



Board of Directors - Minutes Approved October 21, 2020

Wednesday, August 19, 2020, 5:00p.m.
Online Meeting

In attendance:

Directors:

- Ken Newman
- Debbie Newman
- Sam Hayes
- Keith Rotzoll
- Omar Faison
- Mark Haley
- Kim Conley
- Christian Volk
- Susan Watson
- Earnest Greene
- Tammie Collins

Members:

- Edie Golden
- Paul Reynolds
- Craig Reynolds

Staff:

- Wendy Austin
- Heather Barrar

- Welcome and Introductions Sam Hayes – Vice Chair
- Meeting commenced at 5:06 pm.
 - Debbie Newman motioned to approve the agenda. Kim Conley seconded, and all said “aye”.
- Comments from the Vice Chair
 - Mike is recovering well and already starting to review FOLAR documents and we look forward to when he is back to the golf course and FOLAR
 - Despite the virtual environment, much is being accomplished and staff continues to make connections, submit grants and actively work with partners
- Approval of Minutes from June 17, 2020 as recorded by Betty Estes
 - Susan Watson motioned to approve the minutes, Ken Newman seconded, and all said “aye”.
- Acceptance of Financial Reports
 - Debbie Newman presented the May and June 2020 reports as well as the FY20 Year-End P&L report. While individual budget category totals were off, the overall year ended with a strong balance of \$459,066.40 for operating and capital projects.
 - Earnest Greene motioned to approve the financial reports, Tammie Collins seconded, all said “aye”.

- Executive Director and Staff Report
 - Administrative and Blueway-Greenway activities (See attached report)
 - Wendy gives update on FOLAR owned property – thanks to Chris Rizzo and Richard Taylor for installing a new gate at the end of West St to prevent trespassing and thanks to Conservation Officer Chittum for assisting in relocating people camping on the property. New signs were installed to communicate rules of the trail and that no camping is allowed. Next step will be to remove all trash in a socially distant cleanup on September 12.
 - Trail and trailhead improvement at University Blvd to the Battersea Bridges design to begin next week. The Petersburg City Council passed a resolution accepting the project as a gift from FOLAR and the contract with John K George (contractor selected from RFP process) has been signed.
 - Heather gave an update on the three Smart Scale applications that were submitted that include the Appomattox River Trail (funding selection to be announced January 2021). Tri Cities MPO application – for the Ashland to Petersburg Trail route from River Rd in Chesterfield County, through the VSU campus and a new bike/ped bridge across the Appomattox River, ending in Patton Park
 - Petersburg application – for the Appomattox River Trail from the Squaw Alley entrance to Patton Park, along Grove Ave, through the Peter Jones Trading Post site and behind the Southside Depot, in front of Union Station and ending under the I-95 Bridge on Pocahontas Island, also including a bike/ped bridge across the Appomattox River connecting to the existing trail in Colonial Heights
 - Hopewell Application – for the Appomattox River Trail from a new paved parking lot in the Appomattox River Regional Park in Prince George county, a shared use path under the I-295 bridge and connecting to a Neighborhood Connector route (sharrows and signage) to connect to existing bike lanes on River Rd
- Upcoming Events & Activities
 - JRAC Virtual Cleanup and FOLAR property cleanup - September 12
 - Volunteer Trail Counting – September 24 and 26
 - Fall Virtual Fundraising/Member Engagement – committee to be formed to explore ideas
- Other FOLAR/Appomattox River Information/Items
 - Sam would like to learn more detail about the Smart Scale applications. Wendy will set a meeting and any interested board member can attend
 - Kim Conley announced that Dr. James Worsley, the Chesterfield Parks & Recreation Director was selected for the Human Services Deputy Director
- Adjourn at 6:07 pm

Next Regular Board Meeting: October 14, 2020



FOLAR Staff Report

June 15 – August 19

The summer has been a very productive time through our work with local, regional, and statewide partners which has been very constructive even in a virtual environment.

FOLAR continues to comply with coronavirus physical distancing orders/recommendations, with Wendy and Heather working from home offices. Wendy is checking mail weekly and trail sites periodically. Plan RVA, the Richmond PDC, is providing helpful information and resources to FOLAR on the COVID-19 crisis.

Administrative/Fund Development

IRS Tax Filing for FY2019, Form 990 was processed and submitted on-time by Mitchel Wiggins with input support by Ken and Debbie as Chair and Treasurer for that fiscal year. All Board members were sent a draft copy. Final and public copy is available by request to contactus@folar-va.org. VA Recordation of Charitable Solicitation registration with VA Dept of Agriculture is in-process to be filed in August 2020, again with support by Ken and Debbie.

Financial system transition continues with Betty and Wendy developing Quickbooks process. Wendy has talked with several Quickbooks/Bookkeeping support contractors and has identified a good fit for part time contract support.

Bloomerang Donor Management System data is being refined and manually entered by volunteer, Ashlei Selden in coordination with Wendy. When Quickbooks is up and running, Bloomerang will integrate with Quickbooks and be integrated with website.

Grants/Funding

- LOI submitted to John Randolph Foundation to request invitation to apply for a program grant of \$30,000. Also, mid-year report on the 2019 grant was submitted.
- VEE Virginia Program grant application submitted to request \$20,000 to support a new part time staff to support fund development-land conservation
- Final report submitted to VA Dept. of Forestry for 2019 grant in support of Collective Impact and regional forums that were limited due to the pandemic
- VDOT applications for funding trail design-construction submitted on August 17, required significant FOLAR staff input.
- Petersburg Small Business Funds application for up to \$5,000

Communication

- July print issue of the [Bay Journal](#) featured a story on paddling the lower Appomattox River. Article link: <https://tinyurl.com/y63z4665>. Also, in this issue is an article that

mentions the Hopewell Riverwalk, “Sites for outdoor activities more important than ever”

- 50th Anniversary Scenic River Coasters to be distributed to local brewery, meadery and restaurants with a beer/river focus.
- Expansion of Collective Impact Resources on FOLAR website <https://foliar-va.org/projects/>
- Including COVID-19 safety messaging in all communications

Activities/Events Implementation /Planning

- No group in person events planned for the fall
 - JRAC Virtual Fall Cleanup – September 12 at Patton Park in Petersburg and On-water Kayak group at Hopewell Marina with Hopewell Rec & Parks
 - September Volunteer Trail Counts – September 22 & 24, Seeking Volunteers
 - Virtual Fall Fundraiser. Discussion of Forming a Committee to Brainstorm

Programs/Projects - BLUEWAY GREENWAY Activity

Planning – Blueway Plan with VCU Student

- Thanks to everyone who took the blueway survey to help inform the blueway plan. The information received from the survey was valuable and Mark continues to research, interview river users and partners to complete the plan by Fall 2020.

Issues –

Graffiti in Petersburg

- Since local Petersburg resident and owner of [Budz with Sudz](#) removed graffiti on the trail in the Battersea Bridges area in June, as a donation of his time, supplies and equipment, we have observed a very small amount of graffiti. We appreciate our volunteer, Ashlei, who is doing weekly walks to monitor the situation.

FOLAR Property

- Camping: There have been several instances of camping since late spring. The DGIF Conservation Officer has worked with FOLAR to help relocate the campers. One camp site had been active since April. Remediation and removal of the site by campers was achieved through active outreach with DGIF officer, replacement of gate and lock at West St. entrance, posting signs, and placing notice to vacate the property. Campsite items have been mostly removed. A clean-up is planned for an upcoming Saturday in September to finish removal of items. Our thanks to DGIF Officer Chittum and volunteers Richard Taylor, Chris Rizzo, and Bob Austin for their help with this project. Board members will be requested to help with the upcoming clean-up. CFS will be asked to donate a dumpster for easier removal.
- Access from West Street: There is a short gravel access road from West Street over the Norfolk Southern (NS) railroad tracks to the trail. Use of the road was deeded with the property FOLAR purchased from Josh Greenwood. It also appears that Norfolk Southern

(NS), Dominion and the City of Petersburg use the access to get to their facilities. Staff has been working to research to determine who owned the property and communicating with the owner and our pro-bono attorney to establish further clarification/parameters of the access rights and create an agreement that memorialized agreed upon parameters –FOLAR is the only entity with expressed rights, NS only has an easement that runs parallel on either side of the tracks and does not have any legal access to get to the tracks at West St.

A great big thank you to Richard and Chris for installing a new gate at the end of West St to limit trespassing.

Trail Design Update - Petersburg

- The 2 miles of trail being designed by LPDA (funded by The Cameron Foundation) from University Boulevard to the bridge at I-95 is at 90% construction plan phase and ready to be shared for final review with the Petersburg Site Plan Review Team once VDOT Smart Scale applications are determined. Upon approval, we will have a set of “shovel-ready” construction documents.
 - Funding for construction for this section
 - Revenue Sharing project managed by Petersburg - 0.25 mile of trail through Patton Park
 - FOLAR staff led the Petersburg application for Smart Scale funding for 2 miles of trail and the bridge from Pocahontas Island to the CHARTS overlook. Invited to submit a full application, due August 17. Award announcement expected January 2021.
- Petersburg City Council approved the paving .33 miles from University Blvd. to the Battersea Bridges and trailhead improvement in Petersburg, which was presented as a gift from FOLAR since FOLAR will fund the project through grants from the Mary Morton Parsons Foundation and the Cameron Foundation as well as community match donations. John K George was selected as the contractor and negotiations on the contract are complete with execution finalized this week. Design will start immediately and construction anticipated for completion in 2020.

Trail Design Update – Hopewell

- Heather was asked to sit on the selection committee for the design of the Hopewell Active Transportation project. A portion of this project will be the route of the Appomattox River Trail including bike lanes and a shared use path through Hopewell. Bicycles will not be allowed on the Riverwalk, so it is very important to have a safe and accessible bicycle route through the entire city. Contractor was selected and work is underway. The team held their first design meeting and public review of the plan will be held fall 2020. Construction anticipated for spring 2021.

- Assisted Hopewell in the application for Smart Scale funding for the bicycle and pedestrian connection under I-295 that would connect Hopewell to the Appomattox River Regional Park. Invited to submit a full application, due August 17. Award announcement expected January 2021.

Trail Construction Update – Colonial Heights

- Colonial Heights - ***Phase IV is complete!*** This section of the trail connects where the current trail ends at the MLK bridge west through Appamattuck Park (approximately ¼ mile). Paul & Craig plan on installing a Trafx counter soon. We will communicate if there is a trail grand opening.

Land Acquisition/Easements – Petersburg

- Discussions continue with FOLAR Pro Bono Attorney, City Attorney, Battersea Foundation and CSX regarding parcels with disputed titles (2 parcels). Terms of sale with Greenwood for 1 parcel have been initiated with Battersea and Petersburg.
- Renewed discussions with Dominion regarding letter of intent for trail on Dominion property in Petersburg and Dinwiddie.

Regional Funding – Smart Scale

- The Tri Cities MPO submitted a regional Smart Scale application in partnership with Chesterfield County, the Cities of Petersburg and Colonial Heights, VSU and FOLAR in support of completing the trailhead project in Patton Park, including 2 pedestrian/bike bridges (over the canal, Appomattox River), to connect to a new trail on the VSU campus (part of the Ashland to Petersburg Trail Study). FOLAR successfully advocated on behalf of Colonial Heights to include a connection and stub trail from the ATP east to the city line. The MPO was invited to submit a full application, due August 17. Award announcement expected January 2021.

Trail Counts

Trafx Counters – (Automated counting)

- Data being collected monthly by volunteers Paul & Craig Reynolds at 5 locations (in addition to the Chesterfield counters)
- Will install an additional counter at new section of trail in Colonial Heights

Screenline Volunteer Counts

- Preparing for volunteer trail counting on two days in September, the 24th and 26th, with two shifts on each day, 10am-12pm and 5pm-7pm, following national guidelines. Counts will be conducted through volunteer staffing at 6 sites which totals 24 slots requiring staffing and coordination.

Signage

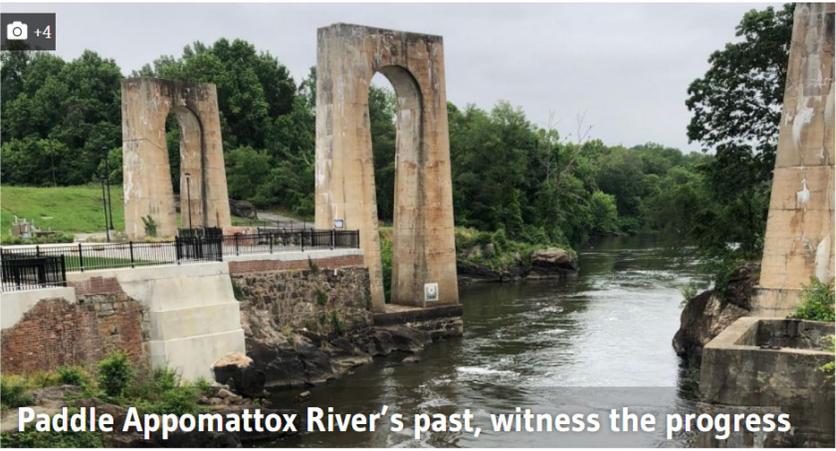
- Phops is funding the design and fabrication of 4 Appomattox River Trail signs in Petersburg – 2 will be located at the Rotary Park on Pocahontas Island and 2 signs at the trailhead on the west side of University Boulevard, just south of Campbell’s Bridge. Fabrication and installation anticipated by the end of 2020.
- FOLAR installed a 14X10 aluminum sign for the FOLAR property to acknowledge VOF as the funder (grant stipulation) and to communicate trail rules. Additional “no camping” signs were also installed.

Select Meetings

- Crater PDC Environmental Committee – June 17
- Calls with Petersburg staff to coordinate projects and city council meeting agenda
- Research, calls, emails, meetings with partners regarding Smart Scale applications
- Richmond Region Bicycle & Pedestrian Plan committee – June 23, July 28
- Lower James River Roundtable – June 23
- Smart Scale resolution at Colonial Heights, Prince George and Hopewell council/board meetings – July 14
- Virginia United Land Trust Greenways & Trail Conference – Heather invited to present – July 21
- Smart Scale resolution, bike/ped chapter of comprehensive plan and FOLAR trail paving and trailhead project at Petersburg City Council meeting – July 21
- Smart Scale resolution at Chesterfield Board of Supervisors meeting – July 22
- James River Advisory Council quarterly meeting – July 23
- Petersburg Healthy Options Partnership (HOPs) – Monthly: June 25, July 30
- Petersburg Planning Commission -Monthly: July 1
- VCN – VaULT Land Call and White Paper working group – July 15
- Calls and emails with attorney, Greenwood, Battersea and City coordination
- Calls and emails with attorney and Charlie Price for formal access agreement to FOLAR property (location of West St gate)
- Statewide Bicycle and Pedestrian Advisory Committee – July 29
- Scenic River 50th Anniversary Planning committee – August 4
- Facebook Interview with Va Capital Trail Foundation – August 5
- Brand meeting for Ashland to Petersburg Trail – August 6
- Hopewell bicycle plan design workshop – August 6
- VSU Data Discovery Meeting & Symposium, with Omar – July 8 & August 7

CHESAPEAKE
BAY JOURNAL
Independent environmental news for the Chesapeake region





Paddle Appomattox River's past, witness the progress

<https://www.bayjournal.com/>

1

Board of Directors Meeting - Agenda DRAFT
Wednesday, August 19th 2020, 5:00p.m.
Virtual Meeting



- Welcome, Call to Order Sam Hayes, Vice-Chair
- Approval of Agenda
- Comments from the Chair
- Approval of Minutes, June 17, 2020 as recorded by Betty Estes, Secretary
- Treasurer Report, May – June 2020 D. Newman, Treasurer
- Executive Director Staff Report W. Austin/H Barrar
 - Administrative and Blueway-Greenway activities update
- Programming Discussion
 - Projects open for Board member volunteers
 - Trail Counts – at 6 sites, September, Two days TBD, 10 – noon and 4 – 6pm.
 - FOLAR Property Clean-up – Remove bulky trash from Petersburg Property
 - FOLAR Property Monitoring – 1 Time per month
 - Events/Activities
 - Paddle-or-Battle, Sat., September 12, 2019. Cancel due to COVID-19
 - 21st James River Regional Clean-up. Virtual-DIY
 - Committee to develop ideas for virtual FOLAR Fundraiser and Annual Awards – Maybe online friendly competition to accumulate miles paddled and/or walked... around National Night Out moved to October 6, 2020; National Make A Difference Day – Fourth Saturday in October; National Take A Hike Day – November 17, or other opportunity
- Other FOLAR/Appomattox River Information/Items
- Adjourn

2

FOLAR			
Board Report - May, 2020			
Balance as of May 1, 2020:			\$ 472,528.98
<u>REVENUES</u>			
Contributions:			
Staff and Board Members	200.00		
Individuals	535.00		
Local Government	9,300.00		
Corporations	<u>1,046.31</u>		
	11,081.31		
Interest Income:			
VA Commonwealth Bank	9.98		
Total Revenues:			\$ 11,091.29
<u>EXPENSES</u>			
Operating Expenses:			
Wendy Austin -May (salary/taxes)	5,158.23		
ADP Payroll Fee	61.16		
PayPal Fees	18.87		
Petersburg COC	280.00		
Treasurer of VA	<u>1,000.00</u>		
	6,518.26		
Appomattox River Trail:			
Land Planning & Design	13,630.00		
Total Expenses:			\$ 20,148.26
Net Income:			-\$9,056.97
Balance as of May 31, 2020			\$ 468,241.64

3

FOLAR			
Board Report - June, 2020			
Balance as of June 1, 2020:			\$ 468,241.64
<u>REVENUES</u>			
Contributions:			
Staff and Board Members	100.00		
Local Government	2,500.00		
Corporations	<u>3.00</u>		
	2,603.00		
Interest Income:			
VA Commonwealth Bank	9.51		
Total Revenues:			\$ 2,612.51
<u>EXPENSES</u>			
Operating Expenses:			
Wendy Austin -June (salary/taxes)	5,158.23		
ADP Payroll Fee	61.16		
PayPal Fees	2.50		
Personal Property Tax	41.99		
Real Estate tax	<u>11.13</u>		
	5,275.01		
Appomattox River Trail:			
City of Hopewell - Cypress trees	1,195.00		
UVA Institute for Engagement/Negotiation	<u>485.00</u>		
	1,680.00		
Total Expenses:			\$ 6,955.01
Net Income:			-\$4,342.50
Balance as of June 30, 2020			\$ 459,066.40

4

FOLAR
Profit & Loss Budget Performance
June, 2020

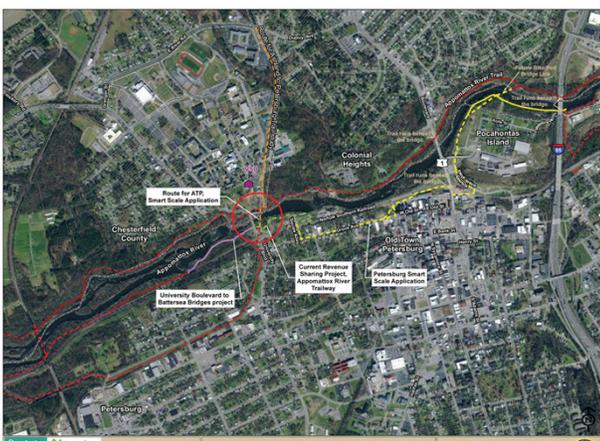
INCOME	Month	YTD	2020 Annual Budget	\$ Remaining	YTD as % of Budget
4000 - Donations & Contributions					
4010 - Individuals		4,835	2,000	(2,835)	
4012 - Annual Appeal - Individuals		3,551	3,700	149	
Total 4010 - Total Individuals	-	8,386	5,700	(2,686)	147.1%
4020 - Staff and Board Members					
4022 - Membership		175	-	(175)	
4024 - Events/ General Contributions	100	2,975	-	(2,975)	
Total 4020 - Total Staff and Board Members	100	3,150	5,000	1,850	
4030 - Corporations					
4032 - Annual Appeal - Corporations	3	5,980	10,150	4,170	
4032 - Annual Appeal - Corporations		50			
Total 4030 - Total Corporations	3	6,030	10,150	4,120	59.4%
4040 - Civic Organizations					
4050 - Local Government		1,075	600	(475)	
4060 - Federal PPPF Loan	2,500	20,400	27,000	6,520	75.9%
4060 - Federal PPPF Loan		25,200		(25,200)	
Total 4000 - Donations & Contributions	2,603	64,322	48,450	(15,872)	132.8%
4100 - Appomattox River Trail Contributions					
4110 - Hopewell Riverwalk	-	750	10,000	9,250	
4120 - Corporate/ Individual Contributions					
4130 - Capital Campaign Contributions					
4140 - Foundation Grants	**	245,000	545,000	300,000	45%
4150 - Government Grants					
Total 4100 - Appomattox River Trail Contributions	-	245,750	555,000	309,250	
4200 - Other Grants - Government & Foundations					
4210 - Regional Gov't Grants					
4220 - State Gov't Grants					
4230 - Federal Gov't Grants					
4240 - Private Foundations		40,000	68,500	28,500	58.4%
Total 4200 - Other Grants - Government & Foundations	-	40,000	68,500	28,500	
4300 - Accrued Revenue - Grants					

5

Executive Director – Staff Report

Appomattox River Trail Project
University Blvd. to Battersea Bridges
John K. George & Co. Design-Build Contract





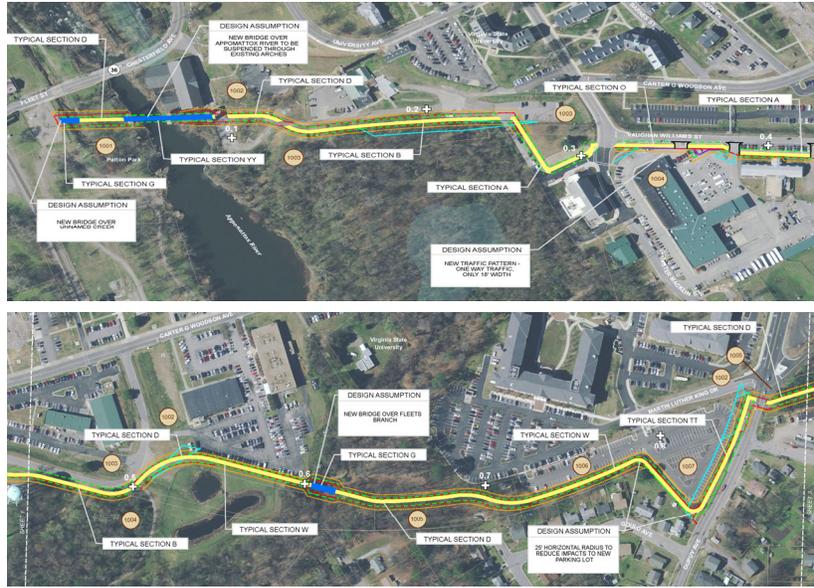
Appomattox River Trail Update

0 0.125 0.25 Miles



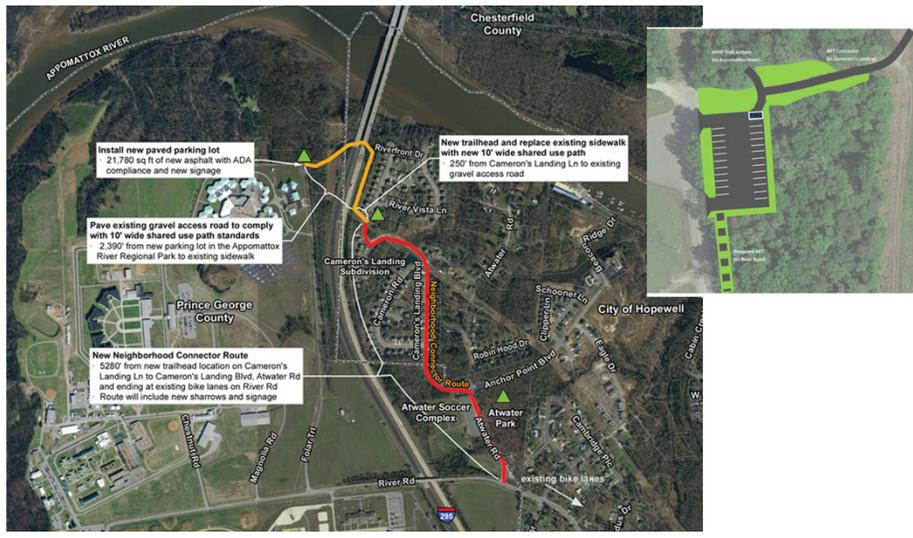
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3 ART Smart Scale Projects Successfully Submitted
 Ashland-to-Petersburg Trail, River Rd through VSU to Patton Park &
 Appomattox River Trail



9

3 ART Smart Scale Projects Successfully Submitted
 Ashland-to-Petersburg Trail, River Rd through VSU to Patton Park &
 Appomattox River Trail Cameron's Landing Connector



10

Programming Discussion



Trail Counts



Trash Clean-up – September 12

- Projects open for Board member volunteers
 - Trail Counts – at 6 sites along the ART
September 24 and 26th; 10 – noon and 4 – 6pm.
 - FOLAR Property Clean-up – Remove bulky trash from Petersburg Property – Sat., September 12 to be part of JRAC Clean-up (Pic above)
 - FOLAR Property Monitoring – 1 Time per month

11

Events/Activities



- Paddle-or-Battle, Sat., September 12, 2019. Cancel due to COVID-19
- 21st James River Regional Clean-up. VIRTUAL-DIY, Saturday, September 12
ART Sites: FOLAR Property and Hopewell Marina (On-water clean-up)
- Ad hoc committee to develop ideas for virtual FOLAR Fundraiser and Annual Awards – IDEAS LIKE, online friendly competition to accumulate miles paddled and/or walked... around National Night Out moved to October 6, 2020; National Make A Difference Day – Fourth Saturday in October; National Take A Hike Day – November 17, other

12



- Other FOLAR/Appomattox River Information/Items
- Adjourn