



PARKS ADVISORY BOARD DRAFT MINUTES

Virtual Zoom Meeting
 Tuesday August 9, 2022
 3:00pm – 4:30pm

1. Call to Order

A. Meeting called to order at 3:04 p.m.

2. Roll Call:

A. Voting Board Members –

Kirahy Meyers (Dist. 1)	Y	David Divoky (At Large)	N
Mary Rollins (Dist. 2)	Y	Mike Farrell (At Large) (Vice Chairman)	N
Vacant (Dist. 3)	N/A	Darrell Olson (At Large)	N
Steve Yandl (Dist. 4) (Notes)	Y	John Tam (At Large)	Y
Bob McCarty (Dist. 5)	Y	Vacant (At Large)	N/A
		Jacob Vail (At Large) (Chairman)	Y

B. Staff (Parks and other County Departments or agencies) –Tom Teigen, Director, Department of Conservation and Natural Resources (DCNR); Sharon Swan, Interim Director, DCNR - Parks Division; Dave McConnell, Associate Park Planner, DCNR – Parks Division; Kye Iris, Property Administrator, DCNR - Parks Division; Emily Griffith, Senior Park Planner, DCNR – Parks Division; Rose Intveld, Communications Specialist, DCNR – Parks Division.

3. Review of May, June and, July 2022 minutes.

A. Board Chair Jacob Vail asked the Board for a motion to approve the July 2022 minutes. Board Member Mary Rollins noted that the May and June minutes also needed to be reviewed and had not been previously approved.

B. Board Chair Jacob Vail moved to approve the July 2022 meeting minutes as written. Board Member Bob McCarty seconded, and the motion carried, 5 in favor, 1 abstained.

C. Board Chair Jacob Vail asked for a motion to approve the May 2022 minutes. Board Member Mary Rollins noted that there were several Scribner’s errors in the May minutes. Mr. Vail moved to approve the May 2022 meeting minutes with corrections. Board Member Bob McCarty seconded, and the motion carried.

D. June Minutes – Board Member Bob McCarty moved to review the June meeting minutes at the September board meeting and if correct, to approve them. Board Member John Tam seconded, and the motion carried.

4. Public Hearings/Meetings.

A. Parks Division Director Sharon Swan informed the board of two upcoming public meetings scheduled for late August, prior to the September board meeting. The meetings are summarized below. Ms. Swan stated that scheduling details for each meeting were still being finalized.

- B. The first meeting will be regarding improvements to Forsgren Community Park. The meeting tentatively will be held, August 25th at the park and the start time and agenda are still to be finalized. Senior Park Planner Emily Griffith will be leading the meeting and the primary focus of the meeting will be the replacement of the existing playground. More details will be provided when they are available.
 - C. The second meeting will focus on bank stabilization and salmon habitat improvements at the Trafton Trailhead along the Whitehorse Trail. Senior Park Planner Emily Griffith will be leading the meeting and working with staff from Surface Water Management Division and the Stillaguamish Tribe. The meeting will be virtual and is scheduled for August 30, start time and agenda to be determined. More details will be provided when they are available.
5. Oral Requests from the Audience/Correspondence.
- A. Board Chair Jacob Vail asked for oral requests from the audience and there were none. Mr. Vail also asked if there had been any correspondence received by staff for the board and none had been received.
6. Administration
- A. Park Board Volunteer Time Tracking
 - (1) Associate Park Planner Dave McConnell reported to the board that Parks Division received clarification on the new volunteer time tracking and reporting process for boards and commissions. Each quarter, board liaisons check the attendance of non-elected board members and estimate the time spent by each. The time is reported to payroll liaison for each department for that department's boards and commissions. If members of a board do work related to their board outside of board meetings, then that work also should be reported at each board meeting. Volunteer time reporting may become a standing agenda item for future board meetings if the Parks Advisory Board agrees to add it.
 - B. New clerk to take meeting notes & minutes
 - (1) Associate Park Planner Dave McConnell reminded the board that his work to clerk the board meetings and take minutes was temporary and he asked the board to select a new secretary in the fall if possible.
 - C. Parks Board Vacancies
 - (1) Associate Park Planner Dave McConnell reported that there were now 5 applications for the two open positions on the board. Interviews for the 5 candidates will be scheduled soon and they also will be invited to attend the September board meeting.
7. New Business:
- A. Conservation Futures and Property Update
 - (1) Parks Property Administrator Kye Iris updated the board on the property acquisitions since her last report to the board. The report included acquisitions funded by the Conservation Futures program.
 - (a) CF funding, on CT Trail adjacent to Centennial Trail Park south of Lake Cassidy, connect to Corson nature area, acquiring portion of property, mostly wetland; plan is to connect trail to 100 acres parcel publicly owned by Washington State Department of Fish and Wildlife, Catherine Creek trail connection
 - (b) Flowing Lake, Laz; CF funding, 20-acre parcel funded and to be purchased outright for immediate ownership, then remainder sold with a reserved life-estate. Waiting for CC approval, going for council approval in August, 74 acres total.
 - (c) Silva, PVCA – will continue with the acquisition for salmon habitat, no longer used to satisfy the RCO conversion due to Farmer Frog lease, will acquire 10 acres, all wet, for habitat only.
 - (d) Cadman, working with owner on property where WH Trail meets CT trail, owner to donate a portion of parcel, need to remove restrictions due to site being a gravel pit, eventually develop for parking

(e) Picnic Point, Alderwood Water expansion project, Parks will retain an easement for parking & access to Chevron Park, acquire a 5-acre parcel to replace the property rights purchased by Alderwood for their facility. Rare opportunity to line up a win-win for the public. Discussion of land swap challenges, conversions and complex acquisitions followed. Sharon discussed evaluation of current properties that may be transferred to Cities and Towns when it makes sense.

(2) After Ms. Iris completed her report, Parks Division Interim Director Sharon Swan briefed the board on DCNR – Parks Divisions evaluation of current park properties that may be transferred to Cities and Towns when it makes sense. Numerous properties have been acquired and either land banked or developed into parks to preserve open space and recreation opportunities for both the County and for Cities and Towns when they lacked the funding to preserve and develop those opportunities themselves.

B. LCI Overview

(1) Parks Division Interim Director Sharon Swan gave a presentation on the Land Conservation Initiative (LCI). The LCI program has been funded starting in 2023 through the budget process and is modeled after a successful program in King County. The primary goal of the program is to look ahead and determine what lands need to be preserved for long term public and conservation benefit.

(2) The Snohomish County Land Conservation Initiative (LCI) is a program focused on identifying and preserving priority properties across Snohomish County to be conserved for the benefits of agricultural production, recreation, habitat, carbon sequestration, urban green space, and other values. In addition to identifying priority properties, this project will develop an acquisition prioritization approach, identify funding strategies, address operation and maintenance needs, develop a strategy for enhancing forest stands and provide seed money for a Transfer of Development Rights (TDR) program. Four million dollars in funding has been provided beginning with the 2022 budget to accomplish three key priorities:

(a) Establish a Transfer of Development Rights (TDR) bank

(b) Develop a Strategic Land Acquisition and Management Plan

(c) Implement a Healthy Forest Forestry Program

(3) Efforts in 2022 have focused on scoping and identifying consultant support for the program and program initiation. It is anticipated that work for both the TDR bank and Strategic Land Acquisition and Management Plan will begin in 2022, with the majority of work completed in 2023.

C. Future Board Diversity, Equity & Inclusion Training

(1) Parks Division Interim Director Sharon Swan informed the board that there would be some form of training available in the future for board members who are interested in taking the training on a volunteer basis.

D. Suggestion Box

(1) Senior Park Planner Emily Griffith gave a presentation and demonstration of the new Capital Projects Suggestion Box tool developed earlier in 2021. Ms. Griffith reported that the Planning Section had identified a need for processing suggestions from the public for new parks, trails, or other capital projects. No consistent approach existed at the time the suggestion box approach was developed. Last year the team developed a new process to capture suggestions, create a database, and evaluate projects worthy of funding and development.

(2) Ms. Griffith demonstrated the process of using the new web-based form and database to process suggestions and went on to explain that the team would meet to evaluate suggestions twice per year. The Suggestion Box tool is still being road tested and there may be opportunities for the board to get involved with the process in the fall after initial testing of the process is complete.

E. ADA Improvements

(1) Communication Specialist Rose Intveld updated the board on the work of the Accessibility Taskforce. The Accessibility Taskforce has been working towards digitizing our park evaluation process the last few months. Working with the Continuous Improvement team, we have been taking the paper ADA requirements and putting them into Cartegraph along with each park and park feature. Once complete, an evaluator will be able to use a mobile device or tablet to input evaluation criteria, which will then automatically add failed evaluations to the maintenance task list. We recently evaluated the Evergreen Fair Park. In the future, the Parks Advisory Board will be able to volunteer and help with evaluating parks.

8. Old Business:

A. Board Members ADA/Park Observations

(1) No board members shared observations or comments.

9. DCNR Director's Time

A. DCNR Director Tom Teigen reminded the board that the fair was coming up in less than a month and encouraged them to attend and participate. Mr. Teigen also reported that all department budgets had been submitted to the Executive's Office and that the Executive had approximately twenty days to deliberate. The Executive then would submit the proposed budget to the County Council for review and approval with possible adjustments. Mr. Teigen closed by thanking the board for their service.

10. Messages from the Board, Roundtable, Items for Future Agendas

A. David Divoky – Absent.

B. Tammy Dunn – Absent.

C. Mike Farrell – Absent.

D. Bob McCarty – Mr. McCarty discussed the Parks Advisory Board field trip with his (Sultan City Council) and later invited the Sultan City Council to take the same tour as it was a great example of how to treat stormwater runoff. He also enjoyed the BMX site tour and the discussion of the pickleball courts at Martha Lake Airport Park.

E. Kirahy Meyers – Mr. Meyers was glad to be back at the meeting after a school related absence!

F. Darrell Olson – Absent.

G. Mary Rollins – Ms. Rollins spent Sunday with Friends of Heybrook Ridge board and members and visited the site. She is excited to see the completed Erinswood Trail once it is constructed and would like to receive future updates on the progress of the project.

H. John Tam – Mr. Tam enjoyed the Parks Advisory Board field trip! He hopes for more trips in the future and would like more training appropriate for board members when it becomes available.

I. Jacob Vail – Mr. Vail is looking forward to work with Carol Ohlfs on work related to the 2024 update the Parks and Recreation Element of the Comprehensive Plan. They plan to meet the day after the meeting.

J. Steve Yandl – Mr. Yandl is glad to be back for a meeting after being out for health reasons.

11. Adjournment. The meeting was adjourned by consensus at 4:38 p.m.

January	Arts Commission, Capital, Property	July	Capital, Maintenance, Property
February	Communications, Maintenance, WSU	August	No Meeting
March	Capital, Property	September	Fee Schedule Review, Capital, Property
April	Conservation Futures, Operations	October	Historic Preservation
May	Budget Discussion, Capital, Property	November	Capital, Property
June	Events, Fair	December	No Meeting

ADA Notice: Snohomish County facilities are accessible. Accommodations for persons with disabilities, sign language interpreters and communications materials in alternate form will be provided upon advance request. Please make arrangements one week prior to the hearing by calling the Park Department office, 425-388-6602.

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