

MINUTES
PWV BOARD OF DIRECTORS' MEETING
June 18, 2020 – 6:30-7:45 p.m.
Conference Call due to Covid-19 concerns

ATTENDANCE

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

Board Members absent: Karina Mallon and Jim Zakely.

Advisory Board Members: Fred Allen, Chuck Bell, Kevin Cannon, Dave Cantrell, Gerry Cashman, Jerry Hanley, Alan Meyer, Bob Meyer, Randy Ratliff, Karl Ritters, Mark Snyder and Celia Walker.

PWV Members, Other:

Guests: Jeff Randa

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. Elaine added the Member Relations Committee to the agenda. The agenda was adopted.

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

REPORTS OF OFFICERS

(A) CHAIR REPORT. Elaine Green said that Katie Donahue, the USFS Canyon Lakes Ranger District (CLRD) District Ranger, has approved the **Leave No Trace (LNT)** training hike on June 27 which will be the first PWV patrolling event since the onset of the Covid-19 quarantine orders.

Elaine has been working on a contingency plan for the **Year End Event (YEE)**, talking with Joyce Saffel at the Drake Center. If PWV has to keep social distancing of 6 feet, we won't likely be able to use the Drake Center. The 6-foot restriction would mean only 2 people per table, totaling 50 people per room. Even with 2 rooms, we could only host 100 members, so it wouldn't be possible to accommodate everyone. Elaine is not sure we will be able to have an in-person event anyway. Elaine has been talking to Past Chair Tom Adams and Chair Elect Mike Corbin about possibly doing a video presentation of member recognition. Elaine will be looking at Annual Meeting requirements.

Several members have noticed **unofficial reports** being posted on the CLRD website. 11 reports have been filed as unofficial report. 9 are maintenance reports and 2 patrolling reports by Jeanne and Mike Corbin. Elaine hopes that we will be able to patrol and report officially soon.

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

(C) IMMEDIATE PAST CHAIR. Tom Adams had read that the **Great American Outdoors Act** was passed in the Senate. If the House passes it, 2.8 billion dollars will be available for maintaining our National Parks, trails and forest systems. Tom hopes that Kristy

Wumkes knows about this and can talk about in her report. Tom also started a conversation for Member Relations, possibly adding a few patrols to active members since membership is contingent on 6 patrols per season.

(D) USFS REPORT. Kristy Wumkes, USFS Liaison, asked that the draft of the **Covid-19 Volunteer Standard Operating Procedures (SOP)** be displayed. Kristy explained that this is still a draft until Katie Donahue and the USFS leadership sign off on it. The Operating Plan is what the Canyon Lakes Ranger District (CLRD) will be using forest wide. Kristy explained that at the top of the SOP is a standard set of questions, to ensure that if one is going out as a volunteer that one is not ill and has not been in contact with someone who is ill. These are self-screening questions that volunteers need to ask themselves before starting out. Katie Donahue is looking at a July 1st restart date for volunteer groups such as PWV.

Once the colorful **Risk Assessment Volunteer Worksheet (RAW)** is complete, Elaine will be signing for the PWV membership as a whole. The Executive Committee met with Katie Donahue and Kristy last week to talk about the RAW. Each volunteer organization will need its own check-in, check-out system, with an emergency plan at home in place. Volunteers will be asked to self-police their check-in, check-out procedures. Only one person per vehicle will be allowed, unless members of the same family or home are riding together. Masks will be required at all times in all USFS facilities. Volunteers must follow social distancing rules on the trail and when patrolling.

Kristy pointed out the **rules for public contacts** are more general statements, to adjust expectations for emergency response. If we have another Covid-19 outbreak, the USFS will have to readjust rules. The USFS will not dictate where to patrol, so no limitation on distance travelled. Patrollers are not to enforce state or county ordinances around Covid-19 but will be educators and courteous members of the public, stepping off the trail as needed. Kristy emphasized not scheduling volunteer activities which ask people to gather in close proximity to each other. Elaine asked if the ‘trailhead ambassadors’ verbiage included Trailhead Hosting, which Kristy confirmed, as it potentially invites people to come too close to volunteers. All members must acknowledge and agree to follow these guidelines, but only Elaine will physically sign for all of PWV.

Mike Corbin referenced the **CDC and State Department guidelines** mentioned in the document. Mike spent a bit of time looking for the guidelines, and for the State Department, Level 4, only found references to Europe. Mike said if the actual State Department page could be published or linked to, that would be helpful. Elaine clarified, pointing to paragraph 2 that mentions people coming in from other countries and the list of countries may change depending on Covid-19 infections. Chuck Bell said the US has some of the highest infection rates right now, i.e., in Florida, especially among young people. Social distancing and mask wearing are critical.

Karl Ritters suggested putting a **date** on the document so that as the document is revised it is easier to keep track of the current document. Karl also suggested replacing the bullet points with numbers, so volunteers could refer to a certain number when asking a question about one of the points. Karl asked if July 1st is the hoped-for date or an official start date. Kristy said she can’t guarantee but thinks July 1st is the likely start date.

Via chat, Linda Reiter asked about handing out PWV cards and whether the **toilets** were opened. Regarding handing out cards, Kristy said that volunteers could hand things out but that volunteers must use gloves that are clean. Elaine said it might be unrealistic to hand out cards at

this time with the process of putting on gloves and then sanitizing. Mike Corbin said the Trail Patrolling Committee is drafting specific PWV guidelines for passing out cards, etc.

Karen Roth asked about the **one person/vehicle** rule and how the rule is policed. Kristy said this rule will not be changing and volunteers must police themselves. Unless volunteers are in the same household, they cannot ride together. Seasonal employees for the USFS cannot ride in the same vehicle either. Kristy said the USFS Supervisor is like a secret shopper and is frequently out on the trails out of uniform. If he sees something that is not quite right, he will come back and talk to whomever or any group involved.

Karen also asked about **liability** for both the USFS and for PWV, if a member of the public thinks they contracted Covid-19 from a volunteer and takes subsequent action. Kristy explained that concern is the reason for the mitigation methods, i.e., 6-foot rule, masks, etc. Should an infection occur, there will be contact tracing and follow up and any claim will be seriously investigated. Elaine and Kristy both confirmed that no one should feel pressured to patrol this year.

Regarding Linda Reiter's question on the status of the restrooms, Kristy asked that a slide of phased restroom re-openings be displayed. **Phase 1 toilets** are now open (Greyrock, Hewlett Gulch, Century Park, Dadd Gulch, Cameron Pass, West Branch, and Mt. Margaret). Kristy mentioned that the vandalized Elkhorn toilet facility could now be worked on. It is currently listed as damaged and closed until further notice. Mike Corbin said he will be taking action on that project. Kristy said she will try to update the website as the toilets are opened and she pointed out Phase 2 and Phase 3 lists of toilets to be opened.

Karen Roth asked what the **seasonal status** was for CLRD. Kristy said the USFS has one trail seasonal, a couple of seasonals who are working in dispersed developed recreation, a potty cleaner seasonal, and a couple of seasonals working with Steve Kittrel on signs, gates, etc.

Gerry Cashman asked about the porta potty for Browns Lake. Kevin Cannon said the toilet at Browns Lake isn't USFS but has been left over by a contractor and still needs to be removed by the company. Janis Kloster asked if the Visitor Center will open this summer and Kristy said it would not open this summer. Even the Mt. Evans Visitor Center has not opened.

Tom Adams mentioned again the Great American Outdoors Land act asking if Kristy knew anything further about it. Kristy replied that she did not. Kevin Cannon said even if there were 2.8 billion approved, it will go to the National Parks. With Covid-19, trail work will be limited this year.

Kristy asked that the **Covid-19 2020 Campground list** be displayed. She mentioned that several of the first come, first served campgrounds will now be on the reservations system. The North Fork Poudre won't open this year. Tom Bennett Campground will also be closed all season. Reservations can be made through recreation.gov.

(E) TREASURER'S REPORT. Sandy Sticken wasn't at the meeting at this point. Elaine said at the next meeting, the Board will be asked to give quarterly approval.

(F) SECRETARY. Janet Caille said that PWV was awarded the National Wilderness Stewardship Alliance (NWSA) Wilderness Stewardship Performance (WSP) **grant** for \$1200. The Photo/Video committee is now busy preparing to buy equipment and create two videos on 'Stock Recruitment' and on 'Safety on the Trail'. This will be challenging for the committee, and the committee will likely be reaching out to PWV to be actors in the video. Celia Walker

mentioned that the committee will especially need the involvement from the Stock Committee and the Trail Crew to help develop the content. When asked about the specifics of how the grant dollars will be used, Janet said she would make sure the WSP grant application is on the Google Drive.

REPORTS OF COMMITTEES.

(A) STRATEGIC PLANNING COMMITTEE. Jerry Hanley asked for slide 3 of his power point to be displayed. Jerry explained that in May he had made several motions, one of which was to require **Operational Plans** to be submitted with budget requests in the fall. This was approved. When Mike Corbin was going to put this in the policy documents, Mike discovered that in January, 2019, when the Strategic Plan was submitted to the Board, all of the initiatives were approved only by concurrence from the Board. All 15 initiatives were exploratory in nature with the exception of the Operational Plan. There was no formal motion to approve Operational Plans. Since in May the statement was made that Operational Plans had already been approved before other motions were voted on, the approval last month was under a false set of assumptions. Elaine and Mike suggested the Board ‘re-motion’. Jerry quoted from the power point, *“In January, 2019, a strategic plan was presented. This was a “proposal of recommendations to evaluate, not to solve, but to achieve consensus on whether we want to pursue the activities listed below. General consensus of the Board was to pursue the plan as presented.” (per approved Jan 2019 BOD notes)”*.

When the Strategic Plan was presented in January 2019, consensus of the Board was to pursue the plan as presented. For 14 out of 15 initiatives consensus was sufficient, but the Operational Plans needed to be approved and required. Since no formal motion was presented in January 2019, the remaining completed initiatives were brought forward and approved when people had information to present over the following 12-plus months. The following motion was made and seconded.

Move to require 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.”

Jerry apologized for not realizing in May that a formal motion had not been made in January, 2019. Per a roll call vote the motion passed with 10 ayes plus one vote via email (Board member could hear the call but could not be heard on the call) and no nays. Jerry asked Treasurer, Sandy Sticken, to send to him the form for budget submittals in the Fall. Jerry wants to make sure we don’t generate too much paper.

(B) OFFICE CREW COMMITTEE. Elaine Green drew attention to the protocol Liz Manes-Ruhl had sent out for **checking out SpotX** units. Liz Manes-Ruhl and Nancy Hicks have been setting up a check-out process with Margaret Shaklee. Liz and Nancy have agreed to having a lockbox on their porch. They have been working with Kristy to make sure the check-out protocol is provided.

Elaine raised the issue of more training for the SpotX and said she will defer to Linda Reiter and Karen Roth for possible virtual **SpotX education**. Karen mentioned that she thought Karl Ritters has been working on virtual SpotX education. Karl clarified that he has not been working on virtual training for the SpotX but on updating PWV setup procedures for personal units, whether Spot, SpotX or InReach. He had noticed that our current instructions were

outdated. He has been working with Kristy on this and hopes to get the information on the PWV website before July 1st so that members who want to can set up their personal units. Karen said she will get with Linda regarding training and can hopefully build on the power point she used in February or March at the Affiliation meeting and include instructions on how to checkout a SpotX. Karl said the power point went into a lot of detail, making it seem fairly complicated. He didn't think members would read the 7 cards of detail provided. He thought it would be best to have a simple explanation (without tracks, etc.) and it would be best to have a simple checkout procedure. Janet Caille suggested Linda and Karen may want to look at and consider available YouTube videos for SpotX.

(C) MEMBER RELATIONS COMMITTEE. Alan Meyer said he had not met with the Member Relations Committee recently but hopes to have a meeting before the July Board of Directors meeting. Alan said that this year the committee has NOT contacted past members who were active last year but have not yet filled out a Volunteer Agreement for the 2020 season, as was done in 2019. The committee will need to decide whether to do this for 2020 now. PWV hopes we can patrol July 1 thru Sept 30. The committee has yet to define any of the award categories. With three months, the committee may now look at this. Regardless of whether a Year End Event (YEE) is held or not, there will be no recognition for new members, since there are no new members for 2020. Something will need to be done for service awards, even if there is no YEE to acknowledge these. Alan doesn't have a strong opinion on all other activities. Some people may choose not to patrol, and we may or may not have a YEE. So PWV may want to do something for everyone, just for hanging in there. Alan hopes to get the committee together before too long. If the committee chooses to have patrolling recognition categories, that needs to be published soon.

UNFINISHED BUSINESS.

(A) UPDATE TO ORGANIZATION HANDBOOK. Mike Corbin said he received a number of comments but the only major change from Janet Caille was in the front part of the Handbook, where Janet suggested removing duplicated Bylaw material regarding the Board and Advisory Board. Since there is no need to have information in two places, Janet suggested just referencing the Bylaws, which Mike has done. The other thing people hadn't seen were the charters for the committees. Mike's philosophy on committees is that the Board should pick a chair for a committee, agree with the tasks required and the budget, and then get out of the way and let committee do the work. All the approved policies are now in the Handbook.

Janet asked the question that Margaret Shaklee had also about where the information on committee tasks and process will now live. Mike Said all versions of the Organization Handbook are now on Google Drive. Currently PWV doesn't have a policy on maintaining past data. Mike recommends that this be done on Google Drive, but there is currently no requirement. This should probably be looked at.

Jerry Hanley said Chuck Bell had asked about the Endowment Fund policies. Jerry said it is on the Google Drive but questioned if it should be in the policy document. Mike thought Google Drive was a fine location for now.

Celia Walker mentioned that one of the complexities of a big document is consistency of statements and gave an example from one committee charter. Celia volunteered to edit the Charters for consistent verbiage and Mike Corbin accepted. Celia will edit (not content edit) and send to Mike. The following motion was made and seconded.

Move to approve the Organization Handbook.

Mike mentioned that this document should be updated when new policies are added. Per roll call vote, the motion carried with 10 ayes (plus one aye via email from member who could not be heard on the call, although he was listening on the call) and no nays.

NEW BUSINESS.

Elaine said that on July 14th, NWSA will offer a webinar on the Great American Outdoors Act. Elaine thanked everyone for attending. The meeting adjourned at 7:45 p.m.

Janet Caille, Secretary

Next Board Meeting: **July 16, 6:30 p.m.**