. Action: Location of remainder of the PAB meetings in 2025\*\* – David Stipe/Amy Arnold**

Staff propose holding the remainder of the Advisory Board meetings in 2025 at the Public Service Center, located at 1300 Franklin Street, Vancouver, WA 98660 in the sixth floor Training Room 679. If agreed upon, the action will go on the record and be properly noted on the Agenda, website, or other public notifications by putting the location in bold or underlined text.

**2. Action: Revise Bylaws #4 to remove location specific language\*\* – David Stipe/Amy Arnold**

Revise the Bylaws again to remove the specific meeting location language referenced on page 5 under Article V-Meetings, Section 2. Location. The previous Bylaws indicated the meetings will be held in person at the Luke Jensen Sports Complex but can be held at other locations as properly noticed. Since the location of the meetings has changed a few times, staff recommend removing the specific location of where meetings are held.

**3. Informational: Reschedule November PAB meeting – David Stipe/Amy Arnold**

The current November meeting falls on a holiday – Veteran's Day, on November 11, 2025 – and will be held on Tuesday, November 18, 2025 instead at the same time. Proper public notification will be posted on the Advisory Board's website.

**4. Informational: 2026 Recruitment for new PAB Members – David Stipe/Amy Arnold**

At the end of December 2025, four (4) Advisory Board member's term dates expire leaving vacancies. Discuss with the PAB the timeline for recruitment processing for the News Release, holding interviews for applicants, sending the recommendation letter to the County Manager, and having Council appoint the new members.

## **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: 1/15/2025  
Revised and approved: 4/08/2025  
Revised By: Parks Advisory Board**

## 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 - Parliamentary Authority.....</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.

### **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 a location to be determined by Clark County staff and the Advisory Board members, 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