



RATIO DESIGN
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RATIODESIGN.COM

MEETING SUMMARY

PROJECT	Durham Outdoor Aquatics Project
RATIO PROJECT NO	21410.000
DATE/TIME	April 18, 2022; 2:00pm
PURPOSE	Core Team Meeting
HELD AT	Microsoft Teams
PARTICIPANTS	City of Durham Fallon Thompson, Jason Phelan (GSD) Jason Jones, Mary Unterreiner, Almira Marshall, Thomas Dawson (DPR) Jennifer Belle, Laura Biediger, James Davis (NIS Community Engagement Team) Design Team Lisa Esterrich, John Jackson, Andrew Harrell (RATIO) Jackie Turner (JTC) Miklos Valdez (CH)

PRE-MEETING

- The team reviewed the public engagement plan, see the *Review Draft Public Engagement Plan* section notes below for more information.

ENGAGEMENT

Review Draft Public Engagement Plan

- James D. noted that we should keep all community members completely aware of the project and share the feedback received.
- Jackie T. skimmed through the draft public engagement plan providing a high-level overview of the document.
- NIS team to send combined comments of draft Public Engagement Plan to Jason P. Jason initially suggested the end of this week to send individual staff comments.
- The team has already participated in PAC 1 events (March PAC meeting, virtual, MM Elem school) and other events with the understanding that the public engagement plan was out for review.

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- Jackie asked if we need to cancel upcoming participation such as Earth Day, and the Senior Games swim event and swim lessons while waiting for approval of the plan?
- GSD and DPR are okay with the engagement team attending Earth Day.
- Jackie T. attended the PAC 1 meeting in March. Jackie spoke to Mr. Chavis about getting on the schedule for the April PAC 1 meeting.
 - Jackie mentioned we would be at the Bimbé Block Party and after-school events at the Holton Career and Resources Center or other locations.

Engagement Process

- During a typical engagement event, participants sign in which provides information about the outreach. There are information and activity boards, comment forms, handouts and snacks. At the end of the project Jackie T. and the team summarize the results of outreach providing site photos, contextual information, and anecdotal observations like location, weather, and general percentages by age and race. .
- Jackie shared a revised event spreadsheet with the core team to help with information exchange and make staff communication for facilities the process for establishing engagement events.
- Request for RATIO to add new Resident Committee members to work chart.
 - Jackie T. shared the latest list of RC members with their names, contact information, and affiliations.
- Jason P. replied to an email from Jackie regarding city staff attendance at RC meetings. Jason expressed that though staff attendance may hinder public comments, it is helpful to help facilitate city policies related to public engagement while the draft plan was in review.
- Jackie T reminded the Core team that the engagement process is somewhat fluid and information is revealed during the process. The PEP, events, and even committee members may be revised, added, or removed.

Website Integration Update

- The latest version of the project website, prepared by DPR, was shared with the group: <https://www.dprplaymore.org/496/Splash-Play-Project>
- The website is live with a project description, images, and FAQs. The current efforts are prioritizing placing content on the website instead of clarifying the process for updating the website or syncing with other city platforms.
- What is the process for deciding on potential events and posting them on the website? Mary U. is okay with being the point of contact to post events to the website and distribute event attendance information to city staff but would prefer a formal event selection and approval process.

- Jackie T. showed a draft list of engagement events we could attend. Further investigation and confirmation of the potential events is on hold. Attendance at each event should be approved by the group.
- Core team members requested that a brief description of the website graphics, including but not limited to, the existing conditions and site analysis graphics, should be provided when posted to the website.
- The website team (Civic Plus) is still working to link the project website to ENGAGEDurham.
- Mary U. stated that images can be added on the calendar for past events for participants to see the outcome..
- Jason P. asked if we could consider an online interactive survey or another method to get virtual participation on our visual preference boards. This would be for people that would like to engage virtually or don't have time during an event to participate.
 - The consultant team responded that the survey that is being reviewed would essentially garner similar information. Perhaps graphics are added to the survey, though there may be some limitations with Survey Monkey
 - The design team and website manager will coordinate to see what is possible and what is suitable for the project.
- Jackie asked about Spanish translation possibilities.

Survey Comments

- Jackie T. revised the Survey based on the city staff and design team comments and shared the website link with everyone in a previous email. The link is also copied below:
 - <https://www.surveymonkey.com/r/3KVM8HV>

DESIGN

Comments on Existing Conditions Report

- City staff to send Jason P. any comments for the Existing Conditions report
- All comments will be compiled into one document. The only comment initially mentioned was an inconsistency in R. Kelly Bryant trail references throughout the report.

NEXT STEPS

- Jason P. to send GSD, DPR, and NIS combined comments for the Existing Conditions Report and Public Engagement Plan to the Design Team by the end of the week.
- Lisa E. to update the organization chart with the most recent list of Resident Committee participants

- RATIO to send descriptions of existing conditions and site analysis graphics for the website to Mary U.
- Core Team, and any other relevant city staff, to review the public engagement survey for any final comments. (<https://www.surveymonkey.com/r/3KVM8HV>)
- Design team, Mary U., and website manager to explore website visual preference survey alternative.
- Jackie will follow up with James Davis about the Equitable and Green Infrastructure program mentioned in the chat.
- Jackie will contact Jennifer Belle to determine if a popup event at Hoover Road Apartment would be worthwhile (mentioned in the chat).

Any additions or corrections to these Minutes should be submitted in writing to RATIO within seven (7) days of receipt. Otherwise, these Minutes stand as correct.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew Harrell". The signature is fluid and cursive, with the first name "Andrew" written in a larger, more prominent script than the last name "Harrell".

Andrew Harrell

Landscape Architectural Graduate