



PARKS ADVISORY BOARD DRAFT MINUTES

Zoom Meeting

< <https://zoom.us/j/97322700083?pwd=VkJhUHJJZ1hIMmQ5TjhPU2lXcUpjZz09> >

Tuesday May 10, 2022

3:00pm – 4:30pm

1. Call to Order

The May 10, 2022, meeting of the Parks Advisory Board (the “Board” was called to order by Board Chair Jacob Vail at 3:03 PM. The roll was called by Board Staff David McConnell.

2. Roll Call:

A. Voting Board Members –

Kirahy Meyers (Dist. 1)

N
Y
VA
N
Y

Mary Rollins (Dist. 2)

Vacant (Dist. 3)

Steve Yandl (Dist. 4) (Notes)

Bob McCarty (Dist. 5)

David Divoky (At Large)

Mike Farrell (At Large) (Vice Chairman)

Darrell Olson (At Large)

John Tam (At Large)

Vacant (At Large)

Jacob Vail (At Large) (Chairman)

N
Y
Y
Y
VA
Y

B. Staff (Parks and other County Departments or agencies) – Dave McConnell, Associate Park Planner; Sharon Swan, Parks Division Manager

C. Guests – Cabot Fuqua, Facility Coordinator II; Rachael Dotson, Planning Supervisor; Emily Scott, Parks Reservation Facilities Specialist; Tom Teigen, DCNR Director; Jeremy Husby, Parks & Recreation Division Director.

3. Review of April 2022 minutes.

Board Chair Jacob Vail asked board members for a motion to approve the April 12, 2022, draft meeting minutes. No corrections or additions were requested. Board Chair Jacob Vail moved to approve the minutes as written, Board Member Bob McCarty seconded, and the motion carried 6/0.

4. Public Hearings/Meetings.

Board Chair Jacob Vail asked Division Manager Sharon Swan if there were any upcoming public hearings or meetings that the board should be aware of. Ms. Swan replied that there were none scheduled this month.

5. Oral Requests from the Audience/Correspondence.

- A. Tripp Weller – Mr. Tripp Weller, a resident of Snohomish County, commented on the preferred plan process ongoing for Lord Hill Regional Park. Mr. Weller commented on the change in the preferred plan that would result in the elimination of biking trails at the park. He went on to request that the Board recommend that no changes to trails be made at Lord Hill Regional Park until after the presentation of the preferred plan. DCNR Parks Division Director Jeremy Husby replied and let the Board and Mr. Tripp know that with a small number of exceptions, all trail work would wait until after the adoption of the final preferred plan. The small number of exceptions were rogue trails that are immediate safety concerns. Director Husby invited Mr. Tripp to schedule a meeting to discuss the preferred plan details later in the week. Discussion followed.
- B. Jenny Buckley – Ms. Jenny Buckley, a resident of Snohomish County, commented on the preferred plan process and echoed the concerns expressed by Mr. Tripp previously. However, Ms. Buckley indicated that she was encouraged by the good discussion at the meeting and looked forward to meeting with Director Husby later in the week when a meeting could be scheduled. Discussion followed.

6. New Business:

A. Capital Projects Update

Board Chair Jacob Vail asked Rachel Dotson the Planning Supervisor for Snohomish County Department of Conservation and Natural Resources, Parks and Recreation Division (“DCNR – Parks Division”) to report on capital project updates for the Parks Division. Ms. Dotson introduced herself and let the board know that she has enjoyed her first two months of work with DCNR – Parks Division. Ms. Dotson then reported on the capital projects and related work of the Parks Division’s Planning Section.

Planning has started for the next six-year budget. The development of the DCNR – Parks Division Capital Projects Budget proposal will take approximately 2 months to prepare. The budget will then be submitted to the Executive’s Office for review.

The Conservation Futures Program grant round has opened on Monday, May 2nd and grant applications are due in by Wednesday, June 15th. Several agencies are interested in applying for [Conservation Futures](#) program funding. DCNR – Parks Division is discussing several potential applications internally and may apply.

DCNR – Parks Division submitted two RCO grant funding applications the previous week. The first was a \$2 million-dollar Land and Water Conservation Fund grant application for Kayak Point Regional Park for constructing Phase 2 of the day-use area. The second was a \$300,000.00 Youth Athletic Facilities grant application for adding ballfield lights to one of the little-league fields at Willis D. Tucker Community Park in partnership with the Mill Creek Little League. Technical review is scheduled for this summer for both grant proposals. Letters of support will be needed for both projects and Ms. Dotson asked the board to consider writing a letter of support for each application.

The Kayak Point Phase 1 project has been delayed due to delays in obtaining needed Federal permits. Construction has been rescheduled to start next year and Phases 1 and 2 may be combined for more efficient construction. Ms. Dotson recommended that Principal Planner Carol Ohlfs report to the board on Phase 2 of the project. Division Manager Sharon Swan also commented that the work of the project. Phase 1 is more focused on the in-water work and on the northern end of the park. Phase 2 focuses more on the south end of the park, on in-fill to mitigate for sea level rise, and on constructing site features such as the meandering shoreline path, a new playground, new shelters, etc. But, because Phase 1 is not being constructed this year, the construction may combine both phases when the project goes out to bid.

Board Member Mike Ferrell asked the board if it would consider passing a motion to write and sign letters of support for the Kayak Point and Willis D. Tucker RCO grant applications. Division Manager Sharon Swan added that the board has done this in the past and DCNR – Parks Division staff can draft the two letters for the board to review, approve and sign. Planning Supervisor Rachel Dotson will draft the letters for the Board to review and sign.

Board Chair Jacob Vail moved that the Board produce two letters of support for the RCO grant applications discussed earlier in the meeting. Board Member Mile Ferrell seconded. The motion carried unanimously.

Ms. Dotson continued her report. For the SR 530 Slide Memorial, artist review is ongoing to select an artist. There will be a meeting with the first responders in Oso this weekend to kick off the project for the first responders' sculpture. In addition, all planning staff in the Parks Admin office are reviewing plans and specifications to get the project bid package out to bid in July. Senior Planner Thomas Hartzell is working with the Timber Framers' Guild on the structures. Senior Planner Rob Marchand is working on permit submittal and coordination for the project. Principal Planner Carol Ohlfs as project manager is coordinating with the other planners, overseeing consultants, and getting bid documents ready. Senior Planner Emily Griffith is reviewing the landscape plans and specifications. Associate Park Planner David McConnell has been assisting with edits in AutoCAD. Ms. Dotson is assisting with review of all the documents and helping where needed.

For Lord Hill Regional Park, planning and ranger staff completed a survey of all trails last week and Senior Planner Emily Griffith is compiling all the field reports into a final draft of the preferred park plan and should finish the work in June. The preferred plan will then be reviewed by the County Council and the public sometime this summer, potentially in July.

On the Meadowdale Beach Park project, Senior Parks Engineer Logan Daniels has had success moving the project forward. The Meadowdale Beach Park closed to the public on April 11 and Burlington Northern and Santa Fe Railway has started driving piles for its part of the construction and the pile driving should continue through June. Installation of the two railroad bridges should occur in August. The entire project, if all goes well, should be completed this year and the park open to the public late this year.

Associate Park Planner David McConnell send the draft bid package to Snohomish County Purchasing for his annual paving repair project. The project will preserve and repair asphalt paving at eleven park and trail locations between 2022 and 2023. The project should go out to bid in June of this year.

On the Whitehorse Trail, Senior Park Planner Emily Griffith is in the process of selecting and contracting with the consultant team for the design of the next section of the Whitehorse Trail which includes the first three miles between the centennial trail intersection and Bridge 701 (near Trafton Trailhead Park) and for a section near the east end of the trail due to river undermining.

At Whitehorse County Park, Senior Planner Rob Marchand is working on the construction management for construction of the next phase of the park. He just found out that the contractor received the Notice to Proceed today so construction will start in the next few weeks following the pre-construction meeting.

For the Carousel Ranch Park Project, Senior Planner Rob Marchand successfully submitted permits to Snohomish County Department of Planning and Development Services for review in early April. The project is in permitting review now.

Senior Planner Thomas Hartzell is working on the design for the Corcoran Park Playground. That work should start up in 1 week from today. Thomas is also looking at additional parking improvements at the site.

At the Evergreen State Fairgrounds, Senior Park Planner Thomas Hartzell is working on several projects including a beef arena which is in permitting right now, a livestock wash rack, also in permitting, and a project with maintenance and fairgrounds staff for improvements to the equestrian park.

Finally, on the McCollum Park Food and Farming Center, Ms. Dotson received an update from Purchasing that the selection of consultants is entering the final phase of evaluations this week and consultant interviews will be scheduled sometime between early this month and the end of next month.

Board Chair Jacob Vail asked Ms. Dotson if she could forward more information to the board related to the art portion of the slide memorial.

B. Fee Schedule Update

Board Chair Jacob Vail asked Facility Coordinator Cabot Fuqua to report to the board on an update to the current DCNR – Parks Division fee schedule. At the Machias Trailhead, there is a small building that includes a small kitchen which can be rented as an optional rental for a \$100.00 dollar option. Division Manager Sharon Swan added that this will be a new addition to the current fee schedule so must be reviewed by the board. Ms. Swan asked that the board consider formally recommending the change.

Board Chair Jacob Vail asked the Board for a motion to recommend approval of the proposed change to the fee schedule. Mr. Vail then moved that the Board recommend approval of the change as proposed by Mr. Fuqua. Board Member Bob McCarty seconded. There was no further discussion and the motion carried.

C. 2023 Budget Overview

Board Chair Jacob Vail asked Division Manager Sharon Swan to update the board on the 2023 Annual Budget process. Ms. Swan summarized the typical budget process and reported that typically each county department generates their budget for the next year in spring of the current year. Draft budgets are then submitted to the Executive's Office for review and modification in June. The Executive then submits the overall county budget to the County Council in September and the Council reviews and adopts the final budget in November. The current year's budgets are posted on the Snohomish County Department of Finance [website](#).

Both the main department budget and the capital facilities budget are updated each year and the capital budget is written to cover a 6-year planning period made up of the current budget year and 5 out years. Planning Supervisor Rachel Dotson is taking the lead for the Capital Budget and Capital Improvement Plan starting this year. Operations, Maintenance, and Ranger Core budgets also will be developed and submitted as part of the DCNR – Parks Division budget proposal.

D. June Field Trip Agenda & Itinerary

Board Chair Jacob Vail asked Division Manager Sharon Swan to update the board on plans for the upcoming June field trip. Ms. Swan reported that the Board has expressed a desire to tour McCollum Pioneer Park and arrangements had been made to see the [Northwest Stream Center](#), the [BMX Track](#), the [Future Food and Farming Center](#) site and the Community Transit site. Adopt-a-Stream Center Director Tom Murdoch will give a tour of the Northwest Stream Center to the board. Planning Supervisor Rachel Dotson and Agriculture Coordinator Linda Neunzig would discuss the future Food and Farming Center. Staff from the BMX Track would be invited to speak on their operations and Ms. Swan would update the board on future plans for the Community Transit site.

Following the tour at McCollum Pioneer Park, the tour would continue to Martha Lake Airport Park where the Board will discuss the potential for pickleball at that park and then take a tour of the existing park elements.

Rhody Ridge Arboretum will be left for a future tour as the site currently is not ADA accessible and parking multiple vehicles is problematic.

Board Staff Dave McConnell will work with Division Manager Sharon Swan to produce the final tour schedule which will be sent to the Board soon.

Board Member Mary Rollins moved to accept the proposed tour schedule. Board Member Bob McCarty seconded, and the motion carried. Discussion followed. The Board agreed by consensus that an ADA bus or van was not needed as most board members will be driving themselves.

E. Events Overview & Trails Conference (10 minutes)

Board Chair Jacob Vail asked Parks Reservation Facilities Specialist Emily Scott to update the Board on DCNR – Parks Division special events and on the upcoming Washington Trails Association State Conference to be hosted by Snohomish County. Ms. Scott introduced herself and gave the board an overview of upcoming community hosted and county hosted special events and the typical events that happened each year. Typical events include summer camps, birthday parties, weddings, sporting events such as bike rides, runs, etc. There are approximately 230 events per year starting in May and running through the end of Labor Day. Ms. Scott also helps with coordination and operation of the Evergreen State Fair, the largest event in the county. Fair dates this year are August 25th through August 30th and September 1st through September 5th. There is a day to reset and for staff time off.

The Evergreen State Fair is still hiring for open seasonal positions so if the board knows of anyone who may be interested in working, please pass this on to your constitutions. Concerts are returning to the fair this year; performers have been announced and tickets are going on sale now so see the [Evergreen State Fair website](#) for more details. Also, this year the rodeo will be returning to the fair over Labor Day weekend. Last year we were unable to host rodeo because it was an indoors event and COVID-19 restrictions had not yet been lifted.

The Fair Food Drive is Saturday July 16th at the Evergreen State Fair and is a drive through event. People who donate food will receive free tickets to the fair in return, so this is a great way to obtain free fair tickets.

National Night Out will also be returning this year to Willis D. Tucker Community Park. Last year a very scaled down version was put on, but this year the event will be like pre-COVID times with many activities and exhibits including free strawberry shortcakes, fire engines, first responder teams, community resource organizations, and live music and performances on the community stage.

Morning of Dreams will be happening at the Evergreen State Fair again this year. The event is intended for fair attendees who are on the autism spectrum or who for other reasons need a lower sensory stimulation environment to enjoy the fair. The event will be a sensory friendly environment where the music will be turned off, the lights turned down, and fewer fair guests will be present making the fair easier for guests of all different ability levels to navigate and enjoy the fair. The event is scheduled for Tuesday morning, August 30th, starting at 9:00 AM. This will be offered each year going forward.

Ms. Scott then described preparations for the upcoming [Washington State Trails Association](#) State Trails Conference. This conference was awarded to Snohomish County before the COVID-19 pandemic and then delayed by the pandemic. DCNR and its partners are hosting the conference this year in Everett at the Edward D. Hansen Conference Center (a.k.a. the Angele of the Winds Event Center) and surrounding venues. The conference is scheduled for October 27th through October 29th. Organizations, user groups and agencies that work with trail building, maintenance, operations, and related work all will be represented. Ms. Scott will provide the Board more details as they become available and with opportunities for board members to get more involved in the conference. A new website will be launched for the conference soon in the next month. Discussion followed.

Board members requested that Ms. Scott send them information on the Evergreen State Fair, the Morning of Dreams event, and the upcoming conference when it is available. Ms. Scott will send this information to the board. Division Manager Sharon Swan also asked the board to consider agreeing to volunteer to staff both the booth at the Evergreen State Fair and the booth at the fall Washington State Trails Conference and indicate that she would provide more information when the events were closer.

7. Old Business:

A. Board Members ADA/Park Observations

Division Manager Sharon Swan highlighted recent work in ADA assessment completed by DCNR – Parks Division staff members out at the Evergreen State Fair. Ms. Swan went out with staff members Rose Intveld, Lizzy Galvin, Carol Peterson, and others and completed an ADA compliance survey on the equestrian park and several other parts of the fair park. The intent of the work is both to identify the best locations at the fair park to send users with mobility challenges and to assess what site features need improvement to comply with current ADA requirements. The team's findings will be provided to Evergreen State Fair and Maintenance Staff for review. Ms. Swan also reported that because of the recent assessment maintenance staff are installing adult ADA compliant changing tables at selected restrooms at the fair. Discussion followed.

B. Board Member Recognition

Board Chair Jacob Vail asked Division Manager Sharon Swan to update the board on retiring board member recognition for two board members who recently retired. Ms. Swan reported that certificates of recognition had been obtained by Mr. McConnell and that signatures from DCNR Director Tom Teigen and from the board chair would be needed to finish the certificates. Ms. Swan proposed that the Board invite the two retiring members back to a future board meeting, maybe in July to recognize and thank the retiring board members for their service. Discussion followed. The Board agreed by consensus to invite the two retiring members back for the July meeting for their retirement recognition.

8. DCNR Director's Time.

Board Chair Jacob Vail invited the Directors to speak if either of them wished to make a report. DCNR Director Tom Teigen spoke first and thanked the Board for its service, hard work and enthusiasm over the last few years and for weighing in on some challenging park projects and public processes including the Sportsman's Park and Lord Hill Regional Park. Mr. Teigen went on to comment on some of the challenges and opportunities DCNR would face in the future.

DCNR – Parks Division Director Jeremy Husby spoke next and thanked the Board for their hard work and good advice on many recent projects and urged them to keep involved in future work that they were passionate about. He reminded Board members to always feel free to ask questions and make recommendations as the intent of the board was to provide advice to the Parks Division and its staff.

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

A. David Divoky – None.

B. Tammy Dunn – None.

C. John Ewald – None.

D. Mike Farrell – Mr. Farrell apologized for not being able to attend some board meetings due to some family and health issues. Mr. Farrell happy to be back and is looking forward to serving more fully.

E. Bob McCarty – Mr. McCarty described working at a recent equestrian event at the Evergreen State Fairgrounds Equestrian Center. During his service, a water main broke and there were challenges getting in contact with the correct fair staff. Mr. McCarty requested that updated after-hours contact information be made available to staff working events after hours. DCNR – Parks Division Director Jeremy Husby replies and reported that the requested information would be provided, and improved notification processes would be implemented including an annual check of procedures and emergency contact numbers.

F. Kirahy Meyers – None.

G. Darrell Olson – None.

H. Mary Rollins – Ms. Rollins commented on couple hiking at Shenandoah Woods and wondered why no rounds maintenance or mowing was being completed by DCNR – Parks Division Maintenance staff. Division Manager Sharon Swan and DCNR – Parks Division Director Jeremy Husby replied that they would investigate this report. Mr. Husby will follow up with Ms. Rollins. Ms. Rollins also commented that she was excited to see all the ADA assessments and improvements happening and looked forward to a report or update in the future from the ADA assessment team.

I. John Tam – Mr. Tam discussed the Parks booth at the fair, hiking at Cherry Falls Trail, and frisbee golf out at Stanwood. Division Manager Sharon Swan replied that she would get back to Mr. Tam on his questions regarding frisbee golf at Stanwood and make a report at a future board meeting.

J. Jacob Vail – Mr. Vail commented that he is excited to see how involved board members have been with recent projects and events and is also excited to see the new ADA assessment and improvements taking place. He would like to hear a report from the ADA assessment team at an appropriate time in the future on their progress and work. It is truly inspiring.

K. Steve Yandl – None.

10. Adjournment.

Board Chair Jacob Vail asked for a motion to adjourn the meeting. Hearing none, Mr. Vail moved to adjourn the meeting. Board Member Mary Rollins seconded, and the meeting was adjourned at 4:35 PM.

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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