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**MINUTES OF PUBLIC MEETING  
of  
THE ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)  
of  
THE ARIZONA STATE PARKS BOARD**

Noticed pursuant to A.R.S. §41-511.22 and held on **Saturday, June 29, 2013, at the AZ Game and Fish Department, 2878 E. White Mountain Blvd., Pinetop, AZ 85935 beginning at 10 am.**

**AGENDA**

**(The Chair reserves the right to set the order of the agenda.)**

**A. CALL TO ORDER AND ROLL CALL – 10:05 AM**

**B. INTRODUCTION OF MEMBERS AND STAFF**

Members present: Nick Lund, Bill Gibson, Phyllis Ralley, Claire Miller, Dan Gronseth, Jackie Keller, Ryan Domsalla, Patrick Kell (arrived 10:25 a.m., quorum present at this time), Linda Slay (arrived 10:35 a.m.)

State Parks Staff present: Robert Baldwin

**C. CALL TO THE PUBLIC – No public present to comment.**

**Quorum not established, so chair moves to Discussion/Report Items in the interim.**

**E. DISCUSSION / REPORTS**

**1. Staff Reminds All ASCOT Members to record volunteer hours in the State Parks volunteer database.**

Chair reminded everyone to continue recording volunteer hours in the State Parks Volunteer Database and to please remember to include travel time required while doing this.

**2. State Parks Staff Will Provide Status of the Statewide Trails APP. – Staff will provide the latest information on the statewide trails APP being developed in partnership with ASU.**

Baldwin reports this partnership with ASU for the statewide trails App is progressing as expected. The Apple side of it is in the process of getting agreements in place. As far as the Smartphone side, he indicated there are instructions available as to how to do it. Chair asked if they had any idea as to the timeline for completion.

Baldwin responded probably toward the end of the year or late Fall. Keller asked a question on trail managers' access to this app and whether or not feedback from them is coming in. Baldwin responded the agencies provide the information on downloads and the status on cleaning up their databases and maintaining them. Keller asked whether ASU will be turning the project over to State Parks to run once the project is complete. Baldwin responded that State Parks will have the rights to it and control who gets to download data into it and they will monitor the process. She asked whether it would start by the end of the year. Baldwin responded that ASU needs to oversee the project for a while and they're taking a wait-and-see attitude; but they will be available for technical maintenance.

Ralley asked where the GPS data for the map logs on trailheads are coming from. Baldwin said it comes from the trail managers. Lund said that TRACKS oversees the data, maintains its own trail maps, and provides GPS information about the White Mountains Trail System to the US Forest Service, who is the land manager. Gibson asked whether the database is restricted to only GPS trails. Baldwin responded, "No," that everything is in the database by name and general location. Specific data related to the trails may not be updated. The trails in the State Parks trail system don't have GPS information. Lund indicated that one of the things he hopes they will do is include other trails, those that are not currently in the State Parks trail system, and designate which ones are part of the State Parks trail system. Baldwin indicated that trails that are in the State Parks trail system were accepted on a "to-be-built" plan basis. Miller verified that Tom Thumb Trail has been built and is in place and open for public use at this time.

**3. Staff Will Report on the Status of RTP Grant Projects and State Parks Trail Maintenance Projects.** – In December 2012 the State Parks Board awarded funding to fourteen RTP non-motorized grant projects and five-plus trail maintenance projects.

Baldwin indicated that of the contracts for projects that were awarded in December, there are contracts in place with VOACs, Springerville and Alpine. There's a contract pending with Black Canyon City waiting to be signed and also Bullhead and Lake Havasu, that hasn't been sent out yet. They're all funded and as soon as they've signed, they'll be ready to go. He indicated also that in the 2013 trail maintenance funding area we've got contracts are out with Bradshaw and Verde; Payson is signed – or will be signed; he doesn't have a contract with Santa Catalina, but they're all going to be approved. The funding's been approved.

Gibson asked for the status on San Pedro RNCA. Baldwin responded the funding has been approved, but he's still waiting on the "match" certificate. Baldwin said State Parks has been audited by ADOT for the recreational trails program administration. ADOT gave them a whole list of requests in writing revolving around labor. For anyone working on a trail project, they want to know what the rate of pay is, how many hours they work, what they did – it's going to be an added burden keeping track of all that information. Plus that information needs to be added to the

agreements that have already been signed, which means Baldwin is going to have to go over all the agreements again, that's going to slow them down a bit. But this is a federal program and the feds are cracking down on how federal dollars are being used.

Gibson asked if they were going to go back to previous agreements and secure new information. Baldwin responded no, not for the closed agreements, but the ones that are still billing will have to start sending in updated information with their bills. Gibson asked if he would be in touch with the trail managers. Baldwin responded that whoever is managing the grant would need to know this stuff and start keeping track of it.

Ralley asked if the Black Canyon City Community Association was moving forward with their tow bridge center. Baldwin responded it's for the nature park trail. He sent them a contract, but they haven't gotten it back to him yet. It's the same thing with volunteers; they need to document what the volunteer rate is, where it came from, etc. He continued that as of July 1, they'll have access to another \$1.45 million of the trails money to get them started. They will have until May 2015 to finish their trail maintenance projects. For the other projects, they get three years from the date it's signed.

**4. Staff Will Report on the Coalition for Recreational Trails Nomination for the Black Canyon City Heritage Trail Project.** – Staff will provide the information that was not available at the April 26<sup>th</sup> meeting.

Baldwin reported on the Nominations for the Black Canyon Heritage Trail Project. The nomination was considered and is not awarded. (continued below)

**Chair interrupted Mr. Baldwin's report to inform the group they now have a quorum and he would like to move back to the minutes. Then once the reports are finished they will move back to the action items.**

**D. ASCOT ACTION ITEMS**

**1. ASCOT Will Review and Approve Minutes from the April 26, 2013 Meeting.**

Patrick Kell joined the meeting at 10:25 am establishing a quorum, so Chair asked for motion to approve minutes. Miller moved approval of minutes with some corrections. Gibson seconded. Miller indicated on item number four, page 813 in the discussion about the subcommittee nominating the RTP for the Black Canyon Trail, indicated she was on committee, as opposed to Laurel Ardnt; she said in the first section Bob Baldwin asked who wrote the nomination for Black Canyon City, it should be "Miller responded;" In the third sentence, instead of Ardnt it should have read Miller. Gibson indicated he had a few fill-in's for "male speaker." On page four-of-thirteen, the last speaker on that page should be Gibson; on page six, the last reference to "male speaker" is Gibson. Chair asked members to follow-up with emails to Bob with these corrections to minutes. Gibson indicated he had two more, page 11, the

second reference to “male speaker” should be Gibson; on page 12, second to last “male speaker” he believed was Larry Cox; and on page 13, the second reference to “female speaker” may have been Phyllis. Miller adds that on page 13, under item number E(2), Current Events from various regions; again, where it says Ardnt, it should be Miller, regarding the announcements of Brown Ranch Trailhead. Chair called for the vote.

**Claire Miller moved, Bill Gibson seconded,**

**MINUTES APPROVED UNANIMOUSLY WITH CORRECTIONS.**

**4. Staff Will Report on the Coalition for Recreational Trails Nomination for the Black Canyon City Heritage Trail Project.** – Staff will provide the information that was not available at the April 26<sup>th</sup> meeting. (continued)

Baldwin continued and indicated it’s up to the group to identify recreational trails’ program projects for nomination. Any projects that have RTP money can be nominated. So if anyone has done a trail in the past or trail maintenance with RTP money, you can submit it. The nominations are due the end of April.

Baldwin left the room to take a phone call from Doris Pulsifer regarding a discussion item.

Chair asked whether there were questions about the Black Canyon Heritage Park Trail Project. Gronseth asked, when the committee had its first meeting did they explain why it was not accepted? Baldwin said, no, he hadn’t heard anything. He said he did hear from the guy on the committee and would follow up and see what he says about the kind of information and where the application is. Ralley asked if they could estimate it again. Baldwin said, he guessed they could and he would find out and see if they can rewrite it and resubmit it. Patrick asked if there’s a meeting scheduled in November in Tucson for national scenic trails from all over the country. Baldwin said, yes.

Baldwin continued: Going back to the trails app thing he said he wasn’t sure if at the April ASCOT meeting and Richard asked about GPS and downloading. Baldwin stressed that the IT staff at State Parks isn’t sure what all it can provide in each context. They are not committed to do anything as far as the app is concerned right now. It’s still in the finalization process and we need to be clear the discussions to date have been exploratory. The IT folks will come and answer questions at the next meeting. They also want to make it clear that if this isn’t going to replace any current database that we currently have for the trails systems; so whatever you’re working on as far as archiving would be a separate database. Obviously the trails can be included and downloaded on the app and they can be identified as State Trail System Trails; but the app is not going to be the repository for information about the trail system. Baldwin said the IT folks will be at the next meeting and will be closer to the advertised “turn-over” time.

## **D. ASCOT ACTION ITEMS**

- 2. ASCOT Will Receive an Update from the Subcommittee Reviewing the AZ State Trail System (STS) and Discuss Options.** – The State Trails System Subcommittee (STSS) held an open meeting on May 31, 2013 to discuss what the future State Trail System (STS) should look like, what the nomination criteria for trails should be and what would be the best method to store and promote the new STS database, and how the database would be updated.

Keller reported the subcommittee met and looked at nomination criteria for STS moving forward, and the best methods to store and promote the state trail system database. As the new list is developed, the issue of what to do with the remaining seven hundred or so that are left came up. They are also looking at future funding for state trails. Individuals were assigned specific tasks. Linda Slay will be looking into the grants and funding. Keller will be tasked with looking at criteria for identified trails and the subcommittee will meet today. Individuals will be assigned areas for research and they will provide recommendations at the October ASCOT meeting.

Chair asked the direction for identifying the top five and whether it will have a “five-star” rating for top thrills in the systems? Keller indicated the details have not been refined as yet. They will be having a meeting today and discussing ideas. She asked if members for any input. Chair indicated the subcommittee is scheduled to meeting during the lunch break and invited any interested members of the group to feel free to join them.

- 3. ASCOT Will Consider Approval of Amended Bylaws.** – The existing ASCOT bylaws (2010) require amendments to be discussed at one meeting before they can be approved. At the April 26, 2013 meeting the Committee agreed that there were no other portions of the proposed amended bylaws that needed discussion. Therefore, a motion to accept the amended bylaws discussed at the April 26, 2013. Chair indicated he would entertain a motion to approve the amended bylaws.

### **Ralley moved, seconded by Gronseth.**

Chair asked for discussion from the floor. Gibson said, as he read minutes again, on page 3 of 5, item G. He said he didn’t understand “the term for a position being filled due to a vacancy, prior to the normal end of that term, will be the same as a newly appointed committee member of three years.” He asked whether that meant the incumbent of a newly filled vacancy would serve for three years. Baldwin said, “that’s what it says.”

Chair asked if there were any further questions. Baldwin further clarified, that the motion says that “the term limits affect members seated as of January First.” So anyone nominated and selected at this time during the next cycle becomes – which means two terms from there on. That should solve any issues remaining under consideration since the last discussion. Slay asked, “does this mean I can apply for a

short term of two years? Baldwin responded, you can apply for another term, which is three years, with another option of two terms. Slay said there may be somebody else on the Horse Council who would like to try this. If that's the case, she would be happy to let someone else handle Chavez. Baldwin told her she should make sure you turn in a nomination for this year. Chair called for the vote.

**Motion passed unanimously.**

- 4. ASCOT Will Discuss Solicitation of New Members for 2014.** – The ASCOT Chair will select a Nominating Committee to review the applications and prepare a recommendation by mid-September for consideration at the October ASCOT meeting.

Chair indicated the first thing would be to have a nomination committee screen the nominations and bring its recommendations to ASCOT. He asked whether any ASCOT members wanted to volunteer. Miller, Keller and Domsalla volunteered to serve. Ralley indicated her term ends in December and she asked at what point in time does she let the group know she's not re-applying so they can start soliciting for new members; and how do they know how many new members are being solicited. Baldwin indicated he was aware her service will expire this year, if she doesn't reapply. [Male Speaker] asked, how many vacancies are they expecting? Baldwin responded everybody on the list whose term expires at the end of this year is eligible to reapply, regardless how many terms they've served. He suggested it might be time to start lining people up to nominate to refill the positions. Kell asked if a conflict of interest is created when one group has multiple board members, e.g., his group has lots of different clubs and chapters all around Arizona and it would be great to have representation from Kingman, Tucson and the back country horsemen, etc. Chair told him to look at the list and it would give him an idea of the groups people represent.

Baldwin directed the members to their bylaws to review the guidelines for nominations. The nominating committee endeavors to ensure the nominees are representative of the different organizations in different areas of the state. Baldwin indicated at-large representatives are not members of the group. If you apply, you should apply as a group member and not a member-at large. It helps maintain geographic diversity. Kell confirmed that nominees belonging to several groups would need to choose who they're representing and not serve as members at-large. Baldwin iterated that if a nominee should be a member of a group, if they apply, they need to apply as a group member, not a representative at-large. Slay asked if a candidate could be a citizen at-large; and Baldwin responded, no. If they are a member of a club, they need to apply as a club. Domsella pointed out that one individual could belong to many clubs. Chair stated they could choose which club they wanted to represent.

Keller asked for clarification of a discussion from the last meeting regarding diversification. She stressed they should remain focused on that diversity. She also asked the process for filling positions when a slot becomes available, how do they go

about selecting a candidate. Baldwin said there may be an empty slot of a year, depending on when the slot becomes available. On page 13 at the bottom, it shows of the five openings this year, you have up to one more representative-at large and up to six governmental. There's a maximum of five slots that can be filled with governmental representatives or you could have up to three trail users. Meeting any of those requirements, you'll still keep the balance of the whole group and between those you'd want to emphasize what their specialty is.

Chair clarified that several people had volunteered to be on the committee and asked Baldwin whether he sent out solicitations, statewide, for nominations. He responded, yes. On Page 14 is a typical nomination form. Domsella asked Baldwin if they could forward the form on to their media list. Baldwin responded, yes, that it could be downloaded from the website. Kell asked if there was a position on the board for student representation. Baldwin responded there's no specific stipulation and it would up to the group to consider. Chair iterated there no particular category, but as far as he knew that there isn't an age restrictions on membership. Kell said he was thinking about a "citizen-at large." [Female Speaker] said she was wondering if this is something that could be recommended as an amendment revision. Baldwin said, yes. It's too late to do that this year, but if you want to amend the bylaws and your membership structure, you could do that. He continued that he thinks volunteers for State Parks have to be at least 18 years of age – and this is a volunteer position. Gibson said that maybe it's just a matter of encouraging college students or youth to apply. Baldwin stressed that they could certainly put that out to the people and let them know in our solicitations this cycle. [Female Speaker] said that why she thinks it would be best to amend the bylaws and develop a youth representative position. Chair asked for clarification and stated, if the group specifically set up and amended the bylaws to include a youth position that would be one of our 15 members. [Female Speaker] said she was suggesting that position be in addition to the 15, so that it's a youth representative that can be changed yearly.

Chair said all these things could be aired out in the discussions on the amendment. Baldwin said you could invite anybody to come to these meetings and if you wanted to encourage someone to come to all of them and members are reimbursed for their out-of-pocket expenses associated with attending meetings, once the receipts are turned in. He said he'll get a packet together for those wanting to apply for reimbursements. Just make sure you include all your receipts.

[Female Speaker] indicated she had one last question on new members. The last year or two they've gotten some really good applicants and she was wondering whether notices went out to these letting them know they can re-apply. Baldwin said he'd make sure that's done. Keller said they had a discussion about that last time. [Female Speaker] continued and said she thinks it goes a long ways for them as a committee to show the applicants know we reviewed their applications and think they are still valuable or new positions have become available. She asked if it could be included as an agenda item for the October meeting. Baldwin responded that they had two members in that area and it might be a good opportunity to get a notice to

the high schools. Ralley said she knew they've had this discussion and wondered whether they ever tried to reach out to representatives of the Boy Scouts. Chair asked about the age requirement. Baldwin said, if they're on a committee they have to be 18 years of age. Ralley said she was thinking about some of the troop leaders or scout leaders who could reach out to the younger groups and be a conduit of information for those younger groups. Kell clarified he was thinking of college students for this category. Chair said they could send a letter to the Arizona college and universities. Ralley said the Audubon Center has amazing volunteers from the high schools in South Phoenix.

Baldwin asked if a motion was in order. Chair said he just appointed Claire, Jackie and Ryan for the committee. Ralley asked if he had as many volunteers as he needed, because she resigning at the end of this term and could definitely serve. Baldwin confirmed that Claire, Jackie and Ryan, now Phyllis was on list.

- 5. ASCOT Will Discuss Possible Involvement in the Partnership for National Trails Conference.** – The Partnership for National Trails will hold a conference in Tucson in November. The Chair of the Outreach Committee will present information about the conference and opportunities for ASCOT members to participate.

Ralley reported that the deadline for proposal presentations was two weeks after the last meeting. She continues, "Claire Miller, Nick Lund, myself, Serena Defoe of the Arizona Trails Association and Kate Bradley of the Rivers, Trails and CA are going to do a panel discussion of what's happening on the ground, how it happens, the successes presented; and the last communiqué from Stephen Gonzales, who's apparently heading up the Selection Committee for the presentation. Gonzales said the Committee wants more time. They've been getting lots of proposals. Gibson said he's on one of the committees and told them he'd poll at the next ASCOT meeting for volunteers and what they wanted to do. [Female Speaker] said the conference is scheduled for November 3 – 6, 2013 in Tucson. Baldwin asked Phyllis whether she sent in a [unintelligible.] She responded, yes. He asked if she would send him a copy. Chair reminded everyone that their group had volunteered for a couple specific tasks for the National Trails Symposium. He said it seems to work better if they wait to hear from the organizers what they need and follow up from there. We could let them know the kinds of things we could be doing, they could let us know what they need and we could talk about that in terms of whether we want to do it as ASCOT or as an individual volunteer.

Chair stressed that the volunteers made significant contributions to the ITS. Gibson said they were looking for session facilitators and he offered to ask the group. Ralley said it occurred to her that they may want an additional ASCOT meeting. Chair said it could be done if they could schedule around what was already going on. [Female Speaker] pointed out that they might want to schedule the meeting for a Saturday, November 3 – 6 was in the middle of the week. [Male Speaker] said he didn't think they could do that. He thought their meeting times were mandated. [Female

Speaker] said Saturday the second should work. Slay said she thinks the bylaws state “Saturday and Sunday” as the day for their meetings and she didn’t know if that was written in stone or just suggested. Baldwin said it doesn’t seem to say. Keller said she thinks it’s hard for people who are employed to meet during the week. Baldwin citing the bylaws said, “One meeting will be held away from Phoenix and one will be held on the weekend. Slay continued and said that under “work product” it says, “Meets four-to-five times per year, usually Friday or Saturday at locations around the state.” Keller said she wanted to add that this is the second meeting of the group this year – no, third – and she was wondering whether the November meeting is their last for the year . . . .

[RECORDING STOPS].

5. **ASCOT** members will report on current events and/or recent experiences of interest to the trails community and/or the status of any trail projects with which they may be involved. Action will be limited to selecting individuals to do further research on the issue and directing staff to include the item on a future agenda for appropriate action.

F. **TIME AND PLACE OF NEXT MEETINGS AND CALL FOR FUTURE AGENDA ITEMS** – Saturday, October 12<sup>th</sup> in the Verde Valley. ASCOT may consider additional meeting dates and locations for the remainder of 2013.

G. **ADJOURNMENT** 11:49am

**Motion to adjourn:** Dan Gronseth, second Linda Slay, approved unanimously.