

North Kitsap Trails Association
Board of Directors Regular Meeting
March 25, 2014

Directors in Attendance: Linda Berry-Maraist, Don Willott, John Kuntz, Dave Haley, Mark Schorn, Brooke Hammett, Evan Stoll, Duke Bourgeois

Directors Absent: Russ Perisho, Jon Rose

Recording Secretary: Jayne Larson

Guests: None

A. Business

1. Call to Order – Agenda Review

The Board of Directors meeting of the North Kitsap Trails Association was called to order by Mark Schorn, vice president at 3:13 P.M. on March 25, 2014.

The agenda was reviewed and no changes made.

2. Consent Agenda/Minutes of the Previous Meeting

Expenses to reimburse Linda were reviewed: \$48.35 which was previously authorized for NKTA printing/copying expense, and \$268.98 for Pt. Gamble trails plan printing and supplies.

Expense to Seareach for the Millie's Trail sign, \$1420.89, is a pass through expense since funds have been received to pay for this expense.

MOTION: Dave moved to approve the Draft Minutes of the 2-25-2014 meeting and the three expense payments in the Consent Agenda.

Linda seconded the motion

Approved unanimously

3. Treasurer's Report

Evan Stoll, Treasurer, submitted the financial report.

The balance of the account as of 3-20-14 is \$20,155.49.

MOTION: Duke moved to approve the treasurer's report as read.

Linda seconded the motion

Approved unanimously

Evan reviewed the NKTA Accounting System. As QuickBooks is implemented, expenses are to be tracked by Product, Activity, and Function. Income is to be tracked by Customer, Donation (Job per QB), Account (Income Type).

The Board discussed the issue of large donations and whether those donors should be given membership. The Board members agreed to include membership in this case.

Evan will email the 2014 budget to the Board for review and for approval at the next meeting. Evan noted that funds from the last Poulsbo Marathon have not been received yet but have been included in the budget at about the same as last year.

Evan received the key to the Post Office box and the Board agreed that Evan would track and deposit all funds from the PO Box and would report this activity to the board. The Board discussed whether to change the PO Box in order to reduce the cost and it was agreed to keep the existing box to preserve continuity.

B. Reports - Committees/Projects/Updates

1. Executive Committee Report

2014 Workplan:

Board members had met to discuss and review the Workplan resulting in Draft 3/19/2014 Rev.2. Some further wording changes were discussed.

MOTION: Duke moved to approve the Long term goals and 2014 Work Plan with changes as submitted.

Brooke seconded.

Approved unanimously.

Presidents Report:

- a. Suggestion of a bike ride fund raiser for this summer came from Jim Rock. Due to current project demands, the board won't be able to add this additional event unless there is someone to run it.
- b. The RFP on the East-West STO has been issued and responses are due 4/4/14. Anticipated start of work is 6/24/14 and completion date is 11/26/14. Eric Baker and John Brand at the County are working on this.
- c. Shoreline Block celebration is planned for 4/18/14 at the Port Gamble Pavilion and Linda has sent out an email invitation for the event. Tree planting volunteer request from Arno Bergstrom for 3/29/14 at the Shoreline Block will be added to NKTA Facebook page and newsletter.
- d. WSCC is fighting two double round-a-bouts in the Port Orchard area for bike safety issues and have approached NKTA for support. The Board decided that NKTA involvement is not appropriate.
- e. Former Kingston Port gangplank: the Board agreed that NKTA would give away the gangplank in trade for promise of future help from a contactor with heavy equipment.

2. Sound to Olympics Trail Report

Don reported that his follow up with the Bainbridge Island Non-Motorized Transport Committee (NMTAC) continues. The STO on Bainbridge has been broken into 4 phases: Phase I - Ferry Toll booths to Winslow Way, Phase II – Winslow Way to High School Rd, Phase III – Crossing at Route 305, Phase IV – PSRC project at and around the ferry terminal to improve safety.

Phase I is underway with 2 consultants hired and the wider shared use path has been approved.

Phase II is in the study phase and Don is working with the potential consultants to promote more relevant responses in proposals.

Phase III will require a WDOT grant and Don plans to be involved in the grant writing.

Phase IV is just starting grant writing.

3. Liaison Committee

Don reports that PSRC is planning to submit for a tiger grant for regional trails. King County is working on their transit system, including trails which could provide opportunities to piggyback on their studies and decisions. This is for information - there is nothing required from NKTA at this time.

4. Water Trails Report

John Kuntz reported that the National Water Trails application for the Kitsap Peninsula Water Trail is still waiting for submittal to the Secretary of the Interior. Kitsap County currently lacks staff in the Non-Motorized position in public works, which could help shepherd this application. John has requested a meeting with Rob Gelder to raise this issue and prioritize hiring for the position.

5. Fundraising Report

- a. Linda reports that she is working on the REI grant with a 4/4/14 deadline. She and Carolina have met with REI at PG and they are interested but their grants are moving to a place centered focus with major ride centers and large trail systems. This strategy will fit perfectly with PG but current timing is not ideal. She will include \$4000 for water trail signage in the grant application.
- b. Brooke reported on the Lumberjack Run, scheduled for April 12-13, 2014. She needs lots of volunteers and will include an appeal in the newsletter. NKTA and Girls on the Run are the beneficiaries of this event.
- c. VolksSport has offered \$250 for a specific use.
- d. WSCC has offered a donation to KFBP which Linda requested they hold for future fundraising purposes.
- e. Jane Lindley has agreed to help us with the Great Give,

6. Trails Report

Port Gamble Block – Linda reviewed the current status of the PG Conceptual Plan, including a map showing the ride center and two STO options. The grant is for acquisition and the deadline is May 1, 2014.

7. Communications Report

Dave reported on the status of the brochure update. Additional photos with road bicycles, wildlife, horses, and ADA are still needed.

8. North Kitsap Heritage Park March 2014

- a. Trees planted at the last second Saturday in March – over 2000 Western Red Cedars and Sitka Spruce.
- b. The map update is in progress.
- c. Two muddy low spots in the Miller Bay Road parking lot were temporarily repaired until county funding for more gravel is received.

- d. Carolina, Paul and Jayne will represent NKHP at the county stewardship meeting on 3/25/14.
- e. The next second Saturday work day is April 12, 2014.

C. Old Business None

D. New Business

- 1. Evan requested to have a budget for supplies for the treasurer's needs.
MOTION: Linda moved that the treasurer be budgeted for \$50 for office supplies and postage.
Don seconded.
Passed unanimously.
- 2. Linda requested an additional budget for PG trail planning, not to exceed \$300.
MOTION: Duke moved that Linda receive up to \$300 for trail planning.
Duke seconded.
Passed unanimously.

E. Other

The next meeting will be Thursday, April 24, 3-5 P. M.

Dave moved to adjourn the meeting.
Brooke seconded.
Passed unanimously to adjourn at 5:15 P.M.

Respectfully submitted,
Jayne Larson, recording secretary

DRAFT
North Kitsap Trails Association
Board of Directors Regular Meeting
Tuesday 3/25/14 3-5pm
