

January 2013 Park Board

Park Board members present: Jeanetta Taylor, Ken Timmreck, Mark Bender, Dave Gruver

Guests: Charlotte Yergens, Pandi Gruver, Dixie Chichester, Will Scheutzow

PORTA Executive Director Susan Harris

County Commissioner Mike Manus

Pend Oreille County Community Development staff: Mike Lithgow and Terri Ann Hedtke

In Sam Nicholas absence, Mike Lithgow called the meeting to order at 2:06pm and asked for introductions.

It was noted that long time Park Board member, Charlie Smith has tendered his resignation, citing health concerns. Former Parks Board member Charlotte Yergens and Pandi Gruver requested applications to submit to the Board of County Commissioners to fill this vacant position.

Dave Gruver motioned to accept and approve minutes from the December meeting, Mark Bender seconded, motion carried.

Jeanetta reviewed vouchered invoices. No income to report.

Mike Lithgow informed the Board about an issue with the vault/pit toilet facility at the entrance of the Park. The dead bolt lock will need to be repaired or replaced; an appointment has been scheduled with North Idaho Lock and Key for Thursday.

Mike reviewed the Park & Recreation handbook that was delivered to the members at the January 5th workshop for Ken Timmreck, who was unable to attend.

Discussion initiated to form subcommittees identified at the workshop. Dave Gruver would like to chair the subcommittee for the Pend Oreille County Park.

Mike Manus presented a Forest Service up-date from a meeting he had with District Ranger Gayne Sears. This meeting included: Mill Creek(state land), Sullivan Lake and Noisy Creek; plowing parking areas and contract issues, only County Roads can be plowed with County monies, the question being how much usage and therefore is it a cost effective measure. Perhaps a contract for next year with the Forest Service. As Mike Manus pointed out, usage can mean different things to different people. Susan Harris stressed the importance of good and accurate record keeping, written notes for consistency. Capitol Christmas Tree 2013 was also discussed. The tree will be coming from the Colville National Forest; this could be an opportunity for a "find the tree" event, hopefully in Pend Oreille County. Mike Manus also stressed that perception and appearance is everything. He mentioned also that Stevens County has opened some roads to off road vehicles.

Resuming the subcommittee formations, Dave Gruver asked if there would be a limit on committee members per category or on how many committees one member might "sit?" As the Park Board is a

relatively small board, each member will probably be a part of several different committees, and the overlap of uses will make this desirable.

Dixie questioned whether the committees should be by type or location. Plans can be tailored to specific uses. Dixie has done significant research on different funding sources. Charlotte cautioned not to create a “funds driven” plan. Pandi suggested we identify the areas and then address the specific issues associated with that area; all together these will update the Parks Comprehensive Plan, which is the ultimate goal, to be ready for the upcoming RCO grant cycle next year. Dixie’s reminder would be as far as the comprehensive plan submittal, keep the state “in the loop” they can then review the plan in stages. Dixie further mentioned that any statistical information Susan might have, as gathered through the PORTA web site or surveys, could be very helpful and demonstrate public input. The PUD and Seattle City Light could have some of this data, as well as utilizing camping fees and pumping fees.

Interest based & area based

Subcommittees identified:

Pend Oreille County Park

Dave & Pandi Gruver

Jeanetta Taylor

Dixie Chichester

Motorized Recreation

Ken Timmreck

Will Scheutzow

John Stark

Yocum Lake

Sam Nicholas

Ken Timmreck

Mark Bender

Mike Lithgow

Section 16 (AKA Rustlers Gulch)

Charlotte Yergens

Pandi & Dave Gruver

Mark Bender

Bob Gish

Jeanetta Taylor

Non-motorized Recreation

Charlotte Yergens

Dixie Chichester

Carol Mack

Sweet Creek

Sam Nicholas

Mark Bender

Public Access Sites

Susan Harris

Mike Lithgow

Carol Mack

(The Chair for each subcommittee is underlined.)

Mike encouraged everyone to do their homework, which is to read the 2006 Park Plan update and Chapter 6 of the Pend Oreille County Comprehensive Plan.

There was a discussion on framework, the importance of partnering and phase 3 of Sweet Creek.

Mike Lithgow also gave a brief report about the recent Risk Pool training he attended, with a specific focus on Parks and Rec, including volunteer issues, and recreational immunity as it relates to liability.

It is imperative that the very out of compliance bathroom/shower facility at the Park be addressed prior to the Park opening for the season. At the very least a plan to address the ADA issues must be in place to avoid a potential fine.

Ken Timmreck presented a proposal for consideration re: opening roads for ATV's. Ken made a motion that the proposal be considered by the Board of County Commissioners for further review and possible adoption, Dave seconded, motion carried, with a unanimous vote.

The meeting was adjourned at 4:02pm.

January 5th, 2013 Park Board workshop

Park Board members in attendance: Sam Nicholas, Mark Bender, John Stark, Jeanetta Taylor and Dave Gruver.

Guests: Dixie Chichester and Carol Mack from Extension and Karen Skoog, Pend Oreille County Commissioner.

Pend Oreille County Community Development: Director Mike Lithgow and Admin Assist Terri Ann Hedtke.

PORTA, (Pend Oreille River Tourism Alliance) director Susan Harris and her son Will Scheutzow.

Morning session began with introductions and brief biographies. Mike Lithgow is hoping to identify 2013 goals and deliverables, view "the big picture." The Forest Service will be attending the afternoon session. Notebooks were handed out, the beginning of a "road map" for the Parks, and a single depository for essential information. The table of contents will grow as needed. Jeanetta suggests the binders be passed along to new members in the future. Sam Nicholas likes the idea to set goals to be reviewed at year end. Karen Skoog suggested a minutes/agenda section. Mike suggested the Pend Oreille County staff prepare agendas in the future, both Sam & John concurred. Mike would also like to utilize the website for meeting & agenda information.

Parks Plan was last updated in 2006-07, what should be done now? In order to be ready for grant opportunities, the Parks Plan needs to be ready; demonstrate a commitment, make the granting authority look good, spend \$'s wisely. Updating the Plan for the 2014 grant cycle should be a #1 priority. Often a consultant is hired; breaking the plan into manageable sections will help. As "homework" for the Park board, Mike would like the members to read through the 2006 update, and Chapter 6 of the Pend Oreille Comprehensive plan; be communicative VIA e-mail & phone. Dixie has done some preliminary work on RCO grants; the Plan will need approval and submittal prior to Grant Applications. The Plan should be approved by the end of the year so a plan draft by the August would be reasonable. Carol asked about the Public process, which is a requirement. Carol gave an overview on the last grant update. The plan lacked engineering. Mike mentioned the Gonzaga Plan, "the Cadillac" on the top end of the spectrum. Maybe a phased project, incorporating pieces and parts of the Gonzaga Plan.

Mark Bender mentioned the recent presentation by the Eastern Students of Pend Oreille County Public Lands, and that 50% of the lands identified are directly under the Parks Board heading for administration. These inventoried lands will be added to the Park Board hand book. Mike is in hopes of utilizing the students further.

Park decisions are recommendations to the Board of County Commissioners. A motion would be more "solid." Sam would rely on Mike to know when an official motion rather than a suggestion is appropriate.

Carol spoke about a virtual field guide, to be prepared by students, engaging them and giving them "buy in."

Karen Skoog suggested Committee reports.

The next regularly scheduled Park Board meeting will be January 16,th 2:00pm at the Cusick Community Center.

What else do we want to see in 2013?

- Water @ park for horses(permits have been secured, this is in process)
- Update Parks plan
- Yocum Lake and the Forest Service intensions
- Field trip to view road widening for horse trailer/RV accessibility
- Section 16, to log or not to log, consider that forester Steve Gibson listed 32 acres of diseased trees in his recent report, considered marketable at this point
- A PR marketing plan [Susan Harris of PORTA offered her services to aid in marketing and advertising the park.

The Afternoon Session

Gayne Seares and Kevin Walton of The Forest Service joined the afternoon session as well as Matt Scott from the Backcountry Hunters and Anglers. Many joint items of interest were identified:

- Yocum Lake
- Water Trail
- Adjacent lands-County lands that border Forest Service properties
- Batey Bould
- Edgewater
- PNW Trail
- Sullivan Lake/winter recreation
- Motorized recreation
- Winter plowing
- Lookout/cabin rental
- Recreation marketing plan
- Non-motorized recreation
- Engaging Pend Oreille residents
- Information sharing
- Cooperation with the Forest Service as a goal for improved perception
- Wilderness update
- Capitol Christmas Tree 2013 from Colville National Forest, criteria 65'– 80' tall, accessible by crane, all ornaments to come from Washington State

The top four of the above items were discussed further, they were:

- Yocum Lake
- Badey Bold
- Motorized Recreation
- Water Trail

Yocum Lake- accessibility/restroom issues, management challenges-it's a party spot, sanitation, and erosion

[note to Comm Dev staff research RAC title II funding, contact Stimson re: access see Doug Smith]
Schedule a Springtime field trip with a subcommittee

Badey Bold trails were developed in the 1980's, with perhaps not the best of designs; maintenance is problematic, and some hardscaping that was used is now exposed and dangerous. The trailhead and bathroom are on County land maintained by the Forest Service, it could be a "world class" destination trail, don't let money determine what we tackle for a project. Is this facility desirable, does the County want to couple, we need a good plan. PORTA director Susan Harris mentioned that the Colville National Forest is a "poster child" to demonstrate a revenue stream other than logging, an economic asset to the County. Many groups could be identified and brought together for an event of this nature, American Motorcycle Association, Motorized Recreational Committee and NOVAC. For motorized recreation, we need to "connect the dots," ATV, motorcycle and snowmobile.

Water Trail update

Signage, interpretive signage at Greggs site, a map guide showing national designation. Kayak rental has helped considerable.

In conclusion:

Concessionaire-the permit has expired, no takers, Sullivan Lake may be a good candidate for an automatic system, if the security issues can be adequately addressed.

2:42pm adjourned.

Park Board minutes February 2013

Park Board members present: Dave Gruver, Jeannette Taylor, Mark Bender, Ken Timmreck.

Guests: Travis Belner baseball commissioner for Little League baseball, Janella Ardman, Little League Treasurer, Dolly ??, secretary, Tyler Robinson, Pandi Gruver, Dixie Chichester, Sam Castro

Community Development staff: Mike Lithgow and Terri Ann Hedtke.

Sam Castro presented for the Youth Sports Programs/Little Leaguers (NYAA—Newport Youth Activities Association). A Power Point presentation highlighted the needs for the ball fields located in Newport, notably dugouts, concessions stand repair, to include hot water, field re-build and repair, (as some fields are not Little League approved), break away or magnetic bags, lighting, removable pitching mounds, security, water fountains, yard hydrants. Little League insurance requires a certain level of improvements and safety issues be addressed. The City of Newport leases the fields to the youth for \$1/year and considers that their contribution to the program. NYAA was hoping that Parks and Recreation could aid in funding. Discussion and questions followed relating to fund raisers and additional support from the City of Newport. The NYAA completed their presentation and left. Mike suggested a motion for recommendation to the Board of County Commissioners. Further discussion of whether to, and/or to what extent to, offer help. Some members felt that County parks money to support the City of Newport infrastructure was not appropriate. Jeannette mentioned that “filling the pot” rather than dipping into it was a concern. Dave recommended \$1000 be given towards the approved bases and pitchers mounds, Mark seconded and the motion carried.

Jeannette motioned to approve minutes, Ken seconded and the motion carried.

Treasurers’ report, Jeanette reviewed the Accounts Payable listing and requested further reports which address the salaries and wages. (and a perhaps a briefer report which would waste less trees!)

Subcommittee updates.

Park House insulation is complete. The Community Development staff will obtain the dollar amount of PUD bills from Mike Peterson for the next month’s meeting, hopefully demonstrating that the insulation is a savings..

Discussion of formalizing a name change from “Section 16” to Fresco Trail or Rustlers Gulch. Mike suggested a naming contest? Section 16 should not be a “cash cow.” It should be managed for forest health concerns as well. Signage, parking, trail head and bathrooms were highlighted as main concerns. Mike has notes on the subcommittee meeting and he will get those to Terri Ann. See attached. The next meeting of the subcommittee is scheduled for March 7th, 6:30pm – 8:00pm in the old Courthouse, Community Development; Dario, formerly of DNR on the LYNX project, possible guest speaker.

The Park subcommittee identified the biggest concern, ADA compliant, safe and sanitary bathrooms. Estimated costs are \$40,000-\$50,000 for an ADA “2 holer.” Mark Bender motioned to recommend to

the BOCC that bids be solicited. Mike felt a field trip and conceptual bid for demolition, septic pumping and filling was appropriate. Dave seconded the motion and the vote was unanimous.

Forestry students could be a valuable resource, “a lot of bang for the buck.” Dixie Chichester spoke about a Whitworth University project (see the Whitworth web site for further information on this ongoing project) being carried out on Scotia Road property, Whitworth Ruby environmental center(the Verbruge property which had been willed to Whitworth) The property is being developed as a wildlife refuge and educational center. For capturing grant funding it might be best to not duplicate an ongoing project of the Verbruge scope and instead shift focus to recreation, incorporating informative and interpretative kiosks with stewardship opportunities. Not duplicate other efforts but make it special, different and unique. It was suggested that the Whitworth students be invited to utilize the Park as a campus as well, as it offers a diversity of trees and wildlife from the headwaters of the Little Spokane. Mountain bikes were suggested, see non-motorized subcommittee.

Non-motorized and motorized collaboration. Survey discussion—when to disseminate survey and by what means, a Survey Monkey on line, a survey published in both the Miner and Gem State Miner, as well as the Selkirk Sun.

The Upper Columbia Children’s Program was discussed, with a focus on the following question, what do we want to know? Terri Ann and Dixie will attend an informational meeting hosted by the Pend Oreille Conservation District. An active love of the outdoors with a possible focus on bike trails, and rails to trails were both mentioned. The possibility of VISTA, with a tie to fighting poverty was also mentioned. This is a big part of the VISTA program.

Motion to adjourn 4:05pm.

March 20th, Park Board Regular Meeting

Park Board members present were: Mark Bender, John Stark, Ken Timmreck, Jeanetta Taylor and Dave Gruver.

Guests and sub-committee members: Charlotte Yergens, Dixie Chichester, Pandi Gruver, Susan Harris, Will Scheutzow, Daro Palmer and County Commissioner Mike Manus.

Community Development support staff present: Director Mike Lithgow and administrative assistant Terri Ann Hedtke.

Introductions, Daro Palmer explained his responsibilities in WDFW and the 3 areas he is managing, specifically the West Branch of the Little Spokane/Rustlers Gulch wildlife area.

Dave Gruver made a motion to approve the February minutes, Ken Timmreck seconded and the minutes were approved.

Jeanetta Taylor, Treasurer, reviewed the Expenditures and Financial Management reports provided through the Auditor's and Treasurer's Offices respectively, and asked questions on some of the expenditures. After explanation the Treasurer's report was approved.

Daro Palmer was invited to present. He provided a map of the sites he manages and highlighted some of the issues he will be addressing. The Rustlers Gulch area was designated as a non-motorized vehicle access site for several reasons, one being the spread of noxious weeds, the amount of roads in this area make this weed abatement difficult. Another reason for the limited motorized vehicle access is the private land surrounding the sites and trespass issues. Daro asked the group about management for recreational allowances. The Park Board had many concerns; fencing, parking areas, trail head needs for equestrian and the need for a formal MoU (Memorandum of Understanding) and would this have the blessing of the Board of County Commissioners.

Some clarification is needed on what lands have already been designated as motorized. A long term management plan is needed. Fresco Trail has been formally vacated.

It was noted at this time that after Minutes have been approved they need to be posted on the Park Board web site.

Returning to Daro's presentation; it is the intent of the Park Board to work with the State to develop a suitable parking area, Dave Gruver made a motion to that affect and John Stark seconded, the vote was unanimous, motion carried. Mike Manus would like to be included in future field trips. Daro discussed Spring-time issues, disabled hunter access and equestrian access on the south side. Mike Manus asked about timing for completion of some access projects, Daro felt that the parking area may happen this year, Charlotte thought it could be a great dollar for dollar match project for the up-coming RCO (Recreation Conservation Office) grant cycle in 2014. It could be a really nice area. Dave spoke to the different chapters of Back Country Horseman and the variety of "pet" projects. Susan wondered if an

MoU would be appropriate, and is there any risk that funding could be lost. Currently use agreements are being reworked.

DNR has funds available for fuel reduction with a 10% match, and the Section 16 property may qualify, WDFW could partner. Mark Bender asked about boundary lines, motorized traffic and signage. Daro will provide his e-mail and contact information to the Park Board.

Sub-committee Chair Reports

Terri Ann requested that sub-committee chairs provide brief minutes of their meetings to her for inclusion in the Park Board minutes. This will save time and insure accuracy.

Pend Oreille Park—Pandi Gruver

Original plans; both the 2000 and 2006 versions, appear to be a “wish list” of unreachable goals. Rather than a revision of the older plans, perhaps a re-write is in order, including Section 16. Charlotte thought a definition of goals vs. objectives might be in order. Some discussion. Susan spoke about the International Selkirk Loop and the challenges in marketing Pend Oreille County. She felt like it might be time to revisit the opportunity for the Gateway piece, telling the story of Pend Oreille County in terms of “rural-ality”, primitives and the “big picture” concept. It may be time to re-evaluate as the demographic has changed; the “baby boomers” have boomed, the “eco-tourist” is emerging and 1st impressions are important. Mike Manus asked how many rest areas are on Hwy 2? Further Mike Manus added that the Department of Transportation says Hwy 2 will be the next I-90 and rest areas will need to be ADA compliant and able to accommodate semi-trailer trucks.

Motorized and Non-motorized—Charlotte & Dixie

A balance is needed for both motorized and non-motorized usage. This balance should be determined on future management needs and what’s best for the natural resources, not based on the past. Mike Manus added and for the people of Pend Oreille County.

Will Scheutzow reported on entities contacted for motorized usage (see attached). PANTRA, an organization out of Spokane; this group is excited and enthusiastic to be involved with events, including Baty Boulder; the AMA (American Motorcycle Association) can help with liability insurance for events and can help with club start up; Stump Jumpers, partnering and match grant opportunities. Proposed field trip tentatively scheduled for April 19th. Ken Timmreck added that he would like to see the Board of County Commissioners take action on his proposal to open all the county roads and sections of the State Hwy to ATV traffic. Mike Manus address some legislation, an “opt in” state wide. The BOCC has been waiting to see if the State would pass something, liability being a concern. To date, Stevens County has not had any issues. If the State would opt in it would help the liability to a degree. Ken continued that trails alongside the paved roadways, where feasible, would be beneficial to keep the riders off the paved roads. Open a dialogue with the Forest Service and the DNR for access to some of their trails and roadways along with skid trails from logged properties. Advertise the County for 4 wheelers and

snowmobilers. Mike Lithgow elaborated on the Baty Boulder area and the list of issues the Forest Service has with the site; also mentioned was the Edgewater site and Sand Creek, from Metaline Falls to Lone. John Stark mentioned the improved relations with the Forrester Service.

The Sweet Creek phase 3 grant has been submitted.

Pandi Gruver asked if a new Park Board member had been chosen. Mike Manus addressed this question, numerous Pend Oreille County boards have vacancies and Clerk of the Board, Liz Braun has identified this on the web site and posted them at the courthouse.

Subcommittee discussions can be overwhelming and a comprehensive update will require a significant amount of time and volunteers have a minimal amount of time to spend.

The proposed Public Input Survey was discussed. Likes? Dislikes? The Survey was deemed very comprehensive. Dixie has been reviewing plan requirements and a question addressing Level of Satisfaction will need to be added. Should the survey address specific sites was one thought. A map of sites would be helpful. Dixie wondered about breaking the survey into 3 parts.

Susan's concern was that a "self-selected sample" might not be a valid sampling, a larger number may be needed for validity and historical information might need to be included. She suggested a visionary piece and a facilities map. Demographics and user groups is important, some grant applications require this type of information be included.

It was suggested that the update for the Parks Comprehensive Plan would be facilitated by funding Dixie with a small contract, attaching deliverables and phasing it, start slow and see the degree of experience and motivation she brings to the project. She has been reliable and is local. Garner students to help in the fall, perhaps with the Section 16 property, establish a timeline—the State requires a state approved plan in place for grants. The Parks Plan can be reviewed prior to official submittal.

Dave made a motion to hire Dixie to write and consolidate the Parks Comprehensive Plan, at a cost not to exceed \$10,000. Susan, as a contractual employee herself, recommended to Dixie that she reserve 30% for taxes, operating costs will need to be considered. Ken Timmreck seconded the motion, the vote was unanimous, motion carried.

Mike informed the Park Board that 2 vault toilets have been ordered for the Park, some discussion about partnering with DoT and Sunshine Disposal. Total cost should be around \$30,000. Mike will research the possibility of relocating the vaults for future moves to other locations.

Additional monies may be needed to move the water at the Park. Discussion on accounts and payments.

Field trip to the Park tentatively planned for May.

Ken Timmreck made a motion to adjourn at 4:18pm, Dave Gruver seconded.

Park Board 17 April 2013

Park Board members present: Dave Gruver, Mark Bender, Jeanetta Taylor and Sam Nicholas.

Guests: Pandi Gruver, Susan Harris, PORTA Executive director, Will Scheutzow and Mike Manus.

Pend Oreille County support staff: Mike Lithgow, Dixie Chichester, Upland Educational Services contractor and Terri Ann Hedtke.

The meeting was called to order at 2:06pm, it was agreed that Chairman Sam Nicholas and Community Development Director Mike Lithgow would co-chair this and future meetings. Introductions.

Dave Gruver made motion to approve the minutes, Mark Bender seconded, motion carried.

Jeanetta Taylor, Treasurer, reviewed the Treasurers and Auditors reports provided by the Community Development Department. Mark motioned to approve, Dave seconded, motion carried. Sam requested a flow chart of expenditures be produced quarterly.

A full day of site visits has been scheduled for Friday, April 19th, with a visit to Batey Boulder in the morning, followed by Box Canyon Rd and Sand Creek to Lehigh Hill in the afternoon. PANTRA (Panhandles Trail Riders Association) will have a representative attend; Gayne Sears and Kevin Walton from the Forest Service are also scheduled to attend. It is anticipated that safety concerns, liability and maintenance as well as re-design to avoid further failure and a proper trail system for possible ATV use will be issues to discuss. Mark asked about a map for developed access sites not under Parks and Recreation management and the possibility of winter ski opportunities. Susan addressed the possibility of reconstruction of opportunities for cross country skiing as a "balancer," so to speak, for the ATV usage. Mike suggested that "Edgewater North" be acquired and managed by the Park Board. If the skid trails, left over from the logging, could be cleaned and groomed just a bit, it would be good for ATV's. Jeanetta asked how it would be designated and Mike explained. Dave wondered if a motion would be appropriate to present to the Board of County Commissioners (BoCC). Mike suggested the property be identified in the plan first. Dixie mentioned that there was specific grant funding available exclusively for trails.

Dixie's contract was reviewed with an update (see attached).

Neither the Parks Plan nor grant proposals to the Recreation and Conservation Office (RCO) can be submitted until January 2014; however drafts of the Park Plan can be submitted for review prior to adoption. The final plan will need to be approved by the BoCC; Oct 31st is the proposed deadline, it will be a component of the Pend Oreille County comprehensive Plan. Dixie stressed the importance of the sub committees need to meet and convey information to her for inclusion in the Parks plan. Pandi asked about the desirability of over planning. Mike explained and qualified. [2:39pm, Commissioner Mike Manus arrived]

There was some discussion on designated funds and the need for BoCC approval.

Pandi addressed "action items" for the Section 16 property.

Dixie will make a list including inventory, goals and objectives. Mike encouraged prompt response to e-mails from Dixie. Susan asked about a formal time line.

The Pend Oreille County Park non-ADA compliant bathroom/shower structure has been slated for demolition and the placement for the 2 (two) new vault toilets have been chosen as well as a designated ADA campsite. County Engineer/Risk Pool manager Don Ramsey, along with Mark Long (Road District 1) and Bernie Nelson (Road District 2) has identified numerous danger trees in the Park and recommend removal (see attached). Mike Manus noted that the identification of the danger trees increases County liability. The Park Board would like a second opinion before recommending tree removal.

Mike Manus addressed the Section 16 property as it relates to income and sustainable timber harvests.

It was further noted that Dixie shows commitment to the state grant opportunities.

Mike Manus mentioned that a heads up approach is good for all, get the major issues address at a workshop

Sam would like to re-visit the ¼ of 1% real estate sales tax to be specifically ear marked for Parks and Recreation. Point was made that it might be a hard sell for tax payer approval.

Some discussion on the road levy shift.

The advisability of a percentage of all timber sales supporting the Parks and Recreation Department
Jeanetta delivered a brief history of the Timber and Parks for Mike Manus benefit

Mike spoke to the timber inventory; estimates were discussed along with sustainability.

Susan outlined a strategic plan to market the Parks and Recreation and funnel towards ¼ of 1%.

Mike Lithgow recognized that all of the above was good food for thought.

The Extension Office "Weed and Seed" program was mentioned as Park host, Mike Peterson, has the necessary equipment to treat the Park. Dave made motion to pursue this and Mark seconded.

Mike Lithgow shared that the BoCC is looking to replace a Planning Commission alternate position.

Mark Bender asked about the DNR fuel reduction program.

Mike Manus mentioned there is over whelming support from the public re: ATV's on County roads.

Dave & Pandi shared images from PeeWee Park as a vision for the Pend Oreille Park. Dave has also gathered some pricing information for the hydrant at the Park and suggested that the May 15th meeting be held at the Park.

Dave made motion to adjourn at 4:06 and Jeanetta seconded.

May 30, 2013

**Parks and Recreation Board
Evening Workshop**

Park Board members present were: Sam Nichols, Mark Bender, Jeannetta Taylor and Dave Gruver.

Guests: Parks and Recreation Consultant, Dixie Chichester, Linda Nichols, Pandi Gruver, PORTA Director, Susan Harris, Hickory, Will Scheutzow, and County Commissioner, Mike Manus.

Community Development support staff present: Director Mike Lithgow

This was a workshop scheduled to review and discuss a new mission statement and new parks and recreation goals and objectives.

Sam Nichols began the discussion at 6:05 p.m. by discussing the mission statement based on an idea submitted by Parks and Recreation Consultant, Dixie Chichester. Sam suggested perhaps the words "drug-free" be inserted into the statement. After some discussion it was decided that the word "safe" in the statement would cover drug or alcohol problems. Also, it was decided to eliminate the words "for all people" in the statement. The final statement shall read:

"It is the mission of the Pend Oreille County Parks and Recreation Board to promote safe, sustainable outdoor recreation opportunities in Pend Oreille County."

Next items discussed were the general goals for the P&R Board, again based on ideas provided by Dixie. It was determined that the goals should not be prioritized and that the wording be kept as simple as possible. There was some discussion about Off Road Vehicles and resource damage. The group decided that providing ORV opportunities was still possible under good stewardship of park areas as long as proper management and maintenance issues were included in the management plan of the area. There was some discussion concerning a permanent parks and recreation department. Since Parks and Recreation already has its own budget numbers and web page it was determined that to it should be made official. Mike Manus suggested that Mike Lithgow write a resolution creating a permanent P&R Department. Mike Lithgow agreed to write the resolution. Minor changes in wording and spelling were suggested for the nine goals but were generally approved by all. Then Sam Nichols suggested adding a tenth goal pertaining to the importance of providing opportunities for youth. Dixie will add that to the list of goals.

The more specific goals and objectives for Pend Oreille Park were then discussed. More word and spelling changes were suggested. Dave and Pandi Gruver suggested some additional improvements to be added to the equestrian park section. Mike Lithgow suggested adding an equestrian trail to connect to Section 16 and also a vault toilet for the day use area. Mark Manus suggested adding a better description of landscaping to include native, natural plant materials. He also suggested including improvements to the caretakers home to improve aesthetics of the park. Pandi suggested that park regulations be included. Dixie mentioned that the issue of park regulations was already addressed in section iv of goal #1. An interpretive sign with information about Leave No Trace should be added to

the plan. Benefits of recruiting an additional camp host to assist the caretaker were discussed and it was decided to not make any changes concerning that issue. . Dixie will update all goals and objectives based on tonight's discussions. The discussion of Pend Oreille County Parks and Rec goals and objectives was ended at 7:45 with the intent of continuing at the next meeting. The discussion will begin with goal #5 on page 2.

There were some additional discussions:

- The name of section 16...Calispel Trail? Most agreed that the word Calispel was overused. Susan recommended staying with Rustler's Gulch as it epitomized the rural and primitive characterization of Pend Oreille County.
- Letters of support for the equestrian trail connecting Pend Oreille County Park and Rustler's Gulch need to be written and submitted. Mike Manus arranged to have a letter of support coming from his ATV group.
- The new restrooms and road work in Pend Oreille County Park were discussed along with information about the environmental education activities coordinated by West Valley Outdoor Learning Center that brought 170 students from the Deer Park School District to the park.
- It was determined that letters of thanks need to be written and sent to teachers and students at Selkirk High School and employees at Seattle City Light who made possible the 10 new picnic tables that were delivered to Pend Oreille County Park. Dixie will get names of those involved and draft a letter with a copy sent to Mike Manus.
- Mike Lithgow will be on vacation during the next regularly scheduled meeting so the group decided to change the date for the next meeting from June 19 to June 12 at 2:00 p.m. at the Cusick Community Center. Mike Lithgow will contact Charlotte Yergens, Cusick Town Clerk, to schedule the change.

The discussion ended at 8:00 p.m.

Submitted by Dixie Chichester
(Substituting for vacationing Terri Ann Hedtke)

June Park Board 2013

Park Board members present: Mark Bender, Ken Timmreck, Dave Gruver, Sam Nichols, Jeanetta Taylor and John Stark.

Guests: Mike Manus, County Commissioner, and Pandi Gruver.

County Staff: Dixie Chichester Park Plan consultant and Terri Ann Hedtke, administrative assistant to Director, Mike Lithgow.

Sam called the meeting to order. Mark Bender moved to approve meeting minutes from April Jeanetta seconded, motion carried. Treasurer's report was approved. (Mike Lithgow arrived from an RTPO (Regional Transportation Planning Organization) grant presentation in Colville.) In 2 weeks grant funded projects should be chosen. Some discussion on the proposal.

Dave Gruver gave an update to the equestrian trail clearing at the Park. The "danger tree" slash pile was thoroughly discussed; Mike laid out some options including chipper options. Mike Manus suggested an e-mail vote on any bids gathered. Park plan consultant, Dixie Chichester, suggested some logs be set aside for barriers, and since tree removal will be an ongoing activity at the Park, perhaps a designated "debris yard" should be added to the Park plan.

Dixie continued with a Park survey up-date noting that 400+ youth responses have been received, including ages 11 – 18. 129 adult responses thus far, 110 e-mail. Newport Miner coverage has been good and another ad has been scheduled. The Selkirk Sun has also been featuring articles, including the picnic tables built for the Park. Other media outlets CUBS radio and the Elk Sentinel. More survey responses are needed. Some discussion on informing the North County; it was suggested that the Lions Club could help with "getting the word out." Dixie will resend the e-mail and produce a bulletin board flyer with pull off tabs containing the web site link to the survey. Pandi mentioned an editorial in the Newport Miner highlighting the Parks survey. Town Hall meetings are planned for August. Would it be appropriate for the PUD to include the survey in their billing? Could there be a link on the electronic Miner? After June 15th, the survey link will be gone unless we purchase more time. 5 Town Hall meetings would be a good goal Countywide; public input is vital to show the state effort on public buy in. Discussion on best locations and optimal times for these meetings. A rough draft of the plan will be available for Town Hall meetings. 85% of the people who have taken the survey are pro Parks & Rec; non-motorized activities leading. Continuing the discussion on Town Hall meetings, 5 is a goodly amount, maybe 4 would be enough, scheduled for the last week in August. Mike Lithgow will secure a booth at the Fair.

Mike Manus mentioned Frisbee "disk" golf as a project; Dixie included this activity on the survey; an inexpensive family entertainment. Discussion on best location for a course.

The question was asked, who has jurisdiction of the park at the Fairgrounds. Time for a partnership? A contractor pushing summer events?

Review of goals and objectives, beginning with #5.

Discussion: Frisbee golf, food vendors in the Park, recreational immunity, donation box.

A return to review of goals and objectives; question on goal #6. Use of a chart or graph? Next, a marketing plan for the Park, the "Gateway" piece; a kiosk, signage? Landscaping? Rest area? Utilize harvested timbers. Banner that says "open." Periodic news releases. Mark Bender will look into marking removed trees to salvage. The "pink bats" were discussed. Mike suggested including PORTA in the marketing piece. Maintenance/equipment storage/shop area.

Pandi suggested a committee for the Fair booth. Further discussion on type of displays and that any displays used for the Fair could be used for the Town Hall meetings as well.

DNR scholarship monies for fuel reduction/mulching?

A potluck/workshop was proposed for Tuesday July 2nd, 5:00pm – 9:00pm. Items to be addressed; goals & objectives, survey results; Sweet Creek, Eagles viewing, Water Trail and Edgewater North.

Sam recapped action items for Dixie, Mike, Mark & Pandi. Motion to adjourn.

July 2013 Park Board

Park Board members present: Sam Nichols, Jeanetta Taylor, Ken Timmreck, John Stark and Mark Bender.

Guests: Mike Manus of the Board of County commissioners and Susan Harris, executive director of PORTA.

County staff: Community Development director Mike Lithgow, Park Plan consultant Dixie Chichester and administrative assistant Terri Ann Hedtke.

June meeting minutes approved.

Jeanetta reviewed the financial reports. Motioned to approve and seconded.

Park members now have all the information needed to make decisions on which projects to pursue over the next 6 years, including survey results, recreation trends, inventories, goals and objectives for each area. Annual income for the next 6 years needs to be determined, and then we can decide how to spend the money.

Susan suggested an Arts and Entertainment element be added to the Park Plan; often grant opportunities are enhanced by Arts and Entertainment features, specific language could be included in the plan addressing Arts and Entertainment, what is available, what to promote; infrastructure is key and could be enhanced so that other private groups "pick it up," projects could include developing infrastructure for outdoor entertainment opportunities. Perhaps River Arts Alliance could be the "umbrella" entity. The Park has a natural amphitheater. The objective of a marketing plan is to keep the intended audience overnight. Dixie will add these suggestions to the Park Plan. Fits in nicely with Goal #9. Develop the infrastructure for outdoor opportunities.

Some discussion re: on-going funding sources. Mike Manus relayed the BoCC's suggestion; that 10% of all County timber harvests are dedicated to Parks, which could run \$20 - \$40 annually, including Section 16 aka Rustlers Gulch. Further discussion on Section 16; a stewardship plan is needed, how much money could be realized from Section 16. Mike has had some conversation with the new County forester on creating stewardship plans for the other properties under the Parks Board direction; these stewardship plans will aid in applying for grants. Is there a projection on acres to be logged in the next 6 years? Pend Oreille County historically has managed the timber, in the years 2007 thru 2013 there has been a fairly intense harvest and it is not well inventoried.

Some discussion on "Disk" or "Frisbee" golf and possible donations opportunities.

Sam Nichols returned to funding concerns and the interpretation of the verbiage on the Quit Claim Deed which transferred the Section 16 property. The DNR will be contacted for clarification. Jeanetta Taylor, as the Parks Board Treasurer, will be included in the budgeting process.

Goals and objectives: as a Parks and Recreation board, what is the number 1 most important aim? To prioritize and hold onto monies. The survey identified that respondents like the hiking/walking trails

and these existing amenities should be improved. If a grant were secured, who would write the proposal and who would administer it? Dixie recommends a VISTA individual be secured. A “laundry list” of projects is needed. The Park could implement a business model with a spread sheet showing the project/income/costs; this would be an ideal budget mechanism for all the facilities that the Park Board oversees. A business “road map” going forward.

It would be ideal if a VISTA could be secured through the winter, ready to implement grants for the upcoming season.

Initial projects should be those that present economic opportunities, perhaps near cities and towns. The best potential for fund raising is the Pend Oreille County Park. \$16,000/year, gross, could be realized from the Park in the form of camping fees, group rentals and events.

Sam offered a brief re-cap; identify funding sources, clarify verbiage on the Quit Claim Deed, Mike Manus, in response to Dixie’s budget questions, estimated \$15 – \$20 thousand/year.

The vault toilets need better maintenance, Ken motioned and John seconded that Mike Lithgow explore options for servicing the vault toilets.

Dixie will send applications to those individuals who have expressed an interest in filling the vacant Park Board position. Harry Loskill has applied.

A discussion on goals for the next 6 years.

- Improve County Park/add a kiosk

- Yocum Lake needs trails and a boat launch

- Stewardship plans to take care of what we have

The Park Board will be sharing a booth with PORTA for the Pend Oreille County Fair to encourage public attendance at the upcoming Town Hall meetings scheduled for August 19th through 22nd. The Sacheen Fire Hall suggests a \$50.00 donation for use of their facility; Dixie will front this amount and include it in her next invoice for payment.

The next meeting is a workshop scheduled for July 31st, prior to the County Fair, to iron out details.

The question was asked should Rustlers Gulch be motorized or non-motorized?

The meeting was adjourned at 3:55.

September 2013 Park Board regular meeting (no quorum) abbreviated minutes

Park Board members present: Mark Bender, Sam Nicholas and Ken Timmreck.

Pend Oreille County staff present: County Commissioner Karen Skoog, Director Mike Lithgow, Park Plan consultant Dixie Chichester and administrative assistant Terri Ann Hedtke.

Guest Tom McCaffrey from Pend Oreille County Road Department.

Chairman Sam Nicholas asked about Park Board member replacements. Mike provided an update from the Board of County Commissioners, there are 5 applicants.

The budget was discussed, as well as funds from timber cutting and the deed for the Section 16 or "Rustlers Gulch" property. Mike noted the division within the Department of Natural resources responsible for the deed has been re-organized and the individual he spoke with attempted to explain the intent of the resolution, he further noted that County attorney Tom Metzger is reviewing.

Mark Bender shared some interesting information re: disk golf.

Mike introduced Tom McCaffrey who addressed the members re: road funding opportunities. He also supplied an ATV map/guide from Okanagan County, safety certification—revenue—new market. Grant opportunities through Polaris, Honda and Yamaha, ATV related focusing on safety and trails.

Equestrian trail design, from the Pend Oreille Park to Section 16, survey work is to begin next week; funding?

Park Plan review; a presentation showcasing highlights and the professional quality of the new plan.

Karen Skoog mentioned Barb Cottrell from the tribe re: archery and 4-H.

The next meeting is scheduled for October 16th.

Park Board meeting Oct 16th

Park Board members present: Sam Nicholas, Mark Bender, Dave Gruver and new member Don Comins.

Pend Oreille County staff: Park Plan consultant Dixie Chichester and administrative assistant Terri Ann Hedtke.

Guests: PORTA Executive Director Susan Harris and Will Scheutzow, PORTA web master and dirt bike enthusiast.

As a new Park Board member, Don Comins was asked to introduce himself, he is retired Air Force, a wildlife biologist and currently sits on the Planning Commission. His interests include hunting, hiking, fishing and sledding. Sam explained his interest in the Parks Board as an opportunity to have an opinion and make an impact. Dave Gruver's focus includes equestrian interests, off road-ing and hunting. He is a recently re-instated member of the Parks Board representing the Back Country Horseman, which group encouraged him to re-apply. Dave mentioned the much awaited water line is complete at the Pend Oreille Park.

Mark Bender motioned to approve the minutes, Dave seconded minutes passed.

Sam asked Dixie to present. It was noted the Stewardship plans have been approved for cost share, up to \$6,400 (see attached). Mark Bender would like to invite Luke Machtolf of Northwest Management to speak at a meeting.

Dixie noted typos and thanked contributors. A discussion on "outreach;" PORTA primarily markets Pend Oreille County outside the county borders where-as Parks and Rec promotes outdoor recreation from wherever it may be. After the "grunt" work and infrastructure is in place, PORTA will have something tangible to market.

Random points of discussion: Youth Survey results were discussed. Clarifications are needed at Yocum Lake, between the County properties and Forest Service land. Signage for outreach opportunities, Susan Harris suggested Pend Oreille PUD as a possible source. Don recommended identifying funding resources; this re-opened an ongoing discussion re: VISTA. At \$400/month plus an office and mileage, the right VISTA could find appropriate grants. Sam also provided a history of funding for Don; including a proposal the County commit ¼ of 1% on real estate sales. Discussion on a seasonal Park Host, an improved site would make this position more attractive. Recreational exemption for liability was mentioned. Mike Lithgow, (who was absent for this meeting) will provide information, as he attends the seminars for the Washington Counties Risk Pool (WCRP) insurance program.

On to the Parks Plan: Dixie recommends setting a deadline for revisions; Mark Bender suggested a chart, identifying percentage of ownership county wide, be included; it was decided to e-mail the absent Park Board members and suggest they forward any concerns/revisions/approval to Dixie.

Susan Harris provided an up-date on the Capitol Christmas tree and the options available if the Forest Service is still furloughed. (Note: during the meeting Susan received information the government shut down had ended.)

Dave Gruver motioned to approve the Parks Plan, barring any major changes proposed by the 3 missing members, Mark Bender seconded and the motion carried. Sam noted approval includes the 2014 budget, which is imbedded in the Plan. Dixie will draft a letter to the Board of County Commissioners for the Park Plan, and then the 60 day comment period can begin.

Dave Gruver completed his up-date on the water line at the Park.

4:00pm Mark motioned to adjourn and Dave seconded.

Next meeting will be November 20th.

November Park Board

Park Board members present: Ken Timmreck, Don Comins, Dave Gruver, Jeanetta Taylor, Mark Bender, Sam Nicholas and John Stark.

Guests: Susan Harris, executive director of PORTA

Pend Oreille staff: Director Mike Lithgow, Park Plan consultant Dixie Chichester, Pend Oreille Park host Mike Peterson and Terri Ann Hedtke, admin assist.

Mark Bender motioned to approve the minutes, Don Comins seconded and the minutes were approved.

Mike Peterson, the Park Host introduced himself and provided a brief report; the Park was open longer this past season with an increase in day use, he has had some illegal wood cutting, (the Road Dept repaired the fence, ditched the road and added some boulders to discourage the woodcutting) bears have not been a problem this year, a new donation box has been installed near the picnic area, another donation box will be added in the Spring, out by the restrooms. The thinking is it would be nice to get enough donations to at least break even with the paper products supplied to the facility.

There was some discussion on opening Pend Oreille Park earlier in the Spring, prior to the traditional Memorial Day opening, and staying open through the hunting season in the Fall. Dave Gruver noted it may not be revenue producing but provide an open appearance. As far as staying open for hunters to camp in the Park, Mike Peterson mentioned no water would be a deterrent and Director Mike Lithgow noted a hunting policy for the Park would need to be well defined. Maybe for archery only? Currently, hunting is allowed in the Park, just not in the campground. Dixie mentioned the Park would be a good "base camp" for hunting in the State lands or perhaps Rustlers Gulch.

Susan Harris suggested offering new experiences for visitors in Pend Oreille Park; once the Park Board decides what those activities or events/experiences could be, hopefully by mid-June, PORTA will "tell the story" and market them, linking with the PORTA website to help in answering questions; through her experience with the Visitors Bureau in years past, a big question is where can I camp?

Dixie wondered if bear proof trash receptacles should be added to the Parks plan, this suggestion was a result of one of the town hall meetings. Mike Peterson said it has not been a big issue this year, a 3 yard dumpster from Excess Disposal was secured this year and Park Host Mike Peterson kept it chained. Bear proof receptacles are expensive for this seemingly non-issue.

Dave Gruver provided a photo of the new frost free faucet. Appropriate appreciation was expressed.

Mike Lithgow complimented Mike Peterson on his presence at the Park. Sam noted that the Park is a representation of the Park Board. Discussion on the vault toilets; pumping and odor control. Terri Ann Hedtke also thanked Mike Peterson for his "due diligence" with the collection of monies. Mike Peterson felt a better trail sign would be helpful.

There was some discussion on trails being re-signed, a new brochure produced and utilizing PORTA in advertising the Park.

Mike Peterson left to return to work.

Mike Lithgow provided an update on the DNR grant and thanked Ken for his help. Luke Machtolf of Northwest Management Inc. is the new Forester. He will be invited to the next Park Board meeting. The Park has been approved by DNR for \$6,400 to aid in planning. Mike would like a recommendation from the Parks Board to the Board of County Commissioners to accept the grant proposal to move forward with the forest stewardship plans; this plan would include a timber cruise of the Park and Edgewater North. Discussion on the difference between the Parks and Recreation Comprehensive Plan and Forest Stewardship Plans; primarily the Stewardship Plans are for the purpose of managing resources. Implementation of these plans will be revenue producing; although not the main goal of a Forest Stewardship plan, it will help defray costs associated with the plan. Having a plan in place will make the County eligible for any monies that are available for Fire wising projects that require matching funds. Discussion on FPA requirements. Is the Park proper managed differently as an old growth forest? The cost difference was the reason for the question.

Next meeting scheduled would be December 18th, Luke will hopefully be able to attend and answer questions.

Mike discussed the first subcommittee meeting for Disk Golf. (notes attached)

Recreational immunity was explained. What kind of liability could be incurred by renting the entire Park? Risk Pool insurance for events were discussed.

County Parks Budget, Mike will e-mail copies to Park Board members. Some clarification on the difference between the budget in the Comprehensive Plan and the upcoming 2014 budget.

The Park plan is essentially done. Final draft plan is on the web site; the first review of the plan was extremely well received by the state.

Susan Harris asked about progress on Batey Boulder. Due to the Capitol Christmas tree project, the Forest Service personnel were not available for information. Susan further discussed the Capitol Christmas tree project. Batey Boulder could be a terrific opportunity much like the Water Trail, the difference being the Water Trail is public property and Batey Boulder is Forest Service land.

On December 10th at 10:30am the Eastern Washington University Planning students will present a management plan for Rustlers Gulch in the Commissions chambers.

Dave Gruver gave an update on the equestrian trail; Mike clarified the grant monies for trails.

There was some discussion on an incident at the Park re: one of Mike Peterson's friends and perceived disrespectful behavior to a Sherriff deputy. Sam Nicholas felt Mike Peterson was appropriately apologetic. Dixie suggested specific policies for the Park caretaker in the Comprehensive Plan.

VISTA was suggested as a possible source for help in grant writing/gathering. Dixie explained the VISTA program to Don Comins.

Dave motioned to pursue a VISTA position, Ken seconded and the motion carried.

Mike distributed Water Trail river guides. They will be for sale, at \$10.00 each, \$8.00 will be for re-printing costs with \$2.00 designated for water trail projects.

Mark asked about the slash piles at the Park; it was Mikes understanding that the piles were done.

Dave motioned to adjourn and Don seconded, the meeting adjourned at 3:50pm.

Brief notes on first meeting of the "Disk Golf" subcommittee.

Sam Nicholas, Ken Timmreck, John Stark, Dixie Chichester, Desiree' Hood, Charlotte Yergens, Bob Spencer, Greg Jakeman, Mike Lithgow and Jeremy Thornton were present to walk an area proposed in Cusick for a Disk Golf Course.

Jeremy Thornton of TNT Yard Works designs and constructs courses, he addressed infrastructure; including types of capture baskets (Bently), bases (rubber "T" pads vs in-ground pads which require a 5' x 10' area 4" deep).

There was discussion on RCO grants, matching dollars and "in-kind" monies, labor and support.

The Town of Cusick would be amenable to a course being located in their town, it has been included in the Cusick Park Plan, Cusick could serve as the "umbrella" agency for the Park Department, a budget would be necessary.

Sam asked the question where a course would be the most desirable and receive the most use. Mr. Thornton felt that the area toured in Cusick could support a small, introductory type course. Susan Harris noted that disk golf was not a high priority on the recent Park survey and is generally not a big money maker.