



Jack Dalrymple, Governor  
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Recreational Trails Program Advisory Committee Meeting (Webinar based)  
 November 26, 2013 at 10:00am CST (duration: 1 hr 20 min)

In attendance on site: Matt Gardner, Kevin Stankiewicz, Sandy Zimmer, Ben Kubischta.  
 In attendance online: Alicia Hoffarth, Tyler Jacobson, Dave Vad.

<b>In attendance</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Organization</b>	<b>Representing</b>
Matt	Gardner	ND Parks and Rec Dept-Division Manager	n/a
Kevin	Stankiewicz	ND Parks and Rec Dept-RTP Grant Coordinator	n/a
Tyler	Jacobson	ND Rec and Parks Association-Valley City Park District	Non-Motorized At Large
Alicia	Hoffarth	North Country Trail Association	Non-Motorized At Large
Dave	Vad	ND Power Sports Dealers Association	Motorized At Large
Ben	Kubischta	NDDOT	n/a
Sandy	Zimmer	FHWA	n/a
<b>Unable to attend</b>			
Mike	Burke	ND Off Road Vehicle Association	Motorized/Off-Highway Vehicle
Keri	Wanner	Snowmobile ND	Motorized/Snowmobile
Kathy	Stremick	Walhalla	Non-Motorized/Paddling
Curt	Glasoe	Maah Daah Hey Trail Association-US Forest Service	Non-Motorized/Hiking
Mark	Leibig	IMBA	Non-Motorized/Mt Biking
Pam	Wenger	NDDOT	n/a

1. Title VI: NDPRD is conducting final edits to Title VI manual. NDPRD will be Title VI compliant by January 31, 2013. Title VI material and requirements will be included in the next RTP application cycle scheduled for December 2, 2013.
2. RTP Manual Updates:
  - a. Identified and prioritized eligible project list.
  - b. Identified new Title VI requirements.
  - c. Discussion on minimum/maximum grant awards. Committee agreed to lower the minimum grant award from \$20,000 to \$10,000; and raise the maximum grant award from \$150,000 to \$200,000. Committee members not in attendance will be updated accordingly and given a chance to respond with any objection.
  - d. Discussion of eligible projects and prioritization.
    - i. Construction of new trails.
    - ii. Restoration of existing trails.
    - iii. Development and rehabilitation of trailside and trailhead facilities and trail linkages.
    - iv. Purchase and lease of recreational trail construction and maintenance equipment.
    - v. Land acquisition.
  - e. Discussion on equipment and eligibility of equipment.

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*Play in our backyard!*

- i. Intent is to provide quality customer service to project sponsors. Committee will continue to rank and discuss equipment projects accordingly. Lowering the minimum grant award was one measure in an effort to make project sponsors more inclined to submit applications for equipment. Final rankings will sort out projects accordingly.
  - f. Committee term limits.
    - i. A total of nine committee members are appointed by the Director of the North Dakota Parks and Recreation Department and must be recreational trail users and represent trail interests (hiking, biking, horseback riding, paddling, OHV and snowmobile). Committee members are appointed for 3-year terms. Upon completion of a 3-year term, NDPRD will advertise for replacement of the committee member. If no eligible candidates are received, the existing committee member will be given the option to renew their term.
    - ii. Three committee member's terms will expire in 2013; it was also suggested that one more spot be filled by a motorized representative to coincide with 40/30/30. A call out for these opportunities will be made in December of 2013.
- 3. Next application cycle:
  - a. Discussion and rationale on seeking FY14 and FY15 applications at the same time. Due to long winters/shortened construction season, effort being made to offer a more productive timeline to project sponsors. First step is to better align RTP grant application cycle with ND Department of Transportation grant cycles. The RTP will be seeking FY14 and FY15 at the same time this year; a new process. The application cycle will open on December 2, 2013 and close at 1:00pm CST on January 31, 2014.
- 4. No further discussion. Committee thanked for their time. Meeting notes and voice audio will be emailed out to all committee members. Committee members will have until Friday, November 29, 2013 at 10:00am CST to voice any concerns/objections. Providing no objections to meeting notes, appropriate updates will be made and next RTP grant cycle will open December 2, 2013.

Meeting adjourned at 11:20am CST.