

**ISLAND TRAILS NETWORK**  
Special Meeting Agenda  
7/30/2019 12:15 PM  
KFRC Large Conference Room

1. Roll call/quorum
2. Approval of Agenda
3. Approval of Consent Agenda (5 min)
  - a. Balance Sheet dtd 7/30/2019
  - b. Profit & Loss Statement dtd 7/30/2019
4. Audience Comments
5. Reports (10 min)
  - a. Executive Director Report
  - b. Director Reports
  - c. Staff Reports
6. Old Business
  - a. Rental of Office Space
7. New Business
  - a. Administrative Support of Connecting Community
  - b. Perenosa Trail Easement
  - c. Saltery Cove Trail Pittman-Robertson Proposal
8. Audience Comments
9. Executive Session
10. Director Comments
11. Upcoming Meetings
12. Adjourn by 2:00 PM

**Island Trails Network**  
**Balance Sheet**  
As of July 30, 2019

	Jul 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First National	136,669.65
Savings - Reserved Funds	11,976.03
<b>Total Checking/Savings</b>	148,645.68
<b>Accounts Receivable</b>	
Accounts Receivable	32.00
<b>Total Accounts Receivable</b>	32.00
<b>Total Current Assets</b>	148,677.68
<b>Fixed Assets</b>	
Equipment	73,473.54
Accumulated Depreciation	-46,180.10
<b>Total Fixed Assets</b>	27,293.44
<b>Other Assets</b>	
Edward Jones	16,120.01
<b>Total Other Assets</b>	16,120.01
<b>TOTAL ASSETS</b>	<b>192,091.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	44,900.00
<b>Total Accounts Payable</b>	44,900.00
<b>Other Current Liabilities</b>	
Clearing Account	-579.65
Payroll Liabilities	
Alaska SUI	149.38
<b>Total Payroll Liabilities</b>	149.38
<b>Total Other Current Liabilities</b>	-430.27
<b>Total Current Liabilities</b>	44,469.73
<b>Total Liabilities</b>	44,469.73
<b>Equity</b>	
Temp. Restricted Net Assets	25,000.00
Unrestricted Net Assets	112,842.35
Net Income	9,779.05
<b>Total Equity</b>	147,621.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>192,091.13</b>

**Island Trails Network**  
**Profit & Loss**  
 January 1 through July 30, 2019

	Jan 1 - Jul 30, 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Foundation Giving	500.00
Grants	66,072.75
Individual Contributions	12,096.23
Corporate Contributions	25,000.00
<b>Total Income</b>	<b>103,668.98</b>
<b>Expense</b>	
Equipment Rental	240.00
Bank & Credit Card Fees	41.65
Contract Labor	44,900.00
Fuel	1,287.64
Insurance - D&O, GL, Auto	3,254.00
Insurance - Workers Comp	8,248.80
Office Expense	1,751.07
Permits and Fees	230.75
Printing, Postage & Stationery	458.13
Professional Services	450.00
Supplies & Equipment	3,315.52
Travel & Lodging	46.98
Utilities	19.95
Vehicle Expense	1,081.67
Payroll	
Wages	
Staff	19,170.42
Temporary	6,750.00
<b>Total Wages</b>	<b>25,920.42</b>
Payroll Tax Expenses	2,558.35
<b>Total Payroll</b>	<b>28,478.77</b>
Ask Client	85.00
<b>Total Expense</b>	<b>93,889.93</b>
<b>Net Ordinary Income</b>	<b>9,779.05</b>
<b>Net Income</b>	<b>9,779.05</b>

## Memorandum of Agreement Between Island Trails Network & Member Organization

The parties, Island Trails Network represented by Andy Schroeder as Executive Director, and Connecting Community, represented by Eric Linscheid freely and voluntarily enter into this agreement. In addition to the criteria outlined in the Kodiak Arts Council General Policy manual, the following provisions shall be included.

Island Trails Network (ITN) shall provide Member Organization the following:

- Use of non profit status for grant applications subject to ITN Board approval.
- Inclusion of the member organization on the ITN website and other ITN publications.
- Office support member organization provides the supplies and facilitation/assistance with advertising and public relations at cost.
- Limited liability insurance when working in conjunction with the ITN.

In return, Member Organization shall provide the Kodiak Arts Council, (ITN) the following:

- Updated current list of the leadership of the organization.
- Consistent use of the ITN logo or ITN reference on advertising and events held by the member organization.
- An annual financial report due in the ITN office in December.
- A written report of the previous year's activities and plans for the coming year and a representative of the organization attending the ITN annual meeting to present the report.
- Participation and support at ITN fundraising and public relations events.

The ITN is subject to costs associated with inclusion of Member Organizations, such as accounting fees, office supplies, staff time and insurance, therefore, each Member Organization shall be assessed a flat rate per annum and/or a percentage of their revenues for administrative costs.

- Active Member Organization status requires annual dues of \_\_\_\_\_
- Active Member Organization status requires \_\_\_\_\_% of total revenues payable to Island Trails Network

If a Member Organization falls into non active status and is not using any of the above listed ITN provisions, that Member Organization may continue in a non active status and be excused from annual dues until such time as that Member Organization begins to use the above mentioned provisions of the ITN.

If the Kodiak Arts Council Board of Trustees determines that this agreement has been violated, the ITN retains the right to terminate the agreement and review the status of the Member Organization.

The agreement shall be in effect until the end of the Kodiak Arts Council's fiscal year on June 30, whereby at that time a new MOA will be executed.

Dated on this \_\_\_\_\_, 2019 in Kodiak, Alaska.

\_\_\_\_\_  
Andy Schroeder, Executive Director

\_\_\_\_\_  
Member Organization Representative

**Federal Assistance  
Project Statement**

**Funding Source: Wildlife Restoration**

**Grant Number: AKW-X \_\_\_\_\_ FY \_\_\_\_\_**

**Project Number:**

**Project Title: Saltery Cove and Portage Bay Trail Access and Improvements**

**Project Start and Ending Dates: 2019-2024**

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**Project Statement Guidelines**

**1. Need**

This proposal discusses five major trail segments in this system. Two of them (Saltery Cove Road and Portage Bay Trail) may be considered stand-alone trails and are the primary focus of our proposal. A third segment connects the two, effectively forming a loop. Two lightly used but important segments running west to Wild Creek and east to Pasagshak Bay are also discussed.

Collectively, these five segments have varying levels of degradation, some have access and a history of land use conflicts (grazing, etc). However, these trail segments are all physically connected into what could be considered one large motorized trail system on the Kodiak road system and thus we address them all to some degree.

Saltery Cove trail, the Portage Bay trail and the unnamed trail which connects these two collectively form a system of trails that sees more use than any other in the Kodiak Island Borough (Whitaker, Doug Ph.D. Kodiak Island road-accessible trails: A survey of residents and trail enthusiasts. Confluence Research and Consulting, 2004). These trails provide access to at least 8 salmon-bearing streams and tributaries for both recreational and subsistence use. For hunters, the Saltery Cove road provides provides access to the "Remainder Unit 8" game management for deer, bear and goat. For trails enthusiasts, the trail system provides recreational experiences appropriate for a wide range of user groups, and traverses sub-alpine environments that stand in contrast to the coniferous forests that dominate the landscape around Kodiak city.

For these reasons, this system of trails consistently ranks among trail users and trails enthusiasts in the Kodiak Island borough. These same characteristics make the Saltery/Miam trail system some of the most impacted trails in the borough. Impacts include trail braiding, degraded wetlands, ponded areas of the trail and sedimentation into salmon-bearing streams. Land and resource managers have long recognized this, and some of Alaska's first installations of the now familiar Geoblock™ porous pavement were put in by the Kodiak Soil & Water Conservation District in 2004 on portions of the Portage Bay trail between Kalsin Bay and Summit Lake. Although installation methods have since evolved, these early trail hardening efforts were largely

successful and several miles of the Lake Miam trail between the trailhead at Kalsin Bay and the north end of the Summit Lake have since been hardened with Geoblock).

In 2011, the Kodiak Road System Master Trails Plan made specific recommendations for Saltery Cove Road including.

- Trail user groups should work with the State of Alaska to schedule and fund periodic grading and repair of Saltery Cove Road by heavy equipment (excavator and bulldozer).
- Consider installation of drainage features to reduce instances of standing water and erosion on the trail surface along lower elevation segments of the trail (near Saltery). Porous pavement at impacted areas may be effective.
- Improve signage pertaining to stream crossings.
- Form group of stakeholders specific to Saltery Cove Road including residents, lodge owners, ATV enthusiasts and outfitters/commercial operators.

In 2014 the Kodiak Island Borough undertook a project to make improvements to the trail in accordance with the 2011 Master Trails Plan, but discovered in the permitting process that neither a right-of-way nor a public access easement exists for this route, which has been in use since at least the mid-1940s.

In 2016 the State of Alaska issued a decision stating that the issuance of a public access easement for the route is in the state's best interest and invited an easement application. The borough has completed the easement application and submitted to the state department of Land, Mining and Water for review. Additional survey work may be required.

Upon approval of the easement, tread improvements to Saltery Cove trail may continue.

**2. Purpose** – The purposes of this project are to (1) to secure permanent public access to these important and historic recreational routes in the Saltery Cove and Portage Bay area (2) increase the current level of user access, allowing continued use of the trail by a broad range of ages and abilities and (3) to bring the trail into alignment with KIB's and the State of Alaska's resource protection goals.

### **3. Objectives**

#### **Phase I:**

1. To complete the easement application process including the required survey work for the Saltery Cove road between the trailhead and Saltery Lake by end of 2020.
2. To provide funds for prioritized trail improvements to the route as defined in the attached assessment and prescription, with all Zone 4 and Zone 5 improvements completed by end of 2021.

#### **Phase II:**

1. To complete public easement applications for portions of trail leading from Summit Lake to Lake Miam/Portage Bay by end of 2022.
2. To provide funds for assessment, prescription and prioritized improvements to trail leading from Summit Lake to Lake Miam/Portage Bay by end of 2023.

#### **Phase III:**

1. To complete public easement applications for portions of trail leading from Lake Miam to Saltery Cove by the end of 2023.
2. To provide funds for assessment, prescription and prioritized improvements to trail leading from Lake Miam to Saltery Cove by end of 2024.

#### **Stretch Goal:**

To complete public easements and make necessary improvements to trail from Saltery Cove to Wild Creek, and to trail from Portage Bay to Pasagshak Bay.

### **4. Expected Results or Benefits**

This project will benefit the hunting, fishing and recreating public by providing permanent access to Alaska's resources, and facilitate that access by establishing safe, low impact access routes to important parts of the Kodiak backcountry.

The project will also directly benefit natural resources by reducing soil erosion and runoff and improving water quality.

### **5. Approach**

Our first priority approach is to finish what has been started, namely the improvements to the Saltery Cove trail. Building upon that momentum, we hope to expand the trail access rights in subsequent phases of the project, and to furnish improvements to adjacent segments of the trail system.

## **6. Useful Life**

N/A

## **7. Geographic Location**

The Saltery Cove trail consists of approximately 20.2 miles of trail originating from milepost 20.5 of the Chiniak Highway near the American river bridge, and ending at Saltery Lake (N57°31'55.85", W 152°45'59.84). Leisnoi Native Corporation is owner of lands on the first approximately 7 miles of the Saltery Cove road, to the point where trail crosses the southern boundary of Section 9, Township 30S, Range 21W. The trail crossing Leisnoi lands (Zones 1 and 2) is protected by a 100-foot right of- way conveyed to the State of Alaska by the quit claim deed dated June 3, 1959 and executed under the authority of the Alaska Omnibus Act. The state owns all lands thereafter.

## **8. Principle Investigator**

Andy Schroeder, Executive Director, Island Trails Network  
[andy@islandtrails.org](mailto:andy@islandtrails.org)  
907-539-1979

## **9. Program Income**

Not applicable.

## **10. Budget Narrative**

Staff time: Island Trails Network will provide project management at approximately 10% of direct expenses over the life of the project.

Travel: Contractors are typically hired from within the state of Alaska, and travel to Kodiak from Anchorage or Fairbanks several times per year (once for assessment/prescription, 1-2 times for trail improvements etc.)

Contractual: Survey work is mostly complete for Phase I, but additional funds for surveying costs are included in Phases II and III. Approximately half the contractual funds are to be spent on surveyor fees, the other half on trail construction contractors.

Supplies: Approximately \$60k in trail hardening materials are on hand for Phase I, but not counted as match because they were purchased with federal funds. Up to \$90k in trail construction materials (Duradeck, Bridge Timbers etc) are expected in Phases II and III.

Equipment: No equipment is expected to be purchased for this project. ITN will furnish an excavator, Morooka tracked dump buggy, and work trucks as part of the match. Local rental rates are used for the match calculation.

Indirect Costs: ITN requires the *de minimis* indirect rate of 10% of direct costs.

Non-federal Match: ITN can furnish most heavy equipment and vehicles required of the trail improvement portion of the project. These include mini excavator, track loader, ATVs and trailers and work trucks. ITN can also furnish a \$17,000 cash match to Phase II to defray contractual expenses such as survey fees and construction fees.

	Phase I	Phase II	Phase III	Total
<b>71000 Staff time (PCN ; x months)</b>	\$10,500	\$21,000	\$21,000	\$52,500
<b>72000 Travel</b>	\$2,500	\$5,000	\$5,000	\$12,500
<b>73000 Contractual</b>	\$60,000	\$103,000	\$120,000	\$300,000
<b>74000 Supplies</b>	\$4,500	\$90,000	\$90,000	\$184,500
<b>75000 Equipment</b>	\$			
<b>Total Project Direct Costs</b>	\$77,500	\$219,000	\$236,000	\$532,500
<b>Indirect</b>	10%	10%	10%	
<b>Non-federal Match</b>	\$18,000	\$35,000	\$18,000	\$71,000

Examples:

71000 Personnel: Staff Includes Wildlife Biologists, Wildlife Physiologists, Fish & Wildlife Technicians, Program Technician, Project Assistant, Office Assistant. Include staff time and PCNs for all staff involved.

72000 Travel: Instate air and ground travel, lodging, meals, and incidentals

73000 Contractual: Training/Conferences, Freight/Delivery Services, Air Charter Services – Field Surveys, Utilities

74000 Supplies: Field Supplies, Business Supplies, Animal Capture Drugs, Instrument & Apps, Fuel for Aircraft

75000 Equipment: items > \$5000

### **11. Multipurpose Projects**

Not Applicable. This field is rarely used.

### **12. Relationship with other Grants/Projects**

This grant builds upon previous work completed under a Coastal Impact Assistance Program grant (CIAP) to the Kodiak Island Borough. It also complements trail improvements to portions of the Portage Bay trail improved under a USDA contract between the Natural Resources Conservation Service (NRCS) and Leisnoi Inc.

Although both are ostensibly federal grants, we believe some federal contracts with tribal entities may be used as non-federal match.

However, neither of these projects are used in the existing match calculation.

### **13. Schedule/Timeline**

See Objectives.

### **14. Environmental Compliance**

For trail improvements aimed an environmental mitigation of fish spawning habitat, Alaska Depart of Fish & Game (ADF&G) is the requisite authority. Habitat biologist Will Frost was consulted for the purposes of this proposal.

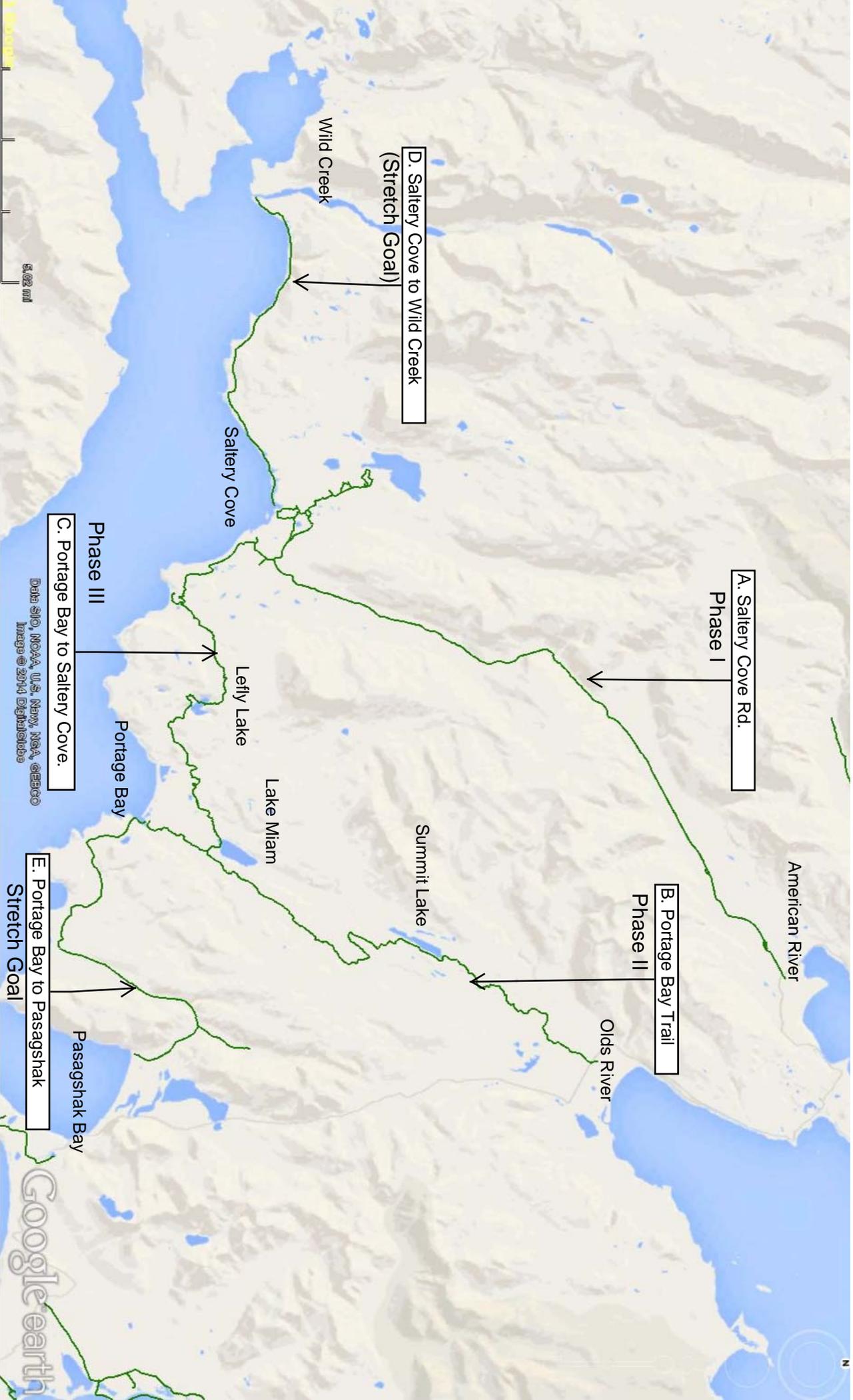
Previous SHPO consultation did not cause significant concern.

### **Sources:**

*Kodiak Road System Trails Master Plan, 2011*

Whitaker, Doug Ph.D. *Kodiak Island road-accessible trails: A survey of residents and trail enthusiasts*. Confluence Research and Consulting, 2004

Frost, William, Alaska Dept. of Fish & Game, *Saltery Cove Road Culvert Inventory (2011)*



A. Saltery Cove Rd.  
Phase I

B. Portage Bay Trail  
Phase II

Phase III  
C. Portage Bay to Saltery Cove.

D. Saltery Cove to Wild Creek  
(Stretch Goal)

E. Portage Bay to Pasagshak  
Stretch Goal

Data SIO, NOAA, U.S. Navy, NGA, GEBCO  
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Google earth