

All Terrain Vehicle Account Allocation Committee
Minutes
January 13, 2005
Derrick Lee Memorial ATV Training Center,
Tillamook County Sheriff's Office, Tillamook, Oregon

March 23, 2005

Contact Name: Rocky Houston, 503-986-0706

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January 13, 2005

The All Terrain Vehicle Account Allocation Committee (ATV-AAC) meeting was called to order by the chair, Pat Harris, at 10:00 a.m. Committee members present were as follows: Pat Harris, Julie Barrell, Larry Runk, Tyrrell Hart, Scott Ryland, Randall Parmelee, Tim Custer and Ron Price. Oregon Parks and Recreation Department (OPRD) staff included Wayne Rawlins, Richard Walkowski, Ian Caldwell, Mike Law, Jeff Farm, Larry Miller, Kyleen Stone, Rocky Houston and Terry Bergerson. Public attendance: Tom Harris, Joe Barrell, Velma Parmelee, Blair Anderson, Wayne Gale, Bill Blackwell, Sharon Stewart and Polly Grivskov.

Terry Bergerson, OPRD Planner, presented the ATV grant program scoring criteria to the ATV-AAC. The ATV grant program scoring criteria originated out of the Oregon Trails Plan. The trails plan has three separate (but concurrent) planning efforts that include motorized, non-motorized and water trail planning. Terry reviewed the ATV grant program scoring criteria that was developed with a sub-group of the ATV-AAC and OPRD staff. There were questions by members of the ATV-AAC on the process that the new scoring criteria would take place and the reasoning for making changes to the current scoring system.

Items discussed by the ATV-AAC were:

- Line item budget corrections of grants
- Number of grant meetings per year
- Communication with OPRD staff and grant applicants
- Current process vs new scoring criteria
- Process questions

Terry Bergerson informed the ATV-AAC that he would be working on an ATV Safety Plan, which would assist the ATV Program in direction for ATV Safety.

The logistics of the April meeting were discussed. Parks staff voiced a concern with the logistics of having all applicants going to Christmas Valley. There were not enough hotel rooms for everyone and the site was remote. Pat Harris recommended that we go to

Christmas Valley for the business meeting and have that grant presentations in LaPine. The ATV-AAC decided to make a decision on January 14, 2005.

Rocky Houston presented the status of the SWECO equipment pool. The SWECO would need a trailer purchased, since the current trailer used by ODF would not be going with the SWECO. Rocky stated that the SWECO would be ready for transfer to Morrow County Public Works in the next couple of months. Rocky asked the ATV-AAC their desire to pay for a SWECO operator class to develop a longer list of qualified users. Discussion ensued, but no decision was made.

Pat Harris indicated that Tim Custer and Randall Parmelee were working on the Strategic Plan for the ATV-AAC. They will have the plan ready for the April meeting and will not discuss it today.

Ken Goforth presented expense report training for the ATV-AAC.

The ATV Quarterly Report was presented. The ATV-AAC asked several questions on the quarterly report and other ATV projects. OPRD staff answered their questions.

Rocky Houston presented a summary of activities surrounding the OHV Safety & Education trailer. The trailer is being built and will be delivered by April 2005. OPRD has secured funding from BLM and have bikes being donated by manufacturers. The ATC-AAC asked questions about logistics and advertising, displaying of logos on the trailer. Rocky answered their questions.

The budget for the 2005-07 fiscal years was discussed. A discussion ensued on the program budget. The ATV grant budgets for the grant categories was discussed. Tyrell Hart made a motion to approve budget (see below). Larry Runk seconded the motion. The motion passed with a unanimous vote.

| 2005-2007 Committee Annual Budgets | Biennium Budget |
|---|------------------------|
| Law Enforcement | \$1,500,000.00 |
| Operation and Maintenance | \$2,300,000.00 |
| Planning and Development | \$1,000,000.00 |
| Safety Education | \$125,600.00 |
| Sub-Total | \$4,925,600.00 |
| Acquisition | \$1,500,000.00 |
| Total | \$6,425,600.00 |

The ATV-AAC began the review the grant proposals. Tyrell Hart requested that OPRD provide more history and information about the current grants open.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted by Rocky Houston, ATV Program Coordinator

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January 14, 2005

The All Terrain Vehicle Account Allocation Committee (ATV-AAC) meeting was called to order by the chair, Pat Harris, at 8:00 a.m. Committee members present were as follows: Pat Harris, Julie Barrell, Larry Runk, Tyrrell Hart, Scott Ryland, Randall Parmelee, Tim Custer and Ron Price. Oregon Parks and Recreation Department (OPRD) staff included Wayne Rawlins, Richard Walkowski, Ian Caldwell, Mike Law, Rocky Houston, Larry Miller and Jeff Farm.

Chair Harris called the meeting to order at 8:10 a.m.

Old Business

The legislative concept submitted by OPRD to make changes to the laws governing the ATV Fund and the ATV program was discussed. OPRD did not know when a legislative committee would review the legislative concept. OPRD indicated that they would inform the ATV-AAC when they knew when the concept was scheduled.

Tyrell Hart moved to approve the minutes of the September 16-17, 2004 ATV-AAC meetings with the following corrections:

September 16, 2004 minutes:

Page 1, paragraph 3 change to:

The ATV-AAC recommended that OPRD look into the possibility of doing a technical adjustment to the 2005-07 budget to include \$2 million for acquisitions and the funding of a part time employee for a Safety and Education Coordinator for the ATV program. The ATV-AAC also discussed OPRD to look into raising the ATV operating permit cost from the current \$10 for two years. A discussion ensued on other state's permit fees and potential program related costs this increase would support.

September 17, 2004 minutes:

Under Old business, second paragraph add:

ASI/Safety Education

- *Promote the safety courses by distributing information sheets (through ASI or internally) informing the public about our ASI subsidy, through dealers, permit agents, DMV, and any other outlet that our enthusiasts visit. Incorporate this item into the agreement with ASI.*
- *Follow up on Cottage Grove training site. (Mike Law)*
- *Extend ASI contract when it expires.*
- *Mystery customer (Parks staff) to call ASI.*
- *Develop education programs within clubs, schools, and groups.*
- *Apply for grant to purchase the NOVHCC children's displays.*

Public Involvement

- *Ian Caldwell should meet with more groups than land managers to find out what the users want/need. (Suggested by Tyrrell Hart)*
- *Do something in conjunction with the feds for "Public Land Users Day", September 18th.*

ATV ACC/Grants

- *Send monthly updates of quarterly reports and progress reports to ATVAAC.*
- *Send out results from Statewide Trails Plan, have Terry Bergerson make a presentation at the September meeting.*
- *Send ATVAAC the commission dates. (Kelly Blanchard)*
- *Distribute the budget to ATVAAC. This should include the dollar amount currently in the account and the interest earned, as well as the administrative costs.*
- *Check to see if the ATVAAC can be reimbursed for travel to various club meetings and locations for trips other than those called by the chair.*

ATV ACC/Grants, continued

- *Verify that authorization through the chair to reimburse is acceptable to Director Carrier.*
- *It was requested that Parks prepare and deliver a copy of the new grant manual at the September meeting.*
- *Tim Custer made the following motions:*
 - *(Budget Information)*

"I so move that the Oregon State Parks provide the ATV Account Allocation Committee (defined by 390.565) members an ATV Account Fund balance (defined by 390.555) beginning with the year 2000, and continuing through years 2001, 2002, 2003 and a NET fund balance beginning January 1, 2004. The fund balance should include the "Total funding/sources" from revenues (defined by 390.555) ATV Account Fund. In addition, all funding of projects, administrative cost and committee cost incurred by the parks department within those years. Provide a GROSS balance and a NET balance to committee members on or before September 1, 2004.

Flexible on the years

Seconded by Julie Barrell, and passed unanimously.
 - *(Strategic Plan)*

“I so move the AVT Account Allocation Committee to write a “Strategic Plan” for the direction of the ATV Account Allocation Committee. The plan should include short term and long-term goals for the committee; it should have a “blue print” on how to achieve the goals and direction set forth in the plan. The Strategic Plan would be reviewed at the September 2004 meeting. If approved & passed, it would be set in motion beginning January 1, 2005.

Seconded by Randall Parmelee, and passed unanimously.

After a discussion, it was decided that Pat Harris would draft this, and all committee members would contribute to the plan, and all ideas would be pooled into one plan. Wayne Rawlins felt this could become convoluted and lost in the plan and suggested that a facilitator from Parks be involved. Tyrrell Hart said that with the short timeline, this plan could be considered a vision statement and would like to have it within six months. It was mentioned that Rocky Houston should also have input on this project.

○ (User Group Meetings)

“I so move the ATV Account Allocation Committee approve funds to support ATV Committee members attending “User Groups/Club Meetings” to gain greater insight and discover the needs of those groups for the remainder of 2004. If this activity is successful, then the committee could extend the funding for this activity.”

Seconded by Randall Parmelee, and passed unanimously.

Web page

- *Update the web page with current meeting and grant allocation information. (This has been done, although it hasn't made it to the web page due to staffing issues)*
- *Put link to NOVHCC library on web page.*

“Other”

- *Follow up on information regarding the “equipment pool”.*
- *Check into the feasibility of an ATV Safety position. Suggestion on the position were:*
 - *Employee works for six months solid, with no other duties. (Tyrrell Hart)*
 - *See if the person in this position can work with ASI or whomever to get the cc restriction changed to be more of a height/weight issue than an age issue. (Scott Ryland)*
 - *Prepare a proposal for what the scope of work for this position would be. (Richard Walkowski)*
- *LEO log sheets – Larry Runk provided a rough draft and Rocky Houston said he will finalize it, and get it out on the web page for the Law Enforcement Officers to utilize.*
- *Find out what is actually happening with the Sand Lake road, and what they are doing with the asphalt.*

- *Oregon Department of Forestry has the Sweco that Wendy (Zustiak?) is waiting to have delivered to her. Parks needs to process and finalize the paperwork that Clyde Zeller submitted.*

Rocky presented the status of the items given to OPRD. The ATV-AAC had several questions on specific items. These questions were answered by OPRD.

Under New Business, 5th paragraph change voting results to:

Larry Runk abstained from voting. Pat Harris, Scott Ryland, Tim Custer, Randall Parmelee, Julie Barrell and Tyrrell Hart voted in favor of the motion. The motion was approved.

Under Grant Reviews change the following:

Trailsman Motorcycle Club, Benny Hill & Buzzard's Point Bridge Project: The application was for \$10, 927.00. Scott Ryland made a motion to approve the grant. Tyrrell Hart seconded the motion. Julie Barrell abstained from the vote. Pat Harris, Scott Ryland, Tim Custer, Randall Parmelee, Larry Runk and Tyrrell Hart voted in favor of the motion. The motion was approved.

Wallowa-Whitman National Forest, Sled and Robert's Butte Trail EA: The application was for \$40,000.00. Tyrrell Hart made a motion to approve the grant. Larry Runk seconded the motion. Randall Parmelee abstained from the vote. Pat Harris, Scott Ryland, Tim Custer, Julie Barrell, Larry Runk and Tyrrell Hart voted in favor of the motion. The motion was approved.

Larry Runk seconded the motion. The motion passed with a unanimous vote.

New Business

The Class III committee representative interview process was discussed. Four applicants were interviewed on November 30, 2004. Each applicant was asked the same questions and scored by the ATV-AAC sub-committee interview panel. OPRD staff was present, but did not score the applicants. Joe Barrell received the highest score; Mark Tynan received the second highest score.

Randall Parmelee made a motion to adopt the sub-committee's recommendation of Joe Barrell being forwarded to the Oregon Parks and Recreation Commission for appointment as the Class III representative. Tyrrell Hart seconded the motion. Julie Barrell abstained from the vote. Pat Harris, Scott Ryland, Tyrrell Hart, Randall Parmelee, and Scott Ryland voted in favor of the motion. Tim Custer voted to oppose the motion. The motion was approved.

ORPD staff indicated that the January Oregon Parks and Recreation Commission agenda had already been set, so the appointment of Joe Barrell would be on the March 10, 2005 commission agenda.

ATV-AAC requested adding an action item on minutes.

Larry Runk made a motion to move the Law Enforcement grant meeting from April (2006) to March. Tyrell seconded the motion. It was unanimously approved.

Lank Runk made a motion to have the ATV-AAC remain under the current system of voting for grant proposals and using scoring sheets (based on existing scoring criteria, not newly proposed scoring criteria) as a back up. Scott Ryland seconded the vote. It was unanimously approved.

Scott Ryland made a motion to have the ATV-AAC write a letter of support for Coos County to the County Opportunity grant committee for the Riley Ranch RV campsites grant. Julie Barrell seconded the motion. It was unanimously approved.

Action Items

There are no action items at this time.

Grant Reviews

Morrow County, O&M: The application was for \$142,489. Scott Ryland made a motion to approve the grant request. Tim Custer seconded the motion. The motion was approved with a unanimous vote.

USFS- Umatilla NF – John Day Ranger District, North Fork John Day O&M: The application was for \$87,924. Scott Ryland made a motion to approve the grant request. Julie Barrell seconded the motion. The motion was approved with a unanimous vote.

USFS- Umatilla NF – John Day Ranger District, North Fork John Day O&M: The application was for \$2,000 in 2003-05 fiscal year budget dollars. Tyrell Hart made a motion to approve the grant request. Randall Parmelee seconded the motion. The motion was approved with a unanimous vote.

Douglas County, Umpqua Lighthouse Staging Area Improvements: The application was for \$178,960. Scott Ryland made a motion to approve the grant request. Tim Custer seconded the motion. The motion was approved with a unanimous vote.

BLM-Lakeview, North Lake O&M: The application was for \$31,200. Julie Barrell made a motion to approve the grant request. Tim Custer seconded the motion. The motion was approved with a unanimous vote.

BLM-Vale, Virtue Flat O&M: The application was for \$6,404 in 2003-05 fiscal year budget dollars. Randall Parmelee made a motion to approve the grant request with a revised budget of \$6,254 (\$150 less for uniforms). Julie Barrell seconded the motion. The motion was approved with a unanimous vote.

COHVOPS, COHVOPS O&M: The application was for \$235,442. Randall Parmelee made a motion to approve the grant request. Larry Runk seconded the motion. The motion was approved with a unanimous vote.

USFS-Rogue River-Siskiyou NF –Prospect Ranger District, Prospect O&M: The application was for \$70,000. Tyrell Hart made a motion to approve the grant request. Julie Barrell seconded the motion. The motion was approved with a unanimous vote.

Motorcycle Riders Association, Jackson Hills Staging Area: The application was for \$128,380. Randall Parmelee made a motion to approve the grant request. Julie Barrell seconded the motion. Tyrell Hart abstained from voting. Scott Ryland, Julie Barrell, Pat Harris, Larry Runk, Tim Custer and Randall Parmelee voted in favor of the motion. The motion was approved.

USFS-Willamette NF – Middlefork Ranger District, Huckleberry Flats O&M: The application was for \$40,465. Larry Runk made a motion to approve the grant request. Scott Ryland seconded the motion. The motion was approved with a unanimous vote.

USFS-Wallowa-Whitman NF – Unity Ranger District, Whitman/LaGrande O&M: The application was for \$79,183. Larry Runk made a motion to approve the grant request. Randall Parmelee seconded the motion. The motion was approved with a unanimous vote.

USFS – ODNRA, ODNRA O&M: The application was for \$211,799.20. Larry Runk made a motion to approve the grant request. Tim Custer seconded the motion. The motion was approved with a unanimous vote.

USFS – Siuslaw NF – Hebo Ranger District, Sand Lake O&M: The application was for \$105,960. Tim Custer made a motion to approve the grant request. Larry Runk seconded the motion. The motion was approved with a unanimous vote.

ODF – Tillamook State Forest, Tillamook Forest O&M: The application was for \$61,714.70. Larry Runk made a motion to approve the grant request. Scott Ryland seconded the motion. Julie Barrell abstained from voting. Scott Ryland, Pat Harris, Tim Custer, Larry Runk and Tyrell Hart voted in favor of the motion. Randall Parmelee voted to oppose the motion. The motion was approved.

BLM – Eugene, Shotgun O&M: The application was for \$73,169. Tyrell Hart made a motion to approve the grant request. Tim Custer seconded the motion. Scott Ryland, Pat Harris, Tim Custer, Larry Runk and Tyrell Hart voted in favor of the motion. Randall Parmelee and Julie Barrell voted to oppose the motion. The motion was approved.

Coos County, Riley Ranch Phase 1: The application was for \$894,120. Larry Runk made a motion to table the project and give Coos County 1 year to gain direct access to the dunes. Coos County can come back after one year to extend the tabling of the project, if needed. Tim Custer seconded the motion. The motion was approved with a unanimous vote.

The meeting was adjourned at 3:42 p.m.

Respectfully submitted by Rocky Houston, ATV Program Coordinator