

Time Line for SR112 Seed Grant Year 1 -- Confirm Objectives and Organizational Refinement

Seed Grant application submitted May 2001 FY 2002 funds
Not approved 2002

Seed Grant application re-submitted May 2002 FY 2003 funds
Approved June 2003

Clallam County screened applicants for coordinator December 2003
Coordinator, Sande Balch, hired February 10, 2004
Personal Services agreement dated Feb. 10, 2004 to end December 31, 2004
Personal Services agreement extension dated Dec. 28, 2004 to end March 31, 2005

Meeting January 23, 2004

Sande Balch, coordinator applicant and byway leader, met with Joe Murray, CAT chairman to plan for a corridor meeting to begin work on grant.

Meeting scheduled for Monday, February 9th at Pysht at 6:00 p.m. to last no more than two hours. The email contact list was reviewed and revised. One of the first items of business is to build a larger, more complete contact list. Our procedure might be to list questions for the legal team, write bylaws, achieve legal status and non-profit exempt status, build the board, work on communications plan, build the organization membership, work on marketing plan. Questions to the legal team ... what is the process, what do we need to provide, what non-profit status to seek, what kind of organizational structure, assess dues and what does the member receive for that, what liability will the organization bear, is insurance needed and what kind, where do funds come from. CAT needs a strategy to reach the community, a meeting schedule, promotion plan, a community meeting (where, when, for what purpose).

The web domain SR112.com is available. This will be discussed but may have to wait until there are some funds available.

A federal workshop is scheduled in 2004. Sande and Joe will consider attendance. Two hotel stays and four registrations are available to the byway leader for the workshop and we will try to make use of all. Funds from the grant will pay for the travel and other related expenses.

The Clallam Bay-Seki Chamber of Commerce is working with Margaret Owens to develop three mural/graphic panels depicting the three areas around Joyce, Clallam Bay-Seki and Neah Bay to represent the natural, recreational, economic and cultural aspects of SR112. At some point, CAT could coop with the chamber to complete this project. Funds are available through chamber tourism monies, VCB grant funds, and VCB marketing for Clallam County.

A national campaign by TIA (Tourism Industry of America) and NSB (National Scenic Byways) will draw attention to parks this year ... "See America's Parks". Bookmarks, ads, promotions will highlight byways adjoining national parks.

Reauthorization problems for the NSB program and earmarking of funds rather than available through a competitive, needs-based process may jeopardize the byway grant funds.

CAT Meeting Notes for SR112
February 9, 2004 ... Pysht Tree Farm Lodge

Present: Sande Balch, Bill Drath, Margaret Owens, Marlene Herman, Joe Murray.

Updates and Current Status:

Sande updated the team on the Corridor Management Plan and Scenic Byway designation process and the elements of the 2003 approved seed grant and the 2004 grant application. There was also some discussion about attending the national byway workshop(s).

Strategy to Engage a Larger Group in Process:

The list of people on the email list already was reviewed. See attached stakeholder inventory for further listing of people who might/would be interested in SR112 work and/or would be of value to include in SR112 planning and implementation of projects.

Meetings may be alternated between east and west end of the corridor to involve a larger group of people. The next meeting will be March 8th at 5:00 p.m. at Pysht.

The group gathered will begin to talk to people in their communities about the CAT meetings and try to get more people involved. A newsletter could be produced on a quarterly schedule to let the communities know about happenings along the byway. Articles should be included in the local papers about progress and to announce all meetings.

Questions to Present to the Legal Department:

We will work on questions concerning non-profit status, bylaws, and insurance/liability to be presented to the legal department in order to begin work to attain legal status. Sande and Joe will meet to discuss this further and Sande will make the contact with the legal team.

Other Items of Interest/Concern:

Are we interested in the domain name of SR112.com? It is currently being held for our use if it would be useful. Currently the organization has no funds to spend on anything not included in the grant process. This will be considered at a later date.

Replant of the south roadside at Susie Creek will happen the morning of March 20th. All volunteers are welcome to assist in the planting.

CAT general public meeting

March 8, 2004 ... 5:00 p.m. ... Family Kitchen, Joyce

This meeting was scheduled to be a CAT organizational meeting (6:00 p.m. at Pysht), but changed to a public information meeting to precede a highway safety meeting in Joyce scheduled for 6:30 at the school.

Present:

Sande Balch, Margaret Owens, Margaret Riggs, Bruce Giddens, Joel Winborn, Monty Mills, Geoff McClain, Charles Turdel, Loren Kreutner, Jim McLeod, Becky Rice, Bobbi and Don Shields, Kevin VanDewege, Mike Doherty, Jim Wesley, Joe Murray, Carol Ann Novak, Brian Gawley, Candy Makela.

Introductions of those present

CAT Contacts ...

Joe Murray, CAT chairman and Sande Balch, Byway leader/grant coordinator for SR112

Overview ...

Corridor Management Plan completed May 2000

Designation as National Scenic Byway June 2000

Gateways Project (Clallam Bay and Sekiu kiosks) approved and completed

2003 Seed Grant Year 1 Funded

organizational structure/board development, communications,
legal status, funding

2004 Seed Grant Year 2 Application submitted

business and marketing plans

Questions/Comments ...

Consider impact of tourism on wildlife

Consider if the Kalakala could generate more tourism

Olympic Discover Trail ... Jim Wesley

Port Townsend to Rialto on existing RR grades

Port Angeles to Sequim in the cold (no rain) Saturday 3/6 ... 82 people on trail

Elwha to 112 area must widen shoulders to 8-10 feet as motor/non-motor bad mix

Replace Elwha one-way bridge as alternate/secondary route

80% Federally assured, pedestrian below car traffic

Jim Creek Culvert Project ... forward comments to John Hart, Jim Skinner

Use route south of highway between Silver King and Twin/Bear Creek

Need education on how/why/length of project

Info to PDN and other papers, especially Puget Sound/Hood Canal

Educate locals too

Don't use Bear Creek/Twin road ... Do not put Piedmont Road on map

Post these roads as not suitable for trucks, RV's etc.

Be sure maps are accurate

Becky Rice at Log Cabin needs brochures by April

Salt Creek Store needs brochures

Upcoming ...

SR112 Susie Creek Replant (mp 46) March 20th at 9 a.m.

One acre of planting, bring footwear and gloves

SR112 Jim Creek meeting March 24th 10:30 a.m. in Sekiu

CAT meeting at Pysht Tree Farm lodge 6:00-8:00 p.m.

SR112 Corridor Management Plan Committee

March 13, 2000 – 6:30 p.m.

Breakwater Restaurant, Clallam Bay

Present: Craig Jacobs, Don Clotfelter, Joe Murray, Steve Boothe, Linda Paumbo, Sande Balch, Herb Balch, Carol King, Blanchard Matte, Scott Horton, Bob Phillips, Rick Hert, Pat Ness.

Agenda:

Item #1. Organizational Issues

Committee Name

Strait of Juan de Fuca Corridor Action Team (SR112 CAT)

Committee Membership

All available ... those who live/have property, who have businesses or are professionals involving SR112

Functions and Goals of Committee

Facilitate/implement the corridor management plan

Revise the plan ... plan gets old, planning is everything

Communicate with community people

Coordinate community efforts

Bring all 112 parties into common forum for decisions

Identity for SR112

Project funding/priority

Meeting Schedule

All members do not have to attend all meetings out of their area

Group to meet quarterly with County/DOT

Subcommittees to report task efforts

Communicate accomplishments/difficulties

Provide copies of Corridor Management Plan to members and to County/DOT

Item #2. Implementation of “Gateways Projects”

The Clallam Bay-Seki community commitment for volunteer labor has been confirmed.

DOT is to complete a survey of the Clallam Bay park entrance in order to complete the landscape design.

A sign suggestion was to have a 2-sided sign and dated, lighted? with sign hangars for events so it can be changed seasonally. Plan draft to Don Clotfelter.

Administration of grant monies will be WSDOT out of Olympia.

Clallam County and DOT will work together on labor efforts along with the volunteers.

Local work on kiosk information boards, kiosk design and construction

Budget is made up of FHWA grant and match/donation from County/DOT and in-kind labor

Coast Clean-up ~ April 29th

What to do with trash?

Letter to Rear Admiral to thank you for USN assistance on April 21st

DOT can supply bags and some truck transport DNR perhaps could truck trash to transport

Rick Hert to do Pillar Point/Shipwreck area from water in a zodiac.

Pat Ness and Steve Boothe to coordinate and communicate with committee.

Adjourned 8:20 p.m.

CAT (Corridor Action Team) for SR112

March 21, 2001

Pysht Tree Farm Lodge, 5:30 p.m.

Present: Joe Murray, Elena Kuo-Harrison, Bill Drath, Rick Hert, Steve Boothe, Blanchard Matte, Rich James, Sande Balch, Herb Balch, Lori Hanson, Kent Arney, Mike Doherty.

Agenda:

Goals and Objectives

This is a working document and participants encouraged to send their comments. A redraft of the goals and objectives as per discussion this meeting attached.

Designation/dedication Event

It was suggested that the media and timber companies be invited. (Rayonier Bill Peach, Bloedell Roy Beaver, Green Crow Randy Johnson, Crown Pacific Andy Mendenhall, Merrill and Ring Joe Murray). Should participants RSVP? If so, perhaps to VCB by phone/email. Do we need ID badges? Bus space to travel from Port Angeles to Clallam Bay for ribbon cutting will be limited to VIP's and others if space is available.

Seed Grant Application

\$25,000 grants available for seed money to do basic structure work for corridor teams. This would require a \$6250 match. The grant would pay for part-time coordinator, phone/internet/fax, postage/copies, etc. for the organization to work on structure building, obtaining legal status and non-profit status, communications and begin to build a marketing plan. Legal advice will be required to complete this process.

It was suggested that a brochure and travel/training be built into the grant. The chamber will donate office space as part of match. Perhaps we could get some match money for making copies from the Cape Flattery School District. These grants can be applied for for five years at a maximum of \$35,000 each year. It would be good to build a small tangible product so that there is a visible accomplishment for the grant right away ... like a sign.

Curt Warber, Parametrix, and Debbie Clemen, WSDOT, will work on the scope and budget and bring to the committee to review.

To Do List and CAT team contacts

Community connections

Establish an identity for SR112

Prioritize SR112 projects

Seek funding/funding partners

Implement/facilitate projects/partnerships and SR112 community

Oversee vision of Corridor Management Plan, change and adapt specifics within vision

Neah Bay – Donna Wilkie, Blanchard Matte

Clallam Bay/Sekiui – Sande Balch, Pat Ness, Steve Boothe

Pysht – Joe Murray

Joyce – (suggested) Joe Schmitt, Bill Richardson, Carol Novak, Margaret Owens, Harry Mitchell

Joyce Daze, Grange, Lions, church, school

County – Rick Hert, Mike Doherty, County roads and County parks

Work with – WSDOT, Parametrix, MRC (Joe Schmitt), Marine Sanctuary (Bob Steelquist)

Another CAT meeting should be held late April or early May. Dedication is May 9th.

Strait of Juan de Fuca Highway SR112

CAT (Corridor Action Team)

Goals and Objectives ... 11/2/00, revised 12/11/00, revised 3/21/01

Goal

- To promote the Strait of Juan de Fuca Highway community by engaging the past, implementing the present and planning for the future.

II. Objectives

- Promote communication between the highway community and visitors to increase everyone's understanding of the balance between socioeconomic and environmental values, which provide recreational and economic benefits while respecting private property rights.
- Promote safety along the highway
- Promote environmental stewardship
- Plan for economic development
- Promote awareness of the highway for visitors
- Implement and adapt (manage) the corridor plan to satisfy the dynamic needs of the community
- Promote awareness of cultural and historical development
- Explore funding opportunities for projects along the highway

III. Questions

- Are these goals and objectives sufficient for the development of a formal corridor team organization?
- What is your recommendation for a mission statement?

IV. Meeting

- Which of the following dates would work best for you for the next CAT meeting?
- What time of day would generally work best for meetings for you?
- Would you be willing to participate in a phone tree for reminders?

**CAT Meeting Notes ... 6:00 p.m. ... Pysht Tree Farm Lodge
March 29, 2004**

Present: Joe Murray, Sande Balch, Bill Drath, Alex Stevens, Jim McLeod, Greig Arnold, Margaret Owens.

Next CAT Meeting: Monday, April 26th, at Salt Creek (restaurant section), Joyce 5:00 p.m.

Get-Acquainted Event:

Saturday, May 22nd from 1-3 p.m.

Sekiu Community Center

Food ... finger food

Name tags ... use Makah stock or make some, use America's Byways stickers

Greig to check Makah name tag stock and use of projector/lap top

Make posters for advertising along SR112

Presentation, displays, projector

Stickers to prioritize projects in CMP, comment sheets for other projects

Sign-up sheet for those who would like to help with projects

Vision for SR112 or state why you love SR112 or state a dream for SR112 (not a maintenance Item) ... what ever we ask should be stated in the positive

Drawing for prizes from those who complete this form

Cord of wood, artwork, walking stick, 1980 Joyce Daze button

DOT maintenance list ... not NSB function

Map with MP markers for participants ... use sticky flags or pins

Drawing for other prizes at end ... must be present to win

Newsletter: Vol. 1 to be distributed at the May 22nd event and then to businesses

Include in newsletter if we can organize some of these events in the future ...

MP Painting session with stops along the byway ... paint your favorite mp area

Tours along the byway ... birds, antique cars, surfers, bikers, kayaks

Meeting Updates:

Jim Creek Culvert Project ... signs and maps are being planned, comments to WSDOT at the

April 28th chamber meeting in Sekiu

Safety Meeting ... constructive meeting with lots of suggestions, perhaps follow-up meetings

Susie Creek Replant ... planting accomplished in a couple of hours, good volunteer turnout

NOP Land Trust ... put into trust by individual covenants

NSB Workshop ... deadline soon to register for the Colorado workshop in May, Sande is attending

Joe will see if he can fit into his schedule

Questions for Legal Team:

Non-profit organization? What type of non-profit? Tax exempt?

How to make decisions, who makes decisions?

Liability for what and insurance, how to pay?

Roberts Rules of Order for meetings?

Membership ... how do you become a member, requirements/criteria, what's in it for members, dues?

Board of directors ... elected/appointed? By membership? Voting process?

Interim board to write bylaws, then formal board elected?

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Process ... what to do first? Do we begin and legal to revise or other way around? What information do we need to provide for legal to begin? How do we make the best use of donated time by legal?

Vision/Mission

Tell our story, safety, recreation ... build community ... impact economic development

Membership ...

Promote business

Community involvement

Protect business

Whose byway is it ... ours

Where does liability come from

FUN

Bylaws

How extensive

Definition of membership

Directors

Elections

Ability to receive grants

Things to work on:

Legal team contact

Begin bylaws

Membership recruitment

Contact list development

May get-acquainted event

CAT Meeting Notes ... 5:00 p.m. ... Salt Creek Store

Monday, April 26th, 2004

Present: Jim McLeod, Alex Stevens, Greig Arnold, Margaret Owens, Joe Murray, Herb Balch, Sande Balch, Patrick Melville.

Update on Jim Creek Culvert project ... meeting 4/21/04

WSDOT was responsive to our information showing the impact of an August 15th to September 7th closure on the road. And will not begin the project in August. However, the accelerated project will cost more money than what was bid and WSDOT must now look for further funding for this project to make it happen in 2004. As of noon today, funding was not yet secured.

Discuss questions to legal department

Link to non-profit handbook ... www.kcba.org/publications/nonprofit/NPHandbook.pdf

Study handbook, use workshop info, consider liability, funding, to do/not do non-profit

Get-acquainted/Get Together event planning, May 22nd

... an afternoon of meet 'n greet, fun, information, and prizes

Sat., May 22nd, 1-3 p.m. at the Sekiu Community and Conference Center

Food ... vegies, snacks/cookies, chips/dip, coffee, ice water ... Chamber \$50 to host

Sign-in ... name tags (Greig to check tags available in their stock), post-it notes/arrows with names for location, vision (not including maintenance projects that would be DOT responsibility) for

SR112 fill-in form such as "Help us tell the story", info to share, history, family, interest, nature

Other ... email contact sheet, "worker bee" sign-up, questions, introduce CAT team

Newsletter ... do first edition

Presentations ... CMP, projects, prioritize/others, grants, maps on butcher paper, slide show/power Point (Greig/Bud to help), Gateways, DOT

Prizes ... prizes set along map, drawing from those who fill out vision/sign-up

Elwha photographs Salt Creek shirts/hats Joyce certificates/artwork

Pysht wood to cut Clallam Bay/Sekiu walking stick, smoked/canned salmon

Ozette _____ Chito/Bowman _____ Neah Bay shirts/hats Makah Days

Display or Prizes ... Joyce Daze, CB/CQ Fun Days, Makah Days ... buttons/shirts etc.

| Grand Prize, Raffle ... start small and add to at later meetings/community gatherings

Give-aways ... bookmarks, brochures (with info for contact)

Announcement ... Tourism column, email, posters, chambers, sign boards ... RSVP?

Press Release ... volunteers, projects, fun, informal, casual, Bring Cookies!

Communication process

Email list, Press releases, Newsletter, e-letter

Suggestion boxes ... local and tourists/guests, include in newsletter when in place

Marketing ... internal (local communities) as well as external (guests)

Upcoming federal workshop in Colorado

May 11-13, 2004

Funding strategy/workplan/budget,

Organizational structure/sustainability/vision,

Resource inventory/strategy/management

Set next meeting date

May 24th, 5:00 p.m. Salt Creek

**CAT Meeting Notes ... 5:00 p.m. ... Salt Creek
May 24, 2004**

Present: Sande and Herb Balch, Kristi Agren, Jim McLeod, Margaret Owens, Bill Drath, Joe Murray, and Greig Arnold.

Review of Meet and Greet

Meeting attendance, comments and stories were reviewed. Stories will be used in the newsletter as room allows. Could host another meet 'n greet (Meet 'n Greet: The Sequel?) after the road closure ends around September 7th or in October. Family Kitchen could be approached for donation to fall meet 'n greet.

Newsletter

The inaugural edition was presented a community gathering. First "news" edition to be produced in June. A text edition will be sent to Kristi to put on the VCB tourism site and copies will be taken to Joint Marketing (Clallam and Jefferson tourism entities). Could include a list of accomplishments, recognition for help from National Scenic Byways, funds, press, etc.

Jim Creek Culvert Project

The map for distribution was reviewed. It was noted that A Hidden Haven was not included on the map. The printout should include the words "Travel Advisory" and the dates to be in effect. The cameo map is too small and out of context. If WSDOT is not to laminate copies, the VCB can do that for chamber visitor centers.

Report from National Scenic Byway Workshop in Colorado

Sande reported on workshop session content, networking, and news of national programs. The workbook provided will be used as CAT works on organization building. A training kit (about \$300) has been produced by the Colorado State byway leaders and is available for purchase. We may want to consider obtaining a kit with part of our education/training funds since no further conferences will be available within this grant period.

Discussion of Bylaws, etc.

A packet of bylaws samples will be mailed or distributed to CAT members when received. All members should review the King County web site section on non-profit handbook to prepare for the task of writing the CAT bylaws this summer.

Summer Schedule

CAT will attempt to meet through the summer in order to make some progress on bylaws. The next meeting will be June 28th at 5:00 p.m. at Merrill and Ring Pysht Tree Farm Lodge.

Birding Trail Meeting

Margaret Owens will try to attend this meeting at Dungeness Audubon Center (also perhaps Pat Ness, Ed Maneval, Konnie Brand from Clallam Bay/Sekiu). The meeting will be to discuss the production of a birding trail map/brochure for the coastline of Washington.

**CAT Meeting Notes ... 5:00 p.m. ... Pysht Tree Farm Lodge
Monday, June 28th, 2004**

Present: Margaret, Alex, Jim, Bill, Sande, Joe

“Gateways Communities meeting ... Sande announced that a distance learning workshop will be available on July 8th from 9:30-12:30 pm at the Clallam County Courthouse. This is sponsored by Clallam County (Mike Doherty) and Olympic National Park (Bill Laitner). The workshop will study key issues that impact and influence gateway communities and public lands. Sande will be attending and invited others on the team to do so also.

Meeting with Mary McBride on transportation ... A meeting with Patti Murray’s aide (Mary McBride) has been tentatively scheduled by Loren Kreutner for July 13th from 2:00-3:30 pm at the Family Kitchen. Available transportation funds and how to utilize those funds for SR112 needs is the topic of discussion. As many of the CAT team as possible should attend (Sande for sure) and bring up the subjects of the Hood Canal Bridge work and sidewalks in Joyce (clarify whether or not the local businesses will have to pay for the work under this grant proposal ... safe travel to school.)

Hood Canal Bridge ... Sande will provide update bulletins concerning the Hood Canal project. It is important that there be plenty of lead time allowed for announcing alternate traffic routes.

Discussion of bylaws and organization structure ... Samples of bylaws, articles of incorporation, vision/mission statements were distributed and discussed. These will be further reviewed outside of meetings and then gone through at the next meeting using a flip chart to choose those items that best suit our organization. Sande will also send inquiries specifically about financial support and liability insurance to Coulee Corridor (WA) and Gold Belt Tour (CO).

Summer newsletter articles ... The following will be considered for the July Milepost ...

CAT update and committee contacts, meeting dates

Local festivals/events ... Fun Days, Joyce Daze, Makah Days, Sekiu Derby, fishing seasons

DOT updates ... Jim Creek Culvert, other planned projects, include Hood Canal/WSDOT

website/contact info in all newsletters (Lloyd Brown)

Flora/fauna ... Fox Glove, Maidenhair Fern ... Douglas Fir flowers (Apr)

New businesses ... Andrew May (not yet started) ... Family Hair Care (Joyce, Sandy)

Pysht Tree Farm walking tours (one free, other by permit) ... Depot Museum

Stories from Meet ‘n Greet

Second Year Seed Grant ... No decision made concerning grant as it is not known if the program will be re-authorized. The opportunity to resubmit existing application or write the next grant for 3rd year funding (if 2nd year is funded in 2004) will probably come up rather suddenly.

Summer meeting schedule ... Meetings will be held through the summer on 4th Mondays at 5 pm on July 26th at Joyce Café, August 23rd at Pysht Tree Farm and September 27th at Joyce Café.

At the July meeting we will use a flip chart to review bylaws and discuss possible scenarios for our membership/board structure. Sande will present information after contacting the attorney on the process we will follow for non-profit status. Perhaps we will be ready to have a membership drive in early October when the weather is good and have a “rolling ribbon cutting”.

Times Columnist (a spirited and humorous view of SR112 with great photos) **and Chicago Tribune News Articles** (a driving tour of the Olympic Peninsula) ... Copies of these articles were distributed to the team.

CAT Meeting
Corridor Management SR112
July 12, 2000 at M& R Pysht Lodge

Present: Elena Kuo-Harrison (DNR), Rick Hert (NOPVCB), Steve Hauff (County Roads), Anne Chastain and Mark Adolphsen from Joyce, Kent Arney (Arney's Dam RV Park), Pat Ness and Herb and Sande Balch from Clallam Bay-Sekiu, Joe Murray (M&R).

Joe Murray chaired the meeting.

National Scenic Byway Designation: Sande Balch summarized the trip to Washington D. C. to receive the designation award of National Scenic Byway for SR112. The State of Washington now has 2 highways designated as National Scenic Byway and one additional All-American Road. The plaque will be presented to the Clallam County Commissioners to be displayed. WSDOT has offered to duplicate the plaque so that each community could have a copy for display. Designation event programs, new federal byway maps and the final copy of our corridor management plan should be available soon. Everyone was encouraged to take time to look at the byway web site at www.byways.org. (See attached outline of the byways web site). There is a lot of travel information as well as training information for the byway people. Each month we have opportunity to call in on a conference call for sharing of information and to get help with/answers to problems we have encountered. The National Scenic Byway Conference will be held August 2001 in Portland. Sande will remind CAT as the date approaches.

Designation Event: The final decision was to plan for a spring event to do the "ribbon cutting" for the National Scenic Byway designation. The weather will be better than it would be in late fall. With it being an election year, it would be hard to draw dignitaries this fall.

- Event to be planned for spring 2001
- Involve timber people to participate in planning (should be heavy timber/logging education emphasis for designation and for future promotion)
- Have at least two months notice to involve dignitaries (Federal Highway people, Representatives, Governor, WSDOT, Clallam County officials, etc.)
- The DOT will supply cake for up to 150 people
- Separate event from the Clallam Bay-Sekiu Gateways dedication so all the communities on SR112 will be honored
- Have a good publicity strategy to give the event a positive tone
- Check on having DOT signage to designate the National Scenic Byway (discuss design of and location of signs with the DOT this fall/winter)
- National Scenic Byway Organization (NSBO) provided some idea starters for a designation event and how to promote the event. (copies attached)

Highway Name: A "theme" or "brand" can be attached to the Strait of Juan de Fuca Highway. It would be important to keep this geographic title visible, no matter what/if any other name is given the highway, so that it can be identified with name being used in the federal marketing/promotion for the National Scenic Byway.

- Information on suggestions can be made and will be compiled and presented at the next CAT meeting in the fall.

Gateways Project: The Clallam Bay-Seki Gateway project is about ready to break ground with landscape planting to take place this fall. The CAT was asked about dealing with community members opposed to the project after over a year of public planning. The idea of keeping kiosk design consistent along the corridor was also presented.

A packet of kiosk design ideas was handed out (Sande has more copies if anyone needs ideas on design).

- The CAT thought that a public meeting or article to the paper should clear up the **problem with those who are opposed or uninformed, but that it was a community** issue rather than a corridor problem to solve.
- The CAT thought that there should be some tie-in for all the interpretive areas along the corridor – theme, logo, map all in a consistent size so they can be easily replaced when/if damaged. The kiosk design should be a decision by the group doing the construction dependent on labor and materials available and presentation needs for the community/theme it would be representing. Clallam Bay-Seki can choose a kiosk design that works for their area and it could be or not duplicated by others in later developments.

Joyce Project: The Joyce community has the opportunity to purchase five logged acres with 600 feet of highway frontage. The community has the time, labor and equipment commitment, but needs the money to be able to tie up the property. A visitor area (kiosk, restrooms, parking) with community park (picnic area and ball field) is planned. It was suggested that the Paul Allen funds for youth sports fields be approached for money. There may be resources at the NSBO for some development.

Elwha Area Development: It was suggested that Kent Arney could talk to Jerry Moore at the DOT concerning getting a turn lane and some lighting at the Elwha view area intersection. This area is a traffic hazard. If an interpretive area was designed for the view site, it would be even more important to have the turn lane and lighting. The Elwha dam will eventually be removed.

Camping along SR112: There is concern that the “free camping” on highway pullouts is becoming a safety and sanitation issue, in addition to the economic issue with RV/campground owners. If these areas were to be developed for travelers to have beach access with interpretive areas, the “campers” would discourage travelers from using the areas. The corridor management plan designates these areas to be day use only.

- Request signage as “day use only” by permission of property owners (DOT, DNR, Clallam County). M&R already signs and patrols their own property.
- Sheriff/WSP can enforce “day use only” if it is signed. People will get the message quickly if there is consistent enforcement for even a short period of time.

**CAT Meeting Notes ... 5:00 p.m. ... Joyce Café
Monday, July 26th, 2004**

Present: ?? no sign-up sheet ... Joe, Sande, Loren, Alex, Jim, Margaret, Bill? Greig?

Updates ...

“Gateway Communities” workshop in PA, July 8th ... Sande reported learning how other communities can/do work with their National Parks, or do not in some cases. Zion National Park and the city of Zion is a good example of cooperative planning to be of benefit to both entities. Hurricane Ridge PDA is looking at a shuttle service to take people to summit with less impact on the area. The next Gateway meeting on sustainable tourism is scheduled for October 14, 2004.

Transportation Meeting in Joyce, July 13th ... Loren reported that the DOT is adding pullout where possible. A survey showed that 85% of traffic at MP50 (Joyce School) is 50mph. Clallam Transit will use the school for students drop off/pick up. Perhaps signs that say “Slow Down ~ Enjoy Joyce Safely” or something similar would be of benefit. Restrooms, stops, safety pull offs along SR112 are still of major concern. The DOT will do some work along SR112 during the road closure period when there is less traffic to deal with.

Sidewalk Projects ... Sidewalks to School grant application was not funded, but close to the top so should be resubmitted (Joyce and Clallam Bay). It was questioned whether it is necessary in Joyce, would the sidewalks be used? Would they use right-of-way or private property? No cost to the property owners?

Jim Creek Culvert project ... SR112 will be closed beginning September 7th for at least the rest of the month and most likely a week into October. Maps and posters will be available August 5th for distribution to visitor centers, chambers and businesses.

Reauthorization/Grand funding ... No further word has been received from FHWA on either.

Hood Canal information ... Updates are available on hoodcanalbridge.com. A passenger ferry from Kingston to Seattle is being considered

Newsletter copies available ... Copies of the July *Milepost* are still available for distribution.

California Byway inquiry ... Sande has been working with a California byway that has had some issues with timber interests along a scenic byway. Information was given to the byway committee concerning inclusion of the timber owners in the byway process and referred to Joe for more info.

Sharing SR112 information ... Sande presented SR112 information from a booth at the 10th anniversary of the Marine Sanctuary and opening of the Marine Discovery Center in Port Angeles.

Mike Doherty distributed SR112 brochures and shared information from a booth for trails at the Joyce Daze festival. Diane Schostak will include SR112 and Northwest Coast information for distribution at a Clallam County Fair booth in August.

Bylaws, etc. ... Other National Scenic Byway bylaws were reviewed. This discussion and work will continue throughout the summer meetings with input from the legal team soon.

To be discussed at later meetings ...

- Discussion of Insurance/liability
- Discussion of Financial base
- Discussion of Purpose/Mission
- Discussion of Vision
- Discussion of Mission/Goals, objectives

Next Meetings ...

- August 23rd at Pysht, 5:00 p.m.
- September 27th at Joyce Café, 5:00 p.m.

**CAT Meeting Notes ... 5:00 p.m. ... Pysht Tree Farm Lodge
August 23, 2004**

Present ... Sande Balch, Alex Stevens, Margaret Owens, Jim McLeod, Loren Kreutner, Joe Murray

Updates ... Jim Creek press information is being released and on the WSDOT web site to inform locals and travelers. Radio message boards will be in place. At the pre-construction meeting on August 9th it was confirmed that the road closure will begin September 7th and open again on October 11th provided there are no construction or weather related delays. The crews will be work six-day weeks. Some prep work will be done in August prior to Labor Day weekend and may require some lane closures. Very little flagging will be required during the closure... at first to educate travelers and for safety, then to bring in the culvert. The road will be closed off when crews are not on the job.

Hood Canal Bridge August update information was distributed.

Newsletter ... The self-storage/espresso at the eastside of Clallam Bay and the Back Door Gifts and Espresso shop will be featured for new businesses.

Meeting dates to be published will be September 27th at Joyce Café, October 25th at Pysht Tree Farm Lodge, and November 22nd at Joyce Café. There will be no meeting in December.

The Meet 'n Greet discussed for October at the eastend of SR112 was not finalized. When we hold this meeting we should include a bylaws draft copy (or if held later, copies of all organizational documents).

Bylaws ... Packets of sample byway bylaws and a summary Sande had prepared were available to guide discussion. The summary compared how each of the byways dealt with the following: membership/dues, board organization, officers/terms, other interesting inclusions. After reviewing the samples from other byways, it was decided that the bylaws for the Indiana byway were closest to what we would like to have for SR112. The format is professional and organized and the bylaws are very complete.

Purpose ... In looking at the goals for Indiana, there were some words that do not work well for our area. The words protect and preserve have the wrong connotation ... perhaps conserve works better. Protect leaves the sense that the resource will not change, which is not possible. The word enhance also works.

Questions ... Should there be financial constraints such as spending amounts up to a limit of \$100 without approval of Board? Should there be a "hold harmless" form used?

Membership ... General membership could be allowed annual meeting participation only

What is in it for them? Why would people want to be involved? What are the benefits to the members? Need something to get people's attention.

Members should be persons with interest in organization. Should members be required to sign that they will support purpose/goals/vision or just that they have received a copy of the bylaws?

Voting ... One vote per membership.

Quorum ... Adjust quorum by number on the board ... majority?

Board ... Have representatives from different factions/interests/areas on the highway? Board made up of not less than five and not more than thirteen. Board chosen/elected from general membership.

An interim board would be appointed from those working on organizational tasks and be confirmed or elected later by a vote.

Officers ... Chairman/President, Vice Chair/Vice President, Secretary/Treasurer

Dues ... No different levels for dues. Board to set dues.

Name ... Juan de Fuca Scenic Byway Association, Inc.

CAT Meeting Notes August 23, 2004 ... page 2

Sande will make changes to the Indiana bylaws document to reflect the discussion points brought up at this meeting and send a "tracked" copy to the legal team to review and begin the process of drafting the bylaws.

SR112 Highway Signs ... Loren reported that Jim Buck has been cooperative and proactive in seeking a way to put up signs in Joyce area and SR112 that would slow people down and help to make the highway safer to drive. There is a lot of attention to this right now with the many accidents, many fatality accidents, that have occurred this past year.

The location and sign materials maybe could be volunteered ... Elwha area by Lakeside and Pysht area by M&R for location and ASM Signs for construction and materials.

The message could be along the lines of "14 people have died on this highway in the last year. Drive Safely!)

Don Clotfelter at Port Angeles DOT has discouraged taking such action.

Other options would be put SR112 safety information on the radio broadcast when not in use for a particular road project or traffic alert. The flashing sign on wheels could be running a message at the Joyce General Store.

Loren also mentioned that some work will be done on pullouts along SR112 while the road is closed for the Jim Creek project.

Next meeting ... September 27th at 5:00 pm at Joyce Café.

CAT Meeting Notes ... 5:00 pm ... Joyce Café Monday, September 27th, 2004

Present ... Jim McLeod, Alex Stevens, Joe Murray, Loren Kreutner, Margaret Owens, Sande Balch, Mike Doherty, Lori Lynn Gray.

DOT Project Updates ... MP 32 -- Jim Creek Culvert project on schedule with 14-hour days. Culvert setting began last week with back fill to begin this week. MP 00 – Slide repair project from rain damage October 2003 is scheduled to begin September 27. Construction is expected to take 23 work days with one lane open with flaggers.

Grant Update ... The second year grant application for SR112 was not funded. In a conversation with our DOT byway contact, Paula Connelley, on September 24th, she encouraged our byway to strengthen our contacts with federal legislators to get earmarked funds. Be prepared to submit requests for earmarked transportation funds as well as byway grants. We should be looking to write grant/funding requests for byway safety/interpretation projects as soon as we get the group organized and with a legal status.

Newsletter: Any further input at this meeting will be included, publish and distribute by Oct. 7th

**On the Strait and Narrow ... Project updates ... Jim Creek, Slide Repair ... Contact info for WSDOT and Hood Canal Bridge ...

ADD work on WSDOT pullouts and thank you to local people who have supported businesses during the road closure. Detour a nice excuse to drive around Lake Crescent.

** Happenings ... Start of school and sports programs ... ADD Cancer Walk, Joyce Grange Sale

** Whale Tales and Flock Talk ... ADD Brown Pelicans on coast, 1-3 gray whales have summered in Crescent Bay area, feeding while Victoria whale watch boats have ferried customers across the Strait and campers, surfers, and kayakers have watched in awe.

** What's in Bloom? ... Fall colors ... Pysht, where else ... ADD big leaf maple are gold and vine maple are crimson in color

** Welcome to the Highway ... Robyn's Nest hair care in Clallam Bay, Back Door Creations Espresso and Gifts in Sekiu, mural on Clallam Bay Grocery completed, how about new restaurant in Neah Bay??? ...

** Special Places ... ADD improvements to DNR Campground at Lyre, Depot Museum winter hours are Saturday 10-4 or by appointment, No elk hunting/general season deer only south and raffle hunts for elk (already drawn) on north

** CAT Paws ... upcoming for the Corridor Action Team ... Meetings October 25 Pysht, Nov 22 Joyce Café, No December

** Byway story from Meet'n Greet

It was suggested we check with the Joyce school about information for Milepost and a way to share our information with the Joyce community. The school newsletter is published every 1-2 months.

Bylaws: Info from legal department ... Patti Thompson from Davis Wright Tremaine, legal team,

called in the morning September 27th. The law firm sent a packet of information, referred us to a King County web site for a Non-Profit Handbook as information, and sent a form that must be completed to qualify for pro bono work from their firm. Sande will complete the form and return.

Patti feels there will be no problem accomplishing the incorporation status by year-end

Bylaws: Discussion of tracked copy revisions ... **The tracked version of the Indiana bylaws with**

points of discussion noted was discussed and decisions/changes made. The revised tracked version will be sent to the legal team to

review.

Brochure Revision ... The current grant allows funds to revise and reprint the existing brochure. WSDOT will make what revisions we want to their digital file and produce a master copy to export to the printer of our choice. Therefore, the funds in the grant should be able to be used for printing, packaging, and delivery of the brochure with little or no funds needing to be used for graphics work..

Review of Brochure for Revisions ...

** Cover ... Change heading to “involve” the visitor ... Drive it. Experience it ... and make Washington STATE more visible.

** First Fold ... Include photos that are on SR112, delete Hurricane Ridge, Sol Duc Falls and perhaps Point of the Arches. Include Washington State on inset map. Correct “continental” to be contiguous and correct Sail and Seal Rock to be Rocks.

** Second Fold ... Include photos that are on SR112, delete deer at Hurricane Ridge, Hoh Rain Forest, Makah Cultural entrance and replace with Lake Ozette, Hoko elk herd, eagle photo, and better photos of Clallam Bay Park and kids on beach. Correct “continental” to be contiguous. Reduce the section on ONP to be more about park area on SR112, same with Shoreline text. Include a bulleted list of recreation opportunities along SR112.

** Map Fold ... Correct “Gray Whales” to be gray whales. Remove note at end of Joyce General Store text indicating the museum is currently closed. Either include the #9 for Elwha River to be part of #10 ONP or move the marker for Elwha to be on SR112.

** Back Cover ... Check links and contacts to be sure they are current and accurate. Remove some of the Washington State contacts if SR112 is not on the web site. Remove Forks and Port Angeles contacts as they can be found on the VCB web site. Add WDFW, Marine Sanctuary, Joyce to contact listings. Discussed adding Merrill and Ring, but decided it was a private, for-profit business that was not transportation and will not include otherwise lots of other attraction type contacts should also be listed.

Brochure Print Bids ... WSDOT has requested that changes be sent to them soon so that they can get to the printer asap. It was also suggested that a copy of the brochure be included when we request bids so the printer can match the weight and type of paper.

Bid requests will be sent to WSDOT, Laurel Black Design, and AGS for print costs ... how many copies of the brochure can be printed within our \$5000 budget. Sande will send out the requests for bid (including a copy of the brochure) and report back on the bid amounts.

NEXT MEETING ... October 25, 2004 at Pysht Tree Farm 5:00 p.m.

Comments back from legal department on bylaws, articles of incorporation, and non-profit filing. Brochure draft and project cost estimates to be approved. If time, further discussion on financial base and begin work on vision statement.

CAT Meeting Scheduled for October 25, 2004

This meeting was cancelled due to several key players unavailability and the fact that there were no documents ready for final review.

In the weeks prior to the November 22, 2004 meeting, the legal team rewrite on the bylaws were returned to CAT for review. These were reviewed by Sande and sent to the CAT team with comments to prepare the team for discussion at the meeting. The Articles of Incorporation were also presented to CAT by the legal team. This document was distributed to CAT and ready for approval at the November meeting.

**Strait of Juan de Fuca Highway SR112
CAT (Corridor Action Team) Meeting
Pysht Tree Farm Lodge, 6:00 p.m.
November 2, 2000 Notes**

Present: Sande Balch, Joe Murray, Kent Arney, Bill Drath, Bruce Giddons, Joel Winborn.

Membership/Board/Non-profit or not/Highway name or organization name ... review of prior meetings discussion. Funding sources, highway theme will also need to be decided as we work toward an official entity for the highway. Membership should elect the board of directors.

Designation/grants ... Sande updated the group on the National Scenic Byway designation event in Washington DC and the fact that a grant opportunity for “start-up” funds will be available soon. Maps of national scenic byways including SR112 are now available.

Goals and Objectives ... Goals are the overriding directions. Objectives the steps to get to the goal. Action items are the sub-headings or how to implement the objectives.

I. Goal

- To promote the highway 112 community by engaging the past, implementing the present and planning for the future.

V. Objectives

- Promote safety along the highway
- Promote environmental stewardship
- Plan for economic development
- Promote awareness of the highway for tourism
- Educate the public on the socioeconomic and environmental nature of the highway 112 community
- Implement and adapt (manage) the corridor plan to satisfy the dynamic needs of the community
- Promote awareness of cultural and historical development
- Explore funding opportunities for projects along the highway

VI. Questions

- Are these goals and objectives sufficient for the development of a formal corridor team organization?
- What is your recommendation for a mission statement?
- May 9th is being looked at for a byway designation event. Comments on date?
Volunteers to be on a designation event committee?

VII. Meeting

- What time of day would generally work best for meetings for you?
- Would you be willing to participate in a phone tree for reminders?

**CAT Meeting Notes ... 5 p.m. ... Joyce Café
November 22, 2004**

Present ... Joe Murray, Sande Balch, Margaret Owens, Alex Stevens, Jim McLeod, Loren Kreutner, Greig Arnold, Mark Mouzakis, Bill Drath, Herb Balch, Mike Doherty.

Brochure Update ... Three print bids were solicited and returned. For \$5000 WSDOT could print 16K brochures, AGS could print 20K brochures and LBD could print 24K brochures. By email response Laurel Black Design was selected to have the brochures printed. It was accepted that we could spend some funds in the grant that will not be used as budgeted (education/training, postage/printing) on extra costs for the brochure (tax, shipping etc over the \$5000) since the brochure is an approved task included in the work plan of this grant. Use of one photo from Peninsula Daily News was contracted (Elwha River kayaker with fall colors) for use in the brochure. The brochure is in the hands of the graphics team. Sande will continue to work through the revision process during the holidays. The team decided that, unless there were some real problems at the final proof stage, Sande could confer with Joe to give approval to go to printing. If possible, Sande will get in touch with as many of the CAT team to view the final proof.

2nd Year Seed Grant Update ... The application for a second year seed grant was approved for SR112 on a second wave of funding. This still needs to go through the process of moving from FHWA to WSDOT and then be assigned an identification and be contracted before we can begin work with that funding. The second year grant will be administered by WSDOT rather than Clallam County.

2005 Grant Solicitation ... In response to a possible 2005 Grant Solicitation, CAT discussed where we might go with future grant applications through the five years potentially available. The team agreed that the most important steps should be included in the first three years in case there is a program funding problem in the future.

- Seed Grant Year 1 – Organization building, non-profit status, communication
- Seed Grant Year 2 – Business and Marketing plans
- Seed Grant Year 3 – Marketing plan implementation, begin signage planning
- Seed Grant Year 4 – Signage implementation
- Seed Grant Year 5 – Interpretation planning

Other Grant Availability ... There are possibilities to access other federal transportation funds for projects, tourism enhancement grants from the VCB (perhaps coop with the Clallam Bay-Seki Chamber of Commerce), Peninsula Daily News community grants ... and a whole world of grants, foundations, and private funding.

Tour Operator Trade Show ... The “Pow Wow” will take place in New York May of 2005. Kristi at the VCB secured a position for SR112 at the trade show in the National Scenic Byway booth. There will be no cost to the byway for this participation or for travel. As we get information on the format of the trade show, CAT will work on how to present, tell the story of, SR112.

Articles of Incorporation ... The Articles of Incorporation were presented for approval.

- Text of Articles ... approved
- Registered Agent to be Sande Balch ... approved
- Registered Office for association as 16795 Hwy 112 #2, Clallam Bay 98326 ... approved
- Number of initial directors to be nine ... approved

CAT Meeting Notes ... November 22, 2004 ... Page 2

- Initial directors to be Joe Murray, Bill Drath, Margaret Owens, Alex Stevens, Jim McLeod, Loren Kreutner, Mark Mouzakis, Sande Balch, Greig Arnold ... approved

Bylaws Revisions ... The revised text of the bylaws presented by the legal team were discussed.

Format changes ... approved

Text/philosophy changes ... further revision required

Membership right/privileges ... need to be allowed to vote

Annual meeting ... membership meeting to vote for directors

Election of directors ... nominated from membership, elected by membership vote

Meetings open to membership/public ... annual meeting open to membership, other special membership and/or public meetings possible including a meeting prior to annual meeting to attract new members and solicit others to be directors, board meetings open to public but no participation except for comment period at the end of meeting (3 minute maximum) or submit concerns/comments to director in writing, all members on email/ mailing list for meetings

Decision on fiscal year ... December 31st approved

Organizational meeting ... adopt bylaws, elect officers, assign terms to directors

If necessary to do before January meeting, this business will be handled by email.

Sande and Bill will "draw straws" for terms and email info to CAT.

Officers will be decided by volunteering and info emailed to CAT.

Annual meeting ... none to be held in 2005 as the only members will be the current nine directors. A membership drive will be conducted throughout 2005 to prepare for an effective annual meeting in January 2006.

Liability Insurance was allowed for in Articles and will not be included in bylaws.

Next Meeting ... (No meeting in December 2004)

January 24th, 2005 at 5:00 pm at Pysht Tree Farm Lodge

Post meeting note ... The personal services agreement with Clallam County to hire a coordinator and administer the Seed Grant for SR112 was extended to March 31, 2005 to allow CAT to complete the tasks designated in the grant.

**Strait of Juan de Fuca Highway SR112
CAT (Corridor Action Team) Meeting
December 11, 2000 at 5:30 p.m ... Pysht Tree Farm Lodge**

Present: Sande Balch, Herb Balch, Bill Drath, Rick Hert, Joe Murray.

Agenda:

Mission/Vision Statements and Goals/Objectives

Additional comments will be requested to add to the following from the November 2 meeting. A second draft will be written at the next meeting. Information that might be helpful in planning: number of businesses along SR112, population MP0-61, and population directly on SR112.

Goal

- To promote the highway 112 community by engaging the past, implementing the present and planning for the future.

VIII. Objectives

- Promote safety along the highway
- Promote environmental stewardship
- Plan for economic development
- Promote awareness of the highway for tourism
- Educate the public on the socioeconomic and environmental nature of the highway 112 community
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IX. Questions

- Are these goals and objectives sufficient for the development of a formal corridor team organization?
- What is your recommendation for a mission statement?
- May 9th is being looked at for a byway designation event. Comments on date?
Volunteers to be on a designation event committee?

X. Meeting

- What time of day would generally work best for meetings for you?
- Would you be willing to participate in a phone tree for reminders?

Membership

Who should be members? Membership fee/dues? Basis for selecting Board of Directors?

Communicate to those on byway ...

What CAT is doing

Would like involvement/participation of all concerned along SR112

Timber/loggers, businesses, residents, government agencies

Suggestion for meeting would be to meet in Joyce in January to view kiosk site area at the Elwha.