

**ForeverGreen Trails Board Meeting
Metro Parks Tacoma Headquarters
Minutes for February 10, 2016**

In Attendance: Ernie Bay, Chris Beale, Bryan Bowden, Brianna Charbonnel, Anders Ibsen, Jane Moore, Bob Myrick, Shawn Phelps, Lyle Quasim, Terry Reid, Kurt Reuter, Barbara Skinner, George Walk, Diane Wiatr

Guests: Mary Dodsworth, City of Lakewood and Alan Carter Mortimer, Washington Trails Association

President Chris Beale called the meeting to order at 12:04 pm.

Review and Approve Minutes George moved approval of the minutes, Anders seconded. The motion was approved.

Financial Report Executive Director Jane Moore reported on the budget, 2014 to 2016. The majority of the budget is pass through funds for PWI tasks that ForeverGreen is managing. Much of PWI funds for 2016 are carryover from 2015. The budget looks good with an expected end of year balance of \$39,477. Barbara moved, Bryan seconded adoption of budget. Motion approved.

Jane talked about who can sign checks on account. The Executive Board recommends the President and Treasurer. Bryan Bowden moved that he be removed as signatory and Chris Beale, President be added. Treasurer Tim Payne is already a signer and will continue. This motion was seconded and approved.

Executive Director Report

Jane mentioned that she went to the Outdoor Recreation Coalition's Big Tent Day. The Outdoors Northwest magazine editor wants to do an article on ForeverGreen Trails. She also visited legislators on Washington State Public Health Association's Legislative Education Day on public health issues. Jane went to Tacoma Public Utilities Board meeting and presented the Pierce County Trails award that they didn't pick up at conference.

Chris mentioned that Metro Parks thanked WTA for their work on the Swan Creek mountain bike trails. WTA is improving the trail up canyon.

Retreat Follow-Up – Review and Approve

Updated Mission Statement – Chris pointed the Board to the mission statement. At the retreat, promoting public stewardship of trails was added. Anders moved adoption, Shawn seconded. The motion was adopted.

Revised Long-Term Goals – Chris went through the revisions. The addition of supporting design standards, policies and procedures is the most substantive change. This will be less related to actual trail projects, and more the design standards and connections to the trail. Barbara and Ernie voiced the need to comment on agencies’ design standards. Diane mentioned that there are three levels – design guidelines, comprehensive plans, and projects. FG could ask to review design standards. Barbara is concerned that cities will not know that we exist and suggested that we send letters to cities about our goal and ask for their design guidelines. Chris mentioned that this is a long term goal and specific actions will be defined at a future meeting. Shawn suggested research be done on cities design guidelines and plans.

Terry suggested that #5 add word “groups” after “organizations”, which the Board endorsed. Barbara moved, Anders seconded, adopted with change to #5

2016 Short Term Goals – Chris introduced the table of short term goals that Jane had grouped into categories. We went through most of them one by one.

Outreach & Communications

OC-1. Pierce County Trails Conference - Jane suggested that the Conference committee needs to form soon, especially since we have PWI funds that need to be spent by September. She thinks we might consider combining conference with that of the Washington Coalition for Promoting Physical Activity. Barbara, Lyle, and George volunteered to be on the committee. This was assigned a high priority.

OC-2. Trail stewardship – This will be discussed at March meeting. No priority assigned.

OC-3. Web and social media – Facebook – Chris has sporadically added content. He suggests that committee be formed for both OC-3 and OC-5. Chris, Diane, and Brianna volunteered to work on this committee.

Bryan suggested that all goals be given medium priority initially, except those that are obviously high (like the Trails Conference). The Board agreed.

OC-4. South Sound Sustainability Expo will be attended. We will discuss attendance at other events on a case-by-case basis. Attendance at April bike swap will be discussed in March.

OC-6. Newsletter – We will discuss in future. Newsletter will be no more frequently than quarterly and be electronic rather than printed.

OC-7. Surveys - Terry volunteered to coordinate times and places to do survey and write up a short proposal. Diane proposed that bike/ped counts be done at same

time and that quick 3-4 question surveys be done that ask questions like – how far did you travel and how often do you use trail. Ernie mentioned that the Foothills Coalition does surveys like this. Mary suggested that surveys be done in advance of RCO grants in May to add information for applications. Ernie finds that game counters are useful as they can be placed for long period of time and can discern male vs. female. George suggests that we find out about which trails RCO apps will be completed for. Chris offered that Parks Directors receive a letter asking what trails they want counted. Mary will provide list of Parks Directors to E-mail.

Organizational Business

B-1- a request for funding was sent to COI for Organizational Development for \$2500.

B-2 and B-3 were not discussed.

B-4 – Jane, George, Barbara, and Tim will work on reviewing bylaws in preparation for 501c3 application.

B-5 – was not discussed.

B-6 – There are no HR policies for employees (Jane). This will be discussed at a future meeting, including Tacoma’s new policy requiring sick leave.

Ongoing/General Activities

G-1 through G-4 were not discussed.

Advocacy

A-1 –Jane, Chris, and Bryan will work on outreach to jurisdictions. Public unveiling of COI health and economic benefits report is on March 24, 6-8pm at downtown Tacoma post office. The offer will be made to present the report to Councils.

A-2 – move under OC-7

A-3 – The Impact Fee Task Force will start meeting in late February. Kirk Kirkland is the ForeverGreen representative.

Puyallup Watershed Initiative

PWI-1 – Bryan is almost done with draft of white paper.

PWI-2 and PWI-3 were not discussed.

PWI-4 – There is a COI Strategy Team meeting next Tuesday to discuss prioritization. Jane will represent ForeverGreen.

PWI-5 – ForeverGreen is required to hold two Government 101 trainings in April and September, which Jane will lead. Tacoma recently held a similar training session. The County and Puyallup will be the two target audiences. Shawn will help Jane with County contacts and Foothills Rails-to-Trails Coalition members will help with Puyallup. Kurt mentioned the need for getting most recent information from the Corps of Engineers and County on new levee plans.

PWI-6 and PWI-7 were not discussed.

PWI-8 -- \$10,000 allocated from COI for this effort in bringing people together and identifying and mapping a more detailed route, and exploring feasibility. A consultant will be hired for mapping.

Board Member Updates – Anders Ibsen has been appointed to the Board by the Tacoma City Council, in place of former Councilmember David Boe. Mary Dodsworth and Alan Carter Mortimer are in attendance today and have been asked to consider joining the Board.

News, Updates, and Announcements

The Washington Bike Summit will be in Tacoma on March 21-22. Registration is open. More information will follow.

Chris adjourned the meeting at 1:32pm.