



# Clark County Parks Advisory Board Meeting Agenda



Tuesday, March 12<sup>th</sup>, 2024, 4:00 PM – 6:00 PM

4000 NE 78<sup>th</sup> Street, Vancouver, WA. 98665  
Luke Jensen Sports Park in the  
LJSP Bud Van Cleve Community Meeting Room, and  
Virtual Meeting via Microsoft Teams

## **PAB Members:**

James Kautz, Chair  
Teresa Meyer, Vice Chair  
John Jay, Secretary  
Donald Meeks  
Paulo Zandamela  
Tonya Dow  
Janis VanWhye

## **School District**

### **Liaisons:**

Cale Piland (Evergreen)  
AJ Panter (Vancouver)

## **Parks Foundation:**

Vacant

## **Next Meeting:**

April 9, 2024  
Microsoft TEAMS and  
In-Person

**\*\*Motion Needed**

- |  |                |
|--|----------------|
| <b>1. CALL TO ORDER</b>  | 4:00 PM        |
| <b>2. ADMINISTRATIVE ACTIONS</b>   | 5 MIN          |
| a. Meeting structure guidelines for Teams  |                |
| b. Roll call / guest introductions   |                |
| c. Approved previous Minutes. Copies of these can be found on the website, via <a href="https://clark.wa.gov/public-works/parks-advisory-board">https://clark.wa.gov/public-works/parks-advisory-board</a> |                |
| • February 13, 2024 Minutes**  |                |
| <b>3. PUBLIC COMMENT</b>   | 15 MIN         |
| <b>The public is encouraged to participate in the following ways:</b>  |                |
| • By phone: 213-262-7043 and enter access code: 153 865 949#   |                |
| • Submit public comments to: <a href="mailto:pab@clark.wa.gov">pab@clark.wa.gov</a>  |                |
| <b>4. MANAGERS REPORT</b>  | 30 MIN         |
| a. Departmental Updates – WRPA 2024 Conference May 21 – 24, 2024.  |                |
| <b>5. UNFINISHED BUSINESS</b>  | 45 MIN         |
| a. Parks Advisory Board Bylaws Updates – Rocky Houston (15 minutes)**  |                |
| b. Heritage Farm Sustainability Plan – Lynde Wallick (30 Minutes)**  |                |
| <b>6. NEW BUSINESS</b>   | 10 MIN         |
| <b>7. ROUNDTABLE DISCUSSION (PAB Members)</b>  | 15 MIN         |
| <b>8. ADJOURN</b>  | <b>6:00 PM</b> |

*Parks Advisory Board meetings are recorded and the audio gets posted on the Parks Advisory Board website:*  
<https://clark.wa.gov/public-works/parks-advisory-board>



# Clark County Parks Advisory Board



## Agenda Item

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Date: 3/12/2024

### Agenda Item: Park Advisory Board Bylaws Update

Action Item   
Informational  
Item

#### Overview:

A sub-committee was established to review the Park Advisory Board bylaws to determine if any changes were needed. The sub-committee met and has proposed bylaw changes (attached). The County attorney has reviewed these proposed changes and found them to be legally sufficient.

**Prior Action by PAB:** None  
**Action Requested:** Adopt proposed bylaws for the Parks Advisory Board  
**Attachment:** Proposed Bylaws  
**Prepared By:** Rocky Houston



# **Clark County Parks Advisory Board Bylaws**

**Last Update: 2/23/17  
Revised and approved: 6/09/2017  
Revised By: PAB Standards Sub-Committee**

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## **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.

The Board is subject to the Open Meeting Act of the State of Washington and shall conduct its meetings in accordance with the provisions thereof.

### **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, which 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 and Lands 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. 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 the second Tuesday of the month; a minimum of quarterly. 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 the **Luke Jensen Sports Complex** – Bud Van Cleve Community Room located at 4000 NE 78<sup>th</sup> Street, and an online option will be made available, but can be held at other locations, as properly noticed.

#### Section 3. Procedures

All meetings shall be open to the public in accordance with the Washington Open Public Meeting Act (RCW 42.030.020). 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 and Lands 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



## Clark County Parks Advisory Board



# Agenda Item

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Date: 3/12/2024

### Agenda Item: Heritage Farm Sustainability Plan Recommendation

Action Item   
Informational  
Item

#### Overview:

Park Planning has developed a final draft of the Heritage Farm Sustainability Plan for review and recommendation by the Parks Advisory Board. This plan will help guide the implementation of the approved master plan for Heritage Farm. Sustainability plan development was directed by Council during the master plan update in March 2020. This plan is the culmination of an 18-month process involving substantial public engagement and analysis. The goals of this plan are to increase public access and improve financial sustainability while implementing the approved master plan.

This plan includes details on the public process Park Planning undertook, context surrounding Heritage Farm, financial and site analysis, and an overview of three alternatives, with identification and recommendation of a preferred alternative.

Staff is seeking a recommendation from Parks Advisory Board to advance the Heritage Farm Sustainability Plan to the Clark County Council for consideration.

**Prior Action by PAB:** N/A

**Action Requested:** Direction from Parks Advisory Board to present the revised policy to the Clark County Council for consideration.

**Attachment:** Final draft of the Heritage Farm Sustainability Plan (dated 3/7/2024). *\*\*This attachment will be sent at a later time and/or separately.*

**Prepared By:** Lynde Wallick