CALL TO ORDER: Chair Eldona Hamel called the meeting to order

ROLL CALL: Present: Holly Nash, Rick DeBenedetti, Maggie Mah, Eldona Hamel, Don Pugh, Kim Hansen Absent: Kurt Frieden, Elizabeth Caselton, Sarah Rivers

Also present is Sean Rose, Town Engineer and Cindy Safe, Administrative Services Manager

PUBLIC COMMUNICATION
Persons wishing to address the Committee on any matter not on the posted agenda are invited to do so. Please note, however, that the committee is not able to undertake extended discussion or to act on non-agenda items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. As a courtesy to others, the communications should be kept to a three-minute limit.

Maggie Mah announced that the dedication of the Bob O’Neil will be this Sunday, November 12th. Location is on Godetia.

Don Pugh says Wunderlich trail to Alice’s is being designed now and is planned to be fixed in April or May of 2018

Janet Estep expressed her thanks for the Raymundo trail improvements, but questioned why the repair took so long.

APPROVAL OF MINUTES: September 2017 minutes were approved
Approval of October minutes moved to December meeting

COMMENTS:

OLD BUSINESS

1. Review of Monthly Financial Report for the Trails Committee
   General fund expenses show a labor percentage and not actual hours spent on trails. Expenses budgeted at $81K annually. Expenditures thru Sept. were $11K. Lots of work done in October due to Day of the Horse. Oct. expenditures include $5K of base rock. $2K spent on the Howard Boone trail. Oct. expenditures were about $15K. Capital budget is $20K and $4K has been spent so far. $15K spent on the 250 Greer Road trail, part of which had been closed due to being on private property. Don suggested asking WHOA to subsidize expenditures due to Day of the Horse. Asked Sean to get an accounting of town costs associate with the Day of the Horse, direct and indirect. Direct costs are traffic control costs. Indirect costs include trail improvements. Capital budget is not rolled over from year-to-year.

2. Continued Review of Trails Project List and Budget.
   1137 – People sending letters to Paul Poletti to change his mind about this trail. Poletti is very much against the trail. The Hughes are strongly against a trail. The McNabb’s are not as opposed. There is room for a trail in the right-of-ways.
Option is to pass a motion along to the town council asking for this trail. Will spend the next month seeing if letters make an impact on Poletti’s position. Sean believes the Hughes might be more amiable to creating a trail on their side of the street.

1144 – Sean has not had a chance to check the Thornewood creek crossing. Rick will meet with Sean at the Thornewood crossing.

1172 – Easements need to be changed. Sean thinks there maybe better crossings. We should walk it again....need to give this project a priority.

Priorities need to be assigned to each project. Manzanita is higher than Emerald Hills and both are higher than Fox Hollow creek crossing.

Don Pugh indicated that the trail contractor (from Oregon) for the Wunderlich Trail could do other single track trails for the town. Sean will talk to them.

Next Emerald Hill trail section is identified as being between Midglen and Glencrag. Trail section on dedicated easement at 797 Glencrag is steep and would need ties and pads. Switchback option has not been discussed with owners. Section is about 200 to 500 feet. Sean feels there are less steep sections that could be built out. Maggie feels those sections are more problematic.

Godetia Trail is Done, 5114 is done, 7015 can be removed

Slippery driveway list – Not being done this year. Sean has heard old pavement does not need roughing up and if roughed up it will damage the pavement. Flat pavement needs roughing up less than slanted pavement. This list is driven by experience. Dean and Canada was a non-driveway section that needed roughing up. Sean has not met any resistance from owners since he has not done any roughing up. When building a driveway the town might consider specifying a trail crossing material. Agendize slippery driveway LIST IN JANUARY

3. Review of awards guidelines, awards presentations
   Guidelines were sent out and included below.

4. Trails Committee liaison to Equestrian Heritage Committee
   No update

5. Trails Committee Liaison to Circulation Committee
   No update

NEW BUSINESS
   Eldona proposed the creation of a brochure similar to the Equestrian Heritage Committee’s brochure. Kim and Maggie will work on it.

INFORMATIONAL ITEMS

Meeting Adjourned at 4:40pm
Next meeting: December 14, 2017

Signed by Eldona Hamel on 1/11/2018
Any writings or documents provided to a majority of the Trails Committee regarding any item on this Agenda will be made available for public inspection at the Administration Counter at Town Hall located at 2955 Woodside Road during normal business hours. To assure a quorum is met; members should contact Marilyn Dyer at Town Hall to say if they are attending or not (851-6790) or mdyer@woodsidetown.org

Trails Committee Handbook, Procedures and Guidelines for Awards

TRAILS LEGACY AWARD

NAME OF AWARD: TRAILS LEGACY AWARD

1. PURPOSE: The Trails Legacy Award is the highest honor awarded by the Trails Committee and is intended to recognize a lifetime of achievement in support of the Town of Woodside trail system and to preserving the equestrian lifestyle. The Trails Legacy Award is not awarded on an annual basis. It is given at the discretion of the Trails Committee according to merit. Note: Although some persons who have been awarded the Trails Legacy have also had a Town trail segment named in their honor/memory, the Trails Legacy Award is distinct from memorial dedications and is not attached to any Town trail location.

2. PHYSICAL AWARD:

An engraved plaque is presented to the honoree/s with name of the award, the recipient, year and appropriate wording describing the reason for the award. The recipient’s name and corresponding year of the award will also be added to the Trails Legacy plaque on display in Town Hall, shown below.

3. AWARD CRITERIA:

In order to be considered for the Trails Legacy Award, a person or persons must have a long, outstanding history of contributions to the Town of Woodside trail system; whose efforts have led to the enhancement or expansion of trails, and resulted in significant improvements to the Town’s trail system.

4. ELIGIBILITY:

In order to be eligible for the Trails Legacy Award, a person or persons:

- Must be a current or past resident of Woodside.
- May be living or deceased.
- May not be a current member of the Town of Woodside Trails Committee.
- May not be currently employed by the Town of Woodside.

Trail Legacy Award October 2017 Page 1

Trails Committee Handbook, Procedures and Guidelines for Awards

TRAILS LEGACY AWARD

5. NOMINATION AND SELECTION:

The Trails Committee may elect to form a nominating subcommittee to determine a list of eligible candidates for the Trails Legacy Award. The subcommittee may consider names they deem appropriate; names submitted by other members of the Trails Committee or persons from the community of Woodside at large. The nominating subcommittee will present their selections(s) to the full committee for final consideration and selection. Alternatively, The Trails Committee may elect to act as a group and review candidates nominated by individual committee members in the course of regular meetings. The subcommittee or committee may announce that they are accepting nominations from the community by posting on the Town of Woodside website, Nextdoor Woodside, mailings or other means of public communication. Announcements must include criteria for the award; state who is/is not eligible and must not appear to be an application. Nominations submitted to the subcommittee should be accompanied by a brief statement providing reasons for consideration of the nominee. The subcommittee will be formed annually and will meet at least once to consider candidates for the award. Subcommittee members may serve consecutively as approved by majority vote of the Trails Committee each year. Prior to the regularly scheduled Trails Committee meeting in
September, the nominating subcommittee will present their selections(s) to the full committee for final consideration and selection. Should the subcommittee determine that no suitable candidates have been identified in any given year, the subcommittee shall recommend that the Trails Legacy award should not be presented. A member of the Trails Committee shall be designated to work with the Town Manager to confirm selection/s for the award.

6: FABRICATION:
The Trails Committee member shall work with Town staff to coordinate fabrication of the individual award plaque and adding recipient’s name and year of the award to the group plaque on display in Town office.

7: PRESENTATION:
The Trails Appreciation Award shall be presented at an officially noticed meeting, special event or a regularly scheduled meeting of the Town Council.

8. LIST OF PAST RECIPIENTS:
2005 Howard Boone
2006 Richard M. Delucchi
2007 Fleishhacker Family
2009 Bob O’Neil
2015 Clyde DeBenedetti

9.) PROMOTIONAL ACTIVITIES:
Promotional activities such as announcements on Nextdoor Woodside, direct mailings, newspaper articles etc. are encouraged to honor recipients, promote Trail committee activities to the community and support equestrian heritage.

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Trails Committee Handbook, Procedures and Guidelines for Awards

TRAILS APPRECIATION AWARD

NAME OF AWARD: TRAILS APPRECIATION AWARD

1. PURPOSE: The Trails APPRECIATION Award is intended to recognize individuals, groups or organizations whose actions have had a meaningful and beneficial impact on Woodside’s public trail system.

2. PHYSICAL AWARD:
The Trails Appreciation Award consists of a framed copy of “A Cartograph of Woodside,” a rustic “map” depicting Woodside roads and historical events prior to construction of Highway 280. It was created in 1954 by Marian Morris Goodman. It is presented to the honoree/s with an engraved name plate which includes the name of the award, the recipient, year and appropriate wording describing the reason for the award.

3. AWARD CRITERIA:
The Trails Appreciation Award is given at the discretion of the Trails Committee to acknowledge individuals, groups or organizations for contributing to the improvement, maintenance and/or enhancement of public equestrian and/or pedestrian trails within the Town of Woodside.

This award is given at the discretion of Trails Committee and not necessarily on an annual basis. This award may be given to multiple recipients at any one time.

Trails Committee Handbook, Procedures and Guidelines for Awards

TRAILS APPRECIATION AWARD

4. ELIGIBILITY:
In order to be eligible for the Trails Appreciation Award, an individual, group or organization:

- May not be a current member of the Town of Woodside Trails Committee.
- May not be currently employed by the Town of Woodside.
Is not required to be a resident of the Town of Woodside.

5. NOMINATION AND SELECTION:
The Trails Committee may elect to form a nominating subcommittee on an annual basis to determine a list of eligible candidates. The subcommittee may consider names they deem appropriate and/or those submitted by other members of the Trails Committee. The nominating subcommittee will present their selections(s) to the full committee for final consideration and selection on an annual basis before the regular September Committee Meeting. Alternatively, The Trails Committee may elect to act as a group and review candidates nominated by individual committee members in the course of regular meetings.

A member of the Trails Committee shall be designated to work with the Town Manager to confirm selection/s for the award.

6. FABRICATION:
A Trails Committee member shall be designated to work with Town staff to coordinate printing, framing and obtaining name plaque.

7. PRESENTATION:
The Trails Appreciation Award shall be presented at an officially noticed meeting, special event or a regularly scheduled meeting of the Town Council.

8. LIST OF PAST RECIPIENTS:
2007: Cal Water, East Bay Conservation Corp, Scott Cook and Signe Ostby
2008 Kent Dewell, Rudy Driscoll
2009: Schwab Family, Mid Peninsula Open Space District, San Mateo Mounted Patrol
2011: Fred and Betty Bialek
2016: The Perry Family

NOTE: An undated Trails Appreciation Award is displayed at The Shack with a plaque that reads: “In appreciation of The Founders of The Woodside Trail Club; Mrs. Selah Chamberlin, Mrs. William Duncan, Mrs. Lawrence Harris, Mrs. Daniel Jackling, Marjorie Josselyn, Nathaniel Messer, Elsa Schilling”

There is no record of this award in archives of the Trail Committee minutes.

9.) PROMOTIONAL ACTIVITIES:
Promotional activities such as announcements on Nextdoor Woodside, direct mailings, newspaper articles etc. are encouraged to honor recipients, promote Trail committee activities to the community, support equestrian heritage and encourage outdoor lifestyle.