

North Kitsap Trails Association

January Board of Directors Meeting

January 28, 2010

Attendees: John Willett, Linda Berry-Maraist, Sue Schroader, Carolina Veenstra, Dave Haley, Duke Bourgeois, John Hawkins, Don Willott, John Kuntz, Steve Bauer

Absent: Jon Rose

A. Business

1. Call to Order – Roll Call

The Board of Directors meeting of the North Kitsap Trails Association was called to order by Duke Bourgeois, Vice-President, at 3:12 p.m. on January 28, 2010. John Willett, President led meeting at arrival around 3:20 p.m.

2. Approval of minutes from last meeting

a. Approval of minutes tabled until the February Board Meeting due to changes Don Willott requested but was not in attendance until later in the meeting after this agenda item had passed.

3. Treasurer's Report/Budget – Funds for Trail Plan Effort (Combined)

a. John Kuntz reported the following:

- o Have \$3,657.11 in account to date (see Attachment 1)
- o Handed out the Annual Treasurer's Report for review (see Attachment 2)
- o LBM asked if water trail money category on the treasurer's report was from Paddle Kitsap – John K. answered in the affirmative
- o Discussion occurred regarding the format of the financial statement
 - i. Currently in specific categories, i.e. General Fund, White Horse, and Water Trails.
 - ii. Should it be broken out into categories or not?
 - iii. LBM wants to make sure we have enough money for what we need in order to complete the Trail Plan
 - iv. Split into categories due to the specificity of the donation is problematic, administrative needs are less appealing than projects
- o Need a budget for 2010
 - i. Duke will pull a draft budget together
 - ii. Everyone to feed Duke budget requests
 - iii. Will need a budget committee – Duke, John Willett and John Kuntz volunteered to be on the committee
 - iv. One or two meetings should suffice
- o LBM would like 200.00 designated for the trail planning process

- i. Sue Abbott at NPS will pay for the initial printing of the brochures and will send out a survey through their system (Survey Monkey)
 - ii. Steve commented that his donation was to support the Trail Plan efforts
 - b. Linda Berry-Maraist made a motion to obtain from the General Fund a reserve of \$200.00 initially for the trail planning effort
 - o Carolina Veenstra seconded motion
 - o Unanimously approved
 - c. Duke Bourgeois made a motion to approve the Treasurer's Report
 - o Linda Berry-Maraist seconded
 - o Unanimously approved
- 4. NKTA Insurance Coverage
 - a. John Kuntz mentioned that there are two types of insurance
 - o Director's/Officers Insurance
 - i. We need Board insurance
 - o Work Party Insurance
 - i. Volunteers should sign waivers
 - ii. Need to create a waiver form
 - b. Question was raised about event insurance – this was not looked into
 - c. Need a budget in order to complete discussions regarding this issue. JW to follow through with specifics for a decision at the next board meeting.
- 5. Presentation Outline
 - a. John Willett stated that the Presentation Outline is the start for a Powerpoint presentation for NKTA
 - o NKTA should have two presenters
 - o For release to the communities
 - o Two additional meetings have been scheduled to review presentation outline through a subcommittee (Outreach Committee)
 - o The request was made that everyone please review the draft and get back to the Outreach Committee with changes or comments
 - o Need photos
- 6. Political Practices
 - a. John Willett spoke about NKTA's political practices and rules we should follow when out in the community
 - o We need to be respectful of peoples opinions
 - o Be good listeners
 - o Keep presentations short
 - o Engage the audience
 - o Ask questions
 - o Invite concerned citizens to meetings
 - o Listen, listen, listen
 - o Know your audience
 - o Know quoted statistics

- Give audience a good level of detail they can comment on
- Provide sign-up sheets
- Have people sign a sheet if they want to be met with privately
- Follow-up

7. NKTA Secretarial Position

- a. March 25, 2010 will be Sue Schroader's last day as Secretary of the NKTA Board

B. Updates

1. North Kitsap Legacy Partnership

- a. Steve Bauer talked about the partnership between OPG and the County as it pertains to OPG's remaining 7,000 acres in North Kitsap
- Has been released through the news several times
 - Working with OPG to create a plan for OPG's remaining 7,000 acres that will benefit the public
 - Port Gamble will need enough density so that it pays for itself
 - Needs to meet the daily needs of the people who live there
 - Needs to meet high-end environmental standards

2. Website

- a. Carolina stated that Andrew MacMillen is far along with the new website
- Carolina wanted to know if we needed a physical address and phone number
 - i. Consensus was that we should use the existing P.O. Box as the address and set up an email address for any incoming inquiries instead of a phone. Secretary will process all incoming emails

3. Motorbike Issues at NKHP

- a. Dave Haley stated the following:
- Motorbikes continue to be a problem on the North Kitsap Heritage Park site. Many users live in Miller Bay Estates and access the park from their homes. JW has found that the flash of a photo effective in discouraging them without a confrontation.
 - Rebecca Pirtle from the county issued a press release on the 6th and 22nd stating that no motor vehicles were allowed in the park
 - There are 5 non-motorized signs up on the property
 - DH expects it to be a slow process to discourage their use, suggests people document incidents with a description, date, time, # of riders and send to Lori Raymaker. County will take on enforcement issues.

4. Paddler's Park

- a. John Willett will be meeting with Suquamish Tribe GIS Manager and Suquamish Tribes assistant director, Feb. 10th, to talk about a partnership between the Tribes and NKTA in building a Paddlers Park in North Kitsap on recently purchased waterfront by the Tribe.

- b. John W. has put together the first draft of a plot plan for the property and the proposed Paddlers Park.

C. Projects/Other

1. Birkenfeld Grant

- a. Linda: purpose of grant is for Kitsap capital improvement projects, must have some naming ability, fund an organization with no more than 20% government funding, have permits and be ready to go. Funding cannot be used for administrative purposes. Clear Creek Trails received \$47,000 for the boardwalk north of the bowling alley, BI Kids museum received \$600,000.
 - o Discussion: too much to take on currently. Consider idea in planning for next year.
 - o Suggestion: OPG has been working toward culvert replacement, could be ready but there may be challenges with the floating easement. Naming a culvert may not be appealing!

2. Map Review

- a. JW has submitted the maps of existing trails plus “Pearl” map to KRCC.
- b. Steve: don’t shy away from getting input from communities, get the info up front.

3. Outreach Plan Schedule/Outreach Efforts

- a. Linda: We’ve pulled back on the outreach schedule both to get documents fully prepared and to allow for a meeting with the County staff. Meeting currently being rescheduled from 2/22.
- b. NKTA Board will view dry-run of all presentation materials at 2/25 meeting, will re-schedule outreach meetings beginning in mid-March.
- c. Need photos with a mix of people of different ages and doing different activities. Need permission from recognizable people, especially children. Don, Duke, Joan and John will take photos Sunday.
- d. Need to line up Boxlight

4. Mission, Vision, Goals (water goals?)

- a. Discussed proposed change from Trail Plan committee to add water goals and make grammatical change to vision statement.
 - o John Kuntz made a motion to accept changes
 - o John Hawkins seconded
 - o Unanimously approved

5. NKTA Designated Phone Issue

- a. Discussed the need for a phone. Decided it was unnecessary at this time. Will use website and clearly provide mailing address. Website can forward email to personal addresses.

6. Survey

- a. With announcement of NK Legacy Partnership, should we incorporate any questions in the survey? Steve: Keep them separate.
 - b. Discussion: presentation will mention it but will not be a focus of the presentation.
7. Other Updates
- a. Duke offered meetings could be scheduled at the Spurs clubhouse in CK with advance notice.
 - b. Linda: met Port Angeles Council Members and Sequim Mayor at conference. Sequim Mayor is a trail advocate, worked on Peninsula trails. Very Supportive. Believes both connecting to Olympic Discovery Trail and the Legacy Partnership open space will be of tremendous benefit to Sequim. Suggested multi-government discussion.
 - c. Linda: Met with WSDOT on other city issues but discussed DOT ROW, Kevin Dayton conveyed paved shared use path that meets DOT standards is do-able in 305 ROW.
 - d. Next Board meeting 2/25 at 3:00 p.m.

Meeting adjourned at 5:40 p.m.

Respectfully Submitted:

Sue Schroader, CSBA
Senior Project Manager
Olympic Property Group

Secretary
North Kitsap Trails Association

and

Linda Berry-Maraist from Section B3 forward

Attachment 1 - Balance Sheet

Nk Trails Association Financial Report

17-Nov-09

	General	White Horse	Water Trail	Totals
Starting Balance	\$ 775.58	\$ 3,700.00	\$ -	\$ 4,475.58
Income				
Paddle Kitsap			\$ 425.00	
Total Income	\$ 775.58	\$ 3,700.00	\$ 425.00	\$ 4,900.58
Expenses				
W.E. Seton		\$ 1,243.47		\$ 1,243.47
Total Expenses	\$ -	\$ 1,243.47	\$ -	\$ 1,243.47
Ending Balance	\$ 775.58	\$ 2,456.53	\$ 425.00	\$ 3,657.11
Outstanding Checks				
Total Outstanding	\$ -	\$ -	\$ -	\$ -
Net Balance	\$ 775.58	\$ 2,456.53	\$ 425.00	\$ 3,657.11

Attachment 2 – 2009 Annual Financial Report

Nk Trails Association 2009 Annual Financial Report

	General	White Horse	Water Trail	Totals
Income 2009	\$ 1,545.15	\$ 3,700.00	\$ 425.00	\$ 5,670.15
Expenses 2009	\$ 769.57	\$ 1,243.47	\$ -	\$ 2,013.04
Net Balance	\$ 775.58	\$ 2,456.53	\$ 425.00	\$ 3,657.11