

MINUTES
PWV BOARD OF DIRECTORS' MEETING
May 21, 2020 – 6:30-8:20 p.m.
Conference Call due to Covid-19 concerns

ATTENDANCE

Board Members: Tom Adams, Janet Caille, Mike Corbin, Elaine Green, Janis Kloster, Katina Mallon, Jack Morgan, Linda Reiter, Karen Roth, Mike Shearer, Sandy Sticken, Bruce Williams, Jim Zakely, and Kristy Wumkes (USFS Liaison).

Board Members absent: Bob Hansen

Advisory Board Members: Fred Allen, Kevin Cannon, Dave Cantrell, Gerry Cashman, Jerry Hanley, Alan Meyer, Randy Ratliff, Jacques Rieux, Karl Ritters, Margaret Shaklee, Mark Snyder and Celia Walker.

PWV Members, Other: Jeanne Corbin, and Sean Orner.

Guests: Katie Donahue, Canyon Lakes Ranger District (CLRD) District Ranger, and Jeff Randa, PWV applicant.

ESTABLISHING QUORUM AND MEETING GROUND RULES. Elaine went over a few ground rules since the meeting was being held via conference call. Elaine asked everyone to please turn on their video and while the meeting is going on, to please mute their sound.

AGENDA. Elaine Green asked if there were any other additions or corrections to the agenda. Seeing none, the agenda was adopted.

MINUTES. Elaine asked if there were any additions or corrections to the April minutes. Seeing none, the minutes were adopted.

REPORTS OF OFFICERS

(A) CHAIR REPORT. Elaine Green said she gave a phone interview to the **North Forty News** this week. She is not sure when the story will come out but hopes they will do a nice overview of PWV in the next edition.

Elaine has been looking at dates for the **Year End Event**. There won't be a home Bronco game on Oct. 11 or Nov. 1, so those would be potential dates. She will be getting possible committee members together if it looks like we can have a Year End Event.

(B) CHAIR ELECT REPORT. Mike Corbin had no report.

(C) IMMEDIATE PAST CHAIR. Tom Adams had no report.

(D) USFS REPORT. Kristy Wumkes, USFS Liaison, said USFS personnel has been working long and hard on 'Rules of Conduct' for when volunteers can return to volunteer duties. Kristy said seasonal workers are now arriving and are currently in a 14-day self-quarantine. The Red Feather fire crew will be sequestered with limited contact with other staff. The USFS is closing all volunteer centers. Prescription fires are also on hold for the time being, but prep work is being done. Kristy thanked CLRD District Ranger Katie Donahue for attending tonight's meeting. Kristy said she would be going through the proposed Rules of Conduct and agency standards as meshed with state standards. Kristy explained that the main goal was to keep all volunteers safe. She said that the rules of conduct have been developed for the entire volunteer staff for the Canyon Lakes Ranger District (CLRD).

Kristy explained the rules were developed by going through a job hazard analysis, identifying tasks, and then considering possible hazards for those tasks and how those hazards might be mitigated. Once mitigated, can the risk level be reduced to an acceptable level which is what the Risk Assessment is all about? Kristy went over the rules (copied in below).

COVID 19 Update

Rules of Conduct During COVID 19 Situation

- ◆ *Stay home if:*
 - *You or a member of your household exhibit COVID 19 symptoms in the last 24 hours*
 - *You have a compromised immune system*
 - *You have been exposed to COVID19 in the last 14 days*
- ◆ *Pre-schedule field trips and complete trip report within 24 hours*
- ◆ *Pre-trip emergency plan in place with household*
- ◆ *Conservative trail and trip choices- county EMS response capacity is reduced. Stay in lower/middle Poudre or Redfeather area if Forest Service office is closed*
- ◆ *Special projects (IE, non-regular patrol or trail work) must be pre-approved by the District Ranger*
- ◆ *Social spacing*
 - *6' apart*
 - *One person or household per vehicle (including private vehicles)*
 - *Group size 10 or less (trail projects, group events, etc).*
 - *Masks must be worn for any interaction that would violate the 6' spacing rule*
 - *Use hand sanitizer/wear disposable gloves after handling shared items*
- ◆ *Government vehicle use*
 - *Sanitize before and after use (steering wheel, seatbelt, shifter, seat- anything touched)*
 - *Wear gloves/use sanitizer when refueling vehicle/ handling fleet cards*
 - *Minimal availability after May 26 (Fridays and weekends) because of one person/ one vehicle rule*
- ◆ *Tool use*
 - *Shared tools: Wear gloves and sanitize before and after use*
 - *FS tools: Send one person to pick up if possible. Wear masks/gloves if two people pick up tools.*
 - *Assign one person/one or two tools for day and do not share tools*
- ◆ **If the Forest Service office is closed:**
 - *Check in via email to Kristy at kristy.wumkes@usda.gov no later than 5 PM upon your return home*
 - *Take a cell phone and a personal spot/InReach to the field as Forest Service equipment is unavailable for check out*

Volunteers must affirm that they understand and agree to abide by the COVID19 Risks Job Hazard Analysis for the volunteer program (essentially the **Rules of Conduct**) prior to volunteering. Your chairperson/director can sign for the entire group.

Regarding 'Tool use', Kristy said a small tool shed will be set up behind Building 2 on Hemlock. This will limit the number of people going in and out of the USFS facility buildings.

At this point, Kristy took questions. When asked about the definition of a field trip, Kristy said a field trip is any time you're volunteering, so trail work, patrolling, anything you're doing out in the woods, etc. If PWV members have signed up to do a patrol, does that cover the 'pre-notice'? Kristy said that would serve as a pre-notice but explained that she needs to know when a PWV member has returned.

When asked when the USFS anticipates PWV members being able to patrol, District Ranger, Katie Donahue, responded saying she knows it is very frustrating. The CLRD has had June, July and August type of crowds and we are not allowed to be out in the CLRD. Being public service type of volunteers, Katie realizes this has to be very frustrating, not to mention the other work PWV does like clearing trails. The trouble is we are under the Colorado 'Safer At Home' order and Katie can't justify that having folks on the trail is worth going against the Governor's order. Looking closely, the behavior of current visitors is different than most of us have experienced in the past. It is a different environment. The USFS doesn't have enough Personal Protective Equipment (PPE) to open the toilets even and is trying to figure out how to do things virtually. Katie doesn't have an answer for 'when' we can patrol again, but is working on the answer.

Gerry Cashman asked if the rules are set in stone or if there room for negotiation? Kristy said the rules are firm at this point. The USFS has to have something consistent to work with. Gerry asked for clarification on the 5 pm rule, so that he doesn't have to be home by 5, but needs to send a message to Kristy by 5. Kristy said she needs to know PWV members are safely home by 5:00 p.m. Kristy said the USFS is limiting field work because we are in a different world.

Kevin Cannon asked about patrolling or working in Estes Park or Pawnee Buttes (and not just lower Poudre and Red Feather areas). Kristy said Estes is too far for support if no one is in the office to respond. Kristy asked Katie about Pawnee Buttes. Katie said she would check about Pawnee Buttes and get back to volunteers.

Mike Corbin said the hikers he has seen on the trail are cooperative and normal, stepping off the trail to allow others to pass. Mike's real question was on the 5 pm curfew and how this will improve PWV safety and will this be forever? Kristy said the USFS doesn't want to make exceptions to this rule, as time gets later and no one is in the office to support. This timeframe is partly to help Kristy (she may have other plans) and partly to help search and rescue. If Kristy doesn't hear from a patroller she will start calling all emergency contacts, wondering if she needs to call Search and Rescue, etc. No one is in the USFS office to respond. Discussion continued. Katie Donahue interjected that CLRD USFS will have a dialog about the curfew. Katie said we are in a unique situation, and currently hyper-focused on fire response. Fire response is the number one priority. Katie gave an example of a recent issue and the lack of personnel to respond. We don't have all the tools we've had in the past. We can talk through options but the curfew has been put in place to protect volunteers. CLRD is currently very short on personnel to respond.

Celia Walker said that a contact to Kristy to indicate a patroller is off the trail makes perfect sense, but for some trails, the patroller would still be driving for an hour to an hour and a half. Once we are on the road, we aren't covered under workman's comp. Making the contact when we are off the trail is a reasonable compromise. Celia was alluding to regular patrolling. Kristy and Katie will discuss.

Karen Roth asked about InReach units and Spots since many members don't have these devices. Karen asked about thoughts on how PWV members might be able to access these. Kristy said that if PWV is willing to transfer some of the property and can figure out a protocol

on how to safely distribute, Kristy is very open to this. Katie said it is important to remember that these rules are based on what we can do at this moment. Katie said that this document is changing by the week. The USFS can probably come up with a cleaning and handoff protocol for Spots but it's not in place currently. For example, is it more unsafe to go without a Spot, than to touch an unclean Spot? If there is a solution that can be developed, the USFS will do so.

Katie stressed that hopefully, we can start getting folks back out into the field. If someone gets infected, however, the USFS will tighten back down. The USFS will try some things and see how it goes; the deepest fear is that someone gets sick while out representing the USFS.

Margaret Shaklee asked if a text could be sent to Kristy to tell her when members are off the trail. Kristy currently doesn't have a government phone, so she doesn't want texts to her personal phone. She anticipates receiving a government phone before too long. Margaret asked that, in reference to checking out Spots, to please let the Office Crew know what to do to possibly assist in the process. Kristy asked Margaret if they could discuss the process and possibilities.

Alan Meyer mentioned a comment from the Chat room, asking if no backpack trips would be allowed? Kristy said that is another point for discussion and will get back to PWV. The second question from the Chat room concerned members without a Spot or InReach and their inability to patrol certain trails because of that. Kristy confirmed that would be true until there is a new procedure to safely checkout these units. Alan also seconded a suggestion made earlier to send an email from an Inreach when off the trail.

Jeanne Corbin asked if PWV members sent a Spot OK message, would that not suffice? Jeanne also asked about the need to stay close to home. Traveling in personal vehicles doesn't make a difference. Kristy said the problem with messages, is that Kristy is working from home and won't necessarily see it. Kristy will put this question in a list of things to consider. Kristy said the travel distance restriction has to do with the USFS ability to respond to emergencies. Katie made a note of this point also. The USFS has been concerned about creating more stress for the emergency response system. Distance will be reconsidered.

Fred Allen asked if Kristy would be working every day or if there will be a schedule. Kristy said there will be a backup list if she isn't available. Katie said Kristy is essentially the entire Recreation staff. Elaine asked about call forwarding technology, but due to security limitations, this is restricted. In conclusion, Kristy expressed her appreciation for everything PWV does and thanked everyone for their support.

(E) TREASURER'S REPORT. Elaine asked for the Financials to be displayed. The April quarterly approval was delayed due to current scenario. Elaine asked if there were any objections to approving the Financials, hearing none the Financials were approved. Fred Allen made the point that PWV has a very healthy amount of cash on hand. The USFS doesn't have the personnel for PWV to take on big projects this year, so PWV needs to consider how to spend funds.

Sandy made the following comment in the chat "For financials about all that needs to be said is that I had to transfer \$200 from Operating to Endowment to avoid service charges." Sandy was able to log in to the call and talked about PWV Signors. Sandy said PWV is far behind on who should sign on our accounts and currently only she and Bob Meyer are listed as PWV signors. Typically, the Chair and Chair Elect should be on all accounts. Independent Financial requires all potential signors to come to the bank at the same time. She will check to

see if there is a different policy with Covid 19, but it would be prudent to get the signors updated. Sandy doesn't know if there's a specific protocol for who should be on the signors, but that Bob Meyer might know. Elaine said she would be happy to visit the bank if needed, and would schedule a time for Mike Corbin, Chair Elect, to be there also.

(F) SECRETARY. Janet mentioned that PWV hasn't heard about the National Wilderness Stewardship Alliance (NWSA) Wilderness Stewardship Performance (WSP) **grant** yet. PWV only asked for \$1200 in the grant request. NWSA hopes to have a decision by May 29th.

Janet also said that the likely dates for **Spring Training** for next year are May 21-23, 2021. Janet asked if Mike Corbin has signed the contract yet. Mike will talk to Austin. PWV is pencilled in on the Buckhorn calendar for those dates.

Janet Caille gave a report via a power point on the PWV cleaning effort at Buckhorn, PWV held two cleaning days. On May 5 Richard Clopper was in charge. He had purchased a good amount of cleaning supplies which he sub-divided for social distancing purposes. Additionally, some of the volunteers brought their own supplies. Volunteers on May 5th were Tom Adams, Gary and Janet Caille, Katie and Richard Clopper, Mike and Jeanne Corbin, Joe Cox, Elaine Green, Janis Kloster and Mark Snyder. On May 16th, Mark Turner was in charge of cleaning efforts. Volunteers on that day were Paul Burns, June Durand, Jim Greuel, Ann and Jud Haverkamp, Deborah Lewis, Mary Beth McCubbin, Brooks Pardew and Mark Turner. PWV members cleaned all 11 cabins and Buckhorn Director, Austin Hubbard, was most appreciative of PWV. PWV has ample supplies for cleaning next year and the cleaning effort was smoother due to better definition of supplies and required cleaning tasks. Janet explained that Buckhorn operates on a very limited budget and we helped them so that this year they can open the cabins for rental by personal families.

REPORTS OF COMMITTEES.

(A) STRATEGIC PLANNING COMMITTEE. Jerry Hanley explained that his presentation was basically a rehash of last month with further explanation to help understanding on what the motions entail. Jerry chairs the **Strategic Planning Committee**. Committee members are: Margaret Shaklee, Tom Adams, Elaine Green, Randy Ratliff, Tom Collins, Russ Smith, and Yolanda Sarason. The committee developed the motions and proposal Jerry presented. Jerry went over the background of the committee, making the point that in January, 2019, the Board of Directors approved a strategic plan that had 15 initiatives, one of which was to request an operational plan from the 21 "major" committees as defined by the strategic plan.

A simple standardized template was developed and sent to the identified committees. Although it took 6-9 months, 20 of the 21 committees submitted plans. The intent was to have the BOD chair to ask committees to present each month, which has been done. The committee now wants to tie the budgeting process and the Operational Plan together. The following motion was made.

Move to have the "major" committees, as defined by the strategic plan, identify what they plan to do (operational plan) in the next year, and how much money (if any) will be required to support that plan as part of the budgeting process. Results of the previous year's plans should be included as part of the process."

After making the motion, Jerry continued with his presentation explaining that a simple template has been developed. Jerry showed an example. For some committees, the template might take

15-20 minutes to complete, for other committees potentially maybe a bit longer. Jerry showed a list of the 21 committees requested to submit an operational plan. Jerry explained that the committees highlighted in yellow had a strategic initiative that was required to be part of their Operational Plan. Jerry went through the uses for the Operational Plans:

- Identify major objectives of each committee for the year
 - Year-over-year activities that are repeated
- Identify “projects” to be initiated
 - Changes in direction / objectives
 - Improvements in committee processes
 - Work required to support the PWV Strategic Plan
- Used to identify funds required to support activities
- Used by committee chairs to monitor progress on plan / activities
- Used for year-end reports on accomplishments and how money was spent
 - Committee reports summarized for BOD digestion and major donors and potential donors

Next Jerry summarized the Motion.

- **All “major” committees, as defined by the strategic plan, submit an annual operational plan**
- **Supports budget requests**
- **Use standard template – easy to use and easy for BOD review**
- **Small committees might submit the same plan year-after-year**
- **Some committees might submit a budget of \$0**
- **Results of the previous year’s plans should be included as part of the process.**

The motion was seconded. Discussion ensued. Support for the motion was expressed by Bruce Williams, Karl Ritters, Linda Reiter, Mike Shearer, Jack Morgan and Alan Meyer. Bruce expressed concern that the process be kept controlled so it won’t become onerous for committee chairs. Mike Corbin doesn’t see the advantage of the motion and is afraid it might require a fair amount of work from committee chairs. Karl Ritters confirmed the template is simple and shouldn’t take more than ½ hour to complete. Karen Roth asked where this policy would be housed. Jerry said this would be addressed in a second motion. It is not currently part of the policy, so would be a policy in the Organizational Handbook. Jerry will work with Mike Corbin on where this should be housed if passed. Per roll call vote, the motion passed with 12 ayes and 1 nay.

The following motion was made and seconded.

Move that the following be approved as an organizational policy: “A strategic planning process will be initiated every 3 years.”

Jerry said basically the process has been approved; the only change is to change from 2 years (current verbiage) to 3 years. Randy Ratliff made the point that committees could still update their Operational Plans each year. Jerry Hanley reiterated that the Board of Directors own the Strategic Plan. Per roll call vote, the motion carried unanimously.

The following motion was made and seconded.

Move that the following be approved as an organizational policy: “The “major” committees, as defined by the strategic plan, identify what they plan to do (operational

plan) in the next year, and how much money (if any) will be required to support that plan as part of the budgeting process. Results of the previous year's plans should be included as part of the process

Elaine asked for objections. Hearing none, motion 3 passed. Jerry said that as a follow-up proposal, the Strategic Planning Committee would like to offer a workshop to educate committee chairs on the Strategic Planning process, the budgeting process, operational planning, what constitutes a good plan, and the tie-in with fundraising. Jerry was asking for a level of commitment and interest from the Board in such a workshop. Jerry explained that while the Strategic Plan was developed a few years ago, confusion about the plan continues. The committee has a proposal on how to help educate Committee Chairs and Board and Advisory Board members. Jerry presented a slide on the Intent of Planning, detailing differences between the Strategic and Operational plans. Jerry expressed thanks to Margaret Shaklee who has put a lot of thought and preliminary design into what a Workshop might look like. This would include surveying the committee chairs, sending an invitation to the chairs, Board and Advisory Board members, developing the objectives of the Workshop, creating and sharing the template, and sharing the Committee Guide. If Covid-19 is still an issue, the Workshop would need to be virtual. General consensus was positive. Celia Walker expressed the need for detail and information to refer back to. Jerry replied that initially a lot of detail was sent out when sending out the instructions for the Operational Plan and contributed to a high level of confusion on the process, thus the need for a Workshop. Jerry doesn't feel a manual is adequate. Based on feedback, the committee will proceed and will send out an initial survey.

(B) WEB TEAM COMMITTEE. Karl Ritters made the following motion.

Move to amend the 2020 PWV Web Team budget for an additional \$4,000 for development and implantation of New PWV Website. Project to be completed before the end of 2020. (Budget detail attached).

The motion was seconded. Karl explained that initially the motion was to use Endowment funds but when Karl reviewed the project with Sandy Sticken, Treasurer, and Tom Collins, Fund Development Chair, the recommendation was to ask for a budget amendment and not to ask for Endowment funds, as the PWV budget, due to the Covid-19 virus, will be significantly underspent and would have sufficient budget funds to cover. Karl displayed an outline of the plan. The motion passed.

(C) PUBLIC OUTREACH COMMITTEE. Sean Orner has been working with Kasha Karol to create a draft of a policy for social media postings. Unfortunately, no other volunteers have stepped forward to assist with this project. Sean will send the draft to Janet. Sean has suggested that twice/week for regular planned posts would be a good schedule. Special announcements and additional posts would be on an as needed basis. Sean has identified themes and topics, like educational and informational posts, volunteer patrol posts, accomplishments and statistics, etc. She will be working to move forward creating the new accounts as well as initiating an application that will allow us to publish to various social media accounts from a single management application.

Janis Kloster, said Kasha and Sean have reached out to other people to help and haven't found any takers for this sub-committee under Public Outreach. The committee is struggling with this a bit. Elaine expressed appreciation to Sean, Janis and the committee for getting this started. Hopefully, once the process is in place, more will step up to help.

(D) TRAIL PATROLLING COMMITTEE. Jeanne Corbin shared the map of the Granite Ridge trail in total. Mike and Jeanne have walked on the eastern part of Granite Ridge and are proposing that the east end of Granite Ridge be added to the current Granite Ridge patrol. The following motion was made and seconded.

Move that Granite Ridge (West) Trail Patrol be extended to the entire Granite Ridge - Molly Lake - Box Hollow Trail system, with the new name, "Granite Ridge Trail".

Jeanne said the east part is the prettiest section of the trail although the last mile would not be good for stock, as it is too rocky and twisty. From the scramble at the end of Box Hollow, a hiker can see the peaks of the Mummy and Never Summer Ranges. Jeanne said originally this was not part of the patrol due to a boundary dispute. Kristy has given her OK. Kevin Cannon said he hadn't heard that the boundary near Lady Moon Lake was resolved. Kristy thought it was taken care of. Kevin, before leaving the USFS, had it in the survey to re-survey because he believes the boundary had been moved illegally. There is a major problem there and it gets very muddy where you have to go through a pond. When Kevin hiked the trail last year, there were no signs up. Kevin said there are multiple trails leading off of the trail and that people may not know they are on trails they should not be on. Jeanne said if the boundary issue isn't resolved, this is a moot point. The motion was tabled until Kristy can check further on the boundary dispute.

(E) KIDS IN NATURE COMMITTEE. Elaine said that the Smokey Bear costume is on back order due to the virus.

(F) SUPPLEMENTAL TRAINING COMMITTEE. Linda Reiter said they had kept Tectonic Tuesdays on the calendar not knowing where things were going. This was to be a classroom session and 4 field trips. They were not able to figure out how to safely do the field trips, one person in a car, locked facilities, keeping safe distance, etc. The class has been cancelled for now and will be rescheduled if possible. Gerry Cashman said it is likely the class will be put off until 2021. Linda said the next class is the Mushroom hike and again Supplemental Training will have to wait and see if this class can be held.

(G) RESTORATION COMMITTEE. Mike Corbin gave a quick update. PWV had two weeks with the Rocky Mountain Conservancy (RMC) for trail work this summer. We had one week with a high school crew which is not happening due to the virus. RMC thinks they will have a college crew hopefully in the September timeframe but PWV will have to wait and see.

UNFINISHED BUSINESS.

(A) UPDATE TO OPERATIONAL HANDBOOK. Mike Corbin said he has a good draft and is waiting for the charter for just one committee which he should receive soon. He will send out the document for next month's meeting. Mike asked everyone to look at the document carefully when received. He hopes to get the Operational Handbook approved next month.

NEW BUSINESS.

Bruce Williams brought up the management of the Spot units wondering if that had been resolved. Kristy said it would be great if PWV could start considering the process while the USFS is working from their end. Margaret Shaklee was going to talk to Office Crew to see about a proposed procedure. Kristy said Garmin on their website has suggestions on how to

sanitize devices.

Mark Snyder has a newsletter in the works. Mark says the newsletter should be out in a week or so.

Elaine thanked everyone for attending. The meeting adjourned at 8:20 p.m.

Janet Caille, Secretary

Next Board Meeting: **June 18, 6:30 p.m.**