



# **Olympic Discovery Trail Volunteer Handbook**

**Prepared by  
Trail Maintenance Committee**

The current version of this Handbook is available at the volunteer page on the ODT website. [OlympicDiscoveryTrail.org](http://OlympicDiscoveryTrail.org)

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### Revision history

Version 2	January 25, 2003	Chuck Preble, Kathe Smith, Stan Macklow
Version 3	June 6, 2018	Trail Maintenance Committee: add equipment section, add MOU for counties, place forms in Appendices, edit content
Revision 1	November 2018	Update Jefferson County MOU add safety concerns to Introduction (item 3) and Maintenance Activities. Add certification of auto liability insurance to Introduction, Volunteer Application and Work Party registration form.
Revision 2	May 2019	Add wording regarding personal use of power equipment to Introduction p. 4, Vegetation Control p.7 and Volunteer Application.
Revision 3	Tbd 2020	Revise wording regarding herbicide use. Reorder paragraphs in Trail Adopter description, p. 5. Replace 2004 MOU for Clallam County with new MOU. Add disclaimer to “hold harmless” to Introduction p. 4, Vegetation Control p.7 and Volunteer Application. Add Regional VP job description as Appendix H. Add ONP-SRR table to Appendix L.

## Prologue<sup>1</sup>

**Adopt:** To take on the responsibility, care, and nurture of, to develop a specific character over time.

In serving the trail needs of the North Olympic Peninsula, best remember that it is not our trail. It belongs to all the people of the region, and, because of Federal and State grant funding, to all the visitors who pass this way. Thus, we will meet many trail owners during our duties, and we will strive to make each one feel welcome and at home on the trail. We will be forthcoming in providing information and helping when needed. If we must address user's behavior on the trail, we will do it in a friendly and caring way.

The people's caretakers are the various jurisdictions for each section of trail, and those government servants assigned by them to care of the trail. We will accept their authority and strive to make their job easier.

We may, at times, go ignored or unrewarded for our efforts, but we know in our hearts how much the trail contributes to our neighbors and communities. We know that the quality of our work on the trail is reflected in the quality of trail experience for all users. We find our reward on some beautiful summer day, along the trail, with a breeze rustling the foliage, and the light and shadow creating an irresistible invitation to walk the quiet way. May we walk together.

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<sup>1</sup> This Prologue is taken from an earlier version of this document written by one of our most stalwart trail advocates, Chuck Preble. It continues to encapsulate our vision for our trail volunteers.

# Trail Volunteer Handbook

## Introduction

In 2018, the Olympic Discovery Trail celebrated 30 years of existence and use by an ever-increasing number of local, national, and international visitors. Volunteers are essential to the success of the ODT. As additional portions of the ODT are completed, the Peninsula Trails Coalition (PTC) has expanded its efforts in soliciting Trail Adopter volunteers to maintain the trail. The trail cannot be a world-class destination without them. PTC does not own any part of the ODT. Each section of the ODT is owned by the jurisdiction through which it passes, making the ODT a complex combination of properties.

We anticipate continuing to expand our trail maintenance scope as sections are completed and arrangements are made with each responsible local owner. We remain willing to modify and tailor our approach to meet the unique maintenance requirements of each section and the needs and capabilities of each owner. We expect that when fully completed, the ODT will be about 129 miles long from Port Townsend to La Push. It will require over 100 trail segment adopters and the organization to support them. Because our maintenance agreements cover many different jurisdictions, each segment will have a Trail Section Manager knowledgeable of the requirements of their trail section's owners.

Our three major trail maintenance objectives:

1. To reduce the “cost of ownership” for each trail section owner to the lowest practical level. We find that the people who value this unique trail are willing to support it by volunteering to do some of the labor-intensive or day-to-day maintenance. Many trail users sharing the work lighten the burden for everyone, including the jurisdiction that owns the trail.
2. To build on the tradition of the ODT being one of the most beautiful trail experiences in the nation. With its care, cleanliness, vegetation control, selected plantings, and enhancements, we believe the ODT showcases the natural beauty of the Olympic Peninsula and is a significant source of pride and economic enrichment to the communities through which it passes.
3. To ensure a safe experience for all users, safety is our highest priority, both for visitors and trail maintenance volunteers. The PTC carries insurance to cover volunteers working on trail-related projects, which covers the use of both hand and power equipment, whether owned by the PTC or the volunteer. We hold safety meetings before all work parties, describing the work to be done, the equipment being used, any issues with the equipment (such as staying away from running power tools and wearing proper attire), and what to do in case of an accident. Training is provided in the use of PTC-owned power equipment and we stress the importance of working safe and smart to all Trail Adopters. [Adopters using personal power equipment certify on the Volunteer Application that they are competent to use their equipment according to the manufacturer's user guidelines and take full responsibility for their use of personal equipment.](#) We rectify

situations or post warnings as we are notified of unsafe trail conditions by Trail Adopters or the public. A safe trail begins in the planning stages, continues through day-to-day use the use, and is part of the culture of the Olympic Discovery Trail.

**Note:** Proof of automobile liability insurance is required for anyone using personal vehicles for all trail work and meetings.

## **Trail Maintenance Organization**

**Trail Adopters** are our front-line volunteers and are *the* essential element in the trail maintenance program. They are easily identified by high-visibility clothing worn while working on the trail. Each individual Trail Adopter(s), or adopting organization, is assigned their own section of trail to monitor and maintain. Our goal is to select Trail Adopters who live nearby or use the section of the trail on a regular basis. Because each section of trail is unique, the regular maintenance needs can vary. In recognition of the critical service provided by Trail Adopters, the volunteer's names are placed on plaques on each assigned section of trail.

Safety as our highest priority. Each Trail Adopter will receive training to give them the knowledge and skills needed to make decisions about their section of trail. They are the “eyes and ears” of the maintenance program by knowing what is happening on their section of trail and alerting their Trail Section Manager when additional work is needed. Because keeping the trail open to all regular users and visitors is our objective, work or notification should be done in a timely manner, no later than 24 hours.

A volunteer adopting a segment is not expected to do all the work. When an adopter finds any task that requires additional skills or more people, they should contact their Section Manager. We have a range of people with skills to meet extra maintenance requirements. If the Trail Adopter's section requires equipment that the adopter does not have, and they are willing to be trained to safety use it, some equipment can be borrowed from PTC's equipment inventory.

Recordkeeping is an important part of volunteering. Please be sure to report any injury to yourself or trail users you help to your Section Manager as soon as possible, and within 24 hours. Trail Adopters should report time working on the trail to their Section Manager as required by the jurisdiction. Hours spent on the trail are important for grant funding and ensuring compliance with PTC-jurisdiction agreements. Sample report detail forms are in Appendix I, but adopters and Section Managers may use alternative ways to track hours spent that are acceptable to the jurisdiction. Reports should be done at least quarterly. A basic position description is included in Appendix B.

**Trail Section Managers** are familiar with the local jurisdictions and help coordinate trail needs and local agreements. We encourage Trail Adopters and Trail Section Managers to review the applicable local agreements which are included Appendix A. Each trail section will have a Section Manager who coordinates between the adopters, the PTC Regional Vice Presidents, Tiger Teams, and the jurisdiction representatives. The manager will report any safety incidents to

the appropriate jurisdiction and the PTC Regional Vice President within 24 hours after the incident. They will report volunteer time to the jurisdiction and PTC Regional Vice President on a quarterly basis. The Trail Section Manager may schedule necessary work parties or call on the Tiger Team (see below) as needed to support Trail Adopters. The Trail Section Manager reports to one of the Regional Vice Presidents of the PTC board. A basic position description is included in Appendix D.

**Tiger Team** is composed of skilled volunteers who have access to a wide range of powered equipment. These volunteers use equipment on which they are specifically trained. Tiger Teams are used for a) routine maintenance that requires equipment not available to Trail Adopters, b) special projects, requested by Trail Section Managers, and c) expanding or improving the trail. Some Tiger Team members and equipment can also be assigned to regular work parties and may be found on any section of the trail. A basic position description is included in Appendix E.

**Tiger Team Manager** Coordinates the work and equipment used by the Tiger Team and is responsible for ensuring that all trail volunteers have been qualified on PTC equipment they use. The Tiger Team Manager maintains a log of who is trained on which piece of equipment and reports the Tiger Team volunteer hour logs to the appropriate jurisdiction and the PTC archive. A basic position description is included in Appendix F.

**Work Parties** undertake trail improvement and maintenance efforts, such as installing trail heads, removing tree debris and weed infestations, planting native species and seeding wildflowers, repairing fences, etc. that require a group effort. Work parties can be a) as required and formed by the Trail Section Managers or b) regularly scheduled for maintenance, establishing the frequency to fit the need. Although sometimes confounded by weather, we plan to have work parties as scheduled on a specific day and time. We provide lunch for our work parties to promote camaraderie among the volunteers. Work party projects will be based on needs reported by the Trail Adopters, Trail Section Managers, and jurisdiction staff. Due to their complexity formal work parties are carefully planned by the manager.

**Work Party Managers** could be the Trail Section Manager, the Tiger Team Manager, or a manager assigned for a work party. The Work Party Manager is responsible for a) getting permission with the jurisdictions, b) planning the work to be completed, c) obtaining the supplies required, d) arranging the tools and equipment, e) knowing who is qualified to use the equipment, f) holding a pre-work safety meeting, g) managing the volunteers work and h) ensuring each volunteer completes the Time Record form, and i) reporting the hours to the jurisdictions and PTC Regional Vice President. A basic position description is included in Appendix G.

**Regional Vice Presidents** provide the interface between Trail Section Managers, the Tiger Team Manager, Work Party Managers, and the PTC board of directors. They are responsible for assuring this manual is understood and followed by our volunteers. They will collect and transfer volunteer working hours records to the PTC archive. They are available to help volunteers as necessary.

**Maintenance Committee** is composed of the Regional Vice Presidents, and representative Trail Adopters, Trail Section Managers, Tiger Team members, and Work Party managers that wish to contribute to long term planning for trail maintenance training, documentation and equipment. The Committee advises the PTC board concerning trail maintenance.

**Volunteer Program Funding** is through the PTC, with no funding expected or required from trail owners for any ODT volunteer maintenance and enhancement programs. PTC will generate necessary funding from dues, contributions, private sources, and foundations. We anticipate modest expenses for trail maintenance and enhancements such as lunch for volunteer work parties, document reproduction, postage, maintenance supplies, and equipment, and these amounts are part of the annual PTC budget.

## Maintenance Activities

The following seven principal activities form the key maintenance duties for Trail Adopters and other volunteers.

1. **Vegetation control** is the greatest effort during the spring and summer. Vegetation control is required on the hardened trail surface and on the 24-inch margins on both sides. Much of the trail margin will require hand trimming using powered string trimmers for vegetation, clippers for shrubbery, and pole trimmers for overhead obstructions. Power equipment users must have the proper training and follow the appropriate safety practices as detailed in the tool manufacturer's guidelines. Trail Adopters may use their own approved tools and safety equipment. Cut vegetation must be removed from the trail surface by rake or portable blower.

~~Most jurisdictions allow use of herbicide such as Roundup when vegetation is in the paved trail surface to control weeds. Commercial herbicide is not authorized for use anywhere controlling weeds on the trail. border or side of the trail. Only Trail Adopters trained in the proper use of herbicide may apply it to the trail surface. Home mixture of white vinegar (1 gal) and Epsom salt (1 cup, 1 T Dawn dish soap) may be used with proper personal protective measures and equipment.~~ Separated horse tracks are trimmed to approx. 4 feet wide (no herbicide). Overhead trimming is required to an 8-foot clearance over the foot/bike trail and 10 feet over the horse track. Other areas within the trail right of way (normally 30 feet wide) should be left for native vegetation to grow naturally. Any significant vegetation control requires prior approval of the section manager.

2. **Noxious Weed control** is needed on some sections of the trail. The Section Manager will arrange for training in recognition and control of noxious weeds. Tools are available for removal of some weeds such as Scotch Broom. Many noxious weeds require timing for seed removal and destruction before natural scattering occurs. We want the trail to set a good example of noxious weed control for our neighbors.

3. **Litter removal** should be done on a regular basis. In most areas, we do not find much human litter along the trail, but any litter degrades the natural beauty of the setting. Volunteers should be mindful of the hazards of removing litter, e.g., hypodermic needles hidden in trash, hazardous materials, etc. The work party leader is responsible for emphasizing these hazards. Occasionally, the processed grass of horse waste needs to be removed from the paved trail. Equestrians appreciate this consideration since it is not always easy for a rider to remount a tall horse, mid-trail, to clear manure.
4. **Infrastructure repairs** to fences, signs, bollards, and bridges will be required from time to time. Reporting of these needs is a critical function for all volunteers. Work parties can do many repairs, but some will require jurisdictional resources and approval.
5. **Seasonal removal** of debris such as fallen trees, limbs, leaves, and branches will be required, especially in fall and spring. Small amounts may be moved to the sides of the trail right of way, but larger amounts may require removal to a dumpsite. We may use portable blowers to keep the trail surface clear of debris, especially during the autumn leaf fall.
6. **Erosion and water damage** will occur in some locations. These problems need to be recognized early and reported so that drainage improvements can be undertaken before serious damage occurs. Inspect culverts and keep them free of debris. Check bridge footings, particularly after heavy rainfall or snow runoff.
7. **Hard trail surface damage** can occur and should be reported when it happens. Weeds encroaching into the trail surface are harmful and must be controlled, either by the adopter or, if too extensive, by a work party. Moss buildup in shaded areas and on bridges may make the trail slippery. This should be monitored and reported by volunteers.

## **Trail Segment Plan**

The ODT is divided into adopter segments about a mile long that can be maintained efficiently by one or two people. Our current trail segment plan can be found in Appendix K.

## **Volunteer Management**

Volunteer management starts with the screening and selection of Trail Adopters. We look for people who are regular trail users, who live near their trail segment, and who demonstrate successful experiences as a volunteer. Application forms in Appendix H are those active for existing jurisdictions. Selected candidates sign their application and commit to the specific maintenance need, period, and location agreed upon.



Trail Section Managers monitor the Trail Adopter volunteer's progress, answer their questions, schedule work parties to support the volunteer's efforts when needed, and relay any significant problems reported by the volunteer to the appropriately. The manager arranges suitable recognition for the Trail Adopter's accomplishments, including recognition signage along the volunteer's assigned trail segment.

Recordkeeping is essential to the program for grant matching and insurance purposes. Trail Adopters report their work hours to their Trail Section Manager. The Section Manager compiles all trail work hours and provides a report to PTC Regional Vice President and the jurisdiction quarterly, or as otherwise required.

The Peninsula Trails Coalition Regional Vice Presidents will provide an annual independent audit of the trail condition and the effectiveness of volunteer efforts, and provide feedback to the PTC Board, the Trail Adopters, Section Managers, and to the jurisdictions being supported.

## **Volunteer Training**

Section Managers and supervisors will attend training or orientation classes for volunteers offered by the jurisdiction they support or take other steps to become familiar with the jurisdiction's requirements for volunteer service.

The Tiger Team Manager and Trail Section Manager will conduct orientation classes for all new volunteers and have high-visibility vests available for the new Trail Adopters. The lessons will cover administrative areas such as time recording, problem reporting, injury procedures, and liability issues. They will also cover basic operation of equipment used in trail maintenance, safety concerns and requirements, noxious weed recognition and disposal, litter and debris disposal, and proper interaction with trail users.

## **Government Interface and Reporting**

Interfaces have been worked out in detail to date with Clallam and Jefferson Counties, and Cities of Port Angeles and Sequim. Arrangements with other jurisdictions will be developed as required. For Clallam County, our primary contact will be through the Clallam County Volunteer Coordinator. For Jefferson County our primary contact will be through the Public Works Dept. The assigned PTC Regional Vice President will be the primary PTC link. The PTC Board of Directors provides oversight of the program and is available to resolve any issues that cannot be resolved by the primary advocates.

The PTC Regional Vice President will provide copies of applications and agreements to the jurisdictional contact for all currently active Trail Adopters. The Trail Adopters assigned to each trail segment will report time working on their ODT segment to their Section Manager at the end of each calendar quarter. The Trail Section Manager will compile a summary covering the total

effort and submit required information to the jurisdiction and the PTC Regional Vice President within three weeks of the quarter end.

PTC Work Party Manager(s) will have volunteer work parties on as needed. Work Party Manager will have all work party volunteers sign the Work Group Registration, Agreement and Time Record, as shown in Appendix J or other format acceptable to the jurisdiction. The completed original work group registration or equivalent scanned copy and an informal report of work accomplishments will be provided to the appropriate jurisdiction, and the PTC Regional Vice President for records archival.

## **Trail Amenities**

### **Adopter Recognition**

We install adopter recognition signs in each adopted section to celebrate the contribution of our adopters keeping the trail prepared for users. Adopters, Trail Section Managers, and Regional Vice Presidents work together to maintain the signs. Trail Section Managers and Regional Vice Presidents work together to track the individual sign locations and condition.

### **Bollards**

Bollards are installed at places where the Olympic Discovery Trail intersects with automotive traffic routes. They are there to inhibit motorized vehicle traffic from entering the trail. Trail Section Managers and Regional Vice Presidents work together to track bollard locations and condition. Trail Adopters check the bollards for damage during their routine section inspections and report damage. A Tiger Team member inspects the bollards yearly and repaints the bollards and guide lines as needed. Damage effecting the integrity of the bollard is reported to the appropriate jurisdiction by the Trail Section Manager or Tiger Team Leader and a plan developed to repair or replace the installation.

### **Guide signs**

Guide signs are installed along the trail help users on the trail. Trail Adopters check the signs during their biweekly section inspections and report damaged or missing signs. Trail Section Managers and Regional Vice Presidents work together to track sign location and condition. Adopters, Trail Section Managers, and Regional Vice Presidents work together to maintain the signs, record individual locations, monitor condition, and effectiveness in guiding trail users.

### **Kiosks**

We have kiosks displaying trail maps in various places along the trail. Some are at trailheads, some are individual installations. The maps offer trail users information detail about the local area. There may also be map pockets on the kiosk for trail section maps. Adopters with map pocket kiosks replenish the maps during their biweekly section service.

### **Trailheads**

Trailheads are installed for users at various places along the trail. They usually have defined parking, trail map display kiosks with map pockets, and signs from the PTC and local

jurisdiction. Some of them have trash bins serviced by the jurisdiction. Adopters replenish the maps during their biweekly section service.

## PTC Equipment Inventory and Use Checklist

We have an increasing inventory of equipment purchased by the Peninsula Trails Coalition to be used when maintaining the ODT, and an increasing number of volunteers willing to help maintain the trail. This section describes the equipment in our inventory as of Spring 2018 and will be updated as new types are added. Generally, trail maintenance equipment comes in classes by use, such as blowers or string trimmers, and similar items frequently have common operating and safety instructions. Initial training on equipment use will be under the direction of the Tiger Team. The equipment storage facility will be maintained by the Tiger Team Manager.

Before a volunteer may use PTC equipment on the trail for the first time, that individual must receive hands-on training and demonstrate competence regarding the safety, use, and maintenance of the equipment. **This handbook does not give training or specific use instructions.**

Part of the hands-on training will include:

1. checking for damage
2. proper starting and stopping
3. mower blade and belt replacement
4. string replacement
5. lubrication
6. air and fuel filter replacement
7. harness adjustment
8. refueling

Use of personal protective equipment (PPE) appropriate to the equipment is mandatory. At a minimum, safety glasses and hearing protection must be used when operating power equipment. The Echo power head and hedge trimmer require additional safety items.

Each piece of portable equipment has a use log located in binders in the storage facility. The tractor logs are in boxes behind the seat of the Kubota, and the green and red lawn mowers. Many pieces of equipment have hour meters that indicate the usage of the item. Recording the hours is important in scheduling equipment maintenance.

Follow these steps when using PTC equipment:

1. Log equipment out on the sign out/in form on the clipboard in the storage facility when you remove it. If you are keeping the equipment longer than one day, notify the Tiger Team Manager via email, indicating the temporary location of the equipment and how long you plan to use it.
2. Be sure you have the safety gear that goes with the equipment you're using.
3. Log the equipment back in when you return it.
4. Fill out the use log so the equipment can be maintained in an orderly fashion and note any problems, so the next user is aware. Also note if blades, belts, etc. were changed.
5. In the case of equipment problem, notify the Tiger Team Manager so repairs can be arranged.
6. Refuel as necessary so the equipment is ready to go for the next user. Be sure to use the fuel appropriate for the equipment being refueled.

### **Utility Trailer (Plate #7343QA)**

This trailer contains the red lawn tractor and the DR mower/trimmer.

1. Check and be sure the hitch and ball are the correct size. (1-7/8")
2. After connecting the trailer to the tow vehicle, make sure the safety chains are connected, and the lights are plugged in.
3. Be sure that the trailer jack is fully retracted.
4. Check the lights -- brake, signal and running lights.
5. Visually check the tires for pressure.
6. When unloading/loading the mower, it is advisable to leave the trailer connected to the towing vehicle.
7. If the trailer was disconnected from the tow vehicle, be sure to support the rear of the trailer before attempting to load/unload the tractor or trimmer or unloading will tip the trailer up at the front.
8. Remove the tailgate from the trailer and use the ramps to unload/load the equipment.

### **Utility Trailer (Plate #5027QG)**

This trailer carries the green lawn tractor. The same procedures apply to this trailer as the previous one.

A few basics apply to all pieces of power equipment. Use the correct type of fuel or fuel mix. When refueling, do not overfill. Clean up all spilled fuel. Do not start any piece of equipment until you are at least 15 feet from where any fuel has been spilled. Never refuel while the engine is running. Read and become familiar with the specifications found in the operation and maintenance folder.

### **DR Power Sprayer TR-30-EX (30 gallons)**

This sprayer is primarily used for moss control but may be used for other appropriate chemical applications. The user is responsible for the flushing/cleaning the sprayer upon the completion of the project.

This unit is designed to be towed by a lawn tractor.

It is very important to test the sprayer with plain water prior to actual spraying to check for leaks and make any sprayer adjustments.

### **Power Mate 2 wheeled line trimmer PWFT 16022E**

**PPE: safety glasses and hearing protection must be worn when using this equipment. Long pants and calf-high rubber boots are strongly advised to protect from flying debris.**

1. For best performance, use the proper size line, a heavy gauge 0.155-inch (4mm) trimmer line.
2. When the line become worn, (about half its original length), replace it with new line. The replacement line should be 21.5 inches long and be installed so the ends are even.
3. Lines stored in water last longer and are easier to install.

### **Stihl Brush Cutter FS90Z**

**PPE: This unit is heavy and the supplied harness, hard hat with face shield, and chaps must be worn when this equipment is used.**

1. The operator must be aware of his/her surroundings while using this cutter.
2. Two people are recommended when using this equipment--one operating and the other keeping people at a safe distance.
3. Operator assistant should also wear safety glasses and hearing protection and be familiar with the equipment in use.

### **Stihl Kombiengine with KB Bristle Brush**

**PPE: safety glasses and hearing protection must be worn when using this equipment. Long pants and calf-high rubber boots are strongly advised to protect from flying debris.**

1. Be aware of your surroundings. Due to the nature of a power brush, items such as gravel, twigs, and other small objects maybe flung directly or by ricochet at the operator or bystanders.
2. As with other power equipment, be particularly alert and cautious when wearing hearing protection because the ability to hear warnings (shouts, alarms, etc.) is diminished.

## **Power Mate Cyclone Walk Behind Blower P-WB-163150 and Honda Blower**

**PPE: safety glasses and hearing protection must be worn when using this equipment.**

1. The blower will propel objects and debris at high speeds.
2. Never stand in front of the discharge chute.
3. Avoid blowing debris toward walkers, bikers, bystanders, dogs, children, or horses.
4. Be aware of your surroundings in the direction of debris flow, especially around trail heads and parking areas.

## **Echo Power Head PAS 225 with hedge trimmer attachment**

**PPE: safety glasses and hearing protection must be worn when using this equipment. This is a cutting tool and can cause serious injury to the operator. Moving parts can amputate fingers or cause severe injuries. Always stop engine and be sure all moving parts have come to a stop before removing obstructions, clearing debris or servicing unit. Wear gloves when handling trimmer blades.**

1. Use only 89 octane or higher gasoline mixed at a 50:1 with 2-stroke oil.
2. Do not refuel the engine when hot or running
3. Move 15' or more from fueling location before starting the engine.
4. The hedge trimmer blades are very sharp, avoid touching them and always wear gloves.
5. Always wear the shoulder harness when using this equipment and use two hands to operate.
6. It is best to have two people familiar with the equipment during operation, one to operate the equipment and one to keep others 50' from the work area.

## **Kubota Tractor**

This unit requires individual instruction and several hours of supervised operation prior to user certification.

## **Kubota BX2814-60" Rotary Broom, Kubota Rotary Mower, Post Hole Auger**

Use of these attachments will be included in tractor training.

## Appendix A1: Jefferson County Memorandum of Understanding

A cooperative Agreement Concerning Maintenance Support for the Olympic Discovery Trail

**Parties to the Agreement:** Jefferson County Department of Public Works, 623 Sheridan St. Port Townsend, WA 98368, hereby referred to as the “County”, the Peninsula Trails Coalition, P.O. Box 1836, Port Angeles, WA 98362, hereby referred to as the “PTC”.

### Maintenance Activities:

The PTC agrees to organize, coordinate, and manage volunteer efforts for maintaining the completed, County owned portions of the Larry Scott Memorial Trail (LSMT) and the Olympic Discovery Trail (ODT).

All work, including Adopt-a-Trail programs shall be approved and coordinated through the County Public Works Director. The PTC shall manage the program in accordance with the PTC Trail Maintenance Handbook, November 2018 or current revision, including time reporting, orientation, insurance coverage, and Incident/injury reporting. All reporting documents and program paperwork shall be given to the County Public Works Director for proper filing and record retention; an incident/injury report form shall be submitted within 24 hours of any such incident.

The PTC maintenance will include vegetation control, noxious weed removal, litter removal, periodic inspection, signage maintenance, and other approved activities that can reasonably be performed by volunteers.

The PTC will advise the County within 24 hours when conditions are found that require County repair or additional maintenance efforts. The County will perform major maintenance and repairs consistent with budget priorities and work force availability.

**Scope of the Agreement:** This agreement covers the existing section of the Larry Scott Trail between the Port Townsend Boat Haven and South Discovery Rd. at the Milo Curry Rd. trailhead and the section of the ODT at Discovery Bay from Old Gardiner Rd. to Salmon Creek. Unfinished portions of the ODT within Jefferson County will be added to this agreement as they are completed.

**Term and Duration of the Agreement:** The PTC has the volunteer maintenance program in place for the trail sections as stated above as of June 2018, and the term shall be indefinite. Either party to the agreement may terminate it by providing written notice to the other at the addresses listed above or as addresses are amended.

**Program Management:** The PTC will appoint an overall manager for the maintenance program and will provide additional supervision through its board members as required. That name and contact information for the manager shall be provided to the Jefferson County Public Works Director.

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the parties below:

Jeff Bohman, PTC President \_\_\_\_\_ (date) \_\_\_\_\_

Jeff Selby, Jefferson County PTC Contact \_\_\_\_\_ (date) \_\_\_\_\_

David Sullivan, Chairman, Jefferson BOCC \_\_\_\_\_ (date) \_\_\_\_\_

# Appendix A2: Clallam County Memorandum of Understanding

## A Cooperative Agreement Concerning Maintenance Support for Olympic Discovery Trail

Contract #: 461.20.01

Page 1 of 4

### **CLALLAM COUNTY MEMORANDUM OF UNDERSTANDING**

#### **OLYMPIC DISCOVERY TRAIL MAINTENANCE AGREEMENT REGARDING ORGANIZATIONAL VOLUNTEER SERVICES WITHIN CLALLAM COUNTY**

#### **PARTIES TO THE AGREEMENT:**

Clallam County Public Works/Road Department, 223 E. 4<sup>th</sup> St Suite 6, Port Angeles, WA. 98362; hereby referred to as "County," and The Peninsula Trails Coalition, P.O. Box 1836, Port Angeles, WA. 98362; hereby referred to as "PTC."

#### **SCOPE OF THIS AGREEMENT:**

This agreement covers all existing sections of the Olympic Discovery Trail (ODT) within Clallam County, with the exception of the ODT within the boundaries of the City of Sequim, the City of Port Angeles, the Olympic National Park, and sections of the trail overseen by the Jamestown S'Klallam Tribe.

#### **PTC understands that, and agrees that:**

- We will not be compensated for our activities, but we volunteer to work in a responsible way.
- PTC trail volunteers shall not report for maintenance service under the influence of any drugs or alcohol.
- The County will maintain hours of volunteer services and provide volunteer insurance coverage through CIMA. PTC trail volunteers must meet requirements set forth within County Administrative Policy 210.80.7. This policy refers to volunteer time and activity being accurately reported utilizing the County's system. The monetary limits of County coverage are described in County Administrative Policy 210.80.12(2).
- The PTC will provide oversight of the activities of all individuals doing volunteer work on behalf of the PTC, and therefore, in consideration of our organization and members being permitted to perform services on county property, the PTC agrees to defend, indemnify and hold harmless the County of Clallam, its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage, or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the County.
- The PTC gives permission to have photos/video tapes taken during the volunteer activities of adults and/or minor participants, without recompense, to be used for publicity purposes.



## **CLALLAM COUNTY MEMORANDUM OF UNDERSTANDING**

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- If we have minors under the age of 18 involved in trail maintenance functions or other activities on the ODT, **the PTC will be solely responsible, and assume all risk of liability**, for the minor's actions, injuries, damages, or other consequences and hold the County harmless from all such related claims against the County; except for injuries and damages caused by the sole negligence of the County.
- The PTC has appropriate valid liability insurance of at least one million dollars (\$1,000,000.00) to cover our activities with a copy of the certificate of said insurance, naming Clallam County as an "additional insured," attached.

### **MAINTENANCE ACTIVITIES:**

PTC agrees to organize, coordinate, and manage their volunteer efforts for maintaining completed County owned portions of the ODT, consistent with this agreement and based upon the current version of the ODT "Volunteer Handbook". The scope and description of all work, including PTC Adopt-A-Trail programs and work parties, will be approved and coordinated with the County Volunteer Coordinator designated by the Director of Clallam County Public Works/Road Department.

PTC maintenance efforts will include vegetation control, litter removal, noxious weed removal (no commercial herbicide application permitted), removal of debris (e.g., tree leaves, needles, small limbs/branches), maintenance and battery replacement of County trail counters, bollard maintenance (e.g., painting), periodic inspection, and other County approved maintenance activities that can reasonably be performed by volunteers.

PTC work related to maintenance, replacement and additions of ODT signage and structures will be approved and coordinated through the County Volunteer Coordinator. This includes trail signage and related sign support structures for trail identification, route markers, volunteer adopter signs, trail mileage, information/wayfinding kiosks, and other County approved signage. It also applies to trail structures such as picnic tables and benches, horse dismount and hitch stations, bike racks, Sani-Can stations, dog stations, information pamphlet and display stands, and other County approved structures.

### **PROGRAM MANAGEMENT:**

PTC will designate a Maintenance Program Manager and Trail Section Managers for the maintenance program and will provide additional supervision through its board of directors as required. The Trail Section Manager(s) will interact with the County Volunteer Coordinator. The name and contact information for the PTC Maintenance Program Manager and Trail Section Managers will be provided to the County Volunteer Coordinator.

PTC will manage the program in accordance with the requirements set forth in Clallam County Administrative Policy 210, specifically 210.80, including time reporting, orientation, and insurance coverage. All reporting documents and program paperwork will be provided to the County Volunteer Coordinator at a minimum quarterly by the PTC Trail Section Managers and Work Party Managers for proper filing and record retention.

## **CLALLAM COUNTY MEMORANDUM OF UNDERSTANDING**

Page 3 of 4

Rules and safety orientation for all current and new PTC members will be the responsibility of PTC supervisors and managers in accordance with their Olympic Discovery Trail Volunteer Handbook. PTC supervisors and Trail Section Managers are requested to meet or contact, annually, the County Volunteer Coordinator for orientation and updates.

PTC is encouraged to inform the County when conditions are found that they feel require County repair or additional maintenance efforts. To the extent possible, this information will be provided by the PTC Trail Section Manager(s) to the County Volunteer Coordinator. PTC and the County agree to coordinate maintenance activities whenever possible through communications between the PTC Trail Section Manager(s) and the County Volunteer Coordinator (or designee) to maximize efficiency and minimize duplication of effort of resources. The County will perform major maintenance and repairs consistent with budget priorities and work force availability.

### **LIABILITY:**

PTC will maintain valid liability insurance of at least one million dollars (\$1,000,000) to cover the activities of their volunteers. PTC will provide a copy of the certificate of said insurance that names Clallam County as an "additional insured" in the policy. Said Certificate of Coverage shall remain in effect for the duration of this agreement. At the time of each renewal of the policy, a signed copy of the coverage shall be provided to the County Volunteer Coordinator.

The County will provide secondary medical/liability insurance coverage for PTC volunteers, if a qualifying accident or injury occurs, (pursuant to Clallam County Administrative Policy 210.80.7 and 210.80.12). PTC volunteers are eligible for this coverage ONLY when they meet the guidelines set forth in Clallam County Policy and meet the Volunteer Insurance Service policy's definition of an "Eligible Person." An eligible person is both: 1) designated and recorded as a volunteer by the Policy holder (recorded information that is to be provided: Volunteer name, address, telephone contact information, service organization affiliation, date of service and total hours worked), and 2) is participating in a volunteer project or program sponsored by the Policy holder or a Participating Volunteer Organization.

### **TERM AND DURATION OF THE AGREEMENT:**

The Olympic Discovery Trail (ODT) maintenance program will commence on execution of this agreement, and the terms shall be indefinite. Either Party may terminate this agreement by providing written notice to the other at the addresses listed above or as addresses are amended.

**CLALLAM COUNTY MEMORANDUM OF UNDERSTANDING**

Page 4 of 4

This Agreement entered into this 12<sup>th</sup> Day, of May, 2020 by the parties below:

Jeffrey A. Bohman  
Jeffrey Bohman, President PTC

May 11, 2020  
Date

R. Tyler, P.E.  
Ross Tyler, Director of Clallam County  
Public Works Dept.

5/11/2020  
Date

Rich Sill  
Rich Sill, Clallam County Administrator

5-12-20  
Date

Approved as to form only by:  
Elizabeth Stanley  
Elizabeth Stanley  
Civil Deputy Prosecuting Attorney  
Clallam County

## Appendix A3: S’Klallam Tribe Memorandum of Understanding

### A Cooperative Agreement Concerning Maintenance Support for Olympic Discovery Trail

**Parties to the Agreement:** Jamestown S’Klallam Tribe, 1033 Old Blyn Highway, WA 98382; hereby referred to as “JSKT”, and The Peninsula Trails Coalition, P.O. Box 1836, Port Angeles, WA 98362; hereby referred to as “PTC”.

**Maintenance Activities:** PTC agrees to organize, coordinate, and manage volunteer efforts for maintaining completed, JSKT owned, portions of the Olympic Discovery Trail (ODT). PTC will designate a volunteer manager for this effort who will provide a single point interface with JSKT. All work including Adopt-A-Trail programs will be approved and coordinated with the JSKT designated interface. PTC will manage the program in accordance with the Trail Maintenance Handbook, PTC Document No. 01-1.3, including time reporting, volunteer orientation, and maintenance procedures. Copies of time reporting documents will be provided to the JSKT designated interface quarterly.

PTC maintenance efforts will include vegetation control, noxious weed removal, litter removal, periodic inspection, and other approved maintenance activities that can reasonably be performed by volunteers. PTC will advise JSKT when conditions are found that they feel require JSKT repair or correction.

**Scope of this Agreement:** This agreement covers the JSKT owned sections of the Olympic Discovery Trail west of West Sequim Bay Rd. but not the section through the main tribal campus. Additional sections of JSKT owned trail east of the tribal campus will be added as completed.

**Term and Duration of the Agreement:** The volunteer maintenance program will commence on execution of this agreement, and the term will be indefinite. Either party may terminate this agreement at any time by providing written notice to the other at the addresses listed above.

**Program Management:** PTC maintains a volunteer manager for the maintenance program in East Clallam County (Sequim to County Line) which will include these segments of trail. PTC will provide additional supervision through its board members as required. The name and contact information for this manager will be provided to the JSKT designated interface.

**This Agreement entered into this \_\_\_\_\_ Day of February 2009 by the parties below:**

\_\_\_\_\_  
Date

Jamestown S’Klallam Tribe

\_\_\_\_\_  
Date

Chuck Preble, PTC President

## Appendix A4: Sequim Memorandum of Understanding

### AGREEMENT REGARDING ORGANIZATIONAL VOUNTEER SERVICE WITH THE CITY

Our Organization, the Peninsula Trails Coalition, volunteer our services to the City of Sequim to perform only the services agreed to by the City. We understand that we will not be compensated for our work, but we volunteer to perform in a responsible manner. If we decide to discontinue volunteer service, our contact person, (designated below) will notify the Director of the Public Works Department.

**We understand that and agree that:**

- None of the group is to appear for volunteer service under the influence of any drugs or alcohol;
- The City has included our hours of volunteer services in the State Labor & Industries coverage for volunteer workers;
- Our organization is responsible for directly supervising the activities of all the individuals in our group who will be doing volunteer work, and therefore, in consideration of our organization and members being permitted to perform services on City property, our organization agrees to defend, indemnify and hold harmless the City of Sequim, and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the City;
- Our Organization gives permission to have photos/video tapes taken during the volunteer activities of adults and/or minor participants, without recompense, to be used for publicity purposes.
- We understand if we have minors under the age of 18 involved in volunteer functions, **the organization will be solely responsible, and assume all risk of liability**, for the minor's actions, injuries, damages, or other consequences and hold the City harmless from all such related claims against the City; except for injuries and damages caused by the sole negligence of the City.
- Our organization has appropriate valid liability insurance of at least one million dollars to cover our activities; and a copy of the certificate of said insurance, naming the City as an "additional insured" is attached.
- The City may terminate this agreement at any time without cause, and that we are volunteering our services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of our volunteer services beginning this date.

Dated this 12<sup>th</sup> day of January, 2006.

C. Elliott  
City of Sequim

Peninsula Trails Coalition  
Name of Organization

Charles Preble  
Signature on behalf of organization

Charles Preble President  
Printed Name Title

PO Box 1836, Port Angeles, WA 98362  
Address

360-683-4549  
Phone Number



**City of Sequim**  
152 W. Cedar St.  
Sequim, WA 98382  
360.681.3432

## **Appendix A5: Sequim Notice to Volunteers**

Volunteers are not considered to be City of Sequim employees. Injury compensation is provided through the Department of Labor & Industries. Volunteer service is considered to be creditable work experience.

**SIGNATURE IS REQUIRED**

As a volunteer for the City of Sequim, I am fully aware that the work associated with being a City volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City’s volunteer program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Sequim, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

For and in consideration of my participation in this City of Sequim event, a voluntary, public/private cooperative program, I release, acquit, and forever discharge the City of Sequim, a municipal corporation, its officers, agents, employees, and volunteers (“the released parties”) from any and all claims, demands, damages, costs, action, or liability, on account of, or in any way growing out of, any and all known and unknown, foreseen and unforeseen bodily injuries or death, or damage to property resulting from or by reason of my participation in, or transportation to or from, any activity, work, or work site in any way related to the program. I understand that the City of Sequim is insured through the Association of Washington Cities at Risk Management Service Agency (AWC RMSA) for liability coverage. Volunteers performing with the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City’s liability coverage with AWC RMSA. I am fully aware that a volunteer’s intentional misconduct is not protected or covered by the City or AWC RMSA.

I give permission to have my photo taken and used for publicity purposes by the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
If under 18, Parent or Guardian’s Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_



## Appendix A7: Port Angeles Memorandum of Understanding

### Agreement Regarding Organizational Volunteer Service With the City of Port Angeles

The Peninsula Trails Coalition (PTC) agrees to volunteer our services to the City of Port Angeles to perform only the services as outlined in the attached scope of volunteer work. We understand that we will not be compensated for our work, but we volunteer to perform in a responsible manner. If we decide to discontinue volunteer service, our contact person, (designated below) will notify the Director of the Public Works Department.

We understand that and agree that:

- None of the group is to appear for volunteer service under the influence of any drugs or alcohol;
- The City has included our hours of volunteer services in the State Labor & Industries coverage for volunteer workers;
- Our organization is responsible for directly supervising the activities of all the individuals in our group who will be doing volunteer work, and therefore, in consideration of our organization and members being permitted to perform services on City property, our organization agrees to defend, indemnify and hold harmless the City of Port Angeles, and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the City;
- Our Organization gives permission to have photos/video tapes taken during the volunteer activities of adults and/or minor participants, without recompense, to be used for publicity purposes.
- We understand if we have minors under the age of 18 involved in volunteer functions, the organization will be solely responsible, and assume all risk of liability, for the minor's actions, injuries, damages, or other consequences and hold the City harmless from all such related claims against the City; except for injuries and damages caused by the sole negligence of the City.
- Either party may terminate this agreement at any time without cause, and that we are volunteering our services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of our volunteer services beginning this date. Dated this 7<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ December \_\_\_\_\_, 2004.

City of Port Angeles \_\_\_\_\_

Name of Organization: Peninsula Trails Coalition \_\_\_\_\_

--signature on original-- \_\_\_\_\_

Signature on behalf of organization \_\_\_\_\_

David LeRoux Secretary \_\_\_\_\_

Printed Name Title \_\_\_\_\_

PO Box 1836, Port Angeles, WA \_\_\_\_\_

Phone Number 360-683-7180



## Attachment to PTC Agreement with Port Angeles

Scope of Volunteer work for the Peninsula Trails Coalition maintenance activities:

1. PTC agrees to organize, coordinate, and manage volunteer efforts for maintaining completed, city owned portions of the Olympic Discovery Trail (ODT), known locally as the Waterfront Trail, and the associated spur trail on Ediz Hook.
2. All work including Adopt-A-Trail programs shall be approved and coordinated through the City Parks and Cemetery Superintendent. PTC shall manage the program in accordance with the current version of the *Olympic Discovery Trail Volunteer Handbook*, including volunteer orientation and time reporting. Copies of all reporting documents and program paperwork shall be given to the City Parks and Cemetery Superintendent quarterly for proper filing and record retention.
3. PTC maintenance efforts will include vegetation control, noxious removal, litter removal, periodic inspection, and other approved maintenance activities that can reasonably be performed by volunteers.
4. PTC will advise the City Parks and Cemetery Superintendent when conditions are found that they feel require City repair or additional maintenance efforts.
5. Specific trails covered: This agreement covers the existing section of the ODT (Waterfront Trail) between Straight View Drive and Valley Creek estuary and extending to Ediz Hook, excepting the section along the downtown waterfront that uses Railroad Ave. Unfinished portions of the ODT will be added to this agreement as they are completed.

Reserved for MOU between PTC and NPS for Spruce Railroad



## Appendix B: Trail Adopter Volunteer -- What to Do

**Worksite:** Olympic Discovery Trail right of way (assigned segment)

**Position Goal:** Long term observation and maintenance of trail segment

**Sample Activities:**

1. Aid trail users with problems they encounter.
2. Monitor for damage to trail, structures, fences and signs.
3. Pick up litter within the entire section trail right of way.
4. Remove dog and horse piles from foot trail surface to side of trail, politely educate dog owners.
5. Cut blackberries over horse and foot trails
6. Remove cuttings from tread
7. Control infestation of noxious weeds in trail right of way.
8. Brush to trail edge, remove cuttings from trail tread.
9. Maintain 10' high clearance over horse trail, 8' over foot trail.
10. Report problems or situations requiring additional help to the Trail Section Manager
11. Maintain adequate records to submit trail work hours to the Trail Section Manager.

**Timeframe:** Length of commitment: minimum one year, renewable until ended by the adopter or the PTC

**Schedule:** Check the segment at least every two weeks

**Minimum Qualifications:** Ability to perform duties in a safe manner.  
Ability to responsibly keep commitment through time in the position  
Attend Jurisdiction Volunteer orientation and complete the Jurisdiction volunteer application  
Comply with local agreements.  
Recognize and respect for the sensitives of adjacent private landowners.  
Access to hand tools and ability to use them safely.  
Willingness to interact with a diverse public in a positive manner.

**Desired Qualifications:** Frequent/regular user of the trail segment  
Documented training with any powered equipment used

**Reports to:** Trail Section Manager



## Appendix C: Trail Adopter Volunteer – How to Do it

The right way to do everything you do for the Trail is Safely! Your safety is the highest priority. Our volunteers have a wide range of skills, tools, and experience. While we encourage you to take advantage of your skills and equipment for the betterment of the trail, only you know what is safe for you to attempt. Do not use tools or equipment unless you are familiar with them and have the recommended training, skill, and personal protective equipment. If you drive your vehicle to trail work or any PTC event, you must have proof of automobile liability insurance.

As a volunteer, you are not alone. You are part of a network of dozens of trail workers, all contributing to the same goal. Trail volunteers are covered by insurance if you are hurt while working. The best policy is not taking risks that lead to injuries and affect our insurance coverage.

For injuries to yourself or others you encounter on the trail don't hesitate to call 911. Calling 911 is the way to obtain the equipment and medical aid necessary to deal with an injury. If you are unsure, call 911. The operator can guide you as you explain the situation.

Know where you are when working on the trail. While we sometimes use trail mile markers to indicate sections of the trail, know what road you are closest to, in case you need to call for help. Wear high visibility clothing. You can get a high visibility vest from your Section Manager. We also have "Work Party" signs for your use. While you are working, we want you to be visible to trail users from as far away as possible.

Don't forget your gloves and eye protection. For most work on the trail, you should protect your eyes and hands from sticks, thorny vines, or branches. Watch for hypodermic needles and other hazardous items. If you don't have training to remove hazardous items, contact your Section Manager or law enforcement. When using power equipment be sure to use hearing protection, either full ear muffs or ear plugs. Ask your Section Manager about any safety equipment you need.

Get help. Only do what you are comfortable doing. Your Section Manager can arrange additional personnel and equipment to help. If you want to expand your skills, PTC has training and equipment available for you to borrow. Let your Section Manager know what you need. Powered equipment requires hands on training by the Tiger Team manager. Once completed, your name will be added to the list of those who can borrow the equipment.

Baking Soda is approved for trail use to mitigate moss. Using a square end shovel often works well. PTC has a lawn spreader available to borrow for applying baking soda. Your Trail Section Manager will help with supplies used on the trail. Do not use any other chemicals on the trail, unless authorized and trained. What we can and cannot do, varies by jurisdiction. If you think they might be appropriate contact your Section Manager.

Trim along the trail as necessary for optimum trail use; which includes the horizontal surface, the vertical sides, as well as the overhead areas. Remember that bikers and equestrians need 8' to 10' clearance above the trail. Most natural debris such as leaves, and sticks can be moved to the side of the trail, the trail width is the paved section plus the equestrian section, plus 2 feet. The additional two feet is a safety margin for emergency maneuvers.

If any pile of natural debris is too much to leave, and you cannot haul it away, leave the piles out of the way and let your Section Manager know where to send crews to pick them up.

Record your travel time to the trail and home and the hours you work on the trail. Generally, keep track of who, where, and when you work, then report each quarter to your Section Manager. Your Section Manager can give you a form to use or work with you to develop something applicable for all involved. The numbers you generate can make the difference for jurisdictions seeking grant funding by demonstrating local support. They are also used to properly calculate our insurance rates.



## Appendix D: Trail Section Manager Work Description

<b>Worksite:</b>	As appropriate
<b>Position Goal:</b>	Volunteer-based maintenance and improvement on the Olympic Discovery Trail in support of jurisdictional staff
<b>Sample Activities:</b>	Maintain good communications with adopters on: plans to deal with problems they have reported. other groups planned activities the adopter's section. Notify the jurisdiction and PTC Regional Vice President of any reported injuries involving adopters or trail users as soon as possible after the incident. Arrange assistance for adopters when required from a work party, Tiger Team, or the section jurisdiction. Collect adopter work hour reports and submit to Jurisdiction and PTC archive
<b>Timeframe:</b>	Length of commitment: minimum one year, renewable until ended by the adopter or the PTC
<b>Schedule:</b>	Work in conjunction with jurisdiction staff and PTC Regional Vice President
<b>Minimum Qualifications:</b>	Strong interpersonal skills to effectively manage volunteer activities Ability to responsibly keep commitment through time in the position Willingness to work cooperatively with jurisdictional staff. Attend Jurisdiction Volunteer orientation and complete the Jurisdiction volunteer application Willing to interact with a diverse public in a positive manner
<b>Desired Qualifications:</b>	Frequent/regular user of the trail in the section managed Communicating and coordination experience with groups doing outdoor volunteer work
<b>Reports to:</b>	PTC Regional Vice President



## Appendix E: Tiger Team Member Position Description

<b>Worksite:</b>	As appropriate
<b>Position Goal:</b>	Maintain the Olympic Discovery Trail in a user ready condition in cooperation with Trail Adopters, Trail Section Managers, and Jurisdictional Managers.
<b>Sample Activities:</b>	<p>Support for Trail Adopter and Trail Section Manager work parties as requested.</p> <p>Trail maintenance tasks requiring equipment Trail Adopters are not trained to use or requiring personnel that the Trail Section Manager does not have available.</p> <p>Repetitive tasks involving large segments of the trail:</p> <ul style="list-style-type: none"><li>• Edge mowing</li><li>• Moss control</li><li>• Leaf blowing</li><li>• Side trimming</li></ul> <p>Special projects</p> <p>PTC equipment maintenance</p>
<b>Timeframe:</b>	Length of commitment: minimum one year, renewable until ended by the adopter or the PTC
<b>Schedule:</b>	Per Tiger Team Manager
<b>Qualifications:</b>	<p>Completed application for a jurisdiction volunteer as needed</p> <p>Attendance at any jurisdiction required volunteer orientation/training</p> <p>Attendance at any Tiger Team required volunteer orientation/training</p> <p>Often available on short notice to respond to trail problems (Tree down, damage assessment, etc.)</p> <p>Know and maintain any required training/qualification for the PTC equipment used.</p> <p>Ability to perform duties in a safe manner.</p> <p>Commitment to crew, personal, and equipment record keeping</p>
<b>Desired</b>	Regular user of trail
<b>Reports to:</b>	Tiger Team Manager



## Appendix F: Tiger Team Manager Position Description

<b>Worksite:</b>	As appropriate
<b>Position Goal:</b>	Lead the Tiger Team efforts to maintain the Olympic Discovery Trail in a user ready condition in cooperation with Trail Adopters, Trial Section Managers, and Jurisdictional Managers.
<b>Sample Activities:</b>	Coordinating, scheduling and leading Tiger team activities Recording and reporting Tiger Team work party hours to the appropriate jurisdiction, and PTC records Providing appropriate training to volunteers operating PTC equipment. Maintaining equipment training records for PTC volunteers Maintaining PTC equipment in safe, operable condition Maintaining PTC equipment use and service records
<b>Timeframe:</b>	Length of commitment: minimum one year, renewable until ended by the adopter or the PTC
<b>Schedule:</b>	As required
<b>Qualifications:</b>	Completed application for a jurisdiction volunteer as needed Attendance at any jurisdiction required volunteer orientation/training Attendance at any Tiger Team required volunteer orientation/training Know and maintain any required training/qualification for the PTC equipment used. Ability to perform duties in a safe manner. Interpersonal skills to effectively manage volunteer activities First Aid/CPR training desired
<b>Desired</b>	Regular user of trail
<b>Reports to:</b>	PTC Board of Directors



## Appendix G: Work Party Manager Position Description

<b>Worksite:</b>	As appropriate
<b>Position Goal:</b>	Executing work parties to safely maintain and/or construct the Olympic Discovery trail and supporting elements in cooperation with all the effected jurisdictions.
<b>Sample Activities:</b>	Work party planning Work party logistics (skills, materials, tools, volunteers, permits, prefabrication, etc.) for a safe/effective work party Work party leadership Recording and reporting work party hours to the appropriate jurisdiction, and PTC records
<b>Timeframe:</b>	Length of commitment: Duration of the project.
<b>Schedule:</b>	As required
<b>Qualifications:</b>	Completed application for a jurisdiction volunteer as needed Attendance at any jurisdiction required volunteer orientation/training Skill leading volunteers in safely accomplishing physical tasks First Aid/CPR training desired
<b>Desired</b>	Regular user of trail
<b>Reports to:</b>	PTC Board of Directors





## Appendix H: Regional Vice President Position Description

<b>Worksite:</b>	As appropriate
<b>Position Goal:</b>	Facilitate communication between Trail Adopters, Trail Section Managers, Jurisdictional Authorities, Work Party Managers, and the PTC Board of Directors.
<b>Sample Activities:</b>	Participate in the Executive Committee Be a member of at least one PTC board committee Work with area jurisdictions to assure the PTC adheres to local maintenance and construction rules and regulations Assure the Trail Volunteer Handbook is understood and followed by trail volunteers Collect and transfer volunteer working hours records to the PTC archive Submit a report about area activities for the PTC monthly board meeting Attend PTC meetings as required to maintain board membership



## Appendix I: Volunteer Application

**Trail Maintenance Program  
Peninsula Trails Coalition  
P.O. Box 1836  
Port Angeles, WA 98362**

**GENERAL INFORMATION**

Name:	Date of Birth
Mailing Address:	City, State Zip:
Day Phone:	Email:
Evening Phone:	Do you have current First Aid YES NO Do you have current CPR YES NO

**EDUCATION/KNOWLEDGE/SKILLS (use additional pages as needed)**

Trail maintenance experience:
Special training/courses (e.g., Power tools, Chain Saw, Weed control):

**Emergency Contacts**

Please list two people we could call in case of an emergency:

Name _____	Phone (home) _____	(work) _____
Address: _____		Relationship _____
Name _____	Phone (home) _____	(work) _____
Address: _____		Relationship _____

**Agreement for Volunteer Service**

This agreement is entered into by and between Peninsula Trails Coalition (PTC), a non-profit Corporation of the State of Washington and the undersigned volunteer. Whereas volunteer desires the opportunity to perform public service and enhance personal growth by providing maintenance on the Olympic Discovery Trail, and PTC agrees to provide the opportunity for the volunteer to perform a public service, provided that the following conditions are met, Therefore the parties agree as follows:

1. PTC shall provide trail work party opportunities and/or assign a segment of the trail for maintenance by the volunteer.
2. State Industrial Insurance will be provided by the trail jurisdiction (city or county) for the assigned segment through its self-insured program for any covered injury or illness that may occur during performance, providing time records are kept.
3. Volunteer agrees to perform such service in agreement with direction and supervision from PTC and in compliance with the PTC's ODT Trail Volunteer Handbook and other applicable rules, rules, regulations and laws.
4. Volunteer certifies they have current automobile liability insurance if they drive to perform trail work.
5. Volunteer agrees to provide a complete and accurate record of all time spent in volunteer service on forms provided.
6. Volunteer shall indemnify and hold harmless PTC and the benefiting jurisdiction from any negligent action by volunteer while performing service under this agreement.
7. Volunteer certifies that he/she has taken all necessary precautions to be certain he/she is in proper condition and is competent to use any personal power tools according to manufacturer's guidelines to participate in the service herein described.

Volunteer sign: \_\_\_\_\_ Manager sign: \_\_\_\_\_





## Appendix K: PTC Work Party

### Work Group Registration, Agreement and Time Record

Date of Service:

<b>Print Group Name</b>	Street Address	Home Phone	Cell
Print Group Leader Name	City, State, Zip	Work Phone	E-mail
Work Site Name	Jurisdiction Supervisor:	Jurisdiction (e.g. County, City, Tribe or?)	
Location:	Department:		
Type of Work:			

**Representations:** Volunteer desires to have the opportunity to perform a public service and to enhance personal growth aiding the above Jurisdiction. Jurisdiction agrees to provide Volunteer with the opportunity to perform public service provided that the following terms and conditions are met. The Jurisdiction shall provide State Industrial Insurance equivalent through its program for any covered injury or illness that may occur while Volunteer is performing service.

**Agreement:** As a registered volunteer for Trail Support and Maintenance, the volunteer agrees to:

- perform the volunteer service as provided for in this agreement with direction and supervision from the Jurisdiction and in compliance with all applicable rules, regulations, and laws.
- submit complete and accurate record of all time spent in volunteer service, including date of service and position held in accordance with department standards.
- certify they have current automobile liability insurance if they drive to perform trail work.
- indemnify and hold the Jurisdiction and PTC harmless from any negligent action on the part of Volunteer in the performance of the service provided for in this agreement.
- certify that he/she has taken all necessary precautions to be certain that he/she is in proper condition, and states that he/she is in proper condition to participate in the above described duties.

Volunteer Signature	Print Name	These three columns not needed if we already have this info.			Time In/Out		Total Hrs
		Email	Telephone	Birth Date (For ID)			

## Appendix L: Trail Segment Plan

The Olympic Discovery Trail is separated into segments to be maintained by adopters. The table below shows the segments now assigned, and the section assignment for the segment.

### Jefferson County

Location	Distance - Miles	Adopters
Boat haven to Thomas St.	1.2	1
Thomas St. to Mill Rd.	0.6	1
Mill Rd. to SR 20 @ Reynolds Rd. (Includes southeast SR 20 spur)	0.8	1
SR 20 to Nelsons Landing Rd. (Includes northwest SR 20 spur)	1.1	1
Nelsons Landing Rd to Sand Rd.	0.6	1
Sand Rd. to Green Way	1.2	1
Green Way to S. Discovery Rd Crossing	0.5	2
S. Discovery Rd Crossing to Milo Curry Trailhead	1.2	2
Discovery Bay	0.7	1

### Blyn

Location	Distance - Miles	Adopters
Diamond Point to Michigan School	0.91	2
Pierce to Old Blyn Highway	0.59	1
Blyn Rd to Tribal Center	0.58	1
Old Blyn Highway to Correa	0.48	2
Correa to Dawley	0.62	1
North Sequim Bay State Park to West Sequim Bay Rd	0.44	2
West Sequim Bay Rd to Sequim City Limit	0.79	Club

### City of Sequim

Location	Distance - Miles	Adopters
Sequim City Limit to Whitefeather Way	0.44	Club
Whitefeather Way to Lofgrin	0.67	2
Lofgrin to Sequim Visitors Center	0.91	2
Sequim Visitors Center to Carrie Blake Park	0.56	Club
Carrie Blake Park	0.54	City of Sequim
Sequim Ave to 5 <sup>th</sup> Ave	0.49	City of Sequim
5 <sup>TH</sup> Ave to Kendall	0.50	2

## Central Clallam County

Location	Distance - Miles	Adopters
Kendall to Priest	0.38	4
Priest to RR Bridge Park	0.64	4
Dungeness RR Bridge to Runnion	0.44	2
Runnion to Banana	0.64	4
Banana to Carlsborg Rd	0.23	2
Carlsborg Rd to Kitchen-Dick	1.33	3
Kitchen-Dick to Robin Hill Park	0.77	3
Through Robin Hill Park to Rubens	0.52	Club
Rubens across McDonnell Creek Bridge	0.28	Club+
McDonnell to Freedom Farm Entrance	0.75	3
Freedom Farm to Spring	0.43	Family
Spring	0.37	2
Spring to Lewis	1.12	Family
Lewis to Siebert parking	0.33	2
Siebert parking to Gasman	1.30	5
Gasman to Lake Farm	1.20	3+
Lake Farm to Bagley Cr. Rd.	0.42	2
Bagley Cr. Rd to Gun Club Fence	0.72	3
Gun Club Fence to Morse Creek Trestle	1.14	Club
Morse Creek Trestle and garden	0.10	2

## Port Angeles

Location	Distance - Miles	Adopters
Morse Creek Trestle to MP4	0.83	1
MP4 to MP3.5	0.5	2
MP3.5 to MP3	0.5	2
MP3 to MP2.5	0.5	Club
MP2.5 to Ennis Creek	0.71	Club
Ennis Creek to City Pier	1.34	1
10 <sup>th</sup> St. to 14 <sup>th</sup> St.	0.37	3
14 <sup>th</sup> St to Milwaukee	0.15	2
18 <sup>th</sup> St to Lower Elwha Rd	1.0	4
Lower Elwha Rd along Kacee Way	0.58	2
Kacee Way to Elwha Bridge	1.6	3

## West Clallam County

Location	Distance - Miles	Adopters
National Park West to US101	1.52	3?
US101 to FS2918	2.15	4?
NF065 to Cooper Ranch	4.75	Family
?		
?		

## ODT – Adventure Route

Location	Distance - Miles	Adopters
Trailhead to CC road	1.25	2
CC road to Mile 3	0.75	1
Mile 3 to Mile 4	1	1
Mile 4 to Mile 5	1	1
Mile 5 to Mile 6	1	2
Mile 6 to white gate		2
White gate to CC road		1
CC road to Mile 9		2
Mile 9 to Mile 10	1	2
Mile 10 to Mile 11	1	2
Mile 11 to Mile 12	1	1
Mile 12 to Joyce Access Rd.		1
Joyce Access Rd. to Mile 13.5		1
Mile 13.5 to Mile 14.7	1.2	2
Mile 14.7 to gate crossing		2
Gate Crossing to Mile 18		2
Mile 18 to Mile 19	1	1
Mile 19 to Mile 20	1	1
Mile 20 to Mile 22	2	2

## Olympic National Park – Spruce Railroad

Location	Distance - Miles	Adopters
Mile 25 to Mile 26	1	1
Mile 26 to Mile 27	1	1
Mile 27 to Mile 28	1	1
Mile 28 to Mile 29	1	1
Mile 29 to Mile 30	1	1
Mile 30 to Mile 31	1	1
Mile 31 to Mile 32	1	1
Mile 32 to Mile 33	1	1
Mile 33 to Mile 34	1	1
Mile 34 to Mile 35	1	1