



Parks & Facilities Advisory Committee
Meeting Minutes
March 19th, 2025, 6:00 PM, Virtual

In Attendance

Committee Members: Kate Nelson, Saravana Sevugapandian, James Terwilliger, Robert Dupuy, Ashlee Richards, Pradnya Patil, Amanda West

Staff: Cameron Hall

Board Liaison: None

Guests: Member of the public

Absent: Travis Walker, Claire Tenschler, Shalini Vivek

Minutes:

Meeting Notes:

1. Call Meeting to Order – Meeting called to order by James at **6:02 P.M.**
2. Approval of Minutes from February 2024 – hearing no objections and motion passes
 - a. Any suggested edits on those minutes that Cameron sent out
 - i. No suggestions or objections
 - ii. Minutes approved
3. Public Comment – no public comment
4. Member Check-In and quick round robin
5. New Business – Cameron
 - a. Shared an update on drafting the guidelines (that were discussed in January joint advisory committee meeting) and bylaws
 - b. Shared the documents with the committee members over email and requesting review and feedback
 - c. Feedback from James on Bylaws document:
 - i. Is the bylaw common for all advisory committees or separate bylaw document available for each committee?
 - ii. Article 3:
 1. Each Committee is composed of at least ten (10) voting members.
 1. Is this an always satisfying condition? We have had less than 10 members in a committee at times

- iii. Article 6:
 - 1. A quorum consists of a majority of filled voting seats.
 - 1. Suggesting using “50+%” instead of majority
 - 2. Each Committee meets at least quarterly.
 - 1. Suggesting adding details as to who setups up the meeting and how the meeting agenda is shared and such details
 - iv. Bylaws – needs to be more detailed in general
- d. Question from Ashlee: What are the general differences between Guidelines and Bylaws?
- i. Guidelines – play book for the members serving in the advisory committees
 - ii. Bylaws – a binding document that everyone in the advisory committee needs to abide by
- e. The team discussed what the approval process and criteria are.
- f. What are the next steps:
- i. Committee members can send the comments to Cameron over email

6. Old business

- a. Induction stove installation update
 - i. Fire Marshall review completed, and feedback received
 - ii. Received quotation for the additional parts
 - iii. Ordering these additional parts to get the feedback from Fire Marshall addressed
- b. 2025 challenge grants
 - i. Ideas:
 - 1. Park benches
 - 2. Climbing wall
 - 3. Misting station (Amanda)
 - 4. Red chairs
 - 5. Upgrading classic water fountains in our centers with touchless sensor activated bottle filler (Saravana)
 - 6. Provisions to install more trees and more shades
 - 1. Standalone share structure (umbrella types) – could be well within the budget – (Kate)

7. Signage upgrades (Ashlee)
8. Solar panel installation (James)
2. James is requesting committee members sign up to explore any of the above-mentioned ideas to get more information and come up with an initial detail about the proposal and have them discussed in the May 2025 meeting
 1. Names are mentioned above against the ideas
 2. Guidelines on what to explore on these ideas:
 1. Where are we implementing this specific idea?
 2. What is the Idea?
 3. How much money would it cost?
 3. Cameron updated that the climbing rock wall project might go beyond the budget and might be challenging to get approval from the safety department – something to consider while looking at these ideas
7. Next meeting: **Hybrid option / Joint advisory committee meeting at Fanno Creek – April 16th**
8. Meeting adjourned at 6:59 pm