

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Mar. 1, 2018, 2:30 pm @ Visitor's Center

Agenda:

1. Al Farnsworth property plan update
2. 501c3
3. By Laws
4. By Law Agreement
5. Election of Officers
6. Grants
7. Hospital Bike and Trail Event May 12th
8. Adjourn

Board Members:

Present: Eric Anderson, Tess Rae, Scott Bourassa, Greg Sprungl

Absent: John O'Connor

Quorum? Yes

Staff: Olivia Drake

Attending: Dennis Weed (EDC), Lisa Ailport (City BF), Josh Sherven, Rob Beck, Charlie McCrum, Dave Walter

The Trail Committee meeting came to order at 2:30 pm.

Plans were discussed for the Enchanted Forest. Scott R & Scott B have shared a preliminary Phase 1 layout with the forester who agreed that construction can begin as soon as weather permits. Rob discussed an overview layout which was similar to Scotts' plans, but beginning on the South side of the property. Parking likely won't need expanded until the trail system is solidified and maps & signs produced.

The PendOreille Pedalers excavator is approved for use this Spring. The standard lease is \$50/day and then we would need an operator. A few members mentioned being able to volunteer operator time. Other local operators may volunteer time and equipment as well. There would then be diesel costs. We would possibly be able to fit under the Pedalers insurance for upcoming use?

The importance of youth involvement was discussed and the likelihood that personal involvement in trail construction would create a vested interest in future maintenance and prevention of mis-use. Groups to reach out to were mentioned including Wood Shop, Boy Scouts & Eagle Scouts along with track & cross-country teams.

501c3 plans were reviewed along with the draft Articles and By-Laws. It was decided to have the Board review these in more detail. It was mentioned that Jim sits on the Inland Northwest Community Foundation [which has resources for building non-profits].

Lisa provided information on the Equinox Foundation for possible grant funding. Dennis will look into this more.

The City of BF obtained grant funds to study how their development codes can be refined to compliment infrastructure planning. There is a survey on the City website that everyone can complete to provide insight for the City's transportation & bike/ped plans. There is also a comment map to flag and comment on particular areas of interest.

Lisa left the meeting.

The five member Board for the Boundary County Bike and Pedestrian Trail Committee, Inc. was elected as follows:

1 yr term: Greg Sprungl

1 yr term: Tess Rae

2 yr term: Eric Anderson

2 yr term: Scott Bourassa

3 yr term: John O'Connor

The Board meeting was called to order at 3:30 pm.

MOTION to nominate Eric Anderson as Chairman/President. Seconded and approved 3 of 4 (Anderson abstained)

MOTION to nominate Scott Bourassa as Vice President. Seconded and approved 3 of 4 (Bourassa abstained)

MOTION to approve Olivia Drake as Secretary. Seconded and approved 4 of 4

MOTION to nominate Tess Rae as Treasurer. Seconded and approved 3 of 4 (Rae abstained)

The next Board meeting was scheduled for March 8 at 2:30 at the Plaza. [currently being rescheduled]

The Agenda will be to review and approve the By-Laws and Articles.

Greg will obtain information on insurance for the Corporation.

Meeting adjourned at 3:47 pm.



By Secretary, Olivia Drake



Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Special Board Meeting - March 7, 2018, 12:30 pm @ The Plaza Downtown

Agenda:

- Establish Quorum
- Approve Mar.1, 2018 Minutes
- By Laws and Articles of Incorporation
- Next Meeting
- Adjourn

Added Items:

- Insurance

Board Members:

Present: Eric Anderson, Scott Bourassa, Tess Rae, Greg Sprungl, John O'Connor

Absent: 0 Quorum? Yes

Ex-Officio: Dennis Weed Staff: Olivia Drake Attending: 0

The meeting was called to order by President Eric Anderson at 12:52 pm.

MOTION to approve the Mar.1 minutes as submitted, seconded and passed unanimously.

Eric mentioned that since our first Board meeting was held on March 1st, that the annual meeting to appoint & elect Directors and Officers should be held in March.

Insurance information was discussed. The group will no longer fall under ICRMP as the Charter will be dissolved upon obtaining 501c3 status. Personal indemnity is included in the by-laws, but IDL will require insurance to finalize the agreement for the State land. Greg obtained preliminary info from Pace Kerby that it may run \$3-4K per year. Scott will discuss this more with the Pedalers about if/how we could fit as an extension of their insurance plan.

Scott mentioned and it was agreed that we should not publicize trail plans which do not have a formal agreement in place yet. (Specifically at the Hospital Bike & Trail Event)

The Board began reviewing the proposed Articles of Incorporation in detail.

MOTION to approve Eric Anderson as the initial registered agent, seconded and passed unanimously.

[Note to add mailing address PO Box 3009]

MOTION to approve Bonners Books (PO Box E) for the initial mailing address for the corporation, seconded and passed unanimously.

[Original motion seconded & approved to name Dennis Weed as Incorporator, later repealed]

Dennis Weed entered the meeting at 1:06 pm. Discussion ensued regarding the conflict of interest with BEDC and incorporation.

Insurance was again discussed and why can't the group remain under the Charter. Dennis thought that the Commissioners wanted the committee to be a stand-alone, and that it would be better to be a 501c3 for grant opportunities.

Dennis will look into the Equinox grant for funding while getting the 501c3 up & running.

MOTION to repeal previous motion and name Eric Anderson as the Incorporator, seconded and passed unanimously.

[Note 6938 Oak St]

MOTION to change the minimum board members to (3), seconded and passed unanimously.

MOTION to add @ 8.2: The Directors may, by majority vote, appoint non-voting advisory ex-officio board members, seconded and passed unanimously.

MOTION to appoint Dennis Weed, BEDC, as an ex-officio board member, seconded and passed unanimously.

MOTION to approve the ARTICLES as amended, seconded and passed unanimously.

The Board began reviewing the proposed ByLaws.

MOTION to insert a clause, to encourage attendance, that a Board member shall not miss (3) consecutive meetings. Discussion to phrase @ 3.7: Resignation by Default. A Director will be considered to have resigned by not attending three (3) consecutive Board meetings. At the next scheduled meeting, the remaining Directors shall vote upon either reinstatement or replacement of the absentee Director. Seconded and passed unanimously.

MOTION to amend 2.4, changing "shall" to "may", and deleting the word "regular". Seconded and passed unanimously.

MOTION to amend 3.1, changing "21" to "18". Seconded and passed unanimously.

MOTION to amend 4.9, changing "each Director" to "each Director, Officer, Employee, or Agent". Seconded and passed unanimously.

MOTION to approve the BYLAWS as amended, seconded and passed unanimously.

Misc items were discussed such as recording leases and keeping track of land rights. The Enchanted Forest lease will be recorded after 501c3 status is obtained.

The next meeting was determined to be a general meeting, remaining the 1st Thursday of the month. This will be April 5th, 2:30 pm @ Visitor's Center

The Agenda will be

- 1) Establish quorum & approve minutes
- 2) Determine future meeting times & dates
- 3) DBA name
- 4) Conflict of Interest policy
- 5) Insurance (Eric will discuss with Larry Davidson)
- 6) Forming Committees
- 7) Membership fees

Tess suggested we should add our meeting schedule to the Herald. Olivia will look into this.

Meeting adjourned at 2:23 pm.



By Secretary, Olivia Drake



Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

April 5, 2018, 2:30 pm @ Visitor's Center

Agenda:

- Establish Quorum & Approve 3/7/18 (Special Board Meeting) Minutes
- Contact List
- Determine future meeting times & dates (publish in Herald?)
- DBA name
- Conflict of Interest Policy
- Insurance
- Forming Committees
- Membership Fees
- Next Meeting
- Adjourn

Added Items: Articles & By-Laws

Board Members:

Present: Eric Anderson, Scott Bourassa, Greg Sprungl (by phone), John O'Connor Absent: Tess Rae

Quorum? Yes

Ex-Officio: Dennis Weed Staff: Olivia Drake

Attending: Josh Sherven, Jim Olbekson, Ken Blockhan Jr, Rob Beck

After some preliminary discussion, the meeting was officially called to order by President Eric Anderson at 3:08 pm.

MOTION (Eric) to approve the March 7 minutes as submitted, seconded (John) and passed unanimously.
Draft Minutes will be emailed to the Board when created and Minutes are always available to all by request.

A contact list was passed around to be included in records. The full contact list with address & phone information will only be available to Board members. Email addresses may be openly viewable to everyone who has asked to be on the email list until a list server format can be implemented.

Meeting times were discussed along with venues to provide the best attendance possibilities. Eric will contact Mugsy's to find if a noon meeting is available. Publication discussion is ongoing. Herald, NewsBF, KV Times.

Scott offered a DBA name of Bonners Ferry Hike & Bike. Rob suggested Boundary County Hike & Bike as an alternative. Olivia offered BoCo Trails for a short name.

Eric noted that a broader name or attachment with a larger organization would be inclusive of a larger area with connectivity to Montana, Washington, and Sandpoint area trail systems.

Scott noted that local businesses will be more open to donations or reduced rates if we have a letterhead and mission statement. Rob will create a draft. Ken suggested creating a prioritized list of tools & equipment that will be needed.

The Conflict of Interest Policy was also tabled, as Eric will be providing a draft Policy at a future meeting.

Eric passed on insurance information from Larry Davidson: the purpose of insurance is for protecting assets and liability. To fulfill insurance requirements for contracts, such as the IDL property, we can partner with POP. This would be a trial for 5-years with an extension possibility from there.

Scott mentioned that the POP board supports us and will grant us use of the excavator without charge, and is agreeable to co-sign contracts for the first 5-year period.

Event liability was discussed, but it was agreed to focus more on development and keep liability at a minimum.

MOTION to table the insurance topic until further need, seconded and passed unanimously.

Membership in larger groups such as IMBA was discussed, but the benefits vs risk weren't fully understood at this time, so no decisions were made.

Four preliminary Committees were broken out with Board members assigned as follows:

Land Acquisition: Eric & Dennis

Development (Design and Build): Scott B

Grants & Fundraising: Tess

Marketing & Outreach: John

MOTION to table Membership Fees discussion, and assign to the Fundraising Committee, seconded and passed unanimously.

Articles & By-Laws revisions were discussed. Ken noted that page numbers should be included for clarity with future revisions. Contact information should be clearly provided with a website & office. There are Federal & State requirements which should be considered before hiring employees.

The next meeting will be determined when a venue is found.

Secretary note: May 3, 12:00 pm @ Mugsy's conference room

The Agenda will include:

- o Establish Quorum & Approve 4/5/18 (General Meeting) Minutes
- o Immediate Grant opportunities
- o Mission Statement / Cover Letter

Scott will create a list of tools needed with pricing, and send to Dennis for grant funding.

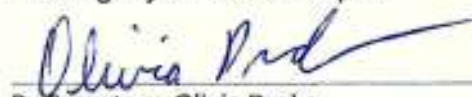
The new IDL policy is due in May, then a lease agreement can be finalized, where the fee will be determined.

Olivia will check on easements for Enchanted Forest access at Hoot Owl.

DBA name, mission statement, and meeting publication will be reviewed through emails before the next meeting.

Scott left the meeting at 4:05 pm.

Meeting adjourned at 4:12 pm.



By Secretary, Olivia Drake



Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

May 3, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum & Approve 4/5/18 Minutes : Thank-you letter : DBA name : Mission Statement / Cover Letter : Immediate Grant Opportunities : Committee Reports : Next Meeting : Adjourn
- Added Items: Health Fair booth

Board Members:

Present: Eric Anderson, Scott Bourassa, Tess Rae, Greg Sprungl, John O'Connor

Absent: none Quorum? Yes

Ex-Officio: Dennis Weed Staff: Olivia Drake

Attending: Josh Sherven, Alan Rose, Lisa Ailport, Rob Beck, Larry Davidson

The meeting was called to order by President Eric Anderson at 12:14 pm & a quorum was established.

MOTION to approve 4/5/18 Minutes (Tess - John 2nd) – approved unanimously

Tess will write a thank-you letter to Al Farnsworth, Xmas Hills LP, for his generous contributions to the community as a whole and in particular for the agreement with 9B Trails on the Enchanted Forest property. We acknowledge and will pay tribute to his, and his wife Caroline's legacy and their love for [trails](#) (correction: love for [bicycles](#)). John will help with editing.

Eric introduced Larry Davidson, who explained that he is a long-time resident who is an avid cyclist. He is on the Trail Mix and POP committees and maintains several trails in the Sandpoint area. He is excited about our group and encouraged us to maintain vision and initiative, and to keep up with landowner relationships.

MOTION to appoint Larry Davidson as an Ex-Officio board member. (Josh/Eric – Greg 2nd) – approved unanimously

After thoughtful discussion and reviewing different options,

MOTION to approve **9B Trails** as our DBA name. (Tess – Eric 2nd) – approved unanimously

Eric will file with the Idaho SOS.

Dennis noted that we have missed the deadline for the current round of Equinox grants. Later discussion revealed that we may still be able to make presentations to them outside of the regular timeframe. Larry had put a major proposal directly to their board in the past. Tess and Dennis will continue working on proposal(s) to Equinox, along with research on other opportunities.

Lisa reviewed the current progress of the \$250k High Five Grant through Blue Cross awarded to the City. This is a 3 year grant cycle and the purpose is to reduce childhood obesity through access to healthy foods and increase in activities. Currently funded projects include \$60k for replacing the stem walls and other improvements at the City pool (along with a \$150k block grant), and \$10k for the City transportation/ped Master Plan (along with assoc. of realtors grants). Other projects being looked at are \$5k for BoCo Backpacks, and \$25-30k for cardio equipment at the high school, a community/cross-country trail behind the High School, and an extension office project.

The steering committee is meeting Tues 11 am at City Hall. The agenda is posted at City Hall.

Anyone who would like to be involved or have input to the consultant for the City transportation/bike/ped Master Plan should send Lisa your name & contact info. {Sec. note: Lailport@bonnersferry.id.gov}

MOTION to appoint John as the 9B Trails liaison with the City Master Plan consultant. (Eric – Scott 2nd) – approved unanimously

May 31 at the armory will be an open house for the City transportation & bike/ped Master Plan.

Lisa left the meeting at approx. 1:00 after noting that projects that leverage money are highly sought after as they leverage community and have a stronger impact.

It was decided that the connector under the Kootenai River Bridge would be the best project to present for High Five funding. This would be a high profile project as it is centrally located and is a major connection between downtown, Northside, the North Hill walking area, and the Ball Park & Dike system. Tess & Dennis will write up a proposal for the Ball Park connector trail for Eric to present at the meeting. Larry warned against having too many projects up & running at the same time, so prioritizing projects was discussed. Olivia will get some GPS data on the under-bridge connector and check the topo to check on trail grades & ADA requirements. Olivia will check surrounding ownership, although cautioned that exact property lines cannot be found without a survey. Josh will see if Steve Binnall would be interested in looking into this if needed.

Rob provided a draft business plan and it was expressed that there is a more immediate need for a short mission statement "who we are and what we do" style. Rob will refine this and send an email update.

Outreach and contact management options were discussed. Rob will continue to research outreach methods. Tess and Eric will look into website management. Eric and Olivia will work on the Dropbox to store contact info and documents.

Josh announced a "soft start" trail preview and work party Sun. May 6 3pm at Enchanted Forest. Scott will be starting work parties on Monday evenings from 5:30-7:30. The work is beginning at the Hoot Owl access, although there is limited parking.

John mentioned that we should start tracking man-hours spent on volunteer activities. These should be submitted on a monthly basis to Tess.

We are signed up for a booth at the Hospital Health Fair on May 12th which needs attendants. Dennis will be there at 8 am to set up. Olivia will take 9-10/11. Greg may be able to stay until 12. Eric will try to make 10-12. Olivia will print a large exhibit map and has a contact sign-up list. Rob, Tess & Olivia will work on completing the one-page mission statement for hand-outs.

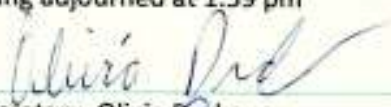
All contact information gathered should be sent to Olivia to include in the complete contact list.

The next meeting scheduled for **June 7, 2018, 12:00 pm @ Mugsy's**

The Agenda will include

Conflict of Interest (Eric), Immediate Grant Opportunities (review Equinox, High Five information, meeting w/ City), Website & outreach info, Committee reports

Meeting adjourned at 1:59 pm


By Secretary, Olivia Drake


Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

June 7, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve 5/3/18 Minutes
- Review of action outside regular meeting
- MOU w/ POP
- Website, doc storage, email, meetup
- Liability release & medical waivers
- Strategic Plan
- Conflict of Interest policy
- Committee Reports:
- Land Acquisition (Foundations to buy property - ITD eng. North Hill)
- Development
- Weekly work parties & progress update
- Grants & Fundraising (Equinox, High Five, UP)
- Marketing & Outreach (website above)
- Next Meeting
- Adjourn

Board Members:

Present: Eric Anderson, Scott Bourassa, John O'Connor

Absent: Tess Rae, Greg Sprungl

Quorum? Yes

Ex-Officio: Dennis Weed, Larry Davidson

Staff: Olivia Drake

Attending: Josh Sherven, Alan Rose, Rob Beck, Charlie McCrum, Si Thompson

The meeting was called to order by President Eric Anderson at 12:20pm.

A change in the previous minutes was read aloud.

MOTION to approve 5/3/18 Minutes as amended (Eric – Scott 2nd) – approved unanimously by those present

Actions taken in the past month outside of regular meetings were reviewed.

*Secretary note: the following are included for the record:

5/6/18: Trail preview & work party @ Enchanted Forest

Weekly starting 5/7/18: Work parties Mondays 5:30-7:30

5/7/18: A thank-you letter was mailed to Al Farnsworth

5/8/18: A proposal for the Ball Park connector trail was presented to the City of BF for High-Five Grant

5/8/18: Tess moved (through email) to begin a group website, www.9btrails.org

5/9/18: Greg 2nd, 1 abstained, 2 aye – Motion approved.

5/9/18: Eric filed 9B Trails as an assumed business name with the Idaho Secretary of State.

5/12/18: 9BTrails presented a booth at the Health Fair with an exhibit map, handouts, and photo collage

5/16/18: Meeting w/ POP (9B: Eric, John, Scott, Greg, Olivia) (POP: John, Charles, Mike, Jim)

Discussed POP membership, trails, liability, insurance (Their membership comes w/waivers for trail work)

The Salmon trail group may come up for USFS trail build training - POP follows IMBA standards

MOTION (Eric - Scott 2nd) to create a draft MOU for each board to review - approved by those present (4/5)

Trail workers will choose which group to report their hours under

5/31/18: Submitted grant app to Union Pacific Foundation (UPF Community Spaces) \$25k requested

For Kootenai River Trail to Riverside Park

The MOU with POP was summarized for those in attendance. Specific changes were raised and discussed.

MOTION to approve the edits to the MOU (Eric – John 2nd) approved unanimously by those present.

Eric will update Mike with the decision, complete the edits, and present a final draft to the Board and to POP.

Scott provided a Development Committee update. KG&T will be donating a port-a-potty that he will be setting up on-site. Mike Kelley will donate work and possibly gravel for road improvements and a parking site at the Hoot Owl entrance to fit approx. 10 cars. POP will be paying Idaho Conservation Corps to work on trails and decided that they will work on Enchanted Forest trails for four days in the upcoming week. A rider/trail builder from Spirit Lake will donate some telephone poles for bridge work. Another 30' of bridge may be transferred from the Basin Trail off Schweitzer. There is about 2.5 miles of trail built at Enchanted Forest. A rough rule-of-thumb per mile of trail is \$10k, so this could be considered a \$25k asset. The development team was commended for their time and efforts.

Specifics were discussed regarding more possible volunteers and how the work would be directed and managed. Al Farnsworth seems to be very happy with the progress and there was discussion on how to better incorporate the family legacy into the trail signage and benches etc. Highlighting the property & family history, the Vision of preservation of a working, productive forest and recreation. Other signage was discussed to protect the land in the way that the landowner intends.

Release of liability waivers were reviewed. The agreement was to have a group waiver on file for each volunteer, along with a daily sign-in sheet on-location with a general waiver and in-out times for hourly tracking. The daily sheet could refer to the group waiver as a cross-reference. Eric will complete the documents and present for approval.

The website was discussed as a working document and everyone was encouraged to present local photos for inclusion, especially photos of volunteers working or enjoying the trails. There is an introductory video on social media, and we will work toward more. There could possibly be separate pages for each project.

Donations, such as fuel for the excavator, were discussed and noted that we are a 501c3 for tax purposes. Everyone was reminded to track all volunteer hours and monetary donations.

(Charlie & Si left the meeting approx. 1 pm)

The conflict of interest policy was reviewed.

MOTION to incorporate the Idaho Statutes in a pdf into our website as our conflict of interest policy (Eric, Scott 2nd) approved unanimously by those present.

Eric will email the Strategic Plan and the UP Grant application to the Board for information and further review through emails and/or at the next meeting.

Grants & Fundraising – will be reviewed more at next meeting. It was suggested that individuals join the POP membership to express thanks for the help they have provided.

(Josh left the meeting approx.. 1:20pm)

Land Acquisition – Dennis will contact IDL to review policy. The Board & others may be able to cover the cost of the first year lease if needed. Dennis will review conservation leases with Kennon.

The next meeting scheduled for 7/12/18, 12:00 pm @ Mugsy's

The Agenda will be

Strategic Plan, Supporters of 98 Trails (donations), Grants & other fundraising opportunities,
Community Outreach

Meeting adjourned at 1:50 pm

By Secretary, Olivia Drake

Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

July 12, 2018, 12:00 pm @ Mugsy's

Agenda:

• Establish Quorum • Approve 6/7/18 Minutes • Strategic Plan • MOU w/ POP • Website • Liability release & medical waivers • Conflict of Interest policy • **Committee Reports:** • Land Acquisition (Foundations to buy property - ITD eng. North Hill) • Development • Weekly work parties & progress update • Grants & Fundraising (Equinox, High Five, UP) • Marketing & Outreach (website above) • Next Meeting • Adjourn

Board Members:

Present: Eric Anderson, Greg Sprungl, Tess Rae

Absent: Scott Bourassa, John O'Connor

Quorum? Yes

Ex-Officio Absent: Dennis Weed, Larry Davidson

Staff Absent: Olivia Drake

Attending: None

The meeting was called to order by President Eric Anderson at 12:15pm.

1. Minutes - MOTION to approve 6/7/18 Minutes (Tess- Greg 2nd) – approved unanimously by those present
2. MOU – tabled until next meeting
3. Strategic Plan - MOTION to approve 2018-2019 Strategic Plan (Eric- Greg 2nd) – approved unanimously by those present
4. Conflict of Interest and Liability - Eric will complete the documents and present for approval at next meeting. Tabled until next meeting.
5. Supporters of 9B (donations) - Eric spoke to a few individuals and have invited other to meetings. Greg – people are aware of the trails committee. Tess – what does “supporters of 9B” entail, more discussion needed
6. Committee Reports -
7. Land Acquisition (Farnworth property) - Eric talked to Mr. Farnworth's daughter about option to purchase and possibility of working with interested parties. Discussions with Idaho Forest Group, Barry/Simpson, recommend Forest Legacy. Our lease is 30 years, ~~Christmas Tree, LLC~~ *Christmas Hills, LP* is 20 years. Talking with attorneys on restructuring. Interested in working with us and honoring Al's wished to keep the Enchanted Forest as a working forest.
8. Work Parties- no report
9. Grants & Fundraising - Tess reported that UP grant /Equinox were submitted and will not hear until possibly September. Eric discussed High Five, Tess asked if more needs to be done with High Five and Urban Renewal, Eric said he would talk to David Sims about both and the status of those grant opportunities.. It was suggested to research the Red Lodge Clearinghouse for more grant opportunities.
10. The website was discussed and it was suggested to add pictures from Facebook on projects to show progress.

Meeting time: It was discussed meeting time might not be working and is hard for people to attend. The next meeting was scheduled for August Meeting adjourned at 1:00 pm.

By Treasurer, Tess Rae

Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

Aug 2, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve 7/12/18 Minutes
- Riverside Rd Project
- MOU
- Strategic Plan
- Conflict of Interest
- Liability Waivers
- Supporters of 9B Trails
- Committee Reports:
 - Land Acquisition
 - Development
 - Grants & Fundraising
 - Marketing & Outreach
- Next Meeting
- Adjourn

Board Members:

Present: Eric Anderson, Scott Bourassa, John O'Connor

Absent: Tess Rae, Greg Sprungl

Quorum? Yes

Ex-Officio: Dennis Weed, Larry Davidson

Staff: Olivia Drake

Attending: Sharlene Delaney, Dave Walter

The meeting was called to order by President Eric Anderson at 12:15± pm.

MOTION to approve 7/12/18 minutes w/clarification – approved by those present.

The Riverside project open house was discussed and it was agreed that no formal Committee opinion will be presented at this time, instead members will attend the meeting, gather more information, and provide individual input as they see fit.

The MOU has been edited as agreed in June, emailed to Mike (POP) and waiting for a response.

The Strategic Plan was approved on 7/12 and we have a letter of support from the City on the way.

MOTION to add the Conflict of Interest notation to the website. (Eric-John 2nd) approved by those present

We comply with the Idaho Statutes as our conflict of interest policy.

Eric will try to get the liability waivers down to two pages, which will be implemented for members and volunteers to sign, available both at the project sites and the website so everyone can be covered.

Sponsorship was discussed – brainstorming involved a donor bucket at the trail sites, getting flyers (hand-outs), and supplying t-shirts or similar recognition. ("I helped build the Enchanted Forest Trail System")
To do: flyers with mission statement, named levels of sponsorship at certain donation levels [sec note: discuss what volunteer hours would equal monetary donations] Consider what sponsors get for their time or monetary donation. ie shirts, plaques, recognition, receipts. Board member contributions to get this started.

The Innovia Foundation (formerly Inland Northwest Community Foundation) will be in town on Sept. 20, with an open meeting with the EDC at 12 pm (noon) at the Kootenai River Inn. To Do: set up individual meeting?

The Enchanted Forest is ready for a bridge and signage & further parking development. To do: signage design & placement plans. Scott is working on a donation of time/equipment/rock for parking development. Gate replacement (chain) was considered past the new parking area, depending on Al's wishes.

We are waiting to hear from IDL regarding policy and lease decisions.

Work parties are on hold due to conditions and plans are to reorganize in the fall.

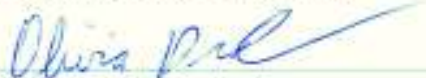
The next meeting scheduled for Sept. 6, 12:00 pm @ Mugsy's

The Agenda will be:

Board contributions, supporters, Accounting, tracking donations (hours and monetary), receipts,

Recognizing equipment and volunteer hours to date.

Meeting adjourned at 1:30 pm



By Secretary, Olivia Drake



Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

Sept 6, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve 8/2/18 Minutes & sign previously approved minutes
- Committee Reports: ● Land Acquisition ● Development ● Grants & Fundraising ● Marketing & Outreach
- Next Meeting
- Adjourn

Board Members:

Present: Eric Anderson, Scott Bourassa, Tess Rae

Absent: Greg Sprungl, John O'Connor

Quorum? Yes

Ex-Officio: Dennis Weed, Larry Davidson

Staff: Olivia Drake

Attending: Rob Beck, Sharlene Delaney, Mike Klaus, Alan Rose

The meeting was called to order by President Eric Anderson at 12:12 pm.

MOTION to approve previous minutes – approved by those present. Previous minutes were signed for the record.

POP will hopefully form a response to the proposed MOU after their meeting earlier this week.

IDL has been busy with fire season so we should have more details on their land use decisions this fall.

Action Item: Contact IDL for proposed lease details & land use requirements.

The MOU will also allow us to move forward with the ITD North Hill proposal. Ongoing Action Item: Design & Use Agreement.

Eric noted that he & Scott had given a group presentation to Rotary. Action Item: format prior presentations to be placed on the website.

Even though the new trails still under construction, the Enchanted Forest is open to recreation. The existing roads will continue to be open for equine and multi, non-motorized use. The new single-track will be pedestrian & bicycle.

MOTION for Scott to discuss non-motorized & gate possibilities with neighboring owners to help reduce potential conflicts – approved by those present. Action Item

Liability and agreements with those with possible former access grants were discussed but no motions were made.

Land Acquisition is continuing to make contacts when possible.

Development has mostly been on hold during fire season. The 2.5± mile of new trail has been being used. Scott is still working on getting a donation for parking development. The parking and signage should be in place before the first 100 yards is fully built in.

MOTION to form a Sign Committee – approved by those present. Larry will head the committee.
Boundary Abstract offered a donation towards signage.

Action Item: Sign placement plan (where & how many needed), Design (symbols for allowed vs non-allowed use & appreciation logos), Contact sign companies

Action Item: Everyone should be focusing on individual committee work between regular meetings. The committee chair can summarize progress at the regular meetings, but a lot of work can be accomplished in the interim.

Action Item: Spread the word, get people involved

The Kootenai River Trail / North under the Bridge was discussed, along with a project champion. Tess is the Board member heading the project at this time, and Mike agreed to help with the project. This has potential for it's central location, where it will be useful to a great number of people. There are several landowners to collaborate with during the planning and development.

Grants & Fundraising: We were not successful on the UP grant. We will regroup and move forward with solidifying the design to better present the project. (see Kootenai River Trail above, Action Item)


Marketing & Outreach: High Five and URA options were discussed. A Business Plan and Financials are needed for further submittals. Tess will open a 9BTrails account and several members committed to individual and business donations. Action Item

MOTION to give Rob administrator privileges on the website – approved by the those present.
MOTION to create a 9BTrails facebook page – approved by those present. Action Item

Reminder of the Innovia Foundation coming to town on Sept. 20.

The next meeting scheduled for Oct. 4, 12:00 pm @ Mugsy's
The Agenda will be finalized before the next meeting.

Meeting adjourned at 1:38 pm


By Secretary, Olivia Drake


Chairman, Eric Anderson

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

Oct. 4, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum ● Approve 9/6/18 Minutes ● Committee tracking & communications
- Committee Reports: ● Land Acquisition ● Development ● Signs ● Grants & Fundraising ● Marketing & Outreach
- Next Meeting ● Adjourn

Board Members:

Present: Eric Anderson, Scott Bourassa, Tess Rae, Greg Sprungl

Absent: John O'Connor

Quorum? Yes

Ex-Officio: Dennis Weed, Larry Davidson

Staff: Olivia Drake

Attending: Sharlene Delaney, Rob Beck, Alan Rose

The meeting was called to order by President Eric Anderson at 12:12 pm.

MOTION to approve previous minutes – approved by those present and signed for the record.

Committee tracking was discussed and it was determined that each committee head would continue to informally track committee members and subcommittee heads. (Subcommittee heads would keep track of those members.) The committee / subcommittee head will manage communications within their group and report to the Board.

Development will have subcommittee leaders for each project. Scott will remain the leader for Farnsworth and ITD property. Alan will lead the development (build) part of the Kootenai River Trail, with Tess as the overall Project Manager as this is a more formal project involving several agencies.

Land Acquisition: Eric, Dennis & Larry

Development: Scott

Enchanted Forest and ITD property: Scott B, Scott R, Josh

KRT: Tess as Project Manager and Alan as Development lead

Signs: Tess & Larry

Grants & Fundraising: Tess & Larry

Marketing & Outreach: Tess & Rob

Land Acquisition:

Eric & Dennis will touch base on the IDL property.

Eric will keep in contact with the Farnsworth family regarding the current lease and options to keep the working forest in perpetuity.

Other properties and trail locations were discussed including connectors around the City Limits. Eric has informally approached additional landowners.

Work is continuing with contacts regarding the KRT. Dennis has opened communications with UP and ITD, and the City will be interfacing with some of the agencies.

Action Item: Eric will get on the agenda with the County. Eric, Tess & Larry will present to the Commissioners.

Development:

Tess presented a project plan for the KRT. Several members have walked the trail for a rough design and gathered GPS. The design is ready to refine and the next step is to estimate materials and cost.

Larry presented the progress on signage. Options were reviewed so that symbology and wording can be refined and hopefully agreed upon before the next meeting. Far North has agreed to print and donate the first dozen metal signs when the design is finalized.

Major new build on Enchanted Forest will likely not re-start until the spring while work on signage continues. Scott will be looking into the ITD design.

Grants & Fundraising:

The major grant cycle begins again in December. The UP grant is open again in April. Innovia seemed very interested in our projects.

The 9B Trails account is up and running. Several members contributed to help build the general fund.

Ongoing Action Item: Listing and cost of equipment and materials needed (general and project specific)

Marketing & Outreach:

The website is being continuously updated. A Facebook page has been created but is in its beginning stages.

Action Item: 9B Trails Logo creation

The next meeting scheduled for November 1, 12:00 pm @ Mugsy's

The Agenda is to be determined, to include sponsorship & partnership definitions and approach to upcoming grants.

Meeting adjourned at 1:46 pm

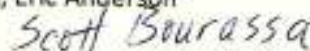


By Secretary, Olivia Drake



Vice

Chairman, Eric Anderson



Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved)

Regular Meeting

Nov 1, 2018, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum • Approve 10/4/18 Minutes
- Committee Reports: • Land Acquisition (ITD, IDL, KRT) • Development (Signs) • Grants & Fundraising
- Marketing & Outreach (Sponsorship, partnership)
- Next Meeting • Adjourn

Board Members:

Present: Scott Bourassa, Tess Rae, Greg Sprungl

Absent: Eric Anderson, John O'Connor

Quorum? Yes

Ex-Officio: Larry Davidson (Absent: Dennis Weed)

Staff: Olivia Drake

Attending: Allen Rose

A quorum was formed and the meeting was called to order by Vice President Scott Bourassa at 12:22 pm.

MOTION to approve previous minutes – approved by those present and signed for the record.

Land Acquisition:

IDL is still developing their recreation policy and further plans for the property will be dependent on that.

E-bikes were discussed and 9B Trails may create specific policy regarding E-bikes based on further research and input in the future. Most trails will be property-specific and such decisions made by the landowners.

Recent developments on the KRT project were reviewed. The Phase 1 ADA accessible trail is mapped with a variable-width cross section and profile. Agency input, local equipment availability and cost, will be considered for the final trail width and surface. A meeting with the County Commissioners to review the project is set for the upcoming Monday.

Development:

New trail building is generally on hold for the season.

The last refinements to the sign plans were discussed. The suggestions made will be finalized, and the next step will be to present to the landowner.

Action Item: Set up a sign-review meeting with Xmas Hills.

A few examples of a group logo were also presented and discussed. MOTION to preliminary approve the signs and logo(s) with suggested edits – approved by those present.

Additional standardized signs were suggested. Action Item: Find cost for fiberglass/reflector backs & standardized sign stickers.

Grants & Fundraising / Marketing & Outreach:

Miscellaneous grant opportunities were discussed. Larry will review the POP excavator grant to present what works and what we may want to change.

Action Item: narrow down fundraising plans – bring ideas to next meeting.

Action Item: Greg will gather some equipment specs and costs from Boundary Tractor.


A time log was reviewed to be submitted monthly by individuals and/or committee heads to the Treasurer.

Action Item: Individuals and Committee Heads to log past hours.

The next meeting scheduled for Dec 6, 12:00 pm @ Mugsy's
No special items were added to the agenda.

Meeting adjourned at 1:37 pm.


By Secretary, Olivia Drake


Chairman, Eric Anderson (or Vice Chair, Scott Bourassa)

Boundary County Bike and Pedestrian Trail Committee, Inc.

Meeting Minutes (Unofficial until approved) Regular Meeting - Dec. 6, 2018, 12:00 pm @ Mugsy's

AGENDA

• Establish Quorum • Approve 11/01/18 Minutes • Committee tracking & communications • Committee Reports: • Land Acquisition • Development (Design & Build) • Signs • Maintenance (new sub-committee) • MOU w/Parks & Rec • Grants & Fundraising • Marketing & Outreach Sponsorship, partnership • Next Meeting • Adjourn

Board Members:

Present: Eric Anderson, Scott Bourassa, Tess Rae, Greg Sprungl, John O'Connor

Quorum? Yes

Ex-Officio: Dennis Weed, Larry Davidson

Attending: Rob Beck, Rhonda Vogl, Kelly Wombacher, *Josh Shevren*

The meeting was called to order by President Eric Anderson. MOTION to approve previous minutes – approved by those present and signed for the record.

LAND ACQUISITION:

IDL
ITD/Kootenai Trail Property: Type of trail usage still pending. Discussion occurred on whether the trail will have to be shared with motorized vehicles. Josh S. stated trail is not long enough for motorized trails. Will this be similar to Brush Lake? Rob B. recommends education campaign on non-motorized/motorized on IDL Land. Larry D. recommends lease agreement to exclude motorized vehicles. ACTION: Dennis/Eric discuss/pursue lease agreement options with IDL.

KRT Trail/Riverside Park to Moyie: Discussion occurred on meeting with various landowners along dike system from Riverside Park to Moyie. Josh S. asked if property near Moyie is State Land or Forest Service. Dennis W. informed engineering plans for UP are in the works. ACTION: Dennis W. to speak to landowners, determine if property in Moyie is State Land or Forest Service. Follow-up on engineering plans/UP

ITD/Old Highway Trail: Eric A. suggest starting staking, mapping and put a proposed trail together. John O., suggest a basic loop. ACTION: Interested parties

meet before next meeting, weather dependent. Dennis W. talk with ITD about jersey barriers after map drawn up. Scott. B. send email out.

Enchanted Forest: Eric A. will keep in contact with the Farnsworth family regarding the current lease and options to keep the working forest in perpetuity.

COMMITTEE REPORTS

Development & Build:

- **TSA Material:** Larry spoke to the TSA trail material company in Pennsylvania. Explained the need for a local resource, why it might be a better alternative to other materials. ACTION: Dennis W. talk with BF Redi-Mix
- **Signage:** Tess presented the progress on signage. Final to be emailed to Eric for Farnsworth approval.
- **Equipment:** Larry spoke to local tractor dealer on prices for a Kabota tractor and to a Takeuchi dealer, which is 20% more in cost than the Kabota (\$19,600). Larry recommended the Takeuchi over the Kabota. Greg S. stated that it is important to stay local if possible. Eric A. stated locally it can be serviced. Tess R/Dennis both agreed local is better. ACTION: Scott B to check on trailers and prices

Maintenance Committee: Board discussed the need for establishing a committee after an MOU is completed.

Memorandum Of Understanding/Parks & Rec: Eric A./Tess R. informed Parks and Recreation are wanting an MOU for the KRT/Riverside Project. Discussions occurred on renewal terms, debris removal, doggie stations. Pend Oreille Bay MOU similarities were considered.

Grants & Fundraising: Larry spoke to Innovia and the possibility of funding for start-up equipment. Grant opens in February, closes in April, funds in July. Looking at funding for a trail building tractor, price range 28k-30k. Tess R. talked about a grant due Jan. 18th and needing more information. Cost per mile was discussed, which is approximately \$4000/mile. Currently, 8 miles of trail has been approved for Enchanted Forest equaling \$32,000. Discussions also focused on partnering with the community to help build trails, etc. Eric A. asked if someone

could help with grants. Kelly W. offered to assist. ACTION: provide Kelly W. with necessary resources to start working on grants. Consider researching Red Lodge Clearinghouse

Marketing & Outreach: The website is being continuously updated.

The next meeting scheduled for January 3, 2019 - 12:00 pm @ Mugsy's Meeting adjourned.



By Treasurer, Tess Rae



Chairman, Eric Anderson