



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, April 12, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from the March 8, 2023 Meeting**

IV. PRESENTATION

- 1. Parks Capital Program Projects Update - Galina Burley, Parks Manager**
- 2. Clark County Rules Sign Prototype - Galina Burley, Parks Manager**

V. BUSINESS

- 1. Ridgefield Parks Board 2023 Work Plan - Galina Burley, Parks Manager**
- 2. Comp Plan - Parks, Recreation and Open Space plan update - Galina Burley, Parks Manager, Chuck Green, Public Works Director**

VI. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VII. STAFF REPORTS

VIII. FROM THE BOARD

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2023

AGENDA ITEM NAME: Approval of Minutes from the March 8, 2023 Meeting

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Board consideration of adoption for the Parks Board meeting. Staff is recommending the following motion: "I move to approve minutes as written."

STAFF CONTACT: Galina Burley, Parks Manager

ATTACHMENTS:

1. PB 30823 Minutes



CITY OF RIDGEFIELD, WASHINGTON

Parks Board MEETING MINUTES

March 8, 2023

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Rian Davis	Chair	Present	
Sandy Schill	Board Member	Present	
Jake Bredstrand	Board Member	Excused	
Sarah Scott	Board Member	Present	
Whitney Randall	Board Member	Present	
Brigid Taylor	Board Member	Present	
Beth Bicknell	Board Member	Excused	

LATE CHANGES TO THE AGENDA

Move item 3 Asset Management 101 under Business after item 1 YMCA Annual Report under Presentation.

PUBLIC COMMENT - [6:35 PM](#)

Comments received during public comment can be heard on the City's website under <https://ridgefieldwa.us/government/city-departments/boards-and-commissions/parks-board-meeting-audio-files/>

CONSENT AGENDA - [6:36 PM](#)

MOTION: MOVED TO APPROVE MINUTES AS WRITTEN.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandy Schill, Board Member
SECONDER:	Rian Davis, Whitney Randall
AYES:	Davis, Schill, Scott, Randall, Taylor
EXCUSED:	Bredstrand, Bicknell

1. Approval of Minutes from Wednesday, 2/8/23 Meeting

PRESENTATION - [6:37 PM](#)

1. YMCA Annual Report - Jennifer Lawrence, Associate Executive Director

Jennifer Lawrence provided information on funding sources, partnerships and proposed architectural renderings for the Ridgefield location and raising awareness to residents about Y programming and activities.

2. Asset Management 101 - Chris Silkie

Chris Silkie provided a comprehensive overview of an asset management system and benefits. The Board discussed inventory management as a starting point.

BUSINESS - [6:42 PM](#)

1. Corwin Trail Update - Randy Mueller, Tim Shell, Vanessa Johnson

Randy Mueller, with the Port of Ridgefield, introduced the project which includes a new trail connection, extensive storm water and sewer upgrades. Vanessa Johnson Capital Program Manager from the Clark Regional Wastewater District provided an overview of the Corwin Trail design project, scheduled for construction this Summer/Fall.

PUBLIC COMMENT

Comments received during public comment can be heard on the City's website under <https://ridgefieldwa.us/government/city-departments/boards-and-commissions/parks-board-meeting-audio-files/>

STAFF REPORTS - [7:25 PM](#)

1. 2023 Workplan Update - Galina Burley, Parks, Trails, and Recreation Manager

Galina Burley and Board Chair, Davis, shared Council's recommendation to incorporate Wayfinding signage and other key council priorities in the 2023 Parks Board Work Plan. They will bring this to the Board in April for a motion to approve.

2. Parks Project Summary - Galina Burley, Parks, Trails, and Recreation Manager

Galina Burley mentioned two council priority projects added to the budget - Teals Crest trail connection and the Wayfinding plan. Burley also provided a quick update of the Parks Capital Budget. Public Works Director, Chuck Green, will discuss the process for updating the Parks and Open Space Comprehensive Plan in April.

3. Ridgefield Trails - Galina Burley, Parks, Trails Recreation Manager

Chair Davis asked the Board to think of opportunities to celebrate/advertise new parks or when trail links are brought together. Galina Burley, reminded the Board of upcoming parks events.

FROM THE BOARD - [7:34 PM](#)

Chair Davis shared his experience at a Silver Falls Park race event in Oregon and would like to see a similar event happen here that takes advantage of our parks. He also shared an idea of adding one or two high school youth members (ages 16 or 17) to the Parks Board and asked Board members to think about it.

It was suggested to invite the Eagle Scouts to a Board Meeting to thank them for their work in Abrams Park last year.

Board member Schill, talked about this year's Fourth of July event.

ADJOURN - [7:56 PM](#)

Lisa Blake, PW Administrative Supervisor

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2023

AGENDA ITEM NAME: Parks Capital Program Projects Update

SUMMARY/BACKGROUND:

Staff is presenting an update on current Parks Capital Program Projects.

STAFF CONTACT: Galina Burley, Parks Manager

ATTACHMENTS:

1. Parks Projects summary update april 2023

City of Ridgefield Parks Capital Projects Summary Update

Presented by: Galina Burley, Parks and Recreation Manager

Date: April 12, 2023



Project	Budget	Status
Boyse Park Concept	\$250,000	Going to council on 4/13/2023
Overlook Park Splash Pad	\$825,000	Expecting DAHP permit in mid-April with construction starting in late April; Accelerated timeline. Actuals will exceed budget.
Horns Corner	\$200,000	Parking lot estimate exceeds budget. Working on a funding strategy.
Gee Creek Trail Heron to Main	Total budget is over \$1.4 million \$335,000 (2023)	Working on the consultant contract, scope, and fee. Design this year.
Skate Park Study	\$75,000	Going to council on 4/13/2023; no funding for construction.
Refuge Dog Off Leash Park	\$200,000	Going to council on 4/13/2023 Contractor identified. Hope to start construction in late April. Bid came in at ~ \$92K, plus construction mngmt.
Teals Crest Taverner Trail Design	\$375,000	Working to secure a consultant contract. Two proposals received.
Wayfinding signage plan	\$25,000	Putting a scope together. Council prefers a Sunriver style sign.
Corwin Trail	\$270,000	Construction on the entire project starts in June 2023
Gee Creek erosion control	Watershed Alliance funded	Working with WA on additional post emergency HPA restoration.
Onslow Nature Play	\$10,000	Survey completed.



GET IN TOUCH WITH US



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**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2023

AGENDA ITEM NAME: Clark County Rules Sign Prototype

SUMMARY/BACKGROUND:

Staff is presenting Clark County signage prototypes for City of Ridgefield parks.

STAFF CONTACT: Galina Burley, Parks Manager

ATTACHMENTS:

1. Signage prototypes



A



B



C

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2023

AGENDA ITEM NAME: Ridgefield Parks Board 2023 Work Plan

SUMMARY/BACKGROUND:

The Parks Board approved the 2023 Work Plan in January. Staff is presenting an amendment to the Board for the 2023 Work Plan to include the following changes: Wayfinding signage and other key Council priorities. Staff is recommending the following motion: "I move to approve the 2023 Work Plan as amended."

STAFF CONTACT: Galina Burley, Parks Manager

ATTACHMENTS:

1. Ridgefield Parks Board 2023 Work Plan

Ridgefield Parks Board 2023 Work Plan:

Updated 03/08/2023

The plan for 2023 involves being intentional and strategic. Our goal is to focus on fewer items and see more tasks completed.

Item	Description	Lead
Parks, Recreation and Open Space Plan	Work with staff on updating the 2020 plan for council review and approval. Submit to RCO by 2026	Chuck Green Galina Burley
Policy review	Annually review park rules, regulations, codes, bylaws, etc.	Rian Davis Galina Burley
Parks tour	Conduct an annual parks tour with the board and partners (as needed, not mandatory)	Rian Davis
Trail Connectivity	Develop a workgroup to unpack this council and city priority	Rian Davis Galina Burley
Parks and trails Capital projects	Review projects and make recommendations to council (new) • Boyse Property • Overlook Park Splash Pad • Horns Corner Park • Gee Creek Trail, North • Mayor's Meadow Trail • Skate Park analysis • Refuge Park • Onslow Nature Play • Teal Cres-Taverner Trail • Waterfront Park • Corwin Trail • Abrams Park MP (TBD) – include deferred maintenance issues. • Hillhurst Trail (funding TBD)	Galina Burley

Item	Description	Lead
Parks standards	Review best practices. • Inclusive Playgrounds • ADA • Historic Preservation • Legacy Lands • Further unpack this body of work in the park plan • Develop processes for HOAs	Galina Burley
Parks Inventory	Involve park board members in mapping of the current inventory Further unpack this body of work in the park plan 2025/2026	Galina Burley
Parks and trails signage	• Wayfinding sign plan for Ridgefield (Sun River) • Recommend: five priority parks 1. Abrams 2. Davis 3. Hayden 4. Mayor's Meadow 5. Overlook	Galina Burley
Collaborations/Partnerships	• Continue working with local community in development of parks/trails and recreational programs. • Support partnership with organizations for the purpose of outreach, volunteering, and funding. • Specific focus on HOAs with public parks and trails.	Galina Burley

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2023

AGENDA ITEM NAME: Comp Plan - Parks, Recreation and Open Space plan update

SUMMARY/BACKGROUND:

Staff is providing an update for Ridgefield 2025 Comprehensive Plan and Capital Facilities Plans.

STAFF CONTACT: Galina Burley, Parks Manager, Chuck Green, Public Works Director

ATTACHMENTS:

1. Comp Plan CFP Update

The background image shows a modern roundabout with a landscaped center island featuring young trees and rocks. A brick building is visible in the background, and a CEMEX truck is in the foreground. A large blue triangle is overlaid on the right side of the image.

Ridgefield 2025 Comprehensive Plan and Capital Facilities Plans Update

Parks Board| April 12, 2023

2025-2045 Comp Plan and CFP Updates Components

- GMA Update 2016 Ridgefield Urban Area Comprehensive Plan
- Various Capital Facilities Plans under Ridgefield jurisdiction
 - Water System Plan, Transportation Plan, Parks, General Facilities
- Coordination with Clark County's Comprehensive Plan update
 - Incorporation of Vacant and Buildable Lands Analysis and Office of Financial Management 2045 population projections



2025-2045 Comp Plan and CFP Updates Milestones

- By statute, must be adopted by June 30, 2025
- Presentation to Council April 27, 2023
- Consultant team procured Spring 2023 (RFQ out March 2023)
- Public Participation/Community Engagement Plan Summer 2023
- Water System Plan update Fall 2023
- Ongoing coordination with Clark County

Task	Jan - Mar '23	Apr - Jun '23	Jul - Sep '23	Oct - Dec '23	Jan - Mar '24	Apr - Jun '24	Jul - Sep '24	Oct - Dec '24	Jan - Mar '25	Through Jun '25	Comments
Coordination with Clark County's Comprehensive Plan Update					Assumes new growth boundaries and CFM Projections are set during this timeframe						Per Department of Commerce, County's Comprehensive Plan Update due 6/30/25
Public Participation		Draft Public Participation Plan (with Comp Plan consultant)									
Parks & Recreation CFP					Begin Parks CFP Update						Parks, Trails, Recreational Facilities; cost estimates updated for unfinished projects; PIF update; PIF code update for PIF credits.
Water System CFP	Begin Pre-Planning with Dept. of Health	Consultant Procurement (Master contract), begin Water System Plan update									Update 2013 Plan (expired 2019). Expand on previous work to update the plan.
Stormwater System CFP	Publish Notice of Intent to be Incorporated into Phase 2 Municipal Permit	Start Phase 2 Municipal Permit Guidance (separate consultant)	Begin Stormwater Master Plan & CFP Update				Incorporation into Phase 2 Municipal Permit through Ecology	Implement conditions of DOE Phase 2 Municipal Permit: Codes, Practices and Procedures, Inspections, Etc.			Phase 2 Municipal Permit Process due to be completed before July 1, 2024 (separate consultant procurement)
Transportation CFP	Incorporate changes since 2016; micro-mobility; multimodal system; ADA Transition Plan.			Begin Transportation Capital Facilities Plan Update							Update to incorporate changes since 2016; cost estimates updated and process for year of expenditure incorporated. TIF update.
General Facilities CFP											Combination of CFP consultants, City staff from Finance with some help from PW Facilities. Adoption prior to 2025 budget process.
Other Capital Components (Sewer, Power, Broadband/ Communications, etc.)			TBD								Consultant team to recommend other elements, capital components.
City's Comprehensive Plan					Assumes new growth boundaries and CFM projections are set during this timeframe						CFP updates adopted late 2024, early 2025. Full Comp Plan, SEPA and Code Amendments completed and adopted by June 30, 2025.
Budgeting/ Amendments for Professional Services	Consultant Procurement: Comp Plan and CFP Updates consultant team	Consultant Procurement completed and contracted, Notice to Proceed									
Key:											
Scoping/ Consultant Procurement (if needed)											
Technical Studies											
Adoption Process											
Coordination, Public Involvement											
Key Milestone											



Consultant Services

- Qualifications-based selection
- RFQ out in late March
- Consultant Open House
- Looking for strong team leadership and project management
- Council action on consultant procurement in late Spring 2023
- Consultant to develop scope and budget for each component
- Consultant to develop and execute public participation plan



Public Participation/Community Engagement

- Inclusive and equitable involvement plan – foster community ownership
- Community Survey
- Coordination with the City's Comp Plan (Park element is required by GMA)
- Ridgefield Roundtable
- Social media
- Open house
- Parks Board Engagement



2025-2045 Comprehensive Plan

- Update planning goals and policies, land use designations, UGA
- Mandatory elements: Land Use, Housing, Capital Facilities, Utilities, Transportation, Economic Development, Parks
- Optional elements: Environment, Historic Preservation, etc.
- SEPA/Environmental Impact Statement
- Development code updates



Parks & Trails

- Review of current level-of-service, parks plans and recommend areas needing updated.
- Considerations for all ages and abilities, equity and inclusion
- Update 6-Year and 20-Year Capital Facilities and Capital Improvement Plans
- Update and revise anticipated funding sources and proposed funding strategy
- Involve public and Parks Board in update process and incorporate public input into Plan update
- Ensure Plan meets planning requirements of Recreation and Conservation Office (RCO)
- 2020 PROS Plan: <https://ridgefieldwa.us/wp-content/uploads/2020ParksRecOpenSpacePlan.pdf>
- Parks Capital Facilities Plan (Component of 2016 Comprehensive Plan)



Recreation and Conservation Office Planning Requirements

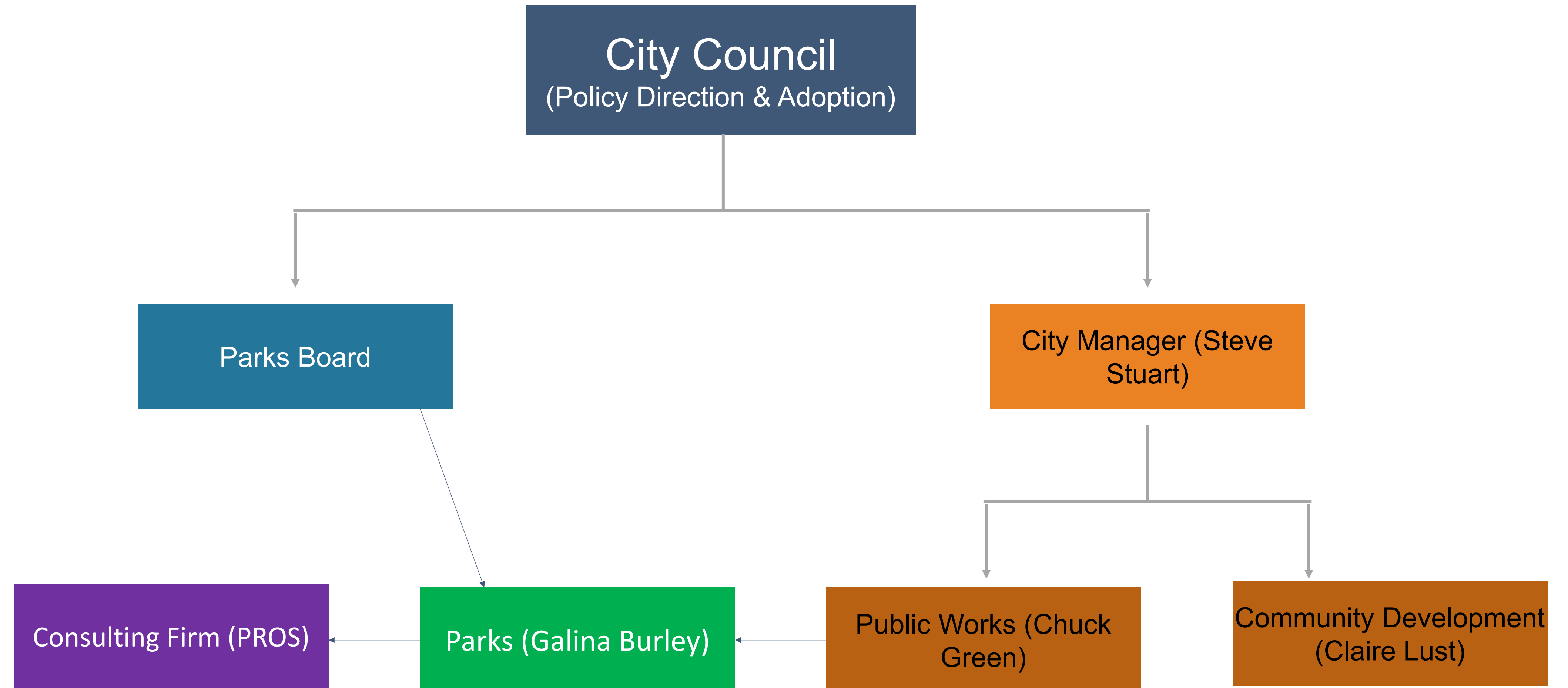
- RCO provides multiple grants for local parks systems
- RCO requires an updated plan from each jurisdiction to apply for grants (six year increments)
- Plan needs to include:
 - A long range vision/plan
 - Goals and objectives
 - Asset inventory
 - Robust public involvement
 - Demand and need analysis
 - Self certification and local approval ordinance



City of Ridgefield
Parks, Recreation & Open Space Plan



STRUCTURE



GET IN TOUCH WITH US



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