



## Parks & Recreation

# PARKS ADVISORY BOARD MINUTES

## Zoom Meeting

Tuesday February 14, 2023

3:00pm – 4:30pm

1. Call to Order

A. The meeting was called to order at 3:07 p.m. by Acting Board Chair David Divoky. Due to a technical issue, Board Chair Jacob Vail was not able to log back into the meeting.

2. Roll Call:

A. Voting Board Members –

Kirahy Meyers (Dist. 1) (Notes)  
 Carolyn "Dode" Carlson (Dist. 2)  
 Nicholas Coelho (Dist. 3)  
 David Green (Dist. 4)  
 Stephen Heise (Dist. 5)

N
Y
Y
Y
Y

David Divoky (At Large)  
 Mike Farrell (At Large) (Vice Chair)  
 Darrell Olson (At Large)  
 Kevin Cronk (At Large)  
 Douglas (Doug) Shafer (At Large)  
 Jacob Vail (At Large) (Chair)

Y
N
Y
Y
Y
N

B. Staff (Parks and other County Departments or agencies) – Dave McConnell, Associate Park Planner; Tom Teigen, DCNR Director; Sharon Swan, Parks & Recreation Division Director

C. Guests – Kara Underwood, Parks Division Manager, Operations; William Abram, Facility Maintenance Supervisor- Parks Division; Rich Patton, Parks Division Manager - Capital; Carol Ohlfs, Principal Park Planner, Parks Division; Nathan Caparo, Snohomish County Sports Commission; Rachel Dotson, Planning Supervisor; Rob Marchand, Senior Park Planner; Steve Yandl, Past Parks Board Member.

3. Introductions, & Round Table

A. Acting Chair David Divoky asked members of the board, staff, and guests to introduce themselves.

B. Parks Division Director Sharon Swan introduce new Capital Division Manager Rich Patton.

4. Review of January 2023 minutes.

A. Acting Chair David Divoky board members if they had a chance to review the draft January 2023 meeting minutes. All members had reviewed the minutes. Mr. Divoky asked for the board for a motion to approve the minutes. Acting Chair David Divoky moved to approve the minutes as written, Board Member Darrell Olson seconded, and the motion carried.

5. Public Hearings/Meetings.

A. None.

6. Oral Requests from the Audience/Correspondence.

A. None.

7. Administration

A. Board Staff Dave McConnell asked board members to provide a professional picture and a short bio to use when updating the Parks Advisory Board webpage. He also let the board know that he had emailed new members a welcome packet of training documents to review. He reminded all board members to use their County email addresses for all board and County related communication. Finally, Mr. McConnell informed the board of a new County policy to perform background checks for boards and commissions where board members would have direct contact with the public and with vulnerable populations. The process will start soon, and board members may need to provide some additional information for the process.

8. New Business:

A. Comp Plan Policies Public Comment Period

Carol Ohlfs

(1) Carol Ohlfs, Parks Division Principal Park Planner, updated the board on progress with in revising the Snohomish County Comprehensive Plan and specifically the Parks and Recreation Element of the plan. In her update, Ms. Ohlfs noted that the upcoming comment period will be the last opportunity for the public to comment on the proposed updates to the plan. Ms. Ohlfs asked the board to review the plan and to provide public comments if they wished at the March 2023 meeting when she will make a full report on the proposed updates to the Parks and Recreation Element of the Comprehensive plan. She also provided the links to the plan and the comment form.

(a) Parks Draft Policy Amendments: <https://snohomishcountywa.gov/DocumentCenter/View/106085/Parks-and-Recreation-Policy-Table-for-public-comment---February-2023?bidId=>

(b) Comment Form: <https://www.snohomishcountywa.gov/FormCenter/Planning-Development-Services-10/Phase-III-Policy-Amendments-Form-for-the-630>

B. Maintenance Report (15 min)

(1) William Abram, Parks Division Maintenance Supervisor, had to leave early. His report will be rescheduled to the March 2023 Parks Advisory Board meeting.

C. WSU Extension Report (15 min)

(1) Parks Division Director Sharon Swan filled in for Janet Jayne, Office Supervisor at Washington State University Cooperative Extension (WSU Extension), and reported on the WSU Extension programs, their relocation from McCollum Park to Willis D Tucker Park, and on key staff and new developments. Snohomish County and WSU Extension have a formal Interlocal Cooperation Agreement for sharing resources, staff, and funding. Notable programs include Beach Watchers, 4-H Program, Master Gardeners, Forestry, Agriculture, Nutrition, Suicide Prevention, Repair Café, and many others. Funding from Snohomish County comes from Parks Division, Surface Water Management Division, and other departments in Snohomish County. Washington State University provides fiscal support to WSU Extension. There are six county funded staff, and the remainder are funded by WSU Extension.

(2) Board Member Nicholas Coelho asked what the 4-H program is. Parks Division Director Sharon Swan explained that 4-H is a youth program that provides leadership training, volunteer and community service opportunities, and education for youth ages nine to eighteen and has a large variety of project-based programs from robotics to raising animals, growing plants, computer programming and many more. So, what is 4-H? 4-H empowers youth with skills to lead for a lifetime! Using a hands-on, learn-by-doing model, 4-H utilizes a youth's area of interest to teach valuable life skills and provide genuine leadership opportunities. In 4-H, youth can learn about animals, technology, the arts, mechanical and natural sciences, shooting sports, home economics, and more. 4-H provides a welcoming environment to explore, learn, grow, and belong. Who can join 4-H? 4-H is open to all youth who have reached their 5th birthday (on or before October 1st of the current 4-H year) through those who have not reached their 19th birthday (on or before October 1st of the current 4-H year). The 4-H year runs October 1 to September 30. More information on the [4-H Youth Development Program](#) in Snohomish County can be found on their [website](#).

- (3) Board Member Nicholas Coelho asked how the projects and programs in 4-H and WSU Extension selected and initiated. Parks Division Director Sharon Swan explained that in the past there has not really been a process around the agreement and that this year one of the main goals is to renegotiate the agreement between Snohomish County and Washington State University to describe what each party will be providing. One of the identified areas of need in Snohomish County is a dedicated agriculture agent to support the agriculture community. In the past there were two agents and over time those positions were reassigned. The remaining agriculture support staff person recently retired so a new person will be hired to fill that position. Agriculture is one of the highest priorities going forward for increased support. Other areas include identifying funding available for programs that support County priorities. For example, Surface Water Management Division provides funding to support the WSU Extension Beach Watcher's program, which provides education on stormwater management and pollution prevention. WSU Extension also has any grant funded programs that last for several years. WSU Extension does not have its own advisory board but is very responsive to the needs of the County. Finally, Snohomish County has received two rounds of Federal ARPA funding, part of which will be used to fund youth funding. The funding is expected to be provided this month through a competitive grant program and WSU Extension will be applying for funding to support existing and new youth programs focused on lower income, under served communities in the County.

D. Fairgrounds Report (15 min)

Kara Underwood

- (1) Kara Underwood, Division Manager, Parks Division, gave a report on programs, work, funding and staffing at the Evergreen State Fairgrounds.

(a) Events

- (i) The Evergreen State Fair Park is a 193-acre facility and received over 600,000 visitors per year. It is the most visited park in Snohomish County. It is also the largest equestrian facility in Washington State with 40 horse shows per year in addition to open rides.
- (ii) The Evergreen Speedway is located on the Evergreen State Fair Park grounds and is the largest Nascar facility west of the Mississippi and includes the main racetrack as well as the Quarter Midget racetrack.
- (iii) Hundreds of events are scheduled throughout the year, including: 4H events, meetings, and large shows such as Junk Hunt, bazaars, and animal shows.
- (iv) The Evergreen State Fair Park and its staff assist the Department of Emergency Management during emergency events for flooding, fires and COVID response.

(b) Fair

- (i) The annual Evergreen State Fair and Exposition has been a tradition for over 100 years in Snohomish County. It is the largest publicly owned fair in Washington State and the largest county fair in the Pacific North West and averages 300,000 visitors annually. The dates for the Evergreen State Fair are August 24th-29th and August 31st-September 4th

(c) Winter Dog Park Pilot Program

- (i) The Winter Dog Park Pilot Program is a project with the City of Monroe from a citizen request for a covered dog park. The park is open Jan 9-Feb 28 from dawn to dusk, daily. We try to support the Snohomish County community at every opportunity, and the dog park pilot is a terrific example of partnering with the City of Monroe to support our residents, whether human or canine. The feedback for this pilot program has been very positive so far. If the program is a success, then it may be offered seasonally for a longer period in future years. Discussion followed.

(d) New Fair Manager

- (i) The position of full time Fair Manager has been added back to the Evergreen State Fairgrounds and is currently advertised. This critical leadership position oversees essential programs/events at the Fair Park. This position works with leadership to set and implement long-term goals for the Fair Park that are in support of the Fair Park Mission and Vision, as well as other County priorities, including sustainability and inclusion. The Fair Park Manager demonstrates innovation, collaboration, commitment to sustainability and inclusion as well as the ability to work with community members. The position can be found on [NEOGOV](#) and the first application review date is February 24, 2023.

9. Old Business:

A. None

Chair

10. Park Observations (5 minutes)

Chair

A. Parks Division Director Sharon Swan gave a summary of how each of the observation categories is defined and what board members are encouraged to look for when visiting parks and trails.

- (1) Accessibility – This category is for improvements to ADA and other accessibility to parks facilities.
- (2) Equity & Inclusion – This category is for ongoing efforts and possible improvements to be more welcoming and inclusive.
- (3) Community Outreach & Engagement - This category includes ways to improve outreach to communities.
- (4) Other – This category is a catch-all category for any relevant observation of a problem, way to improve, or opportunity.

B. Board Member Observations

- (1) Board Member Kevin Cronk reported having contact with park users at Lord Hill Regional Park who reported the building of new rogue trails and he wanted to know what he as a board member could do to help park users become involved in the trail maintenance and building process in the correct way so the experience would be more positive. Parks Division Kira Underwood discussed the finalized preferred plan for Lord Hill and asked Mr. Cronk to contact her directly to discuss. Parks Division Director Sharon Swan added that the County Council had placed \$150,000 in funding in 2023 for a feasibility study to develop a future mountain bike park. A consultant will be hired in spring of 2023 and the study will take between 12 and 18 months to complete.
- (2) Board Member Doug Shafer reported that at the Kayak Point Disc Golf Club, beginning players often have a tough time playing the course and mastering basic skills. Mr. Shafer lives near the course and plays there often. He contacted the club operator regarding training and received no response. He also discussed with other players and looked on social media to find any locally available training and found none. Mr. Shafer asked if there was the possibility of offering skills training or coaching for new players in the future? Parks Division Director Sharon Swan replied that she would be meeting the operator the following week and would ask them about what kinds of coaching or training could be offered in the future.

11. Park Director's Time (5 minutes)

Sharon Swan

A. Parks Division Director Sharon Swan thanked the board members for their service and for bringing unique perspectives to the board. Ms. Swan went on to update the Board on some of the priorities of Parks Division and DCNR for 2023 including capital projects, sustainability, and the Evergreen State Fair Park. Finally, Ms. Swan informed the Board that in 2023 DCNR would have a booth at the fair and board members were encouraged to volunteer to help staff the booth as it is a great way to network both with members of the public and with DCNR staff.

B. DCNR Director Tom Teigen thanked Sharon Swan for all her hard work and reported that she was doing a fantastic job. Mr. Teigen also thanked the Parks team for all their hard work. Mr. Teigen closed by reporting that the Snohomish County parks system has a high-cost recovery rate but still is approximately 30% underfunded.

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

Chair

A. Kirahy Meyers (Dist. 1) – No comments.

B. Carolyn "Dode" Carlson (Dist. 2) – No comments.

C. Nicholas Coelho (Dist. 3) – Mr. Coelho recently sat in on a City of Edmonds Parks Advisory Board meeting and participated in a discussion on tree canopy coverage. Mr. Coelho was wondering if the County Parks Advisory Board has discussed this topic and if so, then what were the outcomes of the discussions. Mr. Coelho would like to see this as a future agenda item if possible.

D. David Green (Dist. 4) – Mr. Green commented on two areas he is interested in learning more about as a board member. The first topic is playgrounds. Mr. Green would like to see a future report or agenda item for playgrounds including plans for replacing playgrounds, playground improvements, and plans for new playgrounds. The second area of interest for Mr. Green is the status and results of the County's ongoing Class and Compensation study. Mr. Green requested these be reports to the board or future agenda items for discussion.

E. Stephen Heise (Dist. 5) – Mr. Heise asked for future discussion or reports on funding, specifically a high-level discussion of where funding for DCNR comes from and how it is used. Mr. Heise suggested this could be an ongoing agenda item or a single report.

F. David Divoky (At Large) - No comments.

G. Mike Farrell (At Large) (Interim Vice Chair) - No comments.

H. Darrell Olson (At Large) - No comments.

I. Kevin Cronk (At Large) – Mr. Cronk is interested in parks-related long-range planning. Mr. Cronk would like to hear a future report on what DCNR – Parks Division does to coordinate with Towns, Cities, State, and Federal agencies on Parks and Recreation Planning?

J. Douglas (Doug) Shafer (At Large) – Mr. Shafer is interested in learning more about the specific roles of board members and what can they do in addition to attend board meetings.

K. Jacob Vail (At Large) (Interim Chair) – No comments.

L. Tammy Dunn (Ex Officio) – No comments.

M. John Ewald (Ex Officio) – No comments.

N. Steve Yandl (Ex Officio) – No comments.

13. Adjournment. 435pm

A. The meeting was adjourned by consensus at 4:35 p.m.

Monthly Report Schedule

<b>January</b>	Arts Commission	<b>July</b>	Capital, Maintenance, Property
<b>February</b>	WSU Extension, Fairgrounds	<b>August</b>	No Meeting
<b>March</b>	Capital, Communications, Maintenance, Property	<b>September</b>	Fee Schedule Review, Capital, Property
<b>April</b>	Conservation Futures, Operations	<b>October</b>	Historic Preservation
<b>May</b>	Budget Discussion, Capital, Property	<b>November</b>	Capital, Property, Admin CORE & Shared Services
<b>June</b>	Events, Fair	<b>December</b>	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.

DRAFT