



Attendance

Name	Affiliation
<i>In-person</i>	
M. Parker	Town of Oakland
B. McFarlane	City of Ocoee
K. Carson	City of Winter Garden
T. Elliot-Moore	Town of Windermere
R. Richter	Gotha Rural Settlement
J. Portela	Orange County District 1
S. Larsen	MetroPlan Orlando
J. McMillan	MetroPlan Orlando
H. Parker	West Orange Chamber
P. Brown	Foundation for a Healthier West Orange
K. Carter	Foundation for a Healthier West Orange
G. Bunton	Bike/Walk Central Florida
P. Panza	Bike/Walk Central Florida
<i>Virtual</i>	

Welcome and Introductions

- P. Panza welcomed Steering Committee members and meeting attendees

December 2025 meeting minutes

- *T. Elliot-Moore motioned to approve the September Steering Committee minutes, seconded by K. Carson. None opposed. Motion carried.*

Facilitation

- Membership Update
- CTAs (calls to action)
 - The mall grants category is still open and will have \$198,000 available if both applications currently under review get approved.
- Reschedule June & September Steering Committee Meetings
 - June 18 and September 17 were identified as ideal dates for the next meetings.



Trail Network Development

- An update on Trail Network Development working group activities was provided.
- Trail Grant Program
 - SP-03: Ocoee – Kissimmee Ave Trail Evaluation
 - P. Panza summarized the project and reviews by the working group and Executive Committee and provided B. McFarlane with the opportunity to elaborate on the project for the Steering Committee.
 - *T. Elliot-Moore motioned to recommend approval as-is for SP-03. Seconded M. Parker. None Opposed. Motion Carries.*
 - SP-04: Windermere – Ward Trail Phase 1 Landscaping Preview
 - P. Panza introduced the application and explained that it will be evaluated by the Trail Network Development working group on April 7. T. Elliot Moore provided additional background on the project.
- HWOTC Priority Trails Update
 - Feasibility Study Request for Proposals
 - P. Panza provided a recap on the purpose of the feasibility study and how HWOTC progressed to development of an RFP for commissioning a study.
 - The Steering Committee discussed expectations for the amount of proposals the project will receive and the possibility of including Orange County Parks & Recreation on the vendor selection committee.
 - *K. Carson motioned to approve the RFP as presented for advertisement with the condition that BWCF, as facilitators, continue to pursue addition of Orange County parks & recreation to the selection committee. Seconded by T. Elliot-Moore. None opposed. Motion carries.*
 - Priority Trails Grant Limits & Match Requirements
 - G. Bunton opened discussion on whether the Priority Trails Grant should include the same limits and match requirements as the original Large Trail Projects grant category.
 - *K. Carson motioned to approve a 15% minimum match requirement. Seconded by T. Elliot-Moore; discussion on a larger match requirement ensued.*
 - *K. Carson amended her original motion to revise 15% minimum to 20% minimum. Seconded by T. Elliot-Moore. None opposed. Motion carries.*



- *T. Elliot-Moore motioned to set the maximum grant amount at \$1 million. Seconded by M. Parker. None opposed. Motion carries.*
- Priority Trails Grant Application & Review Process
 - G. Bunton introduced a proposal for an application and review process for Priority Trail Projects.
 - *T. Elliot-Moore motioned to approve the Priority Trails Grant application and review process as presented. Seconded by P. Brown. None opposed. Motion carries.*
- HWOTC Partner Support
 - P. Panza provided a reminder to members about support services Bike/Walk Central Florida provides to HWOTC partners.

Other Business

- None discussed

New Business

- None discussed

Meeting adjourned 12:32 PM

Follow-up Items