



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, December 14, 2016
Ridgefield Community Center
210 N. Main, 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 Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from November 9, 2016**

IV. MEMBER REPORT

- 1. Innovative Parks (Presentation) Rachelle Simmons**

V. OLD BUSINESS

- 1. Parks Donation and Memorial Items (Discussion and Motion) Brenda Howell**
- 2. Park and Playground Rules (Motion) Bryan Kast**

VI. NEW BUSINESS

- 1. Access Recreation (Presentation) Georgena Moran**
- 2. Clark County Advisory Board Meeting (Update) Chair Marie Bouvier**
- 3. Park Board 2017 Work Plan (Update) Chair Marie Bouvier**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VIII. STAFF REPORTS

- 1. Public Works Update**

IX. FROM THE BOARD

- 1. Board Member Updates**

2. Council Update

3. Requests from the Board for Upcoming Meetings

X. ADJOURN

XI. AGENDA ITEMS

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from November 9, 2016

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS: Parks Board Minutes 110916 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

Parks Board MEETING MINUTES

November 9, 2016

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Beth Wills	Board Member	Absent	
Beth Putnam	Board Member	Present	
Darrin Class	Board Member	Present	
Kimberly Stenbak	Board Member	Present	
Rachelle Simmons	Board Member	Late	
Thomas Ball	Board Member	Present	
Marie Bourvier	Board Chair	Present	

Board Member Simmons arrived at 6:44. Beth Wills notified Bryan she wouldn't be at the meeting.

GENERAL SESSION CALL TO ORDER - 6:40 PM

FLAG SALUTE

LATE CHANGES TO THE AGENDA

Under New Business, add Potential Property Acquisition and Discussion of the 2016 Work Plan

PUBLIC COMMENT - [6:45 PM](#)

None

CONSENT AGENDA - [6:45 PM](#)

1. Approval of Minutes from September 14, 2016 - [6:45 PM](#)

Minutes stand as approved.

MEMBER REPORT – [6:46 PM](#)

This item was moved later in the meeting as Board Member Simmons arrived after the meeting started. Due to technical difficulties, the presentation for Mountain Biking and Pump Tracks will take place in December.

OLD BUSINESS - [6:47 PM](#)

None

NEW BUSINESS - [6:50 PM](#)

1. Discussion-Parks Donation and Memorial Items

Attachment: Parks Board Minutes 110916 (1184 : Approval of Minutes from November 9, 2016)

Brenda provided an overhead list of memorial/donation items based on past input from the Board. The goal is to select one item per category so staff can create pricing that reflect labor, materials, sales tax and installation and bring to the Board for discussion in December.

Board Discussion/Selection:

Bicycle Racks: preferred the staple type for functionality and economics.

Tables: preferred tables similar to what's in Davis Park but a little smaller.

Benches: preferred the Airi Stix metal bench for it's uniqueness and color options.

Fountains: preferred the water bottle station and pet bowl. Fountains require metering so staff will identify which parks are able to accommodate them.

Pathway Lamp: the city has a standard light. The Board agreed to include in it in the list.

Trash cans: preferred the Airi from Nova. Staff will research options on appearance.

Color Schemes: staff will present to the Board earth tone color options in December.

2. Discussion and Motion: Park and Playground Rules

The city and police department received concerns regarding the improper use of park playground equipment and skating at Overlook Park. RMC, Chapter 18.18.070 allows the city manager, under the direction of the city council, the power to develop, adopt and post rules and regulations pertaining to the operations and use of parks. Bryan presented a draft playground rules signs for Board discussion.

Board Discussion: There were questions about enforcement, placement of signs at all parks, revised on of wording to reflect a positive vs. negative message to encourage safety. Overlook's sign will be more direct due to potential damage by skateboards. Bryan will consult with the city attorney on appropriate language for liability purposes then bring revisions to the Board in December.

3. POTENTIAL PROPERTY ACQUISITION

The city is in the process of buying a parcel off Pioneer between the 56th and 45th roundabout from the sewer district as they are looking to surplus it. Around the same time, they were approached by another seller of property neighboring the parcel from the sewer district. Staff wanted to get feedback from the Board on potential use of these parcels. Bryan provided overheads of both properties and opened it up for discussion.

Board Discussion: Suggestions for use include a welcome center, trailhead, Birdfest for posting signs, possibly an area for covered picnic tables., etc. As a next step, the city needs to approach the property owner and come to an agreement. Additionally, the city needs to respond to the sewer district by the end of the year. The goal is to to acquire the property in the first or second quarter of 2017.

4. PARKS BOARD 2016 WORK PLAN

Chair Marie Bourvier thanked the Board for their work on the 2016 Work Plan. Before drafting a plan for 2017, she wanted to revisit the list and ranking of priorities for the coming year.

Board Discussion: Priorities should include sports field development, connectivity of the trail system. When we have a welcome center, it can have a map of all trails. Chair Marie Bourvier will update the list to reflect priorities for 2017.

PUBLIC COMMENT - [7:35 PM](#)

None

STAFF REPORTS - [7:35 PM](#)

Public Works Update

1. Ridgfield Outdoor Recreational Center

The master plan for the initial design phase is completed. We have a conceptual master plan and are finalizing a scope and contract with PSB Engineering as the lead on the second phase which include final design and entitlements. A pre-app is scheduled for November 22 and we hope to begin grading and underground utilities in 2017.

2. Gee Creek Trail

The Hearings examiner approved the project in the shoreline area. Next, it'll go to the Department of Ecology for their review for 30 days. After that, we can begin construction. The construction plans are 99% complete and the goal is to put that project out to bid early next year. As soon as we have good weather we can begin building that segment of the trail. We also have funds to design the next section of the trail north of Heron Drive up to Main Avenue. Finally, we have a conceptual planning level effort from Pioneer street south all the way to the high school.

FROM THE BOARD - [7:49 PM](#)

Board Member Updates

The next Clark County Advisory Board meeting will be held in Ridgefield. Chair Marie Bouvier will let everyone know when that meeting will take place.

Council Update

Chair Marie Bouvier and Board Member Kim Stenbak will attend a council meeting in January.

Requests from the Board for Upcoming Meetings

None

ADJOURN - [8:03 PM](#)

Lisa Blake, PW Administrative Assistant

Marie Bouvier, Chair

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Innovative Parks (Presentation) Rachelle Simmons

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS:

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Parks Donation and Memorial Items (Discussion and Motion)
Brenda Howell

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS: Parks Donation Policy_2(PDF)

Parks Donation Policy

City of Ridgefield

Selected Items: Bench

Airi Stix from Anova

- Installed Price: \$1,960
- Available in various frame and seat colors
- 6-foot Length
- Colors available here:

[http://www.anovafurnishings.com/
product/ae2680stx-airi-stix-6-
contour-bench](http://www.anovafurnishings.com/product/ae2680stx-airi-stix-6-contour-bench)



Anova Colors



Selected Items: Trash/Recycling

Airi from Anova

- Installed Price: \$1,940
- Same color options as bench



Selected Items: Drinking Fountains

Restoration from Columbia
Cascade

- Installed Price: \$5,380
- w/ dog bowl: \$5,820



Selected Items: Bicycle Racks

Staple Bike Rack from Columbia
Cascade

- Installed Price: \$620
- Minimum of 2 “staples”



Selected Items: Lamp Posts

Pathway Light Specified by
Engineering Standards

- Installed Price: \$3,225



Standard Donations: Picnic Tables

Greenway from Columbia Cascade
(Davis Park Tables)

- Installed Price: \$2,500
- Cedar Colored Plastic Slats
- ADA



Standard Donations: Picnic Tables

Parkway from Columbia Cascade

- Installed Price: \$1,640
- Recycled Plastic Slats
- ADA
- Standard Color Options



Standard Donations: Picnic Tables

Bottle Filler from Murdock

- Installed Price: \$3,085
- Recycled Plastic Slats
- ADA
- Standard Color Options



Plaques



Brass Plaques: \$75



Granite Plaques: \$125

Standard Colors- Columbia Cascade

Standard Powder-Coating Colors



Regal Blue



Evergreen



Red



Brown



Black



Chrome
Yellow



Ocean
Teal



Burgundy



Coffee
Tan



White

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Park and Playground Rules (Motion) Bryan Kast

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS:

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Access Recreation (Presentation) Georgena Moran

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

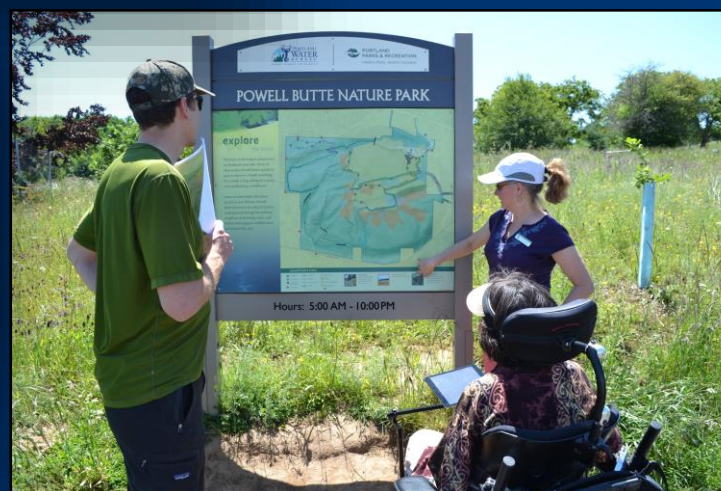
ATTACHMENTS: Ridgefield Presentation Final? (PDF)

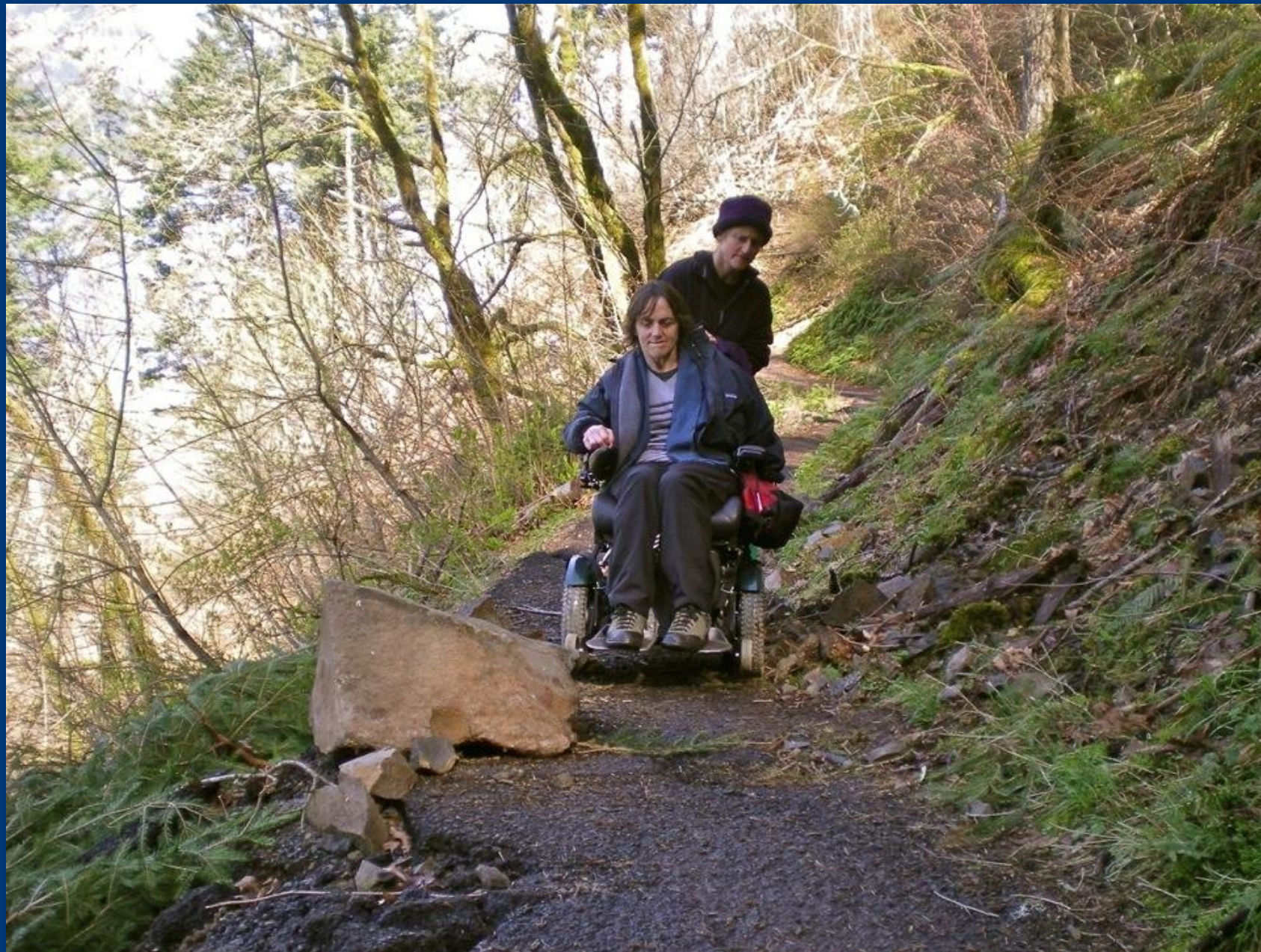
Access Recreation and the AccessTrails Project

Metro NIN Grants

Phase one completed
June 2016

Phase two completion:
June 2017





As a wheelchair user I found the greatest obstacle in hiking a trail...

...is the lack of useful information.

- Websites
- Printed Materials
- On-site information

vents agencies from providing better info

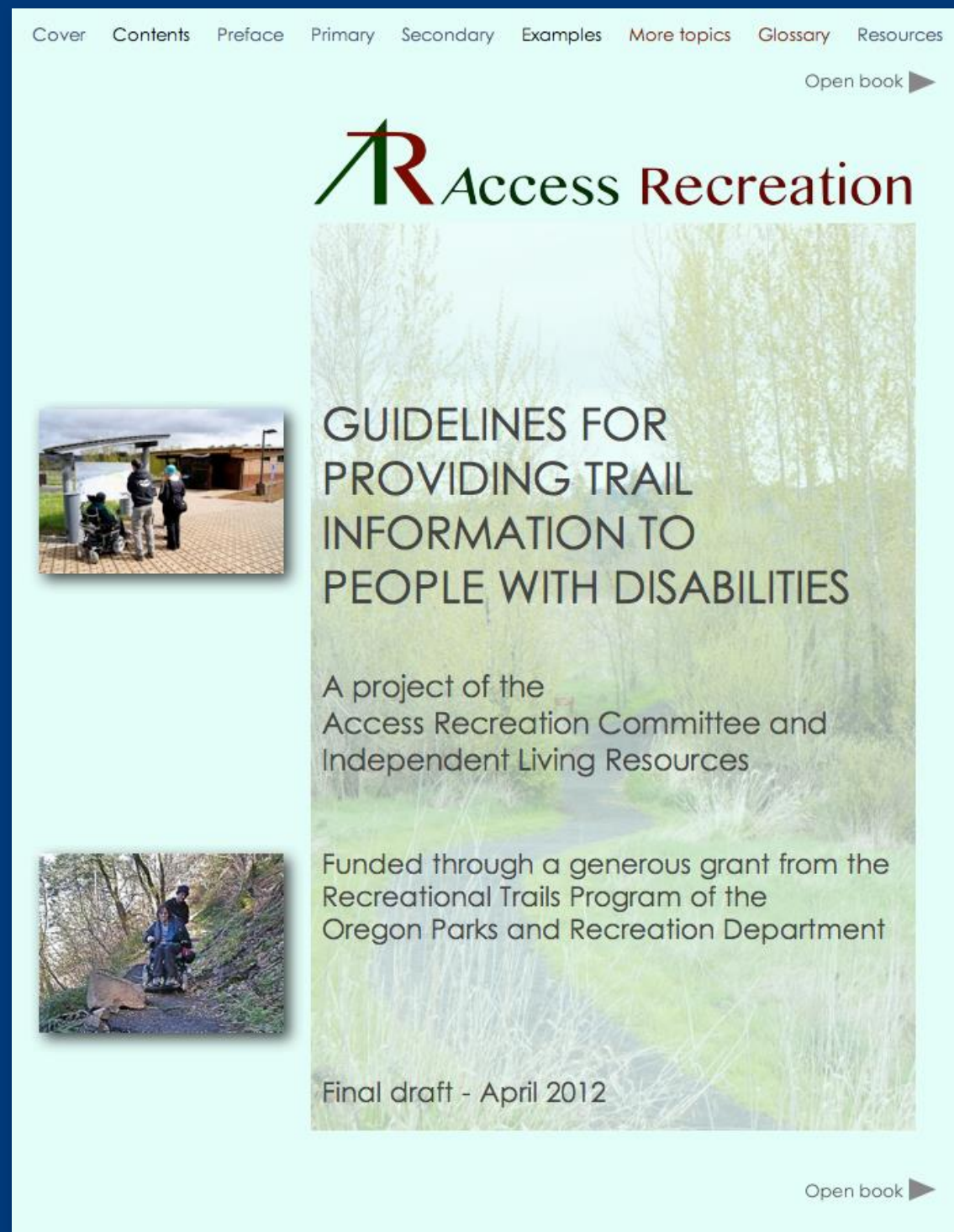
- Fear of Liability
- No precedent

Who is Access Recreation?



AR is an ad hoc committee of federal, state and local park agencies and organizations that support outdoor opportunities for people of **all** abilities

What are the Guidelines?



- Web-document on how to provide trail [any] information so it is inclusive for people of all abilities
- Other information that should be considered during the design of trails and their features

Organization of document?

Cover Contents Preface Primary Secondary Examples More topics Glossary Resources

◀ Previous page Next page ▶

Table of Contents

Cover page

Credits and acknowledgments

Foreword

Table of contents

Preface Purpose, methodology, organization of content

Section 1 Primary trail information - overview
 Contact information
 Location
 Use of symbols
 Rating systems for ease and difficulty of use
 Describing amenities along a trail
 How to describe the character of the trail itself
 Trail design elements

Section 2 Secondary trail information - overview
 Keeping information current with user feedback
 Providing photos and graphics
 Providing trail maps
 Interactive maps
 The use of global positioning GPS
 Distance markers
 Signage and wayfinding
 People who are blind or visually impaired
 Operational and maintenance issues
 General advice and reminders

Example webpage of these Guidelines in practice

Section 3 Additional topics related to people with disabilities
 Considerations about language and semantics
 Additional information about wayfinding
 Federal trail design guidelines compared
 Accessible website considerations
 How a computer reader works
 Self-evaluation checklists
 Access Recreation Committee members

Glossary of terms

Additional resources

ACCESS RECREATION GUIDELINES FOR COMMUNICATING TRAIL INFORMATION TO PEOPLE WITH DISABILITIES

◀ Previous page Page iii of vi Next page ▶

- Primary - no budget impact
- Secondary - achieve over time
- Example webpage
- Additional topics and resources

Section 1

See **Examples 1 and 2** for a prototype webpage where all these topics have been assimilated.



Basic location information starts with the point of arrival



An example of 3 accessible feature symbols



An example of a moderate to difficult wooded trail

Primary Information about trails – overview

This first part of the Guidelines identifies information that is considered minimal and mandatory for all information sharing whether on a webpage, on published materials or at the site itself. This information is descriptive of the existing conditions and therefore is obtainable and can be applied without cost. The categories described in greater detail include:

Contact information - whom does one contact to find out the latest **condition** of the trail or recreational features; whom does one contact to arrange for **assistance**; whom does one contact in case of an **emergency**.

Location information - where is the trail or recreational feature; where are parking and other amenities available; where are trailheads or points of arrival.

Considerations about the use of **symbols** on a webpage, on published materials or on signage at the site itself, taking into account that differences of color may not be suitable for all users. A combination of color, shape and readily comprehensible symbol design will provide the most universal application.

A **rating system** that presents relative levels of difficulty and the degree of exertion that may be required, applicable primarily for people with mobility impairments.

Identifying the **amenities** along a trail or recreational feature that may be useful in deciding whether to pick a particular trail or not, such as special views, benches or resting areas, *toilets, a *visitor center and available water. *Built facilities such as toilets and visitor centers need to conform to the ADA Accessibility Guidelines, and in the case of visitors centers, should incorporate the **Smithsonian Guidelines for Accessible Exhibition Design**.

A **description** of the overall trail itself as a continuous experience - a virtual tour - so that the potential user can decide whether to pick a particular trail or not.

A discussion about specific **design elements** and constraints such as typical and extreme slopes, cross slope and seasonal obstacles in the path.

Primary information

- 7 recommendations
 - No budget impact
1. Contact info
 2. Location
 3. Symbols
 4. Rating
 5. Amenities
 6. Description experience
 7. Design elements

Section 2

See **Examples 1 and 2** for a prototype webpage where all these topics have been assimilated.



Secondary Information about trails – overview

If the first part of the Guidelines provides information that is considered minimal and mandatory, then it follows that this second part of the Guidelines proposes information that is considered additional and discretionary, and which can be assimilated when opportunity and budget allow. The categories include:

Keeping **information current** and indicating to the prospective user when that information was last updated. Get help to keep information current by taking advantage of **user feedback** through devices such as blogs and wikis.

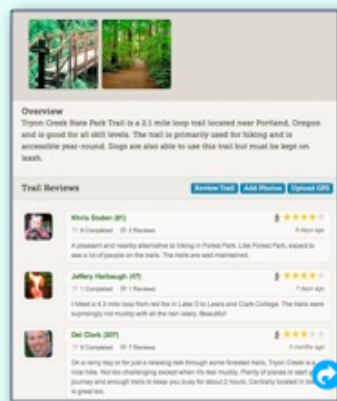
The use of **site photos** and other illustrations that can augment descriptive text and give the prospective trail user a better sense of what may be experienced.

The creation of **trail maps**, both for online use and for possible printing or for posting at trailheads. The development of **interactive or enhanced maps** may add to the map experience by providing features such as aerial photos, street views and other features that may help better to understand basic map information. Those features may be contributed live by trail users.

The incorporation of **global positioning system** [GPS] data to locate specific points along the trail or at the recreational facility. The inclusion of **markers**, such as distance markers, both located on printed and web materials as well as along the trail itself, so that users that have limitations - such as knowing how far an electric wheelchair can travel on one charge - may plan better and monitor their progress.

Considerations about how people who are **blind or visually impaired** benefit from certain types of information. That topic leads logically to issues of **signage and wayfinding**, which although important for all users, is particularly of concern to those who have visual impairments.

Considerations about how **Operational and maintenance issues** can impact the quality and usability of a trail. And finally some general **Reminders** about how to consider one's role in this process.



Secondary

- 9 recommendations
 - Some budget impact
1. Current
 2. Site photos
 3. Maps
 4. Enhanced maps
 5. GPS
 6. Distance
 7. Low vision/blind
 8. Signage/wayfinding
 9. Operations maintenance

“Walking our talk”

Applying the Guidelines

Metro NIN Grants

Metro's Nature in Neighborhoods Grant

PHASE ONE:

- ✦ 24 Trail Profiles
- ✦ Metro District
- ✦ Two-year Timeline

Phase One Completed:

June 2016





Metro's Nature in Neighborhoods Grant

PHASE TWO:

- ✦ 12 New Trail Profiles
- ✦ In and Outside of Metro District
- ✦ Water trails

Phase Two Completed:

June 2017

The AR Team

Access Trails Field Team



Georgena Moran - Project Manager, Co-Producer of videos, Head Writer & Editor for website content. Georgena founded Access Recreation in 2003 and serves as the Project Coordinator. She is an ICC certified Accessibility Specialist and Plans Examiner, with a passion for outdoor recreation.



Debbie Timmins - Project Support, Communications, Public Relations, Photographer and Writer. Debbie has been involved with AR since 2009. Therapeutic Recreation Specialist and formally with Portland Parks & Recreation - Adaptive & Inclusive Recreation. Lover of animals, music and the outdoors.



Sharon Mitchell - Videographer, Photographer and Editor for the Access Trails Project. Sharon joined Access Recreation in 2009 and serves as Project Facilitator. She brings a unique skill set to the team as a former Television & Radio Broadcast Journalist.

Access Recreation Website Team



Richard Bosch has been the primary designer and manager of the AR websites. Since 2009, Richard has been instrumental in AR's project development. He is transitioning from this primary role, to volunteer on AR's Executive Committee. Richard's expertise in accessibility and universal design stems from his background as an architect, with Accessible Design, and his professional training at the Commission on Persons with Disabilities in Honolulu, Hawaii.



Eric Rosewall has joined the field team as AR's new web designer and web manager on the AccessTrails Project. In 2011 Eric worked with Richard in developing the AR Guideline website. He has also worked with our partners, The Intertwine Alliance and Vancouver-Clark Parks & Recreation, on their web information. Eric is currently the Executive Dir. of Depave, a nonprofit, removing pavement to create more natural spaces.

To follow Access Recreation Projects go to
accessrecreation.org

To view current profiled trails go to
accesstrails.org



**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Clark County Advisory Board Meeting (Update) Chair Marie
Bouvier

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS:

**CITY OF RIDGEFIELD
PARKS BOARD**

MEETING DATE: December 14, 2016

ITEM:

AGENDA ITEM TITLE: Park Board 2017 Work Plan (Update) Chair Marie Bouvier

SUMMARY/BACKGROUND:

STAFF CONTACT: Lisa Blake, Administrative Assistant

ATTACHMENTS: