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**APPROVED MINUTES
of
THE ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
of
THE ARIZONA STATE PARKS BOARD**

The Arizona State Committee On Trails (ASCOT) held a meeting open to the public on **Friday, November 20, 2015** starting at **10:00am** located in the **Board Room at 1300 West Washington Street, Phoenix, AZ 85007**. Attendance to this meeting will be available via telephone by calling **1.877.820.7831** and entering the participant passcode **613038**.

AGENDA

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

A. CALL TO ORDER AND ROLL CALL – 10:02am

Present:

Bill Gibson, Chair; Nick Lund, Jan Hancock, Claire Miller, Linda Slay, Angela Villa, Mike Harris (phone), Craig Stevens (phone), Matthew Nelson (phone).

Staff:

Jim Keegan, Mickey Rogers, Dawn Collins, Brianne Fisher, Sean Hammond

Chairman Lund reserves the right to arrange the agenda and gives the floor to Deputy Director, Jim Keegan to discuss agenda item D1.

Keegan introduces himself to the committee and gives a brief bio of his work in Wisconsin with Executive Director Sue Black.

Keegan states that the future of committees and boards has been a recent discussion on due to the current review of what should be in place and what should not. Arizona State Parks (ASP) and the Director are supportive of ASCOT and the critical role they play especially with the Recreational Trails Program (RTP) requirements. Keegan says he understands that there are 6 vacancies so we will solicit until December have a fully appointed committee in January.

Chair Lund asks if those members whose terms will be up in December will continue until the whole committee decides in January on new members?

Keegan says that would be one option but if we let the terms expire now we could still have a quorum or we could ask for a term continuation.

Lund suggests that those members continue until the new members are appointed to maintain continuity. It is noted that committee members are nodding in agreement.

Miller asks if the applications have been received.

Fisher responds that there are 6 vacancies, 3 applications have been received, 2 of those being members that are re-applying. We can continue to solicit members and have the nomination committee meet in early 2016 to recommend new members and new officer positions.

Keegan states that Fisher, Collins and himself will produce a cover letter of where we are going and what needs to transpire.

B. CALL TO THE PUBLIC

No public present.

C. ASCOT ACTION ITEMS

1. Approval of meeting minutes from September 19, 2015.

Gibson moves to approve the meeting minutes from September 19, 2015, Villa seconds. Slay suggests the editing on the last page changing buck to Bug and the opening day is March not September.

Unanimous approval of meeting minutes with suggested changes.

D. REPORTS May be Verbal and Reports Provided at the Meeting

1. Governor's review of Boards and Commissions

2. Public Outreach Subcommittee (POS) Update

Slay reports Nov 2nd meeting follow up with Trail of Month and the help with Mare Czinar. Members were tasked with rotating responsibility of soliciting trails so there is a backload. We did unfortunately miss October.

We still don't have confirmation on the Governor's 100 Mile challenge so the 100 theme initiative is still something we would like to have.

We discussed the website a bit in particular the trails page. We found it was cluttered and wanted maybe four major tabs: trails of the month, Arizona Premier Trail System (APTS), the Arizona Trail, and discussed maybe having a partners page with links to other sites. We made some changes to the APTS forms doing last minute edits.

Fisher comments that the exercise of POS reviewing the APTS forms was to ensure all the forms were consistent and to ensure all changes suggested were made across all categories. Now that that is done, Hammond and I have been working on getting them in online fillable forms which any members of the committee can review and conduct a click through test. The goal is to have click through tests and all forms ready to go in December.

Slay continues to discuss the promotional tools for APTS including the press release, PowerPoint, and webinars. Rolling everything out in January will depend on website.

Hammond reminds the committee that he will work on the logistics of the webinar.

Collins suggests inviting Glenn Schlottman who is the new and might give you his thoughts on the website redevelopment.

Slay takes the time to schedule the next POS meeting. POS members decide Monday, December 14th.

3. Recreational Trails Program (RTP) Update

Rogers reports on several RTP related items including:

- RTP is under continued resolution until December 11, 2015.
- Meetings with Department of Transportation (DOT) continue to resolve old and new funding. We want to let sponsors know if funds will be available to them so they don't have to reapply for the upcoming cycle.
- All non-motorized grants have been put in digital format so all reporting will be digital. The quarterly reports are based on exactly the amount of work they have done.
- New RTP Cycle beginning in January with a new application that Hammond has been working on.
- January 2015 funding cycle staff had planned to have contract agreements sent out to sponsors by now but we are now going through DOT for cultural clearances for review. Staff changeover at DOT in addition with the new process has lead to much delay that will be able to be mitigated for next cycle.
- Workshops will be held in Flagstaff, Phoenix, and Tucson to help sponsors attend.

4. RTP Progress Report

Rogers discusses progress reporting on all non-motorized grant projects will be given at every meeting by showing you the percent of the work done. All those sheets are done electronically and eventually it will all be linked. If any member wants information on a project we can highlight it and look at it in more detail.

Collins comments that we will have grant sponsors who are in progress with a grant or just completed it to give a report on what went well or what have you.

Gibson asks if the projects will be online. Rogers says yes with pictures as well.

E. DISCUSSION

1. ASCOT will discuss access options for personal protection equipment.

Fisher reminds members that during the last meeting when staff was reporting on the end results of the ESEF and Nelson brought up a good point about how to distribute the PPE. This discussion will help the ESEF subcommittee in 2016 come up with a plan on how to distribute these.

Miller asks if we have the equipment in hand now at Arizona State Parks?

Staff says yes it includes hard hats, gloves, and glasses.

Miller suggests a reservation request form project, date, how long, logistics, and if there is a request on the same day is there a different protocol than first come first serve?

Hancock asks how many people we can equip? Nelson says 50 hats and glasses and about 150 gloves. Nelson says there has been an idea of an easy one page, online, reservation system.

Slay suggests an online calendar that shows the availability of the PPE.

Collins says she can look into the current registration system and if it has the capacity to accommodate the PPE.

Stevens asks if there is an individual who accounts for the PPE as in counts it, hands it out, gets it back, etc.?

Rogers speaks to this point encouraging any non-profit involved with trails or volunteering to do this for us.

Hancock says that the Maricopa Trails and Park Foundation would like to maybe help with this. Since this is where the tools are it would make sense.

Lund suggests that not only the form should be discussed but also the process.

Nelson goes back to the online one page report and we should express the importance of PPE in trail work.

Hancock brings up liability and if they need to consider this topic. The committee discusses this topic and it is suggested that ASP does not need to be part of that process.

2. ASCOT members will report on current events.

Members give a brief update on their recent trail related activities:

Villa – The Palo Verde Park is the proposed park in Pinal County and I recently got notification of meetings starting back up in January. There is a scheduled field trip on December 10th to see some proposed ideas and lunch.

Lund asks if she has been involved with Pinal County trails planning program?

Villa states she is not on that Board. They have asked for me to be a part of those discussions but I have not fully committed yet. Villa says she will work to get some information or reports about the progress of those trails.

Slay reports on Black Canyon Trail. Copper Mountain has had a lot of successful trail work. Adult probationers were successfully used and hope to finish 8 mile loop in fath.

Miller says the Phoenix Summit challenge, which has participants hike 7 different summits in the park/preserve system. The U-Rock festival at the end was very successful and REI said it was one of their best events attended all year. The next signature event is the National Trail Trek on January 23. Hikers will begin on one end of National trail to the other a total of 15-mile hike. We are doing work on the northern area building Desert Hills Trailhead off of 7th Ave. and Carefree Hwy. Hope to open in mid to late spring.

Hancock says she is still working hard on Prickly Pedal mountain biking race in Cave Creek on January 23. They did VIP appreciation pre-ride for our sponsors, which were a successful 7-mile ride and a great lunch afterwards. Right now our need is to get 200 volunteers. Also putting in application to Arizona Horse Lovers Foundation to improve Bronco Trailhead near Cave Creek. Still meeting with Maricopa Association Government (MAG) to do Valley Path program to get communities to connect to trails.

Stevens reports on the 209 acre Rockin' River Ranch event showing off the proposed park of the Verde River valley. Senators, mayors, and others were invited for Director Sue Black to introduce the ideas that ASP wants to go with for that piece of property. Three quarters of a mile of river frontage with great possibilities including RV parking, cabins, equestrian trailers/trailheads, boating areas. Stevens also reports that the Yavapai County Search and Rescue new program "Hug a Tree" for kids to understand what they should do when they get lost. Over 800 kids participated the first year. If anyone wants more information to let me know.

Nelson says big trail events in Pine areas like Mogollon Rim to realign some trails, Mount Peeley area, which was subject to a fire and trails needed repairing and restoring of signs, and our Ultra running event that event had 30% of visitors from out of state which is a testimony to our wonderful resources. I ask that members share with the trail community that the Arizona Trail Association (ATA) is starting a completion award giving participants copper plated belt buckle. The ATA wants to know who all have completed the trail and then have them give us feedback on time, resource issues, economic impact, etc.

Hancock mentions Forest Service Salt River Project Forward meetings about forest thinning and how it is going to affect the trails. We want to make sure Salt River Project understand how important it is that the trail organizations communicate and work with the timber contractors to mitigate any damage they may do to the trails.

Lund adds to Hancock's comments about his experience with this process and how forest thinning is a good thing for the forests but working with timbers is necessary.

Hancock says this is the time to communicate and educate the about the benefits of the thinning process.

Lund reports that responder project maintains to be effective. Reports on the great 20th year anniversary of Tour of White Mountains that had 700 rider 140 volunteers. The event was successful with good weather.

F. TIME AND PLACE OF NEXT MEETINGS AND CALL FOR FUTURE AGENDA ITEMS

Fisher suggests soliciting nomination for a full committee. I will schedule nomination committee meeting with Villa, Hancock, and Slay for early 2016.

The next meeting will soon follow that.

G. ADJOURNMENT – 11:43 am