



Attendance

Name	Affiliation
<i>In-person</i>	
L. Boettcher	Foundation for a Healthier West Orange
I. Warren	Foundation for a Healthier West Orange
R. Richter	Gotha Rural Settlement
T. Myers	Nehrling Gardens / Gotha Rural Settlement
G. Corless	City of Ocoee
J. Dunn	FOLA
K. Carson	City of Winter Garden
M. Jose	Orange County Parks & Recreation
C. Riviezo	Orange County District 1
A. Morgan	Kittleson & Associates Inc.
A. Trauger	MetroPlan Orlando
G. Bunton	Bike/Walk Central Florida
P. Panza	Bike/Walk Central Florida
<i>Online</i>	
E. Bush	Bike/Walk Central Florida

Welcome and Introductions

P. Panza welcomed Steering Committee members and meeting attendees.

Approval of Minutes

ACTION: Motion and Second to approve the August 2023 Steering Committee minutes. **Motion passed unanimously.**

New Meeting Schedule

- The Steering committee will meet on the last Thursday of the month, quarterly, starting in March of 2024. Discussion ensued regarding rescheduling of the final 2024 meeting to maximize attendance during the holiday season.
- P. Panza requested input on the meeting format and whether to maintain the Steering Committee meetings in 2024 as in-person or to transition to a hybrid meeting format. Discussion ensued and members did not call for a change in meeting format, however



noted that a virtual attendance option should be provided to accommodate extenuating circumstances.

Proposed Grant Program Components

- P. Panza presented an overview of the proposed HWOTC Trail Project Grant Program components, including grant categories and requirements, grant funding distribution, grant program timeline, grant application review processes, and project evaluation and prioritization criteria.
 - Members discussed specifics of each presented component and requested additional information and clarification on a number of items. BWCF staff, including P. Panza and E. Bush, provided additional information and clarifications.

Implementation Fund

- FHWO staff provided an update on the status of the HWOTC Implementation Fund, noting that the fund is expected to recover to the original amount soon and will be reconfigured for stability, per the Steering Committee's previous direction.

Working Groups Reports

- P. Panza provided activity updates for each HWOTC Working Group:

Communications & Events

- 2 of the 5 planned Trail Blazers Challenge events are complete, and the next planning event is the Amaryllis Festival on December 9th.
- Steering Committee members provided a correction to the Ocoee Block Party event start and end time: 4:00 to 7:00pm

Design & Connections

- The trail characteristics survey designed to support the Trailside Design Guidelines has been distributed. P. Panza requested that members continue to distribute the survey through their networks to increase engagement.



Enhance & Restore + Safety

- P. Panza notified members that the “Enhance & Restore” and “Safety” Working Groups are being merged into a singular “Enhance” Working Group beginning January 2024, working under shared objectives originally identified in the Healthy West Orange Trails Initiative Report.
- A trail safety audit along the West Orange Trail is scheduled for November 17th in Winter Garden; an additional trail safety audit along the West Orange Trail in Ocoee is scheduled for December 15th.
 - Another in December 15 in Ocoee, details TBD
- The working group will be reconfiguring the 2022 Trail Safety Survey to widen the area of interest to the entire HWOTC area; the new survey will be distributed in early 2024.

New Business

- None discussed.

Other Business

- **ACTION:** L. Boettcher motioned to transition focus of the Design & Connections Working Group to explore leveraged partnerships and invite new members with appropriate expertise once the Trailside Development Design Guidelines are completed; T. Myers seconded the motion. Discussion ensued.
 - L. Boettcher amended the motion to provide for a transition to a bi-monthly Design & Connections Working Group meeting upon completion of the Trailside Development Design Guidelines and creation of a new Working Group meeting on an opposite bi-monthly schedule focused on maximizing the leveraging opportunities of the HWOTC Trail Project Grant Program; T. Myers seconded the motion. **Motion passed unanimously.**
- **ACTION:** L. Boettcher made a motion to enable the Executive Committee to authorize BWCF’s continued facilitation of the HWOTC program in 2024; G. Corless seconded. **Motion passed unanimously.**

Update on Orange Technical College – West Campus

- J. Dunn shared an update on the landscape plans for the planned West Campus; discussion ensued.



Vision-Zero Update

- Bike/Walk Central Florida staff provided an update on upcoming Orange County Vision Zero Action Plan activities. Community outreach is beginning soon and may be featured at both the upcoming Amaryllis Festival and HWOTC Take Over the Trails Day.

Upcoming Events and Meetings

Important Dates:

- Steering Committee Meeting:
 - March 28, 2024 – 11:00 a.m. to 12:30 p.m. (1200 E Plant Street, Winter Garden)
- Executive Committee Meeting:
 - 3rd Mondays at 4:00 pm (virtual)
- Working Group Meetings
 - Communications & Events:
 - 1st Wednesdays at 11:00 am (virtual)
 - Design & Connections:
 - 1st Tuesdays at 11:00 am (virtual)
 - Enhance:
 - 1st Thursdays at 4:00 p.m. (virtual)