

**Meeting Minutes Draft**

**Date:** Tuesday, March 3, 2020, 6:00 pm – 7:30 pm

**Attendees:** See attached sign-in sheet

**Location:** Girdwood Community Room

**Project:** Girdwood Trails Master Plan

Girdwood Trails Plan Subcommittee Voting members are defined as Girdwood residents or property owners age 18 years or older who have been appointed by the Girdwood Trails Committee to be a member of this subcommittee.

The Girdwood Board of Supervisors, its committees, and subcommittees are subject to the Alaska Open Meetings Act as found in Alaska Statute 44.62.310 and Anchorage Municipal Code1.25 - Public Meetings.

**Call to Order**

Holly Spoth-Torres (HST) opened the meeting at 6:06pm

**Welcome & Introductions:** Roundtable introductions of group.

Ron Tenny, Brian Burnett, Taylor Smith (Huddle AK), Eileen Halverson, Nick Georgelos, Kyle Kelley, Carolyn Brodin, Paul Crews, Craig Schubert, Brendan Raymond-Yakoubian, Holly Spoth-Torres (GTP Contractor)

*Group members Jonathan Lee and Deb Essex not yet present.*

**New Business**

HST shared that today will be moving through the nuts & bolts of completing the trails plan in a year, how the group operates, how the community is engaged, project schedule, and project roles and responsibilities.

**Agenda item 2c: Governance and Structure**

The term consensus model has been used, is there any confusion around what that means among the group. The group discusses that as a subcommittee of GBOS, Robert’s Rules of Order and a process need to be followed. A vote will need to be instituted when decisions are made. If using these rules, the group needs a chair and co-chair or second in command. Holly verifies this with Kyle. Kyle confirms.

E. Halverson asks if the position is just a title or if they will be tasked with coming up with an agenda. HST clarifies that Huddle is under contract to facilitate meeting logistics – chair & co-chair will ‘okay’ the agenda Huddle drafts. E. Halverson asks K. Kelley if he is attending this meeting as an MOA Employee or if he is participating on his personal time. K. Kelley responds that he is representing the MOA. The group continued to discuss Robert’s Rules of Order and understanding of this procedure.

C. Schubert asks if there are any volunteers for Chair/Co-Chair.

N. Georgelos made a motion to nominate R. Tenny.

B. Raymond-Yakoubian 2nd and nominated C. Brodin

C. Schubert 2nd

The motion carries.

Ron Tenny & Carolyn Brodin elected as chair and co-chair of Girdwood Trails Plan Subcommittee.

The group continued to discuss the Consensus Model vs. Voting and how we may use a combination of the two. The group will not always agree on everything but does not desire to move forward with issues when there is a 50/50 split as this process is meant to bring the community together, not divide.

*Jonathon Lee and Jason Stancil arrive*

The group continues to discuss potential ways to utilize Consensus Model. C. Schubert clarifies that we need voting to be recognized by the city.

R. Tenny asked for a motion to approve the agenda.

N. Georgelos made the motion, P. Crews 2nd

The motion carries.

E. Halverson asked about public invited to meeting and whether they can vote. HST replied public will always have opportunity to provide public comments at the meeting. R. Tenny asked that we clearly state on agenda and implement 3-minute limit for an individual and 5-minute limit for a group/organization to allow GTC meetings to begin on time afterwards.

*Deb Essex and Patty Hamre arrive*

**Agenda item 2b: Standing meeting time**

HST verified the meeting time – First Tuesday of the month at 6pm in Girdwood Community Room (before the GTC meeting at 7:30pm)

**Agenda items 2d, e, & f: Roles & Responsibilities, Communications protocol, & Reporting/Management**

The group discussed the differences in structure between Imagine! Girdwood and this subcommittee with MUNI involvement.

E. Halverson asked if there is communication that should go to Huddle, does it need to be routed through K. Kelley.

K. Kelley clarified that concerns regarding level of service or issues with Huddle’s performance should go to him, other items can go directly to Huddle and K. Kelley can be cc’ed as sender sees fit.

HST shared Scope of Work so everyone understands what Huddle is responsible for. K. Kelley directs work through subcommittee, but subcommittee cannot technically direct Huddle’s work.

The group continued to discuss the Open meetings Act, group communications, and use of Google Drive.

HST confirmed there will be no ability to edit documents in Google Drive. Subcommittee members will be able to review meeting materials prior to the meeting, but not edit or work on them.

The group confirmed that a quorum is half plus one (6) and that no gathering of 3 members or more of this subcommittee is permitted outside of scheduled meeting times.

N. Georgelos asked if members can identify a substitute to sit and vote for members if they are ill or cannot attend.

HST & K. Kelley clarified that No - other individuals may not vote on a member’s behalf. They may be invited to attend and listen. If a group member becomes ill or needs to leave long-term, we will come back to this discussion – but likely a new representative will need to by appointed by the Trails Committee.

**Agenda item 3: Project Schedule & Timeline Development**

HST begins to review the Scope of Work document. Visioning is a large part of this plan; everyone has a slightly different vision for the trails. HST opens it up to the group- why is it important to members here to establish a long-term plan for the valley?

R. Tenny shared that everyone may not understand where the trails are, many are not mapped – would like to start with a visual/map that illustrates the system and connections as a first step.

HST shared that residents say trails are integral to quality of life in Girdwood whether that means protect, expand, develop, etc. MUNI requires a trails plan for those things to happen. This process will not reinvent the GTMP. This plan will both create a vision for trails, but it will also position the community to implement the vision.

C. Brodin is under impression that this planning process will help everyone understand the process that is required to implement trail projects, whether it is preserving, developing, or other – this process allows everyone to be heard and represented. Working together without fear and confrontation.

J. Lee would like a less contentious process so that those that have different viewpoints will not panic when a development or preserved area is proposed.

B. Burnett looks forward to zones in the valley for differing uses. Community and neighbors know where trails are planned and where land is set aside.

B. Raymond-Yakoubian shared that his hope is everyone gets something. Girdwood will be well-served by a diverse, well-connected trail system.

HST continues to review the Scope of Work and how the group will achieve a plan in less than a year with overlapping timelines.

C. Brodin commented that it feels like a lot needs to happen by April.

C. Schubert asked how often the plan is renewed

HST responded typically every 10-20 years

The group continues to discuss the timeline and items that need to be completed by certain timeframes.

J. Lee commented that 10-20 years seems a bit short-sighted. If we need a parking lot at a trailhead where an increase in use is anticipated over the next 30 years, the land needs to be set aside now, however it will take a long time to fund and implement. The group continued to discuss how to incorporate short- and long-range planning components – that maybe the plan’s vision can be a very long-term vision, but that the plan’s action steps span the next 10-15 years.

J. Stancil commented on the USFS providing GIS and mapping technical assistance. He is excited to have the USFS participate, but that the summer workload is generally very heavy. He requested that Huddle generate a list of needs early so that he can plan the workload accordingly.

N. Georgelos asked if this plan will be part of the Girdwood Area Plan. HST responds yes, it will be an element of the GAP but that the GTP will be complete before the GAP is complete. The group continues to discuss the process needed to adopt the plan in its final stage. Holly indicated that the plan will need to move through the following groups: GTP Subcommittee, Girdwood Trails Committee, GBOS, PZC, and finally the Anchorage Assembly. There was some discussion around the timeline and the ability to use this document when applying for grant-funding in June 2021. The group agrees the timeline is already tight and the resolution will likely not be before June 2021.

HST asks about Stakeholder interviews that will need to begin before the group meets again in April. Would the subcommittee like ten, one-on-one stakeholder interviews or focus groups?

The group discusses the pros and cons of both approaches. Many feel that users that are not represented by organized groups could be missed during this process. The idea of a survey is brought up as a possibility to capture these individuals.

B. Burnett asks if there will be a website or other location where we can direct these individuals to learn more about the project and how to share feedback. HST responds that information about this project will be available on the MUNI website with other GBOS committee information.

C. Schubert commented that a survey could be educational and provide recipients with dates, other ways to give feedback, and where to find information about this process.

The group continues to discuss the importance of capturing users who may not be represented by a group or organization and the best way to do this. There is some concern about the phrasing of questions, the data needing to be statistically valid, and implementing a survey during an already tight timeline. HST reiterated that the questions will be simple, the data does not need to be statistically valid – this is another engagement tool to offer multiple points of contact and reach users that are not associated with a group. The group decided to begin scheduling stakeholder interviews with the following groups:

* Girdwood Mountain Bike Alliance
* Nordic Ski Club
* Girdwild
* Alyeska and other Commercial Operators (Ascending Path, CPG, etc.)
* Four Valleys
* Landowners/Land managers (State of AK, USFS, HLB)
* A focus group of general trail users (not represented by an organized group)

Huddle will move forward with a combination of one-on one and group stakeholder interviews between now and April meeting. Huddle will prepare sample survey questions for the subcommittee to review in April. The subcommittee will then revisit the decision to implement a survey.

C. Schubert moved to adjourn and N. Georgelos seconded.

Motion carries.

The meeting adjourned at 7:40pm