



Tualatin Hills Park & Recreation District Parks & Facilities Advisory Committee Meeting Notes

**FCSC Sequoia Room
January 17, 2018 at 6:30 pm**

In Attendance:

Committee Members: Jane Athanasakos, Virginia Bruce, Galit Pinker, Layton Rosencrance, Nanda Siddaiah

Staff: Jon Campbell

Guests:

Absent: Kevin Apperson, Holly Thompson

I. Parks & Facilities Advisory Committee Call to Order by Layton Rosencrance at 7:35

II. Approval of Minutes: The Minutes from the October 17, 2017 meeting were unanimously approved.

III. Old Business:

- Veterans Memorial Park ADA updates: Jon let the members know that ADA upgrades are scheduled to be performed in February. The improvements include:
 1. Widen the concrete pad that surrounds the submarine monument in the north section of the park.
 2. Widen two concrete pads that support picnic tables.
 3. Install a concrete path from the main pathway to a memorial bench in the west side of the park, widen the bench pad. The bench would then become ADA accessible.

IV. New Business:

- Open Positions: The Secretary and Chair positions are open.
 1. Jane Athanasakos was nominated to be the secretary, she accepted.
 2. Layton Rosencrance was nominated to remain the chair, he accepted.
- Interpretive signage: Adopted Sign Policy Update: Congratulations! Passed
- Old park signs:
 1. Jon Campbell notified the members that THPRD may be giving away old wood parks signs that were replaced with the metal signs (new logo). If anyone is interested in a sign please let me know, I will reserve one if / when we give them away.

- Goals for 2018
 1. Layton and Jon discussed two areas the maintenance department could use their help, the members were supportive.
 1. Maintenance Standards Manual: The maintenance department will be revising & updating their standards in the future, Jon would like their input. The members requested having the manual broken into sections and sent to them electronically, they can provide input at the meetings. Jon said he would work on that, try to get a section sent to the members before the next meeting.
 2. Transparency: Jon is looking for input & ideas from the members in how the maintenance department can be more transparent with the community in what they do & provide. An example could be developing a Q & A of the most frequently asked questions & answers maintenance receives and post that on the website.
 3. Work on Interpretive signs: choose parks, collect research, work on design

VIII. Committee Time:

Action Items:

- Jon: To electronically send a section of the Maintenance Standards Manual to the members for their review, we can discuss at the next meeting.
- Members: Brainstorm ideas in how Jon can be more transparent in providing information about the maintenance department (services, expectations, challenges, projects, etc.).

Next Meeting: February 21, 2018 at 6:30 pm (FCSC)

Meeting adjourned: 8:36 p.m.

Respectfully submitted by Jon Campbell

Recording Secretary: Jane Athanasakos