



Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 5:30 PM

Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Park

Board Members: Jim Kautz, Teresa Meyer, John Jay, Donald Meeks, Tonya Dow, Paulo Zandamela, Janis VanWyhe

Clark County Staff: Rocky Houston, Amy Arnold, Kevin Tyler, Denielle Cowley

Ex-Officio Members: **School District Liaisons:** Cale Piland (Evergreen)*,
AJ Panter (Vancouver)*
Parks Foundation: Tim Leavitt

Guests and Others: Tyler Castle, 360-901-0093, Michelle Bryant, Jeff Bryant

* Not Present

4:02 PM Call to Order

Jim called the meeting to order and people in the room and online introduced themselves.

4:02 PM Administrative Actions

Time	Action Item
4:02 PM	MOTION BY: John Jay SECOND BY: Tersea Meyer
	MOTION: Motion to adopt Meeting Minutes for: December 12, 2023 Meeting Minutes January 9, 2024 Meeting Minutes
	DISCUSSION: The Minutes have been approved.
	IN FAVOR: Unanimous OPPOSED: None ABSTAINED: None

4:03 PM Public Comment

Michelle Bryant discussed having a USA sanctioned bicycle motorcross (BMX) track in Clark County listing where the closest ones are currently, the acreage this type of activity would require, and the types of materials to use. Jim, Rocky, Tonya, Janis, Michelle, Jeff, and Paulo discussed this further and other factors to consider such as the size of other tracks, the on-site amenities, and about the master planning process within the Capital Improvement Plan.

Tyler Castle discussed questions he had regarding the Park Impact Fee (PIF) District funds as to if the districts are outdated due to years of growth, or if they need to be re-evaluated? He also asked if the funds are collected outside of the PIF District, where do they go? Rocky explained this and said the Capital Improvement Plan includes projects relating to the Whipple Creek property.



Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 5:30 PM

Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Park

Tim Leavitt discussed that the Parks Foundation of Clark County has new board members and that they are entering into an agreement with a management company to provide administrative support to the foundation. Tim also discussed the Annual Luncheon that will be held on May 9, 2024 at the AC Hotel by the Marriott in Vancouver, Washington. More information about it can be found here: <https://parksforclark.org/events/may-2024-annual-luncheon/#:~:text=May%209%2C%202024%20Annual%20Luncheon%20E2%80%93%20Parks%20Foundation%20of%20Clark%20County>.

Jim and Rocky discussed whether the plaque agreement for the Memorial and Tribute policy has been updated and Rocky indicated it's a work in progress and that once it's ready, the division will bring it back to the Parks Advisory Board.

4:33 PM Manager's Report

Rocky discussed Daybreak and how a high-water event caused a loss to some of the riverbank which affects the well and the septic tank for the house on the property. Rocky discussed solutions for this and a bridge project at the site. Rocky also discussed various other things including repairs to several bridges and their trail closures; that the 2025-2030 Capital Improvement Plan is being drafted; the fishing platform project at the Haapa boat ramp; and that recruitment for host house at Haapa will begin shortly.

Rocky discussed various staffing updates within Clark County indicating that several positions are open including two project positions; that someone will be retiring at the end of March; and that seasonal hiring will begin shortly.

Rocky discussed updates to various things such as the bridge repairs at Whipple Creek; the water project at Lower Daybreak with the Ridgefield Pits project; the suggestions from Council regarding the Fee Program; and an acquisition on NE 50th Avenue near LaLonde Neighborhood Park. Regarding the Fee Program, Jim and Rocky discussed the balances of each PIF District. Regarding the funding sources used for emergent repairs, Janis and Rocky discuss this.

4:48 PM Unfinished Business

There is none.

4:48 PM New Business – Parks Advisory Board training: PROS Plan Goals & Objectives



Clark County Parks Advisory Board Meeting Minutes



Tuesday, February 13, 2024 4:00 PM to 5:30 PM

Virtual Meeting via Microsoft Teams and In-Person at Luke Jensen Sports Park

Rocky discussed the eight goals and objectives from the PROS Plan. Regarding the partnerships, he discussed those with various non-profit groups, Whipple Creek, and the school districts. Regarding communication, he discussed the county's website, press releases, and the CCTV stories that are posted to YouTube. Regarding the development of parks, he discussed the capital planning. Regarding trails, he discussed the county has a lot of work to do. Regarding natural areas, he discussed utilizing the Natural Areas Acquisition Plan and working with Legacy Lands to acquire various acreage and continue to work with partners on other projects. Regarding heritage, he discussed this encompassing the Heritage Farm Sustainability Plan and continuing to improve older parks and assets. Regarding equity and access, he discussed the ADA Transition plan to work with consultants to assess these assets. Regarding operations, he discussed reviewing the capital plan to extend the useful life of assets and control their costs.

Paulo and Rocky discussed previous planning efforts and how they related to the ADA roles within parks properties. Rocky said that all newer assets are being reviewed to meet ADA standards. Rocky also discussed the Diversity, Equity, and Inclusion (DEI) Plan that will aid in engaging all members of the community. Rocky also discussed the signage improvements of having them translated into three languages, having QR codes available for translation needs, and using universal icons to help the county reach different folks within the population.

Rocky and Teresa discussed the sub-committee meeting that members of the Parks Advisory Board held to review the Bylaws and the changes that were proposed. These changes will be reviewed by the county's legal counsel and sent to the advisory board members for approval.

5:06 PM Roundtable Discussion

Jim discussed that this meeting is the first time they have had a full advisory group present.

Teresa discussed that she attended a Friends of the Gorge meeting and that a new Washougal non-profit group is working to protect the rural area from building zip lines.

5:08 PM Adjourn

Respectfully submitted, Amy Arnold

From: [Tyler Castle](#)
To: [Amy Arnold](#)
Subject: Next Parks Advisory Board meeting
Date: Monday, February 12, 2024 4:20:21 PM
Attachments: [Screenshot 20240212 160404 Microsoft 365 \(Office\).jpg](#)
[Screenshot 20240212 160807 Samsung Notes.jpg](#)
[Screenshot 20240212 160821 Samsung Notes.jpg](#)
[Screenshot 20240212 160812 Samsung Notes.jpg](#)

EXTERNAL: This email originated from outside of Clark County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Was interested in asking questions about PIFS at next meeting tomorrow and thought it might be helpful to bystanders who may be unaware of it. The 4th is a list of funds in District 10.
Tyler Castle 360-607-3130



	C	D	E
1			
2			
3			
4			
5			
6	Sum of Net Amount		
7	Years	Ledger Account	Total
8	2021	3410000:Charges for Goods and Services	(336,699.00)
9		3610000:Interest and Other Earnings	15,824.56
10		5975000:Transfers Out - Managed	90,915.39
11	2021 Total		(229,959.05)
12	2022	3410000:Charges for Goods and Services	(848,204.26)
13		3610000:Interest and Other Earnings	65,105.57
14		5975000:Transfers Out - Managed	1,456,506.29
15	2022 Total		673,407.60
16	2023	3410000:Charges for Goods and Services	(1,134,012.04)
17		3610000:Interest and Other Earnings	(167,861.95)
18		5975000:Transfers Out - Managed	510,671.80
19	2023 Total		(791,202.19)
20	Grand Total		(347,753.64)
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			

Park Impact Fees 101

What are park impact fees?

Park impact fees, or PIFs, are fees assessed on construction of new residential housing to help pay for park acquisition and development. Clark County and the City of Vancouver instituted PIF programs in the 1990s to provide an ongoing revenue source for additional urban parks and natural areas.

The program establishes level of service standards for urban parks, including neighborhood parks, community parks and urban open space. PIFs are collected on residential development to serve future residents, as part of the general philosophy that growth should pay for growth. Level of service standards are adopted through parks, recreation and open space plans.

PIFs are calculated, collected and spent in 10 different park districts. Since the program's inception, PIFs have enabled the acquisition and development of hundreds of acres of parks and natural areas.

Are there state laws that regulate the collection and use of PIF funds?

State statute ([RCW 82.02](#)) authorizes Washington counties and cities to collect impact fees to "ensure adequate facilities are available to serve new growth and development."



Park impact fees enable proactive planning for acquisition and development of urban parks and natural areas needed to serve growth.

Impact fees must be spent on projects that are related to the impacts of new development. They cannot be used to correct pre-existing deficiencies or to pay for maintenance costs. They also cannot exceed a proportionate share of the total cost for system improvements.

Impact fees may be collected for parks, roads, schools and fire protection facilities that are part of adopted capital facilities plans. In 2011, the Washington Legislature extended the period during which impact fees must be spent, from six to 10 years. If impact fees are not spent within 10 years following collection, they must be refunded.

Collecting impact fees is one way that counties and cities generate revenue to comply with a general concept known as "concurrency," which is one of [planning goals in Washington's Growth Management Act](#). Concurrency requires that roads, parks and other facilities needed to serve growth be built roughly the same time, or concurrently, with growth.

The goal for public facilities and services says: "Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards."



History of the PIF program

- 1990 Clark County:** The Board of County Commissioners establishes park impact fees within the Vancouver unincorporated urban area. Fee collection begins on Jan. 24, 1991. The fee applies only to land acquisition, based on existing land values, a standard of 7.5 acres of urban park land per 1,000 residents and a 5 percent proportionate public share.
- 1994 Clark County:** The county makes significant changes to county code to implement Washington’s Growth Management Act. Changes to PIFs include establishing “greenspaces” as the development standard for undeveloped sites, allowing closing costs to be included, codifying 6 acres per 1,000 residents as the acquisition standard and authorizing joint city/county administration of impact fees.
- 1995 City of Vancouver:** The city institutes impact fees for parks, roads and schools. Park impact fees are based on land and development costs; acquisition and development standards of 6 acres and 4.25 acres per 1,000 residents, respectively; and a 5 percent public share.
- 1996 City of Vancouver:** In July, the Vancouver City Council establishes a 0.25 percent real estate excise tax (REET) to fund the city’s public share of park development. Revenue generated will be used to address the service level deficit in existing neighborhoods, as state law requires that PIFs be used only to serve new growth.
- Clark County:** On August 6, 1996, Clark County adopts fundamental changes to its PIF program to fulfill its role in the city-county coordinated effort. A PIF for park development is added, new rates are established, acquisition and development standards are set, and a new 0.25 percent REET is enacted for six years to fund the public share of park development.
- 1997 Clark County and City of Vancouver:** The two agencies begin operating a joint parks department, Vancouver-Clark Parks and Recreation.
- 2002 City of Vancouver:** PIF rates are reviewed and updated to reflect increases in acquisition and development costs. The city also decides to continue collecting REET and reallocates a portion to transportation. City REET revenue for parks is primarily devoted to paying off debt from community center construction projects.
- Clark County:** PIF rates are reviewed and updated to reflect increases in acquisition and development costs. Clark County extends REET collection in the urban area for 30 years and redirects 50 percent of the revenue to economic development purposes.
- 2003 Clark County:** Clark County adjusts its development rate to reflect increasing costs.
- 2004 City of Vancouver:** The City of Vancouver updates acquisition and development rates.
- 2007 Clark County and City of Vancouver:** Both agencies jointly update the comprehensive plan to remove the fee schedule and district maps from the plan and readopt them in the PIF Technical Document. A fee indexing methodology also is adopted in the document for future fee adjustments.
- 2014 Clark County and City of Vancouver:** On Jan. 1, the agencies dissolve their 17-year parks partnership.
- Clark County:** On March 1, the county amends county code to provide greater flexibility for PIFs. Future PIFs collected for park acquisition and park development will be deposited in a single fund and can be used for either land acquisition or facility development



Who pays PIFs?

The developer or builder for single-family or multifamily residential development pays PIFs at the time building permits are issued. The cost is typically passed on to residents, either through a home's one-time selling price or ongoing rent payments. At the discretion of Clark County Parks, developers also can dedicate and/or develop parks within their projects instead of paying PIFs.

What are park impact fee districts?

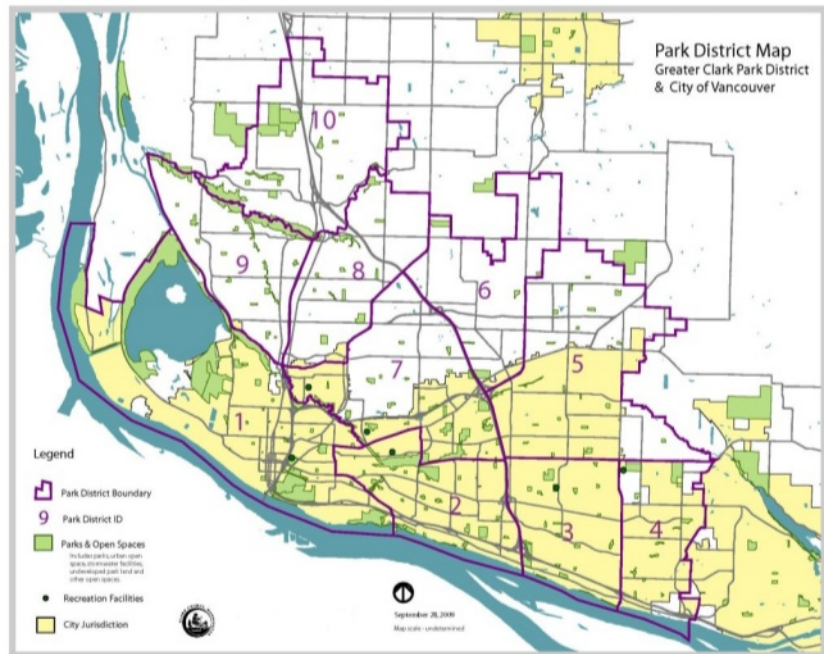
The Vancouver urban area (including the city and all areas within its urban growth boundary) is divided into 10 PIF districts. Fee calculation, collection, accounting and spending are tracked separately within each PIF district.

The districts were drawn to reflect natural and manmade barriers to circulation, irrespective of jurisdictional boundaries, and automatically adjust following annexations. Districts were designed so sufficient PIF revenue would be generated to support a reasonable level of park acquisition and development. PIF revenue collected in a district must be spent in that district.

How are PIF rates calculated?

PIFs are determined for each district by calculating the cost of acquiring and developing parkland to serve growth. The

calculation includes an "adjustment factor" representing user fees, debt service payments and other payments by new development for park system improvements. Fees are calculated separately for each park district. PIF rates, once established or updated, are fixed until modified by county or city action.



$$(\text{Acquisition Cost} + \text{Development Cost}) - \text{Adjustment Factor} = \text{PIF}$$

How often are rates updated?

In 2007, the county and city jointly revised the Vancouver-Clark Parks & Recreation Comprehensive Parks, Recreation and Open Space Plan. Revisions included removing the PIF fee schedule and district boundaries and transferring them to a separate document, known as the Park Impact Fee Technical Document.

This was done to allow future updates without requiring coordination through the comprehensive plan process. A fee indexing methodology was included in the PIF Technical Document for future implementation, at the discretion of Clark County and the City of Vancouver.

County code ([CCC 40.630.010](#)) stipulates that PIFs may be revised periodically based on financial analysis of park system needs or to account for inflation or deflation. The Board of County Councilors must approve all adjustments. Clark County last updated its PIF rates in 2003.

From: [AARON LUTZ](#)
To: [Cnty Parks Advisory Board](#)
Subject: Harmony paving
Date: Friday, February 9, 2024 1:00:03 PM

EXTERNAL: This email originated from outside of Clark County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I was just wondering if the board is ever going to pick a paver for the Harmony sports complex. We've been waiting for years, and when I asked last year, I was told that they would pick a paver by January 2024, and the project paving would start in early 2025. Why do they keep dragging their feet on getting this problem solved. They have the money, and will lose 2 million next year if not implemented by 2025. I know that you have to work with the city of Vancouver, but why are they possibly messing up the funding that has already been allocated. It would be a tragedy if the board lost half of the money. Just my two cents on this matter. I know you hear about this every meeting, but I'm getting really frustrated with being told that something good will happen next year or the year after. If you've ever driven thru the parking lot on a rainy night and had to wait for 30 minutes to drive 50 feet, then you'd know just how upsetting this situation has become for all the parents.

Please Help.

Aaron Lutz
360-921-6001

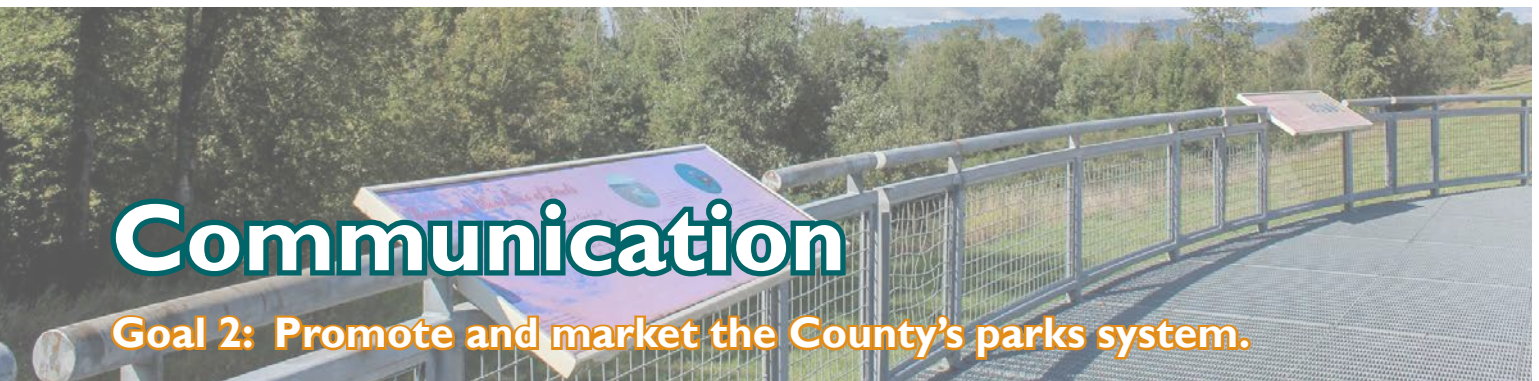


Partnerships

Goal 1: Forge and maintain strong public, private and non-profit partnerships to support the parks system.

Objectives

- 1.1. Develop partnerships with public and private organizations to increase publicly accessible parks and recreation opportunities and to help offset operations and maintenance demands of county park system facilities.
- 1.2. Open discussions with city parks and recreation agencies in the county to identify high priority projects across jurisdictions to jointly seek funding and otherwise collaborate on their implementation.
- 1.3. Collaborate with other agencies in acquiring, developing and operating parks and recreational facilities for the regional population, such as water access, trails, and regional parks.
- 1.4. Foster active partnerships with schools, ports, and utilities to help implement regional trails connections and safe routes to parks.



Communication

Goal 2: Promote and market the County's parks system.

Objectives

- 2.1. Work to improve access to quality parks, park planning and decision-making by underserved communities.
- 2.2. Continue to use a variety of methods and media to publicize and increase awareness about recreational opportunities available across Clark County.
- 2.3. Continue to support and promote the Parks Advisory Board as the forum for public discussion of park and recreation issues.
- 2.4. Promote Clark County as an outdoor recreation and tourism destination by effectively marketing the County's parks, trails, special facilities, open spaces, and natural resources.
- 2.5. Enhance the County Parks web presence with active engagement of social media.
- 2.6. Engage local media more actively to report on county parks activities, events, volunteer work parties, etc.
Engage
- 2.7. CVTV to produce a series of park and trail stories that serve to inform the community about the variety of outdoor recreation resources available in the county.



Developed Parks

Goal 3: Provide a diversified system of parks, trails, and open spaces that contribute to a high quality of life for residents.

Objectives

- 3.1. Proactively seek parklands in gap areas based on funding opportunities including grants, PIFs, and leveraged partnerships.
- 3.2. Prioritize facility development based on demonstrated demand, access by underserved communities, regional appeal, and cost recovery potential.
- 3.3. Develop park sites based on master plans, management plans, or other adopted strategies to ensure parks reflect local needs, community input, recreational and conservation goals, and available financial resources.
- 3.4. Offer parks, trails and sports fields and support services to accommodate the needs of various existing users and future users with population growth and demographic changes.
- 3.5. Continue to engage and support user groups that build and maintain special facilities.
- 3.6. Coordinate with public and private stakeholders to provide additional access for fishing, wading, swimming, and non-motorized and motorized boating where appropriate, including enhancements to water trails.



Trails

Goal 4: Create a seamless trail system

Objectives

- 4.1. Continue implementing the Regional Trail and Bikeway Systems Plan and the Bike and Pedestrian Master Plan.
- 4.2. Collaborate with Public Works Transportation’s sidewalk program to implement safer routes to parks to improve access for all potential users.
- 4.3. Coordinate with public and private stakeholders to develop a trails and bikeways network and collaborate to capture outside funding to close trail gaps.
- 4.4. Prioritize project implementation to leverage the highest valued benefits (“most bang for the buck”) such as short gaps between existing built trails to create longer more usable connections.
- 4.5. Connect more residents to urban parks and regional trails through implementation of GCPD local trail projects.



Natural Areas

Goal 5: Conserve significant Natural Areas

Objectives

- 6.1. Preserve the region's scenic beauty through protected natural areas and corridors along with providing outdoor recreation, where appropriate.
- 6.2. Implement and periodically update the Natural Areas Acquisition Plan.
- 6.3. Collaborate actively with the Columbia Land Trust and other conservation organizations to link open spaces and parks.
- 6.4. Connect greenways for riparian conservation and regional trail connections.
- 6.5. Cooperate with other county departments and neighboring jurisdictions to identify and conserve open space.



Heritage

Goal 6: Preserve local heritage to reflect County identity

Objectives

- 6.1. Protect and improve historic and cultural features through sustainable design approaches for existing and newly acquired park and trail sites.
- 6.2. Support Heritage Farm business and marketing planning efforts.
- 6.3. Collaborate with area historic preservation agencies.



Equity & Access

Goal 7: Support & Advance diversity, equity, inclusion and access to parks

Objectives

- 7.1. Develop an ADA Transition Plan Clark County Parks, Lands and Trails.
- 7.2. Prepare a Diversity, Equity & Inclusion (DEI) plan as a long-term planning tool, built from culturally relevant outreach and conversations with diverse groups.
- 7.3. Continue to examine accessibility barriers (socio-economic, language, physical, geographic, transportation) to parks and trails. Develop a priority matrix to allocate resources to address known gaps.
- 7.4. Implement signage and information in multiple languages at all parks and trails, and include information about amenities, etiquette, trail length, difficulty, material/accessibility.



Operations

Goal 8: Maintain to improve experience & protect assets

Objectives

- 8.1. Develop an operations and maintenance funding plan to help preserve and protect public property, preserve its value, and ensure its intended function or use, life expectancy, safety, security, and appearance.
- 8.2. Consider the maintenance costs and staffing levels associated with acquisition, development, or renovation of parks or natural areas, and adjust the annual operating budget accordingly for adequate maintenance funding of the system expansion.
- 8.3. Develop a revolving replacement fund for capital repairs and replacements over time based on the deferred maintenance backlog.
- 8.4. Incorporate sustainable practices design, development, operations and maintenance.
- 8.5. Investigate the feasibility of incorporating security patrols or a park ranger program to ensure safety of park and trail users with an additional goal of protecting facility infrastructure.