

**Sisters Trails Alliance Advisory Committee
Meeting Minutes
Thursday, December 8th, 2011**

NEXT MEETING: 8:00 a.m. Jan. 12th at SPRD

PRESENT: Chuck Humphreys, John Rahm, Ann Marland, Michele Sims, Jeff Sims, Ken Serkownek, Lisa Nicol, Gary Guttormsen, Kirk Flannigan, Greg Wheeler, Phyllis Lewis, Kim McCarrel, Bruce Simon, Donna Timmerman

Meeting called to order by Chuck Humphreys at 8:00 a.m.

Meeting Minutes

The meeting minutes for November 10, 2011, were approved.

Treasurer's Report

Ken distributed:

1. STA Income & Expenses for Nov. 2011 showing:

Total Income	\$2,678
Total Expenses	511
Overall Total	\$2,167
2. Net Worth – As of 12/7/2011 showing:

Total Assets	\$27,637.65
Total Liabilities	0.00
Overall Total	\$27,637.65

Membership/Calendar

Donna reported we now have a total of 69 members including 21 who joined in 2011.

John, Gary and Donna will come up with a recommendation regarding types of new water bottles to purchase.

Updates to the calendar:

Trails Committee will meet at Ray's on Dec. 23rd at 8:00 AM

BPAC

Chuck reported BPAC has discovered that the height of the centers of roundabouts is a problem for any oversize vehicles (53' long plus cab).

Goals and Progress in 2011

Jeff had previously emailed his 'STA Annual Report' for 2011 to the Advisors. He briefly reviewed the document for meeting attendees and noted that we had not set formal goals for 2011. Instead we had completed the 'Trail Plan' which set broad goals for the organization. The 'STA Annual Report' included a Goals/Objectives/Action Item/Responsible Person matrix. Jeff will head a subcommittee that will lay out a strategic plan for 2012. Chuck, Phyllis, Gary and Greg volunteered to be on that committee. They will have this report ready for the annual meeting where we will solicit input from our members.

Jeff will email a copy of the '2009 Strategic Plan' to Advisors and to Clyde for the web site.

We discussed changing the name of the annual meeting to the 'Strategic Planning', 'Annual Goals', 'Community Outreach' or 'Trails Alliance Gala' meeting. Everyone agreed we need to establish a PR subcommittee in 2012.

John will try to find a guest speaker for the annual meeting.

Annual Meeting

Ann distributed a draft agenda and noted all suggestions and changes. In response to Donna's request, volunteers stepped up for a number of tasks:

Phyllis	Help organize food & drinks
Lisa	Direct traffic at the meeting
John and Gary	Put up/take down STA banner outside
Kim	Test PowerPoint presentations
Kim	Will let us use her computer & projector again. Thanks, Kim!

We'll have 10 door prizes this year. Cotton T-shirts and performance shirts will be for sale. We can also take orders for the performance shirts. We'll need paper flip chart(s) to capture members' suggestions.

The winter Newsletter will include a meeting announcement and a map to the location as well as election results.

2012 Budget

Ken distributed a proposed budget that also showed 2011 target and actual amounts. He will apply our updates and email the new version to Advisors.

Registration income alone from the Sisters Mountain Bike Festival was about \$300 short of covering all the associated costs. However, the festival supports our mandate of 'Getting People to Use the Trails'. The SMBF committee will look in to objectives of the festival. This looks like another reason for forming a PR committee.

Environmental Assessment (EA)

Kirk suggested we check into the Federal Highways grants for the Sisters to Black Butte trail. Since Highway 20 is a Scenic Byway, it would qualify for this grant.

The Forest Service (FS) has estimated a cost of \$26,600 for the Environmental Assessment plan we submitted. Kirk noted a few issues that may stall the process:

1. How to cross Whychus Creek on the loop trail on the west side of the creek so we can connect with the Peterson Ridge Trail (PRT).
2. How to scope (manage public outreach) for the trail to Camp Sherman. Even though this trail is not included in our EA because it could be years before we can construct it, we need to get the community of Camp Sherman, Friends of the Metolius, Metolius Recreation Association, etc. involved in the planning so we meet their needs too.
3. The FS specialists (biologist, geologist, archeologist, etc.) do these initial estimates from the office and need about ½ week to finish. When they go out on the trail after the route is firmed up, the estimates could change.
4. If the public voices no major concerns over the project, the estimate could go down.

The FS tracks the costs and will refund us the difference if the actual cost is less than the estimate. They can start the process knowing the funds will come in later.

The EA itself is composed of 2 documents:

1. Non-paved trails	\$12,700
2. Paved trails	\$13,900
TOTAL	\$26,600

The FS combines the scoping of both paved and non-paved trails into one job covered by the \$12,700.

Jeff reported he has contacted two companies, ALTA and WH Pacific, to get additional bids for the paved trail from Sisters to Black Butte Ranch. He has scheduled a meeting with ALTA at 9:00 AM on Dec. 10th at Sisters Coffee House.

We all agreed that the FS can do a better job of scoping than any outside company so we'll definitely go with them for this task.

John moved that we commit up to \$12,700 to the FS for the EA of the non-paved trails and for the scoping of the paved and non-paved trails. (This would exclude the EA for the paved trail from Sisters to Black Butte.) Ken seconded, and the motion passed.

Trails Subcommittee

John reported this subcommittee will be organized into 2 groups that can work on their own:

1. Single track dirt and horse trails
2. Multi-use hard surface trails

Both groups will meet at 8:00 AM on Dec. 23rd at Ray's.

He expressed a need for a PR (outreach) subcommittee to help get more attendance at work parties and a volunteer subcommittee to mobilize work parties, maintain a database of activities, and report from that database.

Other Business

Chuck reported that Deschutes County Planning will meet next Thursday, the 15th, at 6:00 PM to discuss designated paved bikeways.

Meeting adjourned at 9:50 a.m.

Meeting minutes taken by Donna Timmerman, Sisters Trails Alliance