

ISLAND TRAILS NETWORK
Special Meeting Agenda
4/10/2019 12:15 PM
“The Other Room” upstairs @ ADF&G

1. Roll call/quorum
2. Approval of Agenda
3. Approval of Consent Agenda (5 min)
 - a. ITN regular meeting agenda 4/10/2019
 - b. Minutes from 3/20/2019
 - c. Balance Sheet dtd 3/19/2019
 - d. Profit & Loss Statement dtd 3/19/2019
4. Audience Comments
5. Reports (10 min)
 - a. Executive Director Report
 - i. NOAA Grant 2020-2021
 - ii. Rasmuson Luncheon
 - iii. Current Marine Debris grant status (written report by Dr. Duesterloh)
 - b. Director Reports
 - i. E. Linscheid, Connecting Communities (written)
6. Old Business
 - a. Kodiak Outdoor Film Festival - debrief
7. New Business
 - a. Summer seasonal positions
 - b. Emergency Action Plan Update
8. Audience Comments
9. Executive Session
10. Director Comments
11. Upcoming Meetings
12. Adjourn by 2:00 PM

ISLAND TRAILS NETWORK

Regular Meeting Minutes

2019/03/20 12:15 PM

ADF&G Karluk (Downstairs) Conference Room

1. Roll call/quorum – call to order 12:18. Ian Hurst(Pres), Dan Urban (VP), Linda Freed (Tres), Andy Schroeder (Ex Dir), Patrick Saltonstall, Philip Tschersich, Pam Foreman, Ben Millstein
2. Approval of Amended Agenda and minutes
 - a. ITN regular meeting agenda 2019/02/20 (amended to have audience comments first), moved by Ben, 2nd by Patrick, unanimous consent
3. Approval of consent agenda
 - a. Moved by Linda, 2nd by Patrick, unanimous consent
4. Audience Comments – Eric Linscheid and Sandra West gave a presentation on their “Connecting Communities Trail” plans. Eric described how Sandra has worked to make a bike trail between the city and the USCG base a reality since 2003. Capt Goode has approved the project and has gotten further buy-in from base brass. Eric went over a map showing the proposed route (see attachment). Eric and Sandra have secured right-of-way access from DoT via Phil Smith. Technical issues at specific sections were discussed as well as project costs (see attachment). Strategies for leveraging in-kind contributions and human / funding resources were discussed.
5. Reports
 - a. Executive Director’s Report:
 - i. Clean Beach Saturdays: proceeding well. Only missed one day due to weather. Typically 4 volunteers show up. Ways to spend down the NOAA grant were discussed including hiring a person during the summer months. Travis Cooper will act as the Trails Coordinator and a different person should be hired as Marine Debris Coordinator.
 - ii. Beaver Lake: the city Lands Committee recommended disposal for construction of family homes. Planning and Zoning voted not to dispose of the lands. The full Borough Assembly will vote on it soon. Linda talked about ordinances concerning the disposal of the land (plans adopted as ordinances) that would need to be altered or abrogated to develop the lots. A discussion of Andy’s potential conflict of interest as Ex Dir of ITN and a member of the KIB Assembly was engaged. The board agreed Andy should announce his potential conflict of interest at the assembly and allow the assembly to determine recusal.
 - iii. Otmeloi Way: this discussion was taken up during the Beaver Lake discussion.
 - iv. Andy reported he had met with Leisnoilnc and they had discussed Leisnoi’s strategy for dealing with vehicular abuse of 17b easements across their lands by building dirt berms meant to deter larger vehicle access which are not compliant with 17b easement definitions.
 - v. Andy was re-certified as a Wilderness First Responder.
 - b. Directors’ reports (none)
6. Old Business
 - a. Friends of Kodiak State Parks: ITN should contact Wanda Scholze (president of FOKSP) and Ben Shryock (SP District Ranger) to coordinate what needs SP has and how ITN can work with FOKSP to get those needs funded and accomplished.
 - b. NFWF grant: Andy discussed the possibility of a conflict of interest in vessel procurement process that the grantor (NFWF) brought up. The board needs to take over the development and execution of the vessel RFQ and separate Andy from the process.
 - c. KOFF: There was a general discussion on the film festival.

- d. Near Island Comprehensive Plan: Philip gave an overview of the previous Kodiak City Council work session where the plan was discussed mentioning that the momentum seemed to be behind the minimum development plan though the board cautioned against assuming pro-development interests won't weigh in late in the process.
7. New Business
 - a. Emergency Action Plan: Andy discussed what the plan was intended to accomplish- not detailing field medical procedures, but rather how to handle the logistics and public/private outreach after an incident has occurred. The organization needs to review the EAP and practice a scenario in the next 2 months. A date for the mock scenario was set for May 29.
 8. Audience Comments (given earlier via agenda amendment)
 9. Executive Session: Board succession was discussed. Ben moved to elect Eric Lindscheid to replace Philip's board position and Patrick 2nd. Approved by unanimous consent.
 10. Director Comments: Dan mentioned that the Geoblock at the start of the 3 Pillar Point trail had failed and that the trail bed had eroded. Andy said they may need a dump truck of gravel as fill before fixing the Geoblock.
 11. Upcoming Meetings: Next regular meeting set for April 10 at ADFG Karluk Room, May meeting set for May 15, and the EAP scenario set for May 29.
 12. Adjourn at 2:10 PM

Island Trails Network

04/08/19

Balance Sheet

Accrual Basis

As of April 8, 2019

	<u>Apr 8, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
First National	46,619.66
Savings - Reserved Funds	11,976.03
Total Checking/Savings	<u>58,595.69</u>
Accounts Receivable	
Accounts Receivable	2,507.00
Total Accounts Receivable	<u>2,507.00</u>
Total Current Assets	61,102.69
Fixed Assets	
Equipment	73,473.54
Accumulated Depreciation	-46,180.10
Total Fixed Assets	<u>27,293.44</u>
Other Assets	
Edward Jones	16,120.01
Total Other Assets	<u>16,120.01</u>
TOTAL ASSETS	<u><u>104,516.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Clearing Account	-273.00
Payroll Liabilities	
Alaska SUI	218.43
Total Payroll Liabilities	<u>218.43</u>
Total Other Current Liabilities	<u>-54.57</u>
Total Current Liabilities	<u>-54.57</u>
Total Liabilities	-54.57
Equity	
Unrestricted Net Assets	112,842.35
Net Income	-8,271.64
Total Equity	<u>104,570.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>104,516.14</u></u>

Island Trails Network
Profit & Loss
 January 1 through April 8, 2019

	Jan 1 - Apr 8, 19
Ordinary Income/Expense	
Income	
Individual Contributions	12,083.46
Total Income	12,083.46
Expense	
Bank & Credit Card Fees	23.80
Fuel	570.13
Insurance - D&O, GL, Auto	2,356.00
Insurance - Workers Comp	3,311.80
Office Expense	1,248.08
Printing, Postage & Stationery	179.95
Supplies & Equipment	2,760.69
Utilities	19.95
Vehicle Expense	1,061.67
Payroll	
Wages	
Staff	8,030.42
Total Wages	8,030.42
Payroll Tax Expenses	792.61
Total Payroll	8,823.03
Total Expense	20,355.10
Net Ordinary Income	-8,271.64
Net Income	-8,271.64

Kodiak Road System Marine Debris Clean-up Activity Report for Nov-March (Switgard Duesterloh)

Since I started working with ITN on the Kodiak Road System Marine Debris Program, we have organized numerous beach clean-ups and worked with several schools, getting students familiarized with the subject and problematic of Marine Debris, and involved in cleaning beaches. In November, we worked with the Kodiak Middle school and gave classroom presentations to all 6 classes of 6th grade students. About 30 students and 6 adult chaperones came out on November 16 to clean up Burton's beach, a stretch of more than 2 miles at the end of the road. Two ITN staff and one volunteer filled two supersacks with bags and it took another trip to haul the supersacks and a large pile of heavy line out of the area.

In December, we worked with three Kodiak High School Health classes. Each class received a presentation and activity about Marine Debris and the variety of plastics that are found on our beaches, followed by a beach clean-up. To limit travel time the High School classes each cleaned a beach near town (Iron's Gate, Pillar beach and Gibson Cove). The first day at Iron's Gate was cut short by extremely cold temperatures and high wind with blowing snow. ITN staff collected and hauled off one supersack from each of the two other sites. Also in December, staff and several volunteers sorted through numerous supersacks to remove any polystyrene and others foams, and then loaded a container van with supersacks of Marine Debris to send off for recycling.

In January of 2019, we launched the "Clean-Beach-Saturdays" program. A flyer was prepared and distributed on bulletin boards around town, as well as published on the ITN website and a phone line set up for volunteers to call in. Initially, with staff and very few volunteers, we cleaned VFW beach, Mayflower beach (2 sites), and Beach Peat Beach.

With 4 to 5 volunteers it took two Saturdays in early February to clean Iron's Gate Beach. On February 13, we gave a presentation at the AFE conference in Anchorage and participated in a group discussion about Marine Debris projects in Alaska. The following week, I had a meeting with the North Star elementary school principal and discussed possible outreach curriculum appropriate for 5th grade and for younger kids.

As the "Clean-Beach-Saturdays" program gained momentum and the weather began to cooperate more, several of the beaches further away from town were addressed: Sometimes Island, Thumbs up Beach, Bruhn's beach, Pasagshak, and Surfer's beach. It became apparent, that especially for beaches that are closer to town, short, or easy to access it is necessary to scout the situation before taking volunteers there to avoid mobilizing volunteers and then running out of beach to clean in less than an hour. It is best to have a plan for rainy days and small groups and another plan for sunny days and larger groups. However, a couple of sunny weekends with large groups (up to 10) of volunteers allowed for cleaning of two to three beaches at once. While scouting beaches near town, ITN staff cleaned some less affected beaches, including White Sands beach, the Ram site beach, and Near Island South End.

During the first week of March the Kodiak Christian school wanted to do a beach clean-up with a group of visiting students and we coordinated their efforts and provided bags and gloves. Weather prevented the group from getting out to the beach they had wanted to clean (Roslyn), but they did clean one of the smaller beaches closer to town (Boy Scouts).

The Kodiak Christian School teacher is interested in cleaning Roslyn beach with her Middle School class in late April or May. The Kodiak 4H group has communicated with us about cleaning Mill Bay Beach on April 27th, and ITN will provide bags and haul out Marine Debris. Planned for May 8-10, a group of 25 students at the Kodiak Middle School will participate in a three-day collaborative intensive about Marine Debris. On day one they will learn about the general problem, ocean currents, and the breaking down of plastics into microplastics, followed by a microplastic clean-up effort at a local beach. On day two they will clean up a catcher beach at the end of the road called "TV beach", and on day three the students will develop a "message to the world" about their experience and what they would like to see change in the future. They will sort and tally some of their collection and make collages to present their findings. The teacher will also reach out to the local radio station to get some student interviews about this activity aired.

May 13, ITN staff will deliver a presentation about the Marine Debris topic and the types of plastic found on local beaches to three new Kodiak High School health classes. Each class will clean a local beach on May 20 and 21. And on May 17, 31 North Star 5th graders will be on Woody Island for a multi-day outdoor experience. ITN staff will participate in a tide-pooling/Marine Debris walk & talk.

Time Table for Connecting Communities Trail

Date	Activity	Done
February	Meet with Andy Schroeder and Philip Tschersich of ITN to discuss Connecting Communities trail	✓
	Present trail to Captain Good	✓
March	Got permission from Capt. Good to clear alders to culvert along fence	✓
March 20	Present trail to ITN board	✓
	ITN volunteered In Kind Services with use of mini-backhoe equipment	✓
March	Send request for 60' and 58' surplus catwalks to City Mayo Tvenge	✓
March	Meet with Phil Smith of DOT and describe trail.	✓
March	Sandra request for permission to DOT for trail use	✓
March	Talk to Sam Rohrer of Kodiak Lawn Care about 52" compacter. He said call him when we are ready	✓
	Gov representative Chris Windangle assigned to trail	✓
	Does USCG have gravel?	in progress
April	Ask USCG legal in CA for encroachment permit for Maritime Helicopters to Devil's Creek for legal permission for indemnity	in progress
	Secure surplus catwalks	in progress
	Build excitement for USCG work crews	in progress
	Reseat 12" culvert along fence near Base entrance	✓
	Discuss possibility of trail under bridge by airport with Michael Schuler of DOT	✓
	Michael Schuler of DOT discussed possibility of paving jet blast area	✓
	Steve Paulson to help coordinate volunteers	✓
5	Have table at ITN Film Festival on April 5-sign up for volunteers, food, donation names	in progress
15	Walk Maritime Helicopter asphalt to Jet blast zone with Michael Schuler / Andy Schroeder / Eric Ingvall	
May	Survey trail with Andy Schroeder, Mil Pol, DOT, Chris Windangle	
	Solve blast zone Maritime Helicopter route,	in progress
June	Begin construction: Base entrance to Dolphin	
	Dolphin-Cape Decision: paint bike/ walkway on road	
	Top of Cape Decision to Devil Creek: fill potholes, scrap moss off Old Rez	
	Devil Ck to Blast Zone: build trail	
	Jet blast zone area completed	

Date	Activity	Done
July	Pour concrete forms for bridges: Maritime Helos / Devil Creek	
	Cut 38' bridge	
	Install bridges 60' and 38'	
August	Install lights Aviation Hill / USCG entrance	
	Install trail signs	
	Open trail	