



## 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
G. Corless	City of Ocoee
J. Dunn	FOLA
K. Carson	City of Winter Garden
M. Jose	Orange County Parks & Recreation
D. Dietzen	Orange County District 1
A. Morgan	Kittleson & Associates Inc.
K. Ardaman	West Orange Healthcare District
G. Bunton	Bike/Walk Central Florida
P. Panza	Bike/Walk Central Florida
<i>Online</i>	
E. Bush	Bike/Walk Central Florida
A. Trauger	MetroPlan Orlando

## Welcome and Introductions

P. Panza welcomed Steering Committee members and meeting attendees.

## Approval of Minutes

**ACTION:** L. Boettcher made a motion to approve the November 2023 Steering Committee minutes;

G. Corless seconded the motion. **Motion passed unanimously.**

## FY24 Program Management & Facilitation Funding Agreement

- Patrick reviewed the funding agreement as it was approved by the EC.
- Members had no questions on the funding agreement.

## Grant Program

### Grant categories and requirements



- P. Panza brought up the separate components of the proposed grant program and reviewed them for the committee. Each of them was brought up for separate approval.
- Discussion about which entities can apply for grants was held. It was concluded that anyone can apply, if they have a project champion.
  - It was noted that project champions have to-date been associated with the list of HWOTC Partner Cities and Towns (Agencies), however Orange County is not currently a Partner Agency. The committee agreed that there is a need for Orange County to be eligible as a project champion due to their role in management of many trails in the Priority Area and their jurisdiction over unincorporated land within the Priority Area.
- **ACTION:** L. Boettcher motioned to approve the grant categories & requirements with the condition that Orange County be added as an eligible Project Champion; seconded by K. Carson. Motion carried without opposition.

#### **Grant funding distribution**

- Discussion on the required match for leveraged projects and direct match projects was held. It was concluded that the committee should try to define this and allow match percent and leverage ratio to factor into the review process.
- **ACTION:** G. Corless motioned to approve Grant Funding Distribution, as presented, including \$500k for small projects and reserving apportionment to direct matches and leveraged partnerships for a later time, seconded by K. Ardaman. Motion carried without opposition.

#### **Grant Application Form**

- The committee decided that if the priority matrix was modified to include match percent and leverage ratio, the application form should be changed to accommodate this.
- **ACTION:** K. Ardaman motioned to approve HWOTC Trail Grant Program application with condition that it addresses the leverage of the leveraged partnership grant, seconded by K. Carson. Motion carried without opposition.

#### **Grant application review process**

- P. Panza presented the application review process.
- **ACTION:** K. Ardaman motioned to approve HWOTC Trail Grant Program application review process, as presented, seconded by K. Carson. Motion carried without opposition.

#### **Project Evaluation & Prioritization**

- This section was approved in a previous meeting, with a condition that resulted in slight modifications since.



- The committee discussed the possibility of opening small grant applications first and holding others for a future date. This is intended to allow for the review process to be iterated and expanded upon for the other grant programs.
- **ACTION:** L. Boettcher motioned to open small grants to the current application review process in June, while direct and leveraged grants will be opened at a future date and must be presented to the steering committee, seconded by K. Ardaman. Motion carried without opposition.
  - Motion amended - “future date” is January 2025
- The committee discussed the addition of a multiplicative structure to the rubric for direct match and leveraged partnership grants that modifies the score based on the ratio of grant funds taken to total project cost.
- **ACTION:** K. Carson motioned to amend the project evaluation rubric to include a bonus structure for leverage ratio on the project, seconded by G. Corless. Motion carried without opposition.

### 2023 Annual Report

- L. Boettcher requested that the next annual report be routed through the communications & events working group.
- **ACTION:** G. Corless motioned to accept the 2023 Annual Report deliverable, seconded by L. Boettcher. Motion carried without opposition.

### Trailside Development Design Guidelines

- The committee held a discussion on the trailside development design guidelines, clarifying its purpose for some members and deciding how to go about approving it. It was decided that the committee is satisfied with the final document being approved by the working groups and executive committees, provided that planners within the HWOTC membership have the opportunity to provide feedback on it.
- A motion to be called via email was proposed:
  - Motion to approve Chapter 3 Trail Context Classification and Chapter 4 Goals, Objectives, and Strategies; allowing BWCF staff, the Design & Connections Working Group, and the Executive Committee to collaborate on finalization of the document.)

### Working Groups Reports

- P. Panza provided a very brief update on activities for each HWOTC Working Group, due to time constraints.

### Communications & Events



- All TBC events and TOTTD were completed, barring the Ocoee block party which will not be rescheduled.

### **Enhance & Restore + Safety**

- Will carry out 2 trail safety audits this fiscal year.

### **New Business**

- None discussed.

### **Other Business**

- None discussed.

### **Upcoming Events and Meetings**

#### Important Dates:

- Steering Committee Meeting: June 27, 2024
- Executive Committee Meeting: 3<sup>rd</sup> Mondays at 4:00pm (virtual)
- Working Group Meetings
  - Communications & Events: 2<sup>nd</sup> Wednesdays at 11:00 am (virtual)
  - Design & Connections: 2<sup>nd</sup> Tuesdays at 11:00 am (virtual)
  - Enhance & Restore: 1<sup>st</sup> Thursday of each month at 10:00 a.m. (virtual)
  - Safety: 2<sup>nd</sup> Thursdays at 4:30 pm (virtual)