

Kachemak Nordic Ski Club Board Meeting
Dec. 3rd 2014 6:30pm Cook Inlet Keeper Building

Attendees: Jan Spurkland, Kevin Walker, Andrew Peter, Richard Burton, Carlin Rausch,
Nicky Szarzi, Mike Byerly

MINUTES

- 1. Approval of Agenda** Nicky move to approve. Mike seconded. All approved
- 2. Approval of BOD meeting minutes** of Nov. 5th, 2014 – Richard move and Carlin second. All approve
- 3. Admin Report** -Olympia not present today.
- 4. Website Report** - Richard – See Treasurer's Report
- 5. Treasurer's Report**

5.1 2014/2015 Budget Report - Richard - Last year's budget is nearly complete and is a good picture of what our revenues and expenses were. The budget is off by \$100 that is left over from Homer Foundation Grant. We just about broke even. Richard recommends we keep that in mind for future because most of last year's revenue was left over from the year before. Revenues are behind this year compared to last year: \$1,000 less in revenue sharing, drop off in membership revenues and less came if from the annual meeting. Usually all our revenue comes in during October-December. Last year at this time we had 191 members signed up; this year we are at 126. We are down significantly in individual contributions (individual people not giving as much). The reason may be due to lack of snow. Also, there's no convenient way for people to get a printable membership form. Usually, we send out a mailing announcing the annual meeting including a membership form; we didn't do that this year. Also we didn't have a membership form in the newsletter and the newsletter is electronic. Jan suggests we contact the people that haven't re-upped if we can identify them. Mike suggests that we send the notice out to everyone and ask people to re-up who haven't and ask people who have to increase their contribution. Richard wants to get Olympia to do the daily updates on the website to keep it current because he doesn't have time to.

5.2 2014/2015 Draft Capital Budget – Richard doesn't think we are going to be able to buy equipment every year the way our revenue is going. We may not be able to get grants every year either. Jan asks if once a project is partially funded will it transfer back into our budget and out of our capital projects list. Richard says yes. Jan is comfortable with having the format that Richard submitted to us via email for the Proposed Capital Projects spreadsheet. Dave Brann wants equipment to be in the operating budget so it will get funded. Richard disagrees and thinks it is better to have equipment on a separate list until it gets funded. This year is different than usual in that our capital projects focus on buildings rather than equipment. To complete the Lookout project the grant needs a \$7,500 match. Hopefully, that will all be made up with in-kind contributions but what those in-kind contributions will be is unknown so far. Jan

thinks we may be purchasing equipment in spring and this could be a good thing because the timing is better for figuring out what our financial status is prior to purchase. Richard reminded us that getting a machine every year has been helped by grants. New machines have also almost doubled in price so getting one every year is less realistic. Mike suggests this should be in our solicitation for members. Richard moved and Kevin seconded voting to approve the 2014/2015 Capital Needs List. Andrew is concerned that we need to prioritize projects and start putting money away earlier in the process to pay for them. He didn't like how the discussion and passage of this list was moved through so quickly. All favored passing the Capital needs list as presented.

6. Board Development – Jan

6.1 2014/2015 Executive Officer nominations - Nicky nominated by Jan for vice-president, Carlin nominated Richard for treasurer, nominations solicited for secretary and Mike was willing to take on that position. All favored the nominations.

6.2 Vacant Seat Appointment – The Board decided not to elect someone at the annual meeting because it's easier to appoint and have elections next year and we needed Alan's help to organize the meeting. Jan asked that Board members contact him with names for the vacant seat left by Alan and he will contact the individuals to see if they are willing to serve. He will contact suggested Board members one at a time. We can only have nine board members.. Everyone was ok with Jan contacting the first perspective board member.

6. Strategic Plan Document – Board Discussion Items - Jan

6.1 Review tasks to be completed by (or before) Dec. 2014 - Alan's template for the Marathon committee burned in the fire. Jan will take on developing a template for committee structure. Jan circulated his draft event form. He wants to add "registration type" to it. Mike suggests asking for some hard numbers about demographics. Richard says the form doesn't have to have income and expenses because that gets collected during registration for the events. Jan will add question about if the weather affected the event. This will be helpful in targeting more people to come to our events. The forms will go to Olympia to compile after the event. Our first event is Friday Night Lights and the form will be ready for Dave and Molly to fill out. Carlin suggested expanding the waiver form. Jan will add gender to the event form. Events with a registration form can collect the data. Nicky volunteered to administer the questionnaire for Friday Night Lights. Jan is going up to visit with Rasmuson in mid-December.

6.2 Trail Stewards – How do we implement this idea. Kathy Sarns created an angel skiing around with a sign and had a cardboard trail "guard" that had membership forms. Jan is happy to do this one Saturday. Andrew asked if we could estimate the cost per ski day to put on the sign. The options discussed were having one person at every trailhead once in awhile or one person at alternate trailheads each month. Andrew suggested having permanent signs with a gauge of what our revenues are, what our revenue goal is and why we need the money. He thought it couldn't hurt if people get the message to join

or contribute more in multiple ways. Jan will track down artists and people to construct the signage. We will have passive trail signage and also people who will stand at trails (stewards). The people who stand at the trailheads will be prepped with talking points. Stacey nominated and Nicky volunteered to help put together tote with talking points, hot chocolate, pump bumper stickers, membership forms, dog policy that we can pass that out, pins to sell. Have this ready by January meeting and have signs up by the time we get snow.

6.4 Participant Survey – The purpose is to collect information from participants about their experiences at our events to find ways to increase participation. Jan thinks this needs to be for an event that has online registration and should be done on line. Jan asks if we want to create a five-question survey monkey? Mike thinks there might not be many who fill it out. He doesn't think event coordinators want to orchestrate a survey either. The suggestion was made to pick one event, send out a link to survey monkey to email of participants. The outcome would be to find out their demographics so we can tell businesses what we contributed, why people came to event, would they do it again, why or why not, what did they like about the event. Jan will ask Stacey to put together. Nicky will help with questions if needed.

6.3 Preview tasks to be completed by the Jan. 2015 meeting – Reviewing the existing committees and evaluating their effectiveness is slated for our next meeting. Jan will send out a packet about what our committees are and what a committee should look like before our next meeting and solicit ideas from us ahead of time for how this should change. He will do a cloud document so we don't get bogged down in emails.

7. Grants

7.1 Lookout RTP grant update – Kevin - Last April, Kevin was notified he got the grant then the grant award got delayed through the construction season. He re-did the grant application. He got notified that it was funded in mid-October. The roof is done, gravel is spread, David Stutzer is putting on the siding, John Miles and Kevin insulated, Carlin and Caleb helped. No heat yet but the floor is thawing snow without the radiant element going. Interior should be done before the new year. Fuel tanks, kiosks will wait until spring when ground thaws. It's a \$30,000 grant and need \$7,500 matching. We are at \$4,500 matching and still have \$1,000 from David and some stuff contributed by Spenard to add to that match. If we are 10% more or less than our match, we have to submit a justification to the feds. It's time to pay the bills: Kevin has or is getting copies of checks and bank statements for reimbursement. Richard needs to know that it's a bill for the grant so he can make copies of checks for reimbursement.

7.2 McNeil Rasmuson Grant Update – Nicky updated everyone on the history and we need 10K. Asked for permission from the Board to apply for a Homer Foundation grant. Kevin moved, Richard seconded for Nicky to apply for Homer Foundation Grant. Jan amended the motion that it wouldn't be applied for until March 1. Andrew moved, second by Richard. All favor. Carlin was advised by the Homer Foundation to wait until we have one closed out one grant before we go for the next one. We should line the grants up.

7.3 Homer Foundation Grant Proposal – Jan – Timing equipment needs upgrading but he is happy with it on the Capital list in the priority it has (last). We need a start clock. We approved it last year and he dropped the ball on actually purchasing it. It would be about \$3,000-\$4,000. He can table this. Can the high school put up some money towards it? Jan will check that out.

10. Comments from the BOD Mike would put in a grant application to the Homer Foundation for a mower. Nicky suggested checking with Craig Taylor about rentals. We need to update the annual work plan monthly on the web and in the cloud. We have a ski club account on Google. Kevin says that we should remind Representative Seaton and Senator Stevens that we need the CIP money he requested. Kevin has dog policy print outs to post around at the trails. Rogers Loop land purchase is on the City of Homer CIP list. Swing by City Council meeting Monday night to testify to support the land purchase. We have \$350 in restricted funds for that land.

Next Meeting: Jan. 7th, 2014 6:30pm Cook Inlet Keeper Building

Committee/Program BOD Report Form.

Committee/Program Name: UPPER BAYCREST **Date: November 2014**

Committee Chair: Jan Spurkland

What changes have occurred in the past month?

Meeting with KESA to finalize parking situation Wednesday (Dec 3rd) at 11am.

What is scheduled to be done this month?

Place signage and educate members on where to park.

Request for board action?

Committee/Program BOD Report Form.

Committee/Program Name: LOWER BAYCREST

Date: December

2014

Committee Chair: Dave Brann

What changes have occurred in the past month?

Broken Faceplant bridge has been replaced. Master Blaster bridge has been planked and is functional.

The Homer City Council approved \$70,000 to be used in negotiations with the landowner adjacent to the Rogers Loop Trailhead for the purchase of property. This is the property West of the trailhead. There is still one hearing left to go, but at this point, it is included in the city budget. This is exciting!!! We have worked at this for 30 years. The next City Council meeting is Monday, Dec. 8. A board member needs to attend the meeting to show the support of the KNSC for this purchase.

What is scheduled to be done this month?

Trail signs need more work.

MOA's for all of Baycrest need to be updated. Subdivision maps and trail routes need to be updated.

The Website information for Baycrest needs to be updated. Mike Gracz map needs to be put on the website. The written descriptions are no longer accurate.

Friday Night Lights is planned for Rogers Loop or the Sterling Hwy trailhead Jan. 9 & 10.

Request for board action? _____ YES

Attend the City Council Meeting on Monday, Dec. 8 to support keeping \$70,000 in the city budget to purchase land at the Rogers Loop Trailhead.

Request a board member meet with the Homer City Manager to update the Baycrest MOA. Last year's MOA was for one year only.

Send out a reminder to the membership to SIGN THE REGISTER at the Lower Baycrest Trailhead. This is an important tool in our efforts to get support from the City and the Homer Soil and Water Conservation District for continued trail construction, maintenance and parking.

NUMBERS DO COUNT!

Committee/Program BOD Report Form

Committee/Program Name: EVELINE

Date: Dec, 2014

Committee Chair: Dave Brann

What changes have occurred in the past month?

We had two work parties at Eveline during November.

We are working on the western section. Three fallen trees need to be cut out of the trail. We have been removing trees, stumps and brush.

The Eveline area trails were closed for about two weeks due to a dead moose and bear activity.

Eveline/McNeil is the location for the 2015 Wine and Cheese Tour. Kevin is talking to local residents to plan stops.

Eveline is the location for the Friends of Alaska State Parks – First Day Hike event on New Years Day.

What is scheduled to be done this month?

Next work party – Thursday, Dec. 4 at 2 pm. Chainsaw and brushing work on the lower trails and the trail connecting to McNeil. Summer signs down, winter trail signs up.

Lay out on paper and perhaps flag proposed snowshoe trail.

Maintain outhouse and trail register.

Friends of Kachemak State Park is hosting a First Day Hikes event at Eveline State Recreation Site. Please add this to the Events Calendar on the website.

The Friends information says:

Meet at Eveline State Recreation Area 12:00 noon January 1. Guides will lead you on a hike/snowshoe/ski around the Eveline trails. Bring your own skis or snowshoes and a water bottle. Hot drinks and gourmet snacks will be provided!

Sponsored by Alaska State Parks and Friends of Kachemak Bay State Parks.

\$5 donation to Friends suggested.

Request for board action?

Yes

Add the First Day Hikes information to the Events Calendar. Include in information that may go out to the membership about other events happening in December and early January.

Committee/Program BOD Report Form.

Committee/Program Name: EQUIPMENT

Date: Dec., 2014

Committee Chair: Dave Brann

What changes have occurred in the past month?

The Equipment Committee met Saturday, November 15 at Dave Brann's house. The Meeting Notes were sent to the board and those on the grooming and trail construction volunteer list.

Robert Archibald took all actuators from the Ginzus and drags apart and did annual maintenance on them.

Jan ordered gas for BC. Lookout is waiting until their fuel tank has been moved closer to the new building.

What is scheduled to be done this month?

Pre-season maintenance on all machines is on-going as time allows.

Grooming workshops at each area as snow conditions and time allows. None scheduled as of Monday, Dec. 1.

Request for board action? _____ No

KNSC EQUIPMENT COMMITTEE MEETING NOTES

SATURDAY, NOV. 15, 2014 – 10 am to Noon

Dave Brann's house (2350 Sprucewood Drive)

CHAIR: DAVE BRANN (235-6018) homerbrann@gmail.com

Present: Scribe – John Miles, Dave Brann, Kevin Walker, Pete Velsko, Richard Burton, Paul Knight, Toby Wheeler, Wayne Watson, Wim Steenbakkens, Bill Hague, Bill Gee, John Fitzpatrick, Derek Stonorov, Rich Gustafson.

Additional information added for clarification. Typing and distribution of information: Molly Brann

1. INTRODUCTIONS

McNeil/Eveline – Derek Stonorov

Lookout – John Miles (Mike Byerly was out of town)

Upper Baycrest – (Alan Parks was not available)

Lower Baycrest – Dave Brann

Maintenance Chair – Bill Hague

Around the room introductions.

Review of the Equipment Committee Meetings Notes - November 2013.

2. REVIEW OF EQUIPMENT

A. Major Equipment Inventory Short Form shared

Total miles driven last season: 10 machines - 5,632 miles

Value of machines: May 2014 - 10 machines - \$79,655

Cost of grooming per mile: \$4.18 per mile

Grooming Equipment Purchase ATV:	\$14,364
Grooming Equipment Maintenance:	\$ 6,724
Oil and Gas:	\$ 2,450 +Fitz Creek Donation
Total:	\$23,538

Divide by 5,632 miles = approximately \$4.18 per mile

B. Budget for 2014 - 2015 (FY15) - Richard Burton KNSC Treasurer

New Equipment FY15: \$0 (unless KNSC gets a CIP grant)

Maintenance FY15: \$6,000

Oil and Gas FY15: \$5,000

(plus \$1000 credit at Fritz Creek General Store for McNeil/Eveline.)

Contract Grooming McNeil FY15: \$4,000

Richard updated that the ATV that was purchased for Lookout last year (FY14) was \$15,500.

In September, Dave Brann requested \$20,000 for equipment purchase for FY15. This included a new ATV for McNeil/Eveline, a pull behind mower for Lookout, a chainsaw for Baycrest, and a brush cutter for Lookout. None was funded.

Richard explained that the KNSC Board put equipment purchase in the Capital Projects Budget and at this point, there is no funding. This is the first year the Capital Projects Budget and the Operating Budget have been separated. The Board wishes to fund all Capital Projects with Grants. Maintenance, oil, gas and contract grooming are in the Operating Budget and funded with General Funds including Revenue Sharing.

Board member Kevin Walker applied for a Capital Improvement Project (CIP) Grant through State Revenue Sharing to purchase an ATV and mower. We won't know the status of that grant until March or April after the legislative session.

Other KNSC Capital Project Budget requests include:

Marathon Trail improvements - \$6,500

Lookout matching funds equipment building - \$7,500

McNeil matching funds foundation for equipment building - \$12,000

The Board had to prioritize and finishing the buildings was the highest priority this year. They hope to get grant funding to finish both buildings.

C. New Equipment Purchase

No new equipment will be purchased unless KNSC gets the CIP grant. Discussion. Should a new machine be another ATV with tracks? Side by side? There are some issues with tracks. They leave grooves if the trail is not well packed. This will be discussed in the grooming clinics. There is a need to pull a roller or Ginzu to wipe out any grooves. Mileage is not as good as the 4-stroke snowmachines. Need to keep looking at options. Newer snowmachines are complicated and keep changing.

There was discussion about purchasing a mower or doing contract mowing with local brush hog equipment as done at upper Baycrest and McNeil this fall. It is also possible to rent a bobcat and mower each year. There are locals with tractors or other heavy equipment operators who can brush hog or mow the trails if we choose to pay to have this work done instead of having volunteers do it with pull behind mowers and our ATV equipment. If using our ATV and mower equipment, the trails need to be done several times during the summer. If this was done at Lookout, the trails could be used for hiking and biking in the summer. KNSC has a goal of making the trails available for year round use. However, biking or other uses may cause ruts that we are not presently able to repair.

Eveline hopes to have a new snow shoe/walking trail this winter. There is need for more signage and yearly communication with the biking and running clubs.

D. Newest Machine

An ATV with tracks was purchased for Lookout last year. That ATV was used 902 miles. #8 snowmachine had 497 miles and #4 snowmachine had 47 miles.

E. Machine for Sale

Since no equipment will be purchased, no equipment will be sold. #4 at Lookout is the oldest snowmachine, but it is the only one modified to use the WING, which is a specialized piece of grooming equipment. It has fewer miles than #5 and #6, which are a matched pair purchased in 2009 with a Rasmuson grant.

The #2 snowmachine that was for sale last year for \$2,500 was used during the season for 56 miles and had major problems before it was sold “as is” and went to a club member for \$500.

F. Maintenance notes – Bill Hague

Please call Bill at the first sign of complications. Please get training every year before using the machines. Do not over load the seats as the hinges often break. Taillights often get broken when backing up to attach equipment. When attaching grooming equipment to the machines, back up slowly with the equipment hitch to the side. Back up sitting down and ride the brake to make sure you don't back into the grooming implement or injure someone who is helping. The actuators are often jammed if put all the way in or out. Helmets are recommended.

Each venue should have volunteers who contribute to maintenance, but please call Bill Hague to let him know issues or to get advice. Professional pre-winter maintenance was contracted out to professionals last year and was too expensive. Basic maintenance is being done by volunteers this year. Serious issues will still be handled by the professionals.

3. SNOWCAT CONTRACT GROOMING

Although contract grooming was budgeted for McNeil, there was not enough snow to do any last year. \$4,000 is available for McNeil to do contract grooming with the Snomads SnoCat Groomer on their 7.5 KM loop. McNeil receives a contribution of \$1000 in gas credits for snowmachine grooming from Fritz Creek General Store. This requires they transport all their gas by 5-gallon containers.

Contract grooming is also done in the McNeil to Caribou Lake area for the Epic and is included in the Epic budget. This requires 100 KM of contract grooming on Snomad trails in March.

4. TRAIL WORK AND GROOMING AGREEMENT

Please read and sign the agreement each year. Minor changes were made to the form this year. Each area chair should have copies available.

5. GROOMER TRAINING DATES

Each venue will have its own grooming clinic. Dates will be announced after there is enough snow. Dave is aiming for mid-December for Lower Baycrest. Due to the poor snow conditions, no clinics were held last year, but individual training was done as needed.

6. REVIEW OF OTHER EQUIPMENT

When moving equipment, be sure you know how to load things properly. Use tie down straps properly. The trailer and machines are not insured. Please be careful. The taillights and decking on the large trailer have to be repaired constantly.

7. FUEL STORAGE AND SECURITY

There is a 300-gallon gas tank at Upper Baycrest. There is a 500-gallon gas tank at Lookout. Gas is purchased in bulk from HomeRun Oil. Lower Baycrest needs a secure tank location. Plans from last year to locate a bulk tank on private property did not work out. Fuel needs to be stored outside of buildings. Please log your usage and leave fuel in a secure location.

8. EQUIPMENT STORAGE BUILDINGS – John Miles, Kevin Walker, Derek Stonorov

Kevin reported on the LOOKOUT Building. It is framed and closed in. They will build a secure fuel tank location that meets Borough standards. Kevin has more specifics. There is funding from the Recreational Trails Program (RTP) grant, but additional funding of \$7,500 is needed. Volunteer labor is also needed.

Derek reported that the MCNEIL building needs a secure foundation. The Borough has given permission for the work to be done. Estimated cost of the project is \$22,000. Rasmuson funded \$12,000 but it is not enough to finish the job as planned. A group will meet to determine if the job can be done cheaper and what to do about the inadequate funding. KNSC has a year to use the Rasmuson money, but KNSC cannot apply for another Rasmuson grant until it is used.

9. OTHER COMMENTS

GRANTS: Derek noted that KNSC has no standing Grants Committee. KNSC is the only non-profit he knows without a Grant Committee. He is willing to help if they get a

committee. Kevin indicated he is also willing to help. Presently, grants are written as needed by a variety of Board members.

EVENTS: Events are a major part of KNSC. Events cause heavy use of the equipment. Events include High School and Middle School races, school ski team practices, Jr. Nordic, Ski your Age, Friday Night Lights, the Ski for Women, The Wine and Cheese Tour, the Marathon, the Epic and the Sea to Ski. Some of these events bring in significant revenue. After expenses, the Marathon nets about \$6,000 and the Epic nets about \$3,000. It is difficult to calculate the cost of grooming for events. It is important to keep the rest of the trails open and available to the general public when an event is in progress. Equipment is often shared and moved to groom for an event. It is important for each venue to be aware of upcoming events and plan ahead to have their area in good skiing condition. Although stationed at specific areas, equipment belongs to the club and can be moved and shared as needed.

Meeting adjourned around noon. Thank you to all who attended and who help with grooming and equipment maintenance for the Kachemak Nordic Ski Club.

*NOTE FROM CHAIR DAVE BRANN

If the CIP request to purchase equipment isn't funded this year, then the Board needs to think seriously about how equipment will be funded for the 2015-16 season. It is inevitable that existing equipment will breakdown, we will have increased maintenance costs and less valuable old equipment to sell.

I feel purchasing equipment should be in the Operating Budget. Equipment is consumable. Purchasing equipment is not a Capital Improvement Project like buildings and trail construction. Without equipment that runs well, there will be less grooming and we will not be able to meet the needs of our skiing community.

Kachemak Nordic Ski Club

Process to Implement Strategic and Annual Plans

1. Review, edit and complete the strategic plan
 - A small group of the board review the draft plans and when complete share with the board
Nicky, Mike and Stacey will edit based on Sept. 22nd work session and share by Sept. 29th.
 - Board approves the strategic plan at October 1st Board Meeting.

2. Annual plan
 - Group reviews the draft annual work plan. (Add detail like: timing to complete tasks, responsibility to complete tasks, measures for tasks.)
Nicky, Mike and Stacey will edit based on Sept. 22nd work session and share by Sept. 29th
 - Board reviews and approves the annual plan at October 1st Board Meeting

3. Board monitors strategic plan periodically through the year. At regular board meetings Board monitors annual plan progress.

4. In spring of 2015, board reviews annual plan
 - Determine if tasks have been completed
 - Identify outstanding tasks in plan needing to be done
 - Review strategic plan and prioritize 2-3 associated tasks to be completed in 2015-2016

5. In spring of 2016 and onward, repeat process until the plan is complete