

**Friends of the Little Miami State Park
Board of Directors' Meeting 02/13/2019
Wayne Township Administration Bldg, OH
Meeting Agenda**

Board votes in blue
Action steps in green

Call to Order: Steve Murphy

Introduction of Members and Guests:

Board present: Steve Murphy, Ron Gorley, Dick Feldmann, Janet Slater, Rick Forrester, Tom Fromholtz, Bruce Cortright. **Board absent:** None.

ODNR present: Melissa Clark (park manager), Brian Miller (District Manager), Kyle Ranck (Park Maintenance Supervisor)

Members and Guests: Rich Easterly, Tom McCray, Dennis Lewis, Kathy Lewis, Becky Retzer, Denis Egan, John Telintelo, Brian Peters (Ohio Trail Shuttle), Don Hahn

Approval of Minutes from 11/14/2018:

Motion to approve was seconded and minutes were approved as submitted.

Treasurer's Report - Dick Feldmann

		As of 01/31/2019	
Cash On Hand:	10/31/2018	01/31/2019	
Savings Account	\$52,179.57	52,204.36	
Checking Account	<u>11,742.57</u>	<u>12,363.23</u>	
Total	\$64,422.14	64,567.59	\$17,194.59 Restricted \$2,000 Reserved

Dick further reported on several 2018 year-end donations of \$1,000 each from individuals and organizations, and major expenses paid between October 2018 and January 2019.

Dick moved to allocate \$800 to pay legal fees for filing Form 990, the charitable organization tax return. Ron seconded; motion approved.

Approval of 2018 year-end reports:



BalanceSheet2018EOY.pdf



P&L2018EOY.pdf



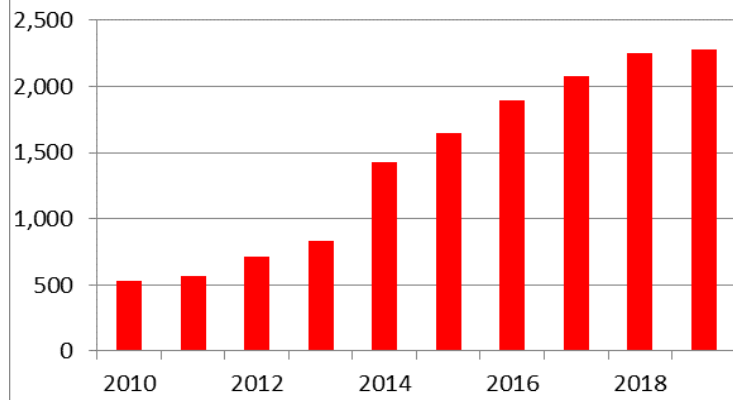
RestrictedFundTracking2018EOY.pdf

Dick moved to accept all year-end financial reports. Janet seconded; motion approved.

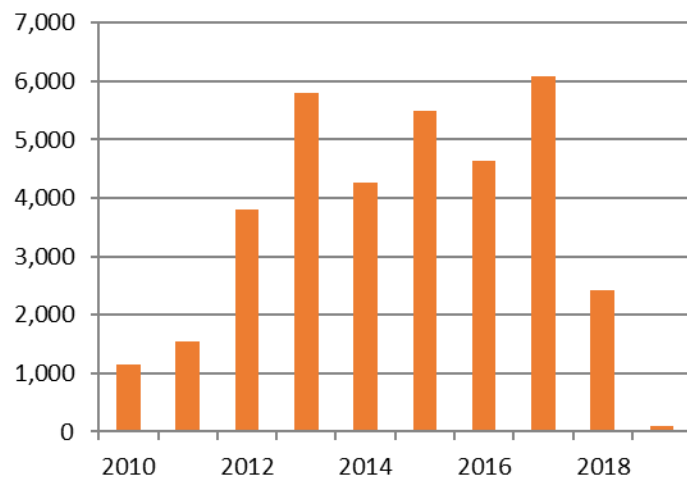
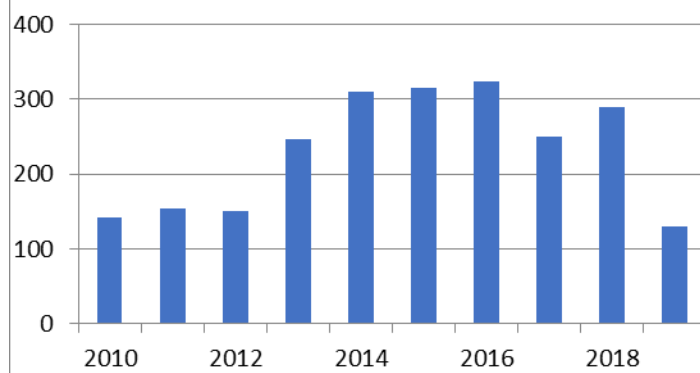
FLMSP Metrics: Steve Murphy (5 min)

	<u>Nov 14</u>	<u>Feb 13</u>	<u>+/-</u>	
Email Distribution List:	2,256	2,281	+25	
Memberships:	290	131	-159	Same time last year: 66 End of year 2018: 294
Volunteer Hours:	2,429	88	-2,341	
Facebook "Likes":	1,164	1,169	+5	
Twitter followers:	49	49	0	

Email Distribution List



Memberships



1. Strategic Plan.

- Condition, Safety, Volunteer Management, Convenience, Beauty

2. Administrative.

- Board Recruitment.
 - Becky Retzer has agreed to run in next election; neither Janet nor Tom will be running for re-election.
 - 40th Anniversary – Joanne Rizkallah
Joanne reported on plans for the park's 40th anniversary celebration in September 2019. Highlighted is a bike ride through the park with several options for riders, including overnight camping at Morgan's or hotel in Xenia, shuttle service from Xenia back to Cincinnati, and a lunchtime celebration at Morgan's. Questions and discussion followed.
Melissa says she does not have any firm plans for celebration activities, but may provide naturalist programs.
Kathy Lewis said FLMSP should have event insurance for this celebration, in addition to the liability agreement riders will sign.
 - Dick will ask our insurance agent about event insurance.
 - Steve suggested a board member and other dedicated helper work with Joanne and her team to help firm up plans. Ron Gorley has been helping but will be out of town; Steve and Dick volunteered to help Joanne, especially through April when Ron will be out of town.
- Recognition
 - George Stockham. "In your capacity as President of FLMSP, please convey my thanks and appreciation to the other current Board members for the very thoughtful plaque which I recently received. I've since spoken directly with Rich Easterly and John Theuring, who were just as surprised and delighted as I was at the totally unexpected -- but sincerely appreciated -- recognition of our respective efforts and contributions to the betterment of both the trail and the FLMSP organization."
 - Rich Easterly. "I went to the mail box and found this package from the FLMSP thinking it was a book about the trail with maps and restaurants listed along the many miles of trails. And to my surprise a beautiful plaque in appreciation for my hours and efforts to help maintain the trail for our thousands of users. Truly a simple "thank you" is enough, but a "Thank You" from my peers has warmed my heart and let me know my efforts and the efforts of those I volunteer with does not go unnoticed."
- Mileage Reimbursement. Dick Feldmann.
Dick suggested a modification of our mileage reimbursement policy for volunteers, including:
 - changing the reimbursement rate from the present 57.5 cents/mile to the going IRS business rate
 - providing an extra amount per mile for trail blowers in consideration of extra wear and tear on their vehicles
 - clarifying the current terminology stating reimbursement does not apply to "miles driven to/from your home to the trail segment unless you are working on a trail

project beyond your normal segment” to “miles over and above those from your home to your closest trail access point.”

Discussion followed. Tom McCray described how trail blowing causes wear and tear on volunteer vehicles. Concerns about a new policy included volunteers having to claim extra reimbursement on their IRS returns and volunteers not wanting the hassle of extra forms and calculations. There was general agreement on Dick’s first point of changing the rate to the going IRS business rate, the third point clarifying what miles are considered, and rejecting the second point of providing extra reimbursement for trail blowers. [No vote was taken; the matter is tabled.](#)

3. **ODNR Operations.** Melissa Clark

- New Items

- Kyle Ranck, Maintenance Supervisor for Cowan Lake and now for Little Miami state parks was introduced. Kyle brings the capability to run all the ODNR equipment.
- Melissa Clark is now park manager for Cowan Lake as well as for Little Miami; she no longer is the Scenic River manager.
- New ODNR Administration: Director Mary Mertz; Assistant Director Mindy Bankey.
- Capital Project Updates
 - Minor restoration work to complete Ft. Ancient and berming
 - Slip south of Morrow: The Controlling Board approved an emergency fix including replacing the culvert and shifting the trail away from the river; work will begin in the spring. This fix will consume all the remaining capital funds.
- Encroachments
 - Fosters has been surveyed and marked, internal discussions taking place
 - Old McCracken property, survey requested but not yet completed.
 - Greene County at MM 4.5 is being looked into. The ODNR property is very narrow in this trail section, and the property owner may not be intruding. Kathy Lewis expressed concern that the drainage ditches may not be maintained. It was pointed out that this may be a Greene County building and zoning responsibility to check.
- E-bike law: Melissa was part of a conference call with other Little Miami organizations to assure consistency in regulations among all area trails. The default law allowing Type 1 and 2 e-bikes was broadly supported. [Melissa will write up information about e-bikes on the trail to be posted at kiosks and in Trail Mail.](#)
- New fence needed at MM 45.2? Bruce recommends a new fence even though the drop-off is more than 10 feet from the trail, because of the new bench and clearing the area to expose a river view has made the drop-off accessible.
 - Melissa is not opposed to the fence if FLMSF wants to provide it, even if it may not meet the state criteria for need.
 - Size of posts: Most of the current fences have 6 x 6 posts. Using 4 x 6 posts instead saves money and because the fence should not get much contact from trail users these may be sufficient. Tom Fromholt said the smaller posts will not last as long in the ground; Rich Easterly feels they are more than adequate in this location.
 - Bids from Eads: (a) \$4,478 for fence with 6 x 6 posts and a cap rail at 45 degrees; (b) \$3,150 for fence with 4 x 6 posts, angled cap board, and narrower rails

Dick moved that we hire Eads Fence Co. to install option (b) at a cost of \$3,150, with funds to come from the designated Safety fund. Bruce seconded; motion approved.

- Carryover Items.

- a. End-to-end reconnaissance of the trail marking those intersection trees that can be cut beginning November 1. Don Mills and Melissa Clark of ODNR completed about half the trail on October 22.
- b. Trail projects to use remaining capital funds: Melissa had a meeting on Nov. 13 discussing remaining funds and possible projects of immediate concern:
 - Culvert replacement and trail shift south of Morrow, MM 29.25
 - Bridge deck replacement just north of Beech Road
 - Replacement of Beech Road culvert
 - Bridge pier repairs for O'Bannon Creek bridge

The project at MM 29.25 at Morrow was selected and it is expected to use up all remaining funds.

4. ODNR Relationship and Funding. Ron Gorley.

February 7, 2019 Meeting Notes with Director Mary Mertz at ODNR Headquarters, Columbus, OH

Attendance: Steve Murphy, President FLMSF
Ron Gorley, Vice-President FLMSF
Mary Mertz, Director ODNR
Mindy Bankey, Assistant Director ODNR
Melissa Clark, Park Manager ODNR

FLMSF Introduction:

Reference to Steve Murphy email of January 22 introducing FLMSF and request for meeting. Specifically highlighted:

- 10 years old
- Originally formed to address replacement of unsafe wooden bridges
- Have raised \$284,000 in contributions
- 5,000 annual volunteer hours
- 2,270 on our email distribution list
- Priorities: Safety, Trail Condition, Convenience, Aesthetics

ODNR Relationship:

- In a very good place. Melissa and Brian are accessible. Good two-way communication.
- Really appreciate additional staffing over past couple of years
 - Two seasonal employees vs. one
 - Addition of Kyle Rank, Maintenance Supervisor who can operate heavy equipment
- Past support from the rest of the organization includes: Michael Bailey (Chief), Brad Bales and Katie Hegarty (Legislative Liaisons), Phil Miller (Capital Improvements) and Marlene Kromer and Mary Fitch (Real Estate).
- Current administration support from Damion Sikora (Chief Legal Counsel) and Brock Miskimen (past Chief Legal Counsel).
- Joint planning:
 - Repaving priorities
 - Natural prairie area

- Reforestation
- Closure notification
- Joint work projects:
 - Tree blitzes
 - Etiquette sign installation
- Opportunity: Tighter enforcement when adjacent land owners encroach and destroy park property (McCracken, Grandin Ridge)

Trail Priorities are identified in ODNr commissioned "Little Miami Trail Improvement Plan" by KZF Design consultants. Published in November 2017. We distributed copies to Mary Mertz and Mindy Bankey.

Our Requests for the Director:

- The \$200,000 in community-based capital that was appropriated in July 2018 is still not in a bucket that is immediately spendable (confirmed on Feb 6 by Damian Sikora). This is a problem for us. We want this spend in 2019, so we can go back to the legislature in 2020 to request additional capital. We can't do this if we haven't been able to spend the current money. Mindy Bankey and Ron Gorley will follow up.
- Brad Bales and Damian Sikora have identified up to \$100,000 in special projects capital that could be added to the \$200,000. Need to get this identified to pool the money. Paving is expensive and just getting the equipment on site is costly. \$300,000 will pave much more than 1.5X versus \$200,000.
- Need confirmation that the community-based capital will be spent on paving. We have background emails with Sen. Wilson and Rep. Brinkman confirming this. We don't know the exact language in the appropriation bill, but want to make sure it is not siphoned off for other work.
- Assurance that if we continue to bring in outside community-based capital, it will be additive to LMSP and not a substitution. Apparently, there are multiple ways capital can be appropriated. Mindy Bankey will follow up how the 2018 appropriation was made and will give us guidance for future requests to ensure our requests are additive.
- Need to identify the remaining contingency from the previous appropriation (Ft. Ancient and Spring Valley work). This can also be added to the \$200,000 and up to \$100,000 pools of capital.
- Invitation to join us on the trail (bike, walk, etc). Perhaps this spring to look at potential work areas or in September for our 40th anniversary. Perhaps also with Sen. Wilson and Rep. Brinkman.

5. ODNr Capital/Operational Funding: Steve Murphy

While it is too early in this new administration to answer questions about funding, but here is what we THINK we know (Mindy, you can correct as needed):

1. Unspent Project Funds. In 2014 the Little Miami State was awarded \$3.5 million dollars for various projects, e.g. KZF engineering study, Ft Ancient, Spring Valley, etc. We are told that there may be as much as \$100,000 left after paying for projects to date.
2. Contingency Funds. When budgets are developed for these projects (e.g. KZF engineering study, Ft Ancient, Spring Valley) a certain percentage is set aside as "contingency funds" to be used if necessary to cover "contingencies", e.g. overruns, emergencies (e.g. Shawnee Run). While not all vendor invoices have been paid, we are expecting some of this contingency money to become available.

3. Community-based Capital. As the result of our “grassroots” campaign last year, the State legislature allocated \$200,000 in community-based capital. While this \$200,000 has yet to be identified in the budget and moved to ODNR, we have no reason to believe it will not become “spendable”.
4. 2018 ODNR Capital Budget. As of 7/1/2018 the 2018 Capital Budget became effective. In this capital budget, ODNR will receive some amount of funding. Then ODNR will allocate funding to each of the following:
74 State Parks (FLMSP) • 17 State Forests • 20 State Memorials
4 State Nature Preserves • 2 State Reserves • 12 State Wildlife Areas
1 National Park • 1 National Forest • 2 National Historic Parks
3 National Wildlife Refuges • 3 Metro and City Parks

6. OKI Capital/Operational Funding: Ron Gorley

- I spoke with Summer Jones. Not good news for us. All the OKI administered federal grants for trails are for new trails and not maintenance. Also, we would not be able to use our \$200k as a match - their next cycle is for 2023.

7. MVRPC Capital/Operational Funding: Ron Gorley

- This funding is only for Greene County; however, repaving is needed there. Melissa says the earlier proposed lease of the trail to Greene County is not happening.

8. Trail Safety:

- **Imminent Safety Issues.**

- Fence at Mile Marker 45.5. According to Rich Easterly this section of fence would give way with any type of user contact—it should be removed and replaced. Rich presented quotes from Eads for two alternatives: A) a fence with 6”x6” posts (\$4,963) or B) a fence with 4”x6” posts (\$3,635). Because of its proximity to the trail, Rich recommends Option A. Steve presented a motion to the board via email that we replace the fence using the 6 x 6 posts for \$4,963. [Result of email vote: 5 votes for; one abstain \(requesting bid be modified to include cap rail\)](#). Rich Easterly indicated that Eads would add the cap for no cost. Motion carried.
- Mile Marker 16 (approx.). Tom McCray reports serious bank erosion. Down to 3 ft of berm in one area with 10 ft near vertical drop to river. No fence. [Melissa was not aware of this problem; she will check it out.](#)
- Mile Marker 38.5 (approx.). Rick Forrester reports the bank has fallen away south of Fosters; this is in addition to the old slumping area that is near 38.0. [Melissa says she will “keep an eye on it.”](#)
- **Intersections Safety.** Don Mills (via email)
 - I don't have any report but in March will start to reconnect with people who are going to help with intersection improvement markings. Please ask Dick Feldman how the Spring Valley intersections are going.

- **Trail Blowing.** Pete Hostetter manages the south and Tom McCray the north. Tom asked Dick about the blower licensing. Dick says only titled blowers need licensing; titles are not required for blowers under 4,000 lbs; therefore, ours don't need a license.
- **Fences.** See "Imminent Safety Issues" above.
- **Trail sentinel program.** Don Hahn
 - Sentinels will primarily identify and report safety issues on the trail via the FLMSF hotline. As appropriate the sentinels will also call 911 or #ODNR. Because of our insurance restrictions, sentinels may not administer first aid except to hand out Band-aids. Sentinel reports will be summarized at least annually. Hours spent on trail by sentinels will be reported via existing volunteer hours reporting system and summarized at least annually. Sentinels are expected to wear the sentinel vest and sign ODNR Volunteer Agreement.
 - Vests: Don brought a sample vest that is affordable and meets requests to be cool and one-size-fits-all. There are currently 8 people who have said they are willing to volunteer as a sentinel. That number optimistically is expected to about double during the first year. By buying 15 vests we save about \$20 for shipping (free with order of \$149 or more). Fifteen vests would cost about \$180. Printing vest front and back labels on card stock for the 15 vests would be about \$3 for black and white (triple that for color as on the FLMSF logo). No sales tax is charged for non-profits. The specific vest selected is breathable and one-size-fits-all. The board recommended buying 20 vests.

Dick moved that the board approve expenditures of up to \$250 to purchase the selected vests, apply appropriate labeling in the clear pockets, and to buy Band-aids. Ron seconded; motion approved.

9. Counter Program. Ron Gorley.

- As promised, John Theuring provided 2018's count data and report on January 19, 2019.

February 8, 2019 Meeting Notes with Tri-State Trails at Green Umbrella

Attendance: Steve Murphy, President FLMSF
 Ron Gorley, Vice-President FLMSF
 Wade Johnston, Director Tri-State Trails
 Na Chen, Assistant Professor University of Cincinnati

- FLMSF has been counting trail usage on the trail for the past several years. We have been unsuccessful in finding a volunteer to take over for John Theuring, who stepped down at the end of 2018.
- Tri-State Trails (TST) has been counting on the other trails in the region.
- The protocol used by both organizations originate from the same professor at the University of Minnesota. Both protocols rely on permanent counters that count all 365 days of the year. However, there are several differences:
 - FLMSF leaves a rotating counter in place all 28-31 days of the month.
 - TST leaves a rotating counter in place for 7 days of each month.

- TST uses day of week and daily weather data to help validate counter data.
 - FLMSP uses active infrared counters from TrailMaster
 - TST uses passive infrared counters from Eco-Counter
 - FLMSP believes trail usage data is indispensable. If we are unable to collect it ourselves, we are willing to entertain TST collecting it for us.
 - We will look at the following to understand if the differences in the protocols result in a meaningful difference:
 - Na will look at taking our 2017 data, truncate the 30 days of data to 7 and re-calculate trail usage.
 - TST has had their counters in some places along the LMSP. Wade will determine if we have any data where the active IR and passive IR systems were both in operation at the same location during the same timeframe. If so, we will compare the data. If not, we will set both counter styles in the field and run the experiment.
 - TST will provide a Memorandum of Understanding to FLMSP to take over the counting program. A draft of this MOU was presented to the board. Elements in the MOU will include:
 - Both organizations have access to all data and the right to publish and/or forward any data collected
 - Assume TST continues to use FLMSP counters throughout 2019
 - Liability for vandalized, stolen, broken counters in 2019 are the responsibility of FLMSP
 - Entertain option in 2020 for TST counters, who then take over liability
 - Annual fee paid by FLMSP to TST, expected to be around \$2,500 for 2019
- Bruce moved to approve the \$2500 expenditure and acceptance of the Memorandum of Understanding contingent upon a favorable result from the comparison of 7-day count data vs. 30-day count data. Rick seconded; motion approved.

10. Trail Condition: Bruce Cortright **TABLED DUE TO TIME**

- Ditch north of the propane plant in Miamiville.
- Trees at Miamiville.
- The work at McCracken's.

11. Trail Convenience/Amenities **TABLED DUE TO TIME**

- **Rest and Information Centers.** Potential new locations. Spring Valley, Corwin, Oregonia, Ft Ancient St Rt 350, Morrow
- **Benches**
 - Remove dilapidated bench in Corwin.

12. Meeting Schedule.

- March 13, 2019 Loveland
- April 10, 2019 Wayne Township
- May 11, 2019 Fosters Point

13. Adjournment.

Ron moved we adjourn; motion was seconded and approved.

Next Board Meeting:

March 13, 2019, 6:30 PM, Loveland Administration Bldg, 120 W Loveland Ave, Loveland OH
45140