

**ForeverGreen Trails Board Meeting
Metro Parks Tacoma
Minutes for May 13, 2015**

In Attendance: Barbara Skinner, Bob Myrick, Brianna Charbonnel, Buzz Grant, Chris Beale, Ernie Bay, Jane Moore, Shawn Phelps, Tony Tipton; Guest: Don Partington

Introductions. Vice-President Chris Beale called the meeting to order at 12:05pm. Jane mentioned that Bryan had a conflict and could not attend today.

Review and Approve Minutes. Tony moved approval of the minutes and Buzz seconded. The motion was approved.

Financial Report. Executive Director Jane Moore reported that the balances in the US Bank and GTCF accounts are \$31,132.55 and \$9,469.18 for a total of \$40,601.73. She reminded the Board that \$30,000 is tied up in COI work. Jane reported that the Tacoma Wheelmen's Club donated \$500 in January.

- **Accountant; payroll.** Jane reported on errors that the accountant made that she had to revise and that the Executive Board recommends that we no longer use this accountant due to repeated errors. The Board discussed how this work can be done internally by Board members. Jane said she can do State taxes online. Barbara offered to review payroll, which is the accounting of Jane's hours. Various aspects of the QuickBooks program were discussed. To use it for taxes and payroll would cost about \$370 for year. It was decided that we don't need to use QuickBooks for these purposes. A motion was made and approved to accept Barbara as the payroll reviewer and to not pay an annual fee for QuickBooks.
- **Administrative charge for COI work/check writing.** Jane reported that the Executive Board has discussed the fee that should be charged for check writing and \$50 seemed appropriate. Some Board members proposed a higher fee of \$75-\$100. Brianna mentioned that we are offering a service with the check writing that should be reimbursed above and beyond the time that is spent. The Board generally agreed that a per check fee should be used instead of a percentage of a contract. Tony suggested that a fixed fee may be appropriate for larger contracts such as the economic benefits study. The administrative fees need to be discussed at the COI, so the Board did not take formal action.
- **Consider IRS 501c3 application.** This item was deferred to a later date

Board Recruitment. The Board briefly discussed ideas for new members. Kurt Reuter, Fife Parks Director, has been invited, but is hesitant due to a scheduling conflict with the Board meeting time. Terry Reid of the Friends of Fennel Creek will be invited. Don Partington declined an invitation to be on the Board.

Short Term Goals Status Reports

- **Update brochure – new draft** – Chris handed out copies of the draft brochure that he created. It was suggested that some of the trail types be shown as dashed lines on the map, for legibility. The graphic came from Pierce County Parks. Tony indicated that his staff will be improving the map in the coming months. Chris told Board members to E-mail him with any comments.
- **Bike Month events** – Chris mentioned the Riverwalk Trail event on May 16th. Shawn informed the Board about "Bike to a Better Pierce County" on May 21st and the Anderson Island ride on May 31st.

Jane said that the Bike Swap was attended by an estimated 2,000 people and the ForeverGreen booth attracted a lot of visitors.

- **Pierce County Trails Conference – Location** – The location for the October 15th Trail Conference is still being researched. The PenMet Parks location was dismissed due to its remote location. A number of locations in Tacoma, Puyallup, and Sumner were proposed. Chris and Barbara will follow-up on identifying a location.
- **Maintain public presence through participation in events/dissemination of information – Bike Swap; National Trails Day** – Dave Seago agreed to write an op-ed for the News Tribune, even though he is uncertain about his future on the Board. (Dave’s article appeared in the News Tribune on May 30th)
- **Puyallup-Tacoma trail link – River Road corridor – position paper – press release?** It was agreed that a press release would be pursued.
- **Participate in Puyallup Watershed Initiative – Active Transportation Community of Interest**
 - **White paper – countywide trail system** – An outline is being discussed. A team will be writing the paper.
 - **Inventory & prioritize ROW** – Shawn reported that this group has met once and will be meeting again later in May, when a clear direction should be established.
 - **Inventory trail plans; identify priorities** – Shawn mentioned that identifying priorities will be coupled with the Pierce County Parks Regional Trails Plan public involvement effort. The COI will do outreach to attempt to engage as many people as possible in this effort.
 - **Design trail stewardship program** – Chris said that he is currently working on developing a stewardship plan.
- **Secure funding for budget – fund raising plan** – Letters asking for donations went out to private individuals. Efforts will be made to contact Cities about sponsorships/donations.
- **Planning/implementation active transportation components in agency plans**
 - **Puyallup Comp Plan Update-** Chris said that the Puyallup Plan is at Planning Commission.
 - **Tacoma Transportation Master Plan** – Jane mentioned that a draft Plan was released earlier this Spring and the comment period is over.
- **Case Statement for Trails** – This concept is on hold

News, Updates, and Announcements. Bob mentioned that in his travels to Spain, he noticed that it is common to have trails parallel to road as part of their infrastructure. Buzz noted that a sign reading “Welcome to the Foothills Trail” was placed in the Carbon Canyon by Foothills Rails-to-Trails Coalition members.

Chris adjourned the meeting at 1:30 pm.