

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved)

Regular Meeting

Jan 9, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve & sign 12/5/19 Minutes
- Time logs & Treasurer's Report
- Guests
- New Business
- Old Business: Bylaws & strategic plan, RP RTP Grant, RP MOU, Sec16 commitment, timelines & cost estimates, Volunteer Coordination
- Committee Reports:
 - Finance
 - Marketing & Publicity
 - Community Outreach & Support
 - Development & Maintenance
 - Advocacy & Land Acquisition
- Next Meeting
- Adjourn

Board Members:

Present: Scott Bourassa, Rob Beck, Tess Rae, Olivia Drake, Larry Davidson Absent: 0

Quorum? Yes

Ex-Officio: absent: Dennis Weed

Attending: Greg Sprungl, Josh Sherven, Leon Stanley, Bob Blanford, Sharlene Delaney, Allen Rose

Secretary note: MOTION by email on 12/20/19 to grant Rob the authority to sign the letter of commitment for 9B Trails to provide \$5320 worth of matching funds, mostly through volunteer work, for the Idaho Parks and Recreation RTP Grant application for Riverside Park. (Larry – Tess 2nd, approved by majority: Larry, Tess, Olivia, Rob & Scott abstained)

A quorum was established and the meeting was called to order by President Scott Bourassa at 12:09 pm.

MOTION to approve the minutes from 12/5/19 (Rob – Tess 2nd) approved by those present.

The Treasurer's report was reviewed as previously emailed, and the balance reconciled to \$15,062.55. The general fund balance is \$3051.98. Existing funds earmarked for Riverside Park are \$9000, Enchanted Forest \$2400, and Section 16 \$610.57. Stumpage has been paid for the parking lot out of the Section 16 funds. There have been a few Friends of 9B Trails donations. Rob asked how to go about donating a check he received from Rotary to 9B Trails.

Returning guests were welcomed and acknowledged.

New business: POP will be involved with an IMBA trail building course May 28-30 so we need to give them an estimate of how many of us will attend the full 2.5 day course. **Action Item:** Scott will find if there is a cost involved and how many can attend. **Action Item:** Rob will send Sharlene the IMBA trail building guide so that she can make a couple of bound copies for reference.

The board discussed how to best manage communications between meetings. We will try to keep emails to a minimum to reduce clutter, but any communication leading to and involving motions should still be documented in writing through email when not in a meeting.

Old Business: Public comment is open for the RTP (recreational trails program) grant for Riverside Park. The application is for \$53,000 with a minimum 20% match. This is to fund Trail 2 around the park, part of the dike Trail 3, and the Riverwalk Trail 4. These trails include interpretive signing, benches, fitness stations (2 of which are already funded), and other trail markers. Budget and timelines were reviewed.

Action Item: Each board member (and anyone else interested) should review the bylaws and strategic plan individually and be ready to present any questions or ideas at the February meeting. Any needed changes will be discussed and should be ready to be finalized at the yearly March meeting.

Action Item: Larry will send the final Riverside Park MOU revisions (workman comp removal, date change & contact change) to Scott so he can get them to the County.

Larry has confirmed almost all of the donation commitments for the Innovia grant application. Julie is working on this grant application for the complete build out of both Section 16 and Enchanted Forest Phase 1, with requested funding of \$23,250 which would include work crew labor costs.

Action Item: Rob is researching the Volunteer Coordinator duties and will work with Just Serve to help with volunteer communication.

Marketing & Publicity: The newsletter has been introduced on the website and on facebook. We are looking for letters, articles, and ideas for articles.

Community Outreach was covered in old business.

Development & Maintenance: Due to favorable weather conditions, Scott has been able to chop some roots and smooth the trail on Section 16. The excavator can be moved there after spring thaw to begin Phase 2, before moving to Enchanted Forest. Five more miles are need to complete the 8 miles approved for Phase 1 of Enchanted Forest.

Advocacy & land acquisition: We need to keep reaching out to our stakeholders with updates. After finishing Section 16 Phase 1, we can see if the County is interested in backing the Mudslide project.

The next meeting is scheduled for Feb 6, 12:00 pm @ Mugsy's

Meeting adjourned at 1:27 pm.


By Secretary, Olivia Drake


Chairman, Scott Bourassa
(Vice Chair, Rob Beck / Treasurer, Tess Rae)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

Feb 6, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve & sign 1/9/20 Minutes
- Time logs & Treasurer's Report
- Guests
- New Business: Riverside St
- Old Business: POP/IMBA course, Bylaws & Strategic Plan, RP MOU, Volunteer Coord
- Committee Reports:
 - Finance
 - Marketing & Publicity
 - Community Outreach & Support
 - Development & Maintenance
 - Advocacy & Land Acquisition
- Next Meeting
- Adjourn

Board Members:

Present: Scott Bourassa, Rob Beck, Tess Rae, Olivia Drake, Larry Davidson Absent: 0

Quorum? Yes

Ex-Officio: Dennis Weed

Attending: Dave Walter, Josh Sherven

A quorum was established and the meeting was called to order by President Scott Bourassa at 12:13 pm. MOTION to approve the minutes from 1/9/20 (Tess – Larry 2nd) approved unanimously.

The Treasurer's report was reviewed as previously emailed, and the balance reconciled to \$16,157.55. The general fund balance is \$3146.98. Existing funds earmarked for Riverside Park are \$10,000, Enchanted Forest \$2400, and Section 16 \$610.57.

The RTP grant application has been submitted for Riverside Park for \$51,800 with total project projected at \$74,800 and a matching \$23,000. We have been deemed eligible so it can now be reviewed by the advisory committee. Tess was thanked for all her hard work on getting this submitted.

Returning guests were welcomed and acknowledged. Dave Walter mentioned that there is an Innovia board member in Boundary County, Carol Julian, that we can talk to.

The Innovia grant application has been submitted for a project total of \$46,000 with approximately half, or \$23,000 of matching funds.

New business: Dave is also attending as a representative for the Bonners Ferry Urban Renewal Agency and asked if 9B Trails would offer a letter of support for the City's Riverside Street improvement project which would include 11' traffic lanes and 5' striped shoulders. This is inside the City limits and separate from the County project, but is planned to meet up with the County project at the City side of the rock cut. Tess will draft the support letter.

Old Business: The IMBA course will be \$250-300 per person and held in May. Larry moved to have two members attend the course and Olivia seconded, but no vote was taken and with further discussion it was decided to wait until there were more details on the date and a clear cost.

Tess noted the progress that 9B Trails has made and that we are on track when looking at the Strategic Plan.

Scott will refer specific County questions regarding the Riverside Park MOU updates to Larry.

Finance: Larry moved to purchase an accounting program for the Treasurer. Tess offered to purchase the program herself if needed.

Marketing & Publicity: Facebook group membership is still growing and up to 300 likes.

Community Outreach: Rob has 9B Trails signed up with Just Serve to help with marketing and connecting with volunteers. He is collecting current contacts and will be reaching out to ensure that volunteers have signed the waivers and have proper instruction. Dave suggesting meeting with Rotary at least once a year to keep them updated.

Development & Maintenance: A short re-route on Section 16 is going through the approval process. The BLM/IMBA trail building information is on Google docs but has not been printed yet.

Advocacy & Land Acquisition: Tess, Larry, and Olivia will attend a meeting with the City on 2/11 regarding progress on the agency aspects of the Riverside Park connector project.

Action Item: Scott will talk to Dennis about keeping in touch with Al Farnsworth and his family regarding Enchanted Forest.

MOTION to appoint Olivia as the representative to the County, after the Riverside Park MOU update is completed. (Larry – Tess 2nd) approved by those present after Rob had left the meeting.

The next meeting is scheduled for 3/5/20, 12:00 pm @ Mugsy's

Meeting adjourned at 1:35 pm.



By Secretary, Olivia Drake



Chairman, Scott Bourassa

(Vice Chair, Rob Beck / Treasurer, Tess Rae)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

March 5, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum ● Approve & sign 2/6/20 Minutes ● Time logs & Treasurer's Report ● Guests
- New Business ○ Elect Directors (2) ○ Elect Officers ● Old Business: POP/IMBA course, Review bylaws & strategic plan, Riverside Park MOU revision
- Committee Reports: ○ Finance ○ Marketing & Publicity ○ Community Outreach & Support – Volunteer Coord ○ Development & Maintenance ○ Advocacy & Land Acquisition
- Next Meeting ● Adjourn

Board Members:

Present: Scott Bourassa, Rob Beck, Tess Rae, Olivia Drake, Larry Davidson Absent: 0

Quorum? Yes

Ex-Officio: Absent: Dennis Weed

Attending: Allen Rose, Leon Stanley, Bob Blanford

A quorum was established and the meeting was called to order by President Scott Bourassa at 12:16 pm. MOTION to approve the minutes from 2/6/20 (Olivia – Larry 2nd) approved unanimously.

The Treasurer's report is the same as 2/6/20. There has been a donation awarded by the Kootenai Tribe for Riverside Park interpretive signage, however the funds have not been processed, leaving the balance unchanged.

Tess will be renewing filing with the Secretary of State.

We are waiting to hear back regarding the RTP and Innovia grant applications.

Returning guests & supporters were welcomed and acknowledged.

New business:

MOTION to reappoint Scott and Olivia to the Board of Directors. (Tess - Larry 2nd) approved unanimously.

MOTION to appoint Tess as the President and Treasurer, if allowed by Statute. (Larry – Olivia 2nd) approved unanimously.

MOTION to reappoint Rob as Vice President and Olivia as Secretary (Tess - Larry 2nd) approved unanimously.

Old Business:

Discussion was held regarding the POP/IMBA course. MOTION to send Scott and Olivia to the IMBA course IF the cost is \$250 or less. (Tess – Olivia 2nd) approved unanimously.

Olivia will complete the electronic sign-up and await details on cost.

Review of bylaws: No immediate changes were suggested. Scott discussed adding a requirement for Board members to spend a minimum amount of hours on actual trail work. Some board members are highly valued because they take care of clerical work so that others can be on the trail. However, those board members who are highly valued because of their trail construction are still required to attend meetings and some clerical work. No motion was made. **Action Item:** Continue to review bylaws and strategic plan.

Finance & Marketing & Publicity: The Herald will be running an article on 9B Trails on their in-progress edition. Tess will be reviewing the article before it runs.

Community Outreach: Another newsletter is planned for April. Please give any stories & ideas to Tess or Julie.

Development & Maintenance: Scott has been working on the south draw in Section 16 so it will be ready for trail crews as the weather allows. Bob has been working on the connection where it was left off last season. Conditions don't currently allow for organized trail crews. Monday evening trail parties should start around early May.

Carl & Cris Hunter have volunteered to build the bridge at Enchanted Forest if they have a design and lumber.

Action Item: Design and lumber for bridge at Enchanted Forest.

Action Item: Signage for Section 16 (and Enchanted Forest.)

Advocacy & Land Acquisition: On Feb. 11, Tess, Larry, and Olivia met with the City of Bonners Ferry Mayor, Administrator, and Counsel regarding Riverside Park and discussed options to move forward.

Rob initiated further discussion regarding a separated trail along the dike, from town to the refuge. The former Rd & Bridge foreman originally included a separated path in the design, but this was phased out in the current plans for unknown reasons. Since grant funding has already been awarded for the County portion of the project and it is in design by Federal Highways, it has been suggested that pushing for major alternatives at this time would jeopardize the current project.

Secretary note re: action taken outside of a meeting:

On March 9, MOTION by email to approve the Modification of Voluntary Maintenance Agreement with the County concerning Riverside Park. (Larry, Olivia 2nd) – approved unanimously

[The next meeting is scheduled for 4/2/20, 12:00 pm @ Mugsy's]

On March 25, MOTION by email to cancel the April 2 meeting of 98 Trails due to concerns over COVID-19 and limited availability of meeting space. (Olivia, Larry 2nd) – approved by 4/5 (Rob abstained).

Meeting adjourned at 1:36 pm.



By Secretary, Olivia Drake



Chairman, Tess Rae

(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting (Board only due to COVID-19 restrictions)
May 7, 2020, 12:00 pm @ The Plaza

Agenda:

- Establish Quorum ● Approve & sign 3/5/20 Minutes ● Time logs & Treasurer's Report
- New Business: Volunteer appreciation and Trail design & construction discussion
- Old Business: POP/IMBA course postponed to Sept 17-19. Riverside Park MOU revision completed.
- Committee Reports: ○ Finance ○ Marketing & Publicity ○ Community Outreach & Support – Volunteer Coord
○ Development & Maintenance ○ Advocacy & Land Acquisition
- Next Meeting ● Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Olivia Drake, Larry Davidson, Scott Bourassa

Quorum? Yes

No Ex-Officio officers or other attendees present due to COVID-19 restrictions.

A quorum was established and the meeting was called to order by President Tess Rae at 12:11 pm.
MOTION to approve the minutes from 3/5/20 (Larry – Rob 2nd) approved unanimously.

The Treasurer's report was reviewed as previously emailed, and the balance reconciled to \$16,307.55. The general fund balance is \$3146.98. Existing funds earmarked for Enchanted Forest \$2400, and Section 16 \$710.57.

Action Item: Tess is checking into a donation limit on the website. Donations can always be mailed in. Scott and Tess reviewed expense receipts.

New business:

There have been questions from those who had prior permission to access the Enchanted Forest property with their vehicles. 9B Trails has a lease for a non-motorized trail system, which makes us a tenant where we can restrict access to our trails. Access not under our purview must be negotiated with the landowner, as we can neither grant or revoke those permissions.

Discussion was held regarding how to show our appreciation to all volunteers, and especially those who have been very dedicated and logging extra time on trail work. Since Far North has the 9BT t-shirts for purchase, we could get a Trail Crew shirt for those with a certain number of trail hours. *Individuals noted in 6/4 minutes*

The excavator will be headed to Enchanted Forest this weekend. Scott's Monday evening work crews can start back up on the 18th. Experienced volunteers can visit when they have time as there will be tools left on site and hopefully there will be enough operators to keep the excavator ahead. Scott Rulander or others may be able to lead another work crew on a different day if there is enough interest.

Action Item: Develop a reporting system so that all the individuals and crews know what the current situation is: 1) The approved routes should be cleared and flagged ahead of the excavator. 2) The excavator operator should have at least one other individual on-site for safety. 3) Experienced/approved individuals should be able to know or find out generally what progress the excavator has made and where the tools will be. 4) All of this helps to be able to plan for each scheduled work party.

The 6 miles at Section 16 has been smoothed out and don't need much more finishing. Some of the final work on the cut slopes/angle of repose will wait until after there is some weather to see how everything settles. IDL will take care of burning the slash pile at the parking lot. Kramer is lined up to finish the grading and rock surface including compaction. Then the porta-potty can be added. The kiosk can be placed off the gravel parking where there is a break in the ditching where the trail begins. Estimating signs at \$1500 and gravel + labor at \$3000, approx. \$4500 is needed to complete Phase II of Section 16 for the summer. Results of major grant applications will be announced later this month. Olivia was approved to order the sign posts and decals. Decals will also require IDL approval.

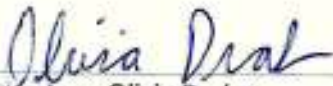
Action Item: Schedule to complete the Section 16 parking lot: Ditch, grading, gravel, compacting. Will Kramer be able to pull the ditch with their equipment?

Action Item: Find exact location of water lines at Enchanted Forest to plan for the kiosk location and parking area. Schedule kiosk construction.

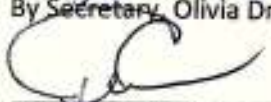
Old Business: (as noted in the agenda: POP/IMBA course postponed to Sept 17-19. Riverside Park MOU revision completed)

Committee reports were covered in general discussion, and the meeting adjourned at 1:30 p.m.

The next meeting is scheduled for 6/4/20, 12:00 pm @ Mugsy's, dependent on restrictions.



By Secretary, Olivia Drake



Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

June 4, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum ● Approve & sign 5/7/20 Minutes ● Time logs & Treasurer's Report ● Guests
- New Business ● Old Business:
- Committee Reports: ○ Finance ○ Marketing & Publicity ○ Community Outreach & Support – Volunteer Coord
○ Development & Maintenance ○ Advocacy & Land Acquisition
- Next Meeting ● Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Scott Bourassa, Olivia Drake, Larry Davidson (joined @ 12:20) **Absent:** 0

Quorum? Yes

Ex-Officio: Absent: Dennis Weed

Attending: Leon Stanley, Bob Blanford, Allen Rose, Ben Phillips, Julie Holly, Sharlene Delaney

A quorum was established and the meeting was called to order by President Tess Rae at 12:07 pm.

In discussing the minutes from 5/7, Rob suggested calling out specific names of volunteers such as Bob Blanford, Scott Bourassa, Olivia, and Foust Logging. Tess added Julie Holly for our thanks.

MOTION to approve the minutes from 5/7/20 with above notations (Rob – Tess 2nd) approved by those present.

'Trail Crew' t-shirts have been ordered from Far North for recent outstanding volunteers, Cris and Carl Hunter, Brett Lyndaker, and Bob Blanford.

The Treasurer's report was reviewed as previously emailed, and the total would be \$16,637.60 after the last check has cleared. Tess noted that we have recently received 3 grants:

Innovia Foundation - \$13k for Section 16 and Enchanted Forest. This should cover parking lots, signage, and a snow-dog. Julie Holly applied this grant – thank you Julie! This was a partial award due to a funding shift towards COVID assistance, so the work crew portion was not funded.

Idaho Community Foundation - \$6500 for educational signage at Riverside Park. Tess applied for this grant, thank you Tess!

The RTP grant has been preliminarily awarded by the advisory committee and Idaho Parks & Rec, pending federal approval. The total amount will be announced upon final approval with \$75k applied for. Great job again Tess! A 20% match is required which was included in the application at around \$22k. This should solidify funding for the Riverside Park project, excepting for the railroad permitting which will hopefully be negotiated by the City. Any work that will be classified under matching funds cannot begin until the RTP has final approval.

Rob has a lead on some gravel for parking lots. The Selkirk Realty grant was not awarded. Olivia noted the lumber donation from IFG, facilitated by Bob Blanford, which enabled the construction of the Enchanted Forest bridge and several upcoming projects including kiosk parts.

Returning guests were welcomed and acknowledged. Ben Phillips introduced himself as an outdoorsman and trail runner. The local trails are important to him to be able to get off the concrete and enjoy the singletrack. Ben is also a product trainer at the software company Kochava.

New business:

Allen discussed plans for the kiosk construction at Section 16 and Enchanted Forest. Materials and overall design were narrowed down, following the design attached to the Kaniksu Bike Coalition grant. Using volunteer labor and some of the donated lumber, we will try to build 2 kiosks with the awarded funding.

Bob suggesting publishing an article in the Herald thanking Foust Inc. for their donation of time & equipment towards the Section 16 parking area, along with IFG for their donation of lumber. Tess is planning on including this in the newsletter. She has posted on Facebook thanking them along with KG&T for their equipment donation, and other Friends of 9B Trails.

Julie asked about brochures and maps that she can hand out instead of printing them. Maps will be posted at the kiosks. Tess has the brochures that Profotofix printed. **Action Items:** Olivia will contact Profotofix about map copies. Ben will look into creating QR codes which link to online maps and information.

Tess asked about Trail Tours. The end of July will be targeted for a "grand opening" day. Please contact Olivia if you or someone you know would like a guided tour. Section 16 is at 1099 Kootenai Trail Rd and signage for Phase 1 will be completed soon. Enchanted Forest is at 456 Hoot Owl Rd. Olivia suggested changing the address being given out to 322 so that it could be County and EMS recognized, but 456 works with Google Earth.

Secretary Note: After the meeting, Julie Holly offered to look into planning ribbon-cutting ceremonies for the current two trail projects when they are ready. It was agreed that Section 16 should be ready by mid to late August.

Action Item: Send a card to the Farnsworth family.

Old Business: The Section 16 parking area was discussed in relation to unanticipated uses such as camping. We will review this with IDL to find more about their flexibility and definitions of dispersed camping. A trespassing issue at EF has been reviewed with the landowners and 9B will help spread the word to stay on the trails and not follow old roads onto private property.

Finance: **Action Item:** Please get receipts for any donations or purchases to Tess. Estimate as accurately as possible if the actual cost is unknown.

Marketing & Publicity: Progress details were reviewed for additional newsletter information. We are shooting for 4 new miles of trail at EF in 2020, for 7 miles total. Sec. 16 has approx. 6 miles of finished trail in two loops. The facebook page has been popular.

Community Outreach: (discussed in new business: trail tours)

Development & Maintenance: Work parties are ongoing every Monday at 5:30 at Enchanted Forest. Scott will review EF signage with Carl K, along with the name signs for both kiosks.

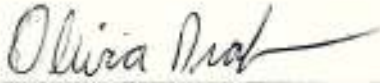
Larry discussed snow-dog models and asked for input on accessories such as reverse and a hitch mounted rack. There is a discounted snow-dog in southern Idaho. We will ask Scott R. what he thinks, but Jason from POP likes their compact machine. We want to buy the best machine possible for the money.

Scott will look into options and cost for bolting a protective cage onto the excavator.

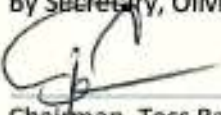
Advocacy & Land Acquisition: Rob will be reaching out to the Farnsworth family, and Tess will include details in the newsletter regarding the positive physical, mental & emotional impact that Enchanted Forest has made with it's numerous trail users.

The next meeting is scheduled for 7/2/20, 12:00 pm @ Mugsy's
Secretary Note: rescheduled to 7/9/20 due to the holiday weekend.

Meeting adjourned at 1:40 pm.



By Secretary, Olivia Drake



Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

July 9, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve & sign 6/4/20 Minutes
- Time logs & Treasurer's Report
- Guests
- New Business
- Old Business: Ongoing action items & Ribbon-cutting for Section 16
- Committee Reports:
 - Finance
 - Marketing & Publicity
 - Community Outreach & Support – Volunteer Coord
 - Development & Maintenance
 - Advocacy & Land Acquisition
- Next Meeting
- Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Larry Davidson, Olivia Drake **Absent:** Scott Bourassa

Quorum? Yes

Ex-Officio: Absent: Dennis Weed

Attending: Kirk David, Allen Rose, Lindsay Sutherland, Leon Stanley, Bob Blanford, Julie Holly

A quorum was established and the meeting was called to order by President Tess Rae at 12:10 pm.

MOTION to approve the minutes from 6/4/20 approved unanimously by those present.

The Treasurer's report was reviewed as previously emailed, with the total balance after recent grant deposits is \$35,381.13.

Introductions were made around the room. New guests included Lindsay and Kirk. Lindsay is new to the area and loves to be involved in nature. Kirk is representing the Idaho Forest Owners Association (IFOA) and their education foundation in particular. Kirk is interested in seeing how the foundation could work with 9B Trails in the future.

Tess summarized the vision for Enchanted Forest (EF) and Julie discussed the Innovia grant which awarded funds to help with trail construction and parking lots at EF and Section 16. 9BT is listed on Innovia's press release and there is a write-up in their Summer 2020 newsletter as well.

Larry is hoping to hear from Equinox soon, which will help complete funding for EF and Sec. 16.

Rob explained how the Idaho State Forestry Contest works and that it reflects the type of educational opportunities available through the IFOA. The group agreed that educational signage regarding forestry would fit in perfectly and EF. Julie referenced the storybook at the Myrtle Creek trail.

Al Farnsworth was a supporter of IFOA. The education foundation may accept donations in Al's name, which would be used towards forest education. The group discussed educational opportunities at Enchanted Forest. Rob and Tess will address the follow-up on this.

Julie presented some planning ideas and dates for the ribbon cutting ceremony at Section 16. Since August is often hot and dry, the mid to end of September might be a better time. The leadership team at the high school may be interested in helping with a fun run which might coincide with virtual Bloomsday is currently scheduled for Sept. 18-20. The course would likely need to be directional and staggered start times. Julie is

looking at having vendors at the start, and check stations along the route. Ideas of a scavenger hunt or geocaching were brought up. The number of people and parking options were discussed. The IMBA class is currently set for Sept.17-19. The ribbon-cutting was tentatively set for 2-4pm on Sunday Sept. 20.

Ongoing Action Items: Bob will get an estimate on the IFG lumber donation to Tess.

Scott is currently the 9B representative to IFM (Mike Wolcott) for EF.

Action Item: Complete signatures, add facebook stories and send card to Farnsworth family.

Allen has completed the kiosk construction at Sec. 16. (Thanks Allen and Leon!) The materials cost is running around \$500, with most of the materials already included for the 2nd kiosk. The parking lot at Sec. 16 is almost complete and Larry thanked Olivia and Scooter for completing Phase 1 signage. Plans for EF parking were discussed. Rob suggested making a list of people who have been granted permissions on or across the EF property. **Action Items:** Keep open communications with the family, neighbors, and keep track of other permissions. Work on a kiosk location and signage plan at EF and get a design approved by Board. Carl Kerttu may have some examples ready.

Olivia gave the County Commissioners an update on our progress and plans moving forward.

Tess noted that the federal highway department needs to approve the State's approval of the RTP grant before we can move forward with any work on Riverside Park. Olivia suggested getting volunteers and companies lined out for each step so they are ready to work when approval is granted. Tess and Allen are on lead for Riverside Park and will make sure all of the awarded grant deadlines are met. Larry will check with the City regarding progress on easement/permitting for the railroad r/w. Tess reviewed the fitness station plans with Allen.

Action Item: Larry will draft a notice updating the Incorporated name and contact information for the EF lease. MOTION for Rob to be the designated contact person to the Farnsworth family for the contract. (Larry – Olivia 2nd) approved unanimously by those present. Sue Johnson is our contact for the family.

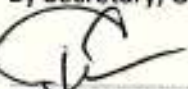
Kirk noted that the Pacific Northwest Trail has a national board which 9BT might be interested in looking into. This is a through-trail which crosses through the north part of Boundary County and has multi-agency backing and involvement.

Misc. trail items were discussed. Rob does not approve of the name "social distancing" as a trail name on Sec. 16. Tess noted that a trail in Arizona has bike kit stations available. Larry asked about trail counters and Tess said that the City might have some available.

The next meeting is scheduled for 8/6/20, 12:00 pm @ Mugsy's

Meeting adjourned at 1:35 pm.


By Secretary, Olivia Drake


Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

Aug 6, 2020, 12:00 pm @ Mugsy's

Agenda:

- Establish Quorum
- Approve & sign 7/9/20 Minutes
- Time logs & Treasurer's Report
- Guests
- New Business
- Old Business: Ongoing action items & Ribbon cutting ceremony
- Committee Reports:
 - Finance
 - Marketing & Publicity
 - Community Outreach & Support – Volunteer Coord
 - Development & Maintenance
 - Advocacy & Land Acquisition
- Next Meeting
- Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Larry Davidson, Scott Bourassa, Olivia Drake **Absent:** 0

Quorum? Yes

Ex-Officio: (Absent: Dennis Weed)

Attending: Carl Hunter, Kirk & Madeline David, Carl Kerttu, Ben Phillips, Allen Rose

A quorum was established and the meeting was called to order by President Tess Rae at 12:05 pm.

MOTION to approve the minutes from 7/9/20 (Larry – Rob 2nd) approved unanimously.

2020 Time Logs show at least 267 hours logged during Monday work parties. Olivia has obtained time logs from Bob & Diane Blanford and Cris & Carl Hunter and combined them with her & Scooter's hours which comes to approximately 361 hours outside of the work parties. This is a total of 628 hours between Section 16 and Enchanted Forest this year.

Secretary note: This does not include any excavator time spent outside of work parties, or any other time not reported. Admin & non-9BT work hrs have been removed for a total of 594 hours for 2020 through 8/10.

Tess has completed and submitted the follow-up report for the closure of the excavator grant (thanks Tess!) The Treasurer's report was reviewed as previously emailed, and the balance reconciled to \$26,716.24. Existing funds earmarked for Riverside Park are \$16,463, Enchanted Forest \$6214.21, and Section 16 \$1193.81. This leaves the general fund at \$2845.22.

Introductions were made around the room and guests were welcomed. Kirk (IFOA Education Foundation) introduced Madeline as the Treasurer for the Idaho Tree Farm Program.

No new business was raised.

Marketing & Publicity & Community Outreach: Tess noted that the community is noticing 9B Trails and there is a write-up in Bonners Ferry Living. She plans another press release after the RTP has final approval. Rob noted that the facebook page has been popular.

Finance: The RTP has been approved by the State and awaiting Federal approval.

Old Business: Kirk brought in a form for partnering with the IFOA Education Foundation. The Foundation has a quarterly newsletter where they can put information about the 9B Trails partnership on Enchanted Forest.

Action Item: Publicize this partnership which is geared towards forest education signage. Find if other

foresters from IFM are interested in being involved with the project. Arrange a meeting with interested parties to plan the interpretive signage.

Discussion on the Section 16 ribbon-cutting ceremony was delayed until Julie could attend. Carl H. noted that there a lot of the trail interest is spread through word-of-mouth and making individual contacts on other local trails. **Secretary note: Further developments including discussions with IDL and COVID concerns caused the board to decide to postpone the ribbon-cutting per emails 8/13-8/14.*

Finance: The RTP has been approved by the State and awaiting Federal approval. Tess is working on creating improved financial reports with the program that she has.

Carl H. asked about being reimbursed for equipment such as wood, screws & nails needed to complete projects. Allen brought information on opening an account at Pro-Ex. **MOTION** for Allen, Scott & Carl to be able to utilize an expense account at Pro-Ex for 9BT purchases under \$150. (Rob – Scott 2nd) approved unanimously. Larger purchases would require individual approval. Tess will work on a procedure.

Development & Maintenance:

A sign has been cut off and removed from Section 16, and the porta-potty was tipped over once. Hopefully we can help to guide people in finding better outlets for their energy. When the IDL gate is fixed, we could probably obtain a key for maintenance as needed. Carl asked about possible motorized use on the new trails. The current IDL sign notes that ATV under 50" are allowed on roads. Motorized use off-road may lead to further restrictions.

The parking lot and ditch are done. Larry and Scott will meet with Todd Wernex and his boss next week. The Commissioners have been updated. The fee for 2021 will be due by Dec. 1 2020. Tess is sending a thank-you letter to Kramer with payment for the parking lot. Tess is also sending the card to the Farnsworth family.

Carl K is working on examples to finish the kiosk at Sec. 16 and signage for EF. Different map and signage setups were discussed such as Syringa and the intersection numbering system at Farragut. **Action Item:** Carl K and Scott will visit EF and work up a signage plan. Design options will be sent to the board with a cost estimate / quote.

The parking plans for EF were discussed along with the water line issues and whether the grade could be brought down and/or evened out before surfacing with rock. Scott also noted that there is a spring in the area which we don't want to interrupt by digging. **Action Item:** Scott will track down the water line locations. Rob noted that John Monks may be able to help with planning.

Advocacy & Land Acquisition:

Larry drafted an update to the EF lease with current contact information.

Larry also spoke with the Mayor and there are no new updates to the under-the-bridge connector for Riverside Park. The trail can be constructed on County property but not on railroad property at this time.

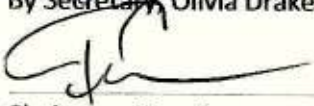
Tess asked for input on how to keep the volunteers happy and fulfilled. Carl H noted that he appreciates trails more now that he sees how much effort goes into building them. Letting people know that 9BT is a non-profit which relies on volunteer effort is really important, and people tend to take more of an ownership view in the trails after volunteering.

9BT is not a membership organization, but we do have a "Friends of 9B Trails" program for donations. Olivia sends out monthly meeting notices to all donors and volunteers who have given her their email addresses. Scott puts out work party notices on the facebook page and by a separate email list. We are still in need of a coordinator who can send notices as needed.

The next meeting is scheduled for 9/3/20, 12:00 pm @ Mugsy's
Meeting adjourned at 1:41 pm.



By Secretary, Olivia Drake



Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

Sept 10, 2020, 12:00 pm @ Mugsy's

Agenda:

- Welcome / Guests ● Establish Quorum ● 8/6/20 Minutes ● Treasurer's Report, Finance Committee, *SnowDog*
- New Business: *winter grooming plans, EF kiosk & signs, EF parking, Equipment oversight & maintenance, requisition list*
- Ongoing Activities, Action Items & Projects: Sec. 16, EF, Riverside Park, Development & Maintenance Committee
- Unfinished Business: Volunteer Coord & Community Outreach Committees, IFOA
 - Marking & Publicity Committee, *Sec. 16 ribbon-cutting*
 - Land & Equipment Acquisition & Planning Report, Riverside Park railroad abutment, Mudslide, River Dike Trail
- Next Meeting ● Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Scott Bourassa, Olivia Drake **Absent:** Larry Davidson

Quorum? Yes

Ex-Officio: Absent: Dennis Weed

Attending: Kirk & Madeline David, Carl Kerttu, Ben Phillips, Sharlene Delaney

Returning guests were welcomed and acknowledged. No new items were added to the agenda.

A quorum was established and the meeting was called to order by President Tess Rae at 12:05 pm.

MOTION to approve the minutes from 8/6/20 (Rob – Scott 2nd) approved by those present.

Treasurer's Report: Reviewed as previously emailed with a reconciled balance of \$36,939.82. The general fund balance is \$2993.16. Existing funds earmarked for Riverside Park are \$16,463, Enchanted Forest \$16,139.85, and Section 16 \$1343.81.

Finance Committee: We recently received the Equinox and Extreme Terrain grants. Paypal is up and running, and so is the ProEx account. We have not received word regarding the federal review on the RTP grant.

Action Item: Tess to ensure that the approved grants can be extended to be used as matching funds.

The SnowDog machine was purchased and picked up by volunteers Carl & Cris Hunter. Larry and Logr Logr are working on mechanical improvements to enhance its capabilities and maneuverability. The user manual is in a plastic sleeve on the machine.

New business:

Winter grooming plans: The snowdog will be used for grooming the singletrack trails on Section 16. **Action**

Item: Scott will contact a volunteer from the Sandpoint Nordic club regarding equipment and volunteer operation for the wider ski trails along the roads.

EF Kiosk & signs: Carl displayed some "allowed use" signs that he had fabricated. **Action Item:** Scott to give trail names to Carl & Olivia. **Action Item:** Olivia will draft a trail name sign plan and give to Carl for estimated materials and pricing. **Action Item:** Carl to develop a final proof for the Kiosk Title font & design.

EF Parking area was discussed and we need a planner for the water line locates or parking improvements.

Action Item: Olivia will work on a parking plan – please send contact information her way. (Rob-John Monks?)

Sharlene sent over the title information from a 2012 report which Olivia has begun working through. **Action**

Item: Olivia will work through the title exceptions and provide the Board with her notes along with the documents.

Equipment oversight & maintenance: Scott has been keeping the excavator greased on schedule and a new air filter. It is not getting run now due to the dust. The tools will be stored in the tool box on the trailer over winter.

Equipment requisition list & priorities: **Action Item:** Board members should go through the list to decide on tool priorities. Tess suggesting adding funds to the \$250 grant and purchase something that is really needed. **Action Item:** Scott will price electric/gas pole saws.

Sponsorship and Friends of 9B Trails were discussed and Tess will contact Greasy Fingers with updates and see what his thoughts are, along with looking at what other groups like POP are doing.

Update committee assignments: Volunteers needed - please let us know if you would like to participate or head-up a committee or project.

Ongoing Activities, Action Items & Projects: *Development & Maintenance Committee Report*

Section 16: Tess made a poster for the trail guidelines which has been included in the kiosk. The Section 16 ribbon-cutting ceremony is postponed due to IDL concerns, COVID and dry weather.


Enchanted Forest: The dry weather has led to the postponement of regular work parties. Collaborative Trails may be available to connect the trail 0.4 mile through the meadow with wide bermed corners. Scott would like to see an estimate for what \$3500 worth of work would result in vs. bidding a full job (the meadow connector). In addition to seeing if we can get the operator only and then buff it out ourselves. **Action Item:** Tess/Scott will see if Larry can discuss this with Collaborative Trails so we can get an agreement together. Scott also noted to consider that there may be qualified operators interested in paid work running the mini-ex next spring.

Unfinished Business: *Community Outreach, Marking & Publicity, Land Acquisition Committee Reports*


IFOA & interpretive signage: Tess completed the proposal. Kirk has been in contact with IFM and they are interested in helping to point out what is interpretive-worthy. They would like to see a plan with the estimated number of signs. Since IFM is busy right now, the planning phase is a good winter project. Lee Andrews will probably be the primary contact with IFM for this project. **Action Item:** Tess will work with Carl and Kirk to put some examples together from which to start estimating cost & number of signs that can be produced. Target for beginning the install would be in the coming Spring. IFOA Education Foundation has quarterly meetings and the IFOA has monthly meetings. Kirk will keep us updated on the meetings.

The next meeting is scheduled for 10/1/20, 12:00 pm @ Mugsy's (Secretary note: 10/1 meeting location changed to Enchanted Forest)

Meeting adjourned at 1:30 pm.



By Secretary, Olivia Drake



Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting
Oct. 1, 2020, 12:00 pm @ Enchanted Forest (Hoot Owl Trailhead)

Agenda:

- Welcome / Guests ● Establish Quorum ● 9/10/20 Minutes ● Treasurer's Report, Finance Committee
- New Business: Collaborative Trails, Section 16 viewpoint, Wyman property
- Ongoing Activities, Action Items & Projects: Sec. 16, EF, Riverside Park, Development & Maintenance Committee
- Unfinished Business: Volunteer Coord & Community Outreach Committees
Marking & Publicity Committee
Land & Equipment Acquisition & Planning Report, Riverside Park railroad abutment, Mudslide, River Dike Trail
- Next Meeting ● Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Larry Davidson, Scott Bourassa, Olivia Drake **Absent:** 0

Quorum? Yes

Ex-Officio: (Absent: Dennis Weed)

Attending: Carl Kerttu, Carl Hunter, Cameron Rae, Allen Rose

Returning guests were welcomed and acknowledged. No new items were added to the agenda.

A quorum was established and the meeting was called to order by President Tess Rae at 12:13 pm.
MOTION to approve the minutes from 9/10/20 (Rob – Scott 2nd) approved by those present.

Treasurer's Report: Same as 9/10/20.

Finance Committee: We have not heard about the federal review of the RTP grant. POP has the same issue.

New business: MOTION to authorize \$3000 for Collaborative Trails to perform trail work, using the 9BT excavator, at EF towards the completion of the Cabin Trail through the meadow. (Olivia – Larry/Scott 2nd) approved unanimously. **Action Item:** Larry to contact Mike Kirkpatrick and arrange the work schedule/contract so that some 9BT members can hopefully attend. (The IMBA course was cancelled for this year due to COVID.) **Action Item:** Scott B to ask if Rulander can come back a month early this coming Spring for paid 9BT trail work.

A possible viewpoint connector was discussed for the Sec. 16 trail 202. **Action Item:** Scott to review the current phased plan for a viewpoint location. **Action Item:** Larry to follow up with Schnuerle regarding an easement for trail access from the north.

There may be a need for better access/parking for the Wyman Ranch trails. **Action Item:** contact Ken Yount to see if they are interested in working with 9BT. (party responsible for action not identified)

Ongoing Activities, Action Items & Projects: Development & Maintenance Committee Report

Carl K. presented the kiosk designs and the favorite options were selected. They will be cedar with routed text painted black and coated with polyurethane.

The modifications on the snow-dog are ongoing.

The EF parking area, trailhead, kiosk location, drainage, and fencing were reviewed as a group. The parking area is very limited by the existing features such as the creek, springs, and slope. The kiosk needs to be seen from the road. Tess asked about gating the road prevent unauthorized use. Scott noted that Mike @ IFM did not seem interested in placing a gate on the road unless there is abuse of the trail or other parts of the

property. He mentioned that there is not current abuse and the neighbors are happy, and Olivia agreed to not try and fix what isn't broken. Larry would like to ask the family for their thoughts on a gate. A decorative fence was discussed to keep vehicles out of the meadow. It was agreed to leave a non-developed area accessible through part the lower meadow for rare overflow parking, and arrange the big rocks to stop vehicles from entering the upper meadow and trail, instead of a fence. The kiosk location was generally agreed upon and marked. Olivia asked about renting a larger excavator and scraping the surface, without digging down any considerable depth, to smooth out the existing grade before placing rock for the parking area. MOTION to approve the rental of an excavator and smoothing the existing grade. (Tess, Rob 2nd). Approved by 4/5 and Larry requested further discussion of what that would entail. Scott showed the group where the known water lines are located. The extent of graveled improvements were discussed along with drainage plans. Scott would like to see if one of the neighbors could be hired to smooth the gravel when it is delivered.

Welcome signs, information signs, and trail directional signs were reviewed. **Action Item:** Olivia will plan some entry/informational signs. Sign costs were discussed at approx. \$20 per sign for aluminum composite and \$35-40 for wood. MOTION for Carl K. to create the first 3 wooden routed trail directional signs at a cost of \$35-45 each. (Rob – Scott 2nd) approved unanimously. **Action Item:** Scott to give Carl a sketch of 3-5 sign designs for the major intersections with trail names and arrows. Carl H. left the meeting to complete some trail clearing.

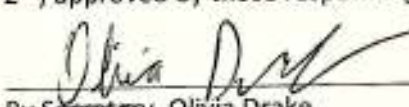
Tools & Equipment: MOTION for Larry to purchase 4 good pulaskis (Olivia – Scott 2nd) approved unanimously after further discussion of type, cost, and total number needed. Scott recommended the glued, wooden handled, FS approved pulaskis. **Action Item:** Scott to contact Steve P to see where they purchase and give Larry the info. **Action Item:** (all) research and discussion regarding a pole saw purchase. Larry provided more information on trail counters and it was agreed that funding for these should be included in future grant applications.

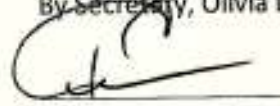
Unfinished Business: *Community Outreach, Marking & Publicity, Land Acquisition Committee Reports*
Larry provided updates on Trail Mix and noted that KLT is having the same issue with RTP funding being released. An ITD rep he talked to said that the County Riverside road project has been approved, but that they don't have documentation for the old bridge abutment for the 9BT Riverside project. The City of Ponderay was awarded a large grant (1.4 million) to plan, design, engineer, and acquire permits for the Pend d'Oreille Bay Trail. ←

The next meeting is scheduled for 11/5/20, 12:00 pm @ Mugsy's
Meeting adjourned at 1:59 pm.

Secretary Note re: action taken outside of a meeting:

On October 16, MOTION by email to approve Olivia's proposal to place approx. 10 loads of 1" minus gravel for EF parking, when the weather allows, at an estimated cost of \$1565 for rock and truck expenses. (Larry, Tess 2nd) approved by those responding (4/5).


By Secretary, Olivia Drake


Chairman, Tess Rae
(Vice Chair, Rob Beck)

Boundary County Bike and Pedestrian Trail Committee, Inc. (9B Trails)

Meeting Minutes (Unofficial until approved): Regular Meeting

Nov. 5, 2020, 12:00 pm @ Mugsy's

Agenda:

- Welcome / Guests ● Establish Quorum ● 10/1/20 Minutes ● Treasurer's Report, Finance Committee
- New Business: *User conflict signage, Mountain Bike Grant*
- Ongoing Activities, Action Items & Projects: Sec. 16, EF, Riverside Park, Development & Maintenance Committee
- Unfinished Business: Equipment Requisition list,
Volunteer Coord & Community Outreach & Marking & Publicity Committees
Land & Equipment Acquisition & Planning Reports
- Next Meeting ● Adjourn

Board Members:

Present: Tess Rae, Rob Beck, Larry Davidson, Scott Bourassa, Olivia Drake

Quorum? Yes

Ex-Officio: Absent: Dennis Weed

Attending: Carl Hunter, Tim Bertling, Leon Stanley, Kevin Davidson, Jeniffer Kofmehl

Introductions were made and guests were welcomed and acknowledged. No new items were added to the agenda.

A quorum was established and the meeting was called to order by President Tess Rae at 12:06 pm.

MOTION to approve the minutes from 10/1/20 (Larry – Rob 2nd) approved unanimously / by those present.

Treasurer's Report: Reviewed as previously emailed with a reconciled balance of \$36,315.65. The general fund balance is \$2576.16. Existing funds earmarked for Riverside Park are \$16,463, Enchanted Forest \$15,932.68 (less 133.62 pending), and Section 16 \$1343.81.

Finance Committee: The RTP grant for Riverside Park is still pending at the federal level. Tess is looking into the Mountain Bike plate grant to help fund the next phase of Section 16. **Action Item:** Scott to formulate the construction plan for the next phase(s) and let Tess know so she can complete the grant application by the end of December.

Extreme Terrain Grant: Scott has purchased the 5 pulaskis with a discount from Car Quest and will send a picture to Tess for a thank-you letter. Scott has also recommended the combination tool for a pole saw.

Action Item: pole saw purchase

New business: Signage for mixed land use was discussed to help prevent possible conflicts. Olivia will be meeting with IDL to review Sec. 16 progress and will discuss the signage, viewpoint, equestrian trail, yearly payment etc. Scott suggested having brightly colored vests available at the trailhead during hunting season.

Ongoing Activities, Action Items & Projects: Development & Maintenance Committee Report

Sec. 16 winter grooming: The Sandpoint Nordic club is not interested in grooming Sec. 16 but may still have a grooming plate available to use which sets ski tracks for classic cross-country. They suggested an older trail snowmobile to pull the drag. Olivia asked how wide the drag is and if the snow-dog can pull it, or if we should consider looking into the trail snowmobiles. **Action Item:** Scott or Larry will find more about the drags and machines available. Grant funding for a bigger machine may be needed if the snowdog isn't capable of pulling the larger drags. Tim and Scott mentioned 4-stroke utility machines such as Skandic or BearCat. The grooming schedule will depend on the weather patterns.

Larry spoke to Schnuerles a bit about a possible north access to Sec. 16. They are hesitant about a parking lot due to consideration of the private property owners further up the road.

Enchanted Forest: Three people have been confronted by a frustrated 'hunter' at EF. 9BT has a lease to build trails on the property which does not necessarily restrict other uses. Collaborative Trails is wrapping up with the newest 0.4-0.5 miles of trail connecting Cabin Trail to the Ridge Trail along with a spur trail to the cabin. The trails are getting at least daily use. Carl H. can build a bench to place near the spur trail. 9BT crews have completed about 2 miles on EF and 1.2 on Sec. 16 for about 3 new miles this year. Scott will transport the excavator soon for winter storage. Olivia will make sure the toolbox is secured on the trailer before transport.

Allen and Leon have erected the EF kiosk and plan to finish the roofing and bulletin board.

The parking area has been pre-graded and is ready to be gravelled when the weather and scheduling allows (**action item** - Olivia).

Scott is going to send Scott R. a t-shirt as thanks for all of his efforts on building EF trails.

Scott and Carl K. have been working on the trail signage (**action item**). 4 of the 12 original usage signs have been placed.

Larry spoke with Mike Wolcott and Sue Johnson regarding access roads and hunting access. There was previously a gate for the cattle. Sue expressed the history of the property being open-use and their wish for it to remain open. Larry explained that some of the trail users had been harassed and discussed 9BT responsibility to not commit or allow waste under the lease agreement which could partly be alleviated with better signage and education. Larry also discussed landowner liability, written permissions and prescriptive rights. Tess (the President) is the contact person for the landowner per the lease agreement.

Action Item: Scott will gather letters of appreciation for the EF trail system. 9BT is putting grant funding towards property improvements.

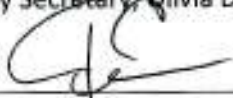
Unfinished Business: *Community Outreach, Marking & Publicity, Land Acquisition Committee Reports*
Not discussed.

The next meeting is not scheduled as there may not be a quorum for December.

Meeting adjourned at 1:48 pm.



By Secretary, Olivia Drake



Chairman, Tess Rae
(Vice Chair, Rob Beck)