



KEN-CARYL RANCH MASTER ASSOCIATION

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Ken-Caryl Ranch Volunteer Trail Coordinator Program Summary

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The Volunteer Trail Coordinator serves at the behest of the Master Association Staff and Board and is focused on implementation of directives from the Master Association and Metropolitan District Board of Directors, Master Association Staff, and Open Space Committee with no broad policy making or decision-making authority.

1. Roles and responsibilities for Volunteer Trail Coordinators (VTCs):

- a) Coordinate maintenance of single-track trails:
The majority of tread-related work will be performed by contractors and volunteers will perform the majority of vegetation-related work. VTCs will identify and direct projects in compliance with Trail Maintenance Plan. VTCs will re-assign contractors to serious short-term needs as field conditions dictate. VTCs are responsible for verifying the quality of the finished product, and will perform weekly site visits, as well as more frequent conversations with contractors (generally daily) to monitor progress & any issues that may arise. VTCs will also supervise and direct volunteers. Collaborate with Staff on the construction of new trails that have been approved by the MA Board of Directors for construction.
- b) New trails, including corridor cutting, tread construction and finishing, may be built by contractors, volunteers or a mix of contractors and volunteers. The VTCs will make recommendations to the Board, Staff and OSC as to the best division of responsibilities for each project. VTCs are responsible for verifying quality of finished product and will perform weekly site visits as well more frequent conversations with contractors (generally daily) to monitor progress & any issues that may arise.
- c) Communicate with Staff, OSC, and MA Board (or MD Board) as requested. See Communication section below.
- d) Make decisions in the field on contractor's questions, minor adjustments to alignment (such as moving a tread a few feet for a short distance), and how technical problems are being addressed.
- e) Review trail contractor invoices and provide a recommendation to staff for payment.
- f) Update Trail Maintenance Plan. The plan will identify repair and maintenance projects and prioritization and will incorporate suggestions from the Staff, community, and OSC. The plan will be updated annually, or more frequently if necessary. The plan will be submitted to MA Staff for review, comment and approval.
- g) Work closely with Staff on proposed new trail alignments.
- h) Coordinate collection and logging of Volunteer waivers with Trail Club and ensure that online waivers are completed for all volunteers.
- i) Volunteers for vegetation maintenance coordination can be used by the VTCs to more efficiently implement vegetation maintenance activities.

- j) VTCs will evaluate the quality and value of work done by contractors for trail maintenance for the benefit of the Staff, Board, and Open Space Committee. To the extent a given contractor is doing a good job and providing good value, the VTCs would encourage the Staff and Board to use that contractor. This provides Staff the benefit of working with a contractor who already knows our standards and how the work should be completed.
- k) Work closely with Staff on Open Space trail budget development. This process should start in July/August for the initial draft of the budget to be presented to Board of Directors in September by the MA General Manager. If there are budget requests for projects on Metropolitan District owned or managed property MA Staff will coordinate with MD District Manager on proposed budgetary requests.
- l) The VTCs will follow all KCRMA governing documents for Open Space, including for trail standards as listed in section 6.

2. Roles and responsibilities for Staff (related to trails):

- a) Coordinate and manage design of all trails with VTCs, both reroutes and new trails for consideration of impacts to biological resources, historic preservation, wildlife protection, Staff and First Responder access, community visual impact, and functionality.
- b) Coordinate construction of new trails that have been approved for construction. New trails, including corridor cutting, tread construction and finishing, may be built by contractors, volunteers or a mix of contractors and volunteers. Staff will collaborate with VTCs and make recommendations to the BOD as to the best division of responsibilities for each project. Staff is responsible for verifying quality of finished product and will work with VTCs to monitor progress and any issues that may arise.
- c) Maintenance of 2-track trails, crusher fine trails, and hard-surface trails.
- d) Trail mowing
- e) Manage biological studies. Work closely with VTCs on proposed trail alignments for purposes of biological study.
- f) Review and approval of RFPs, sign contracts, and pay contractor invoices.
- g) Manage Trail Permits – Jefferson County and State Stormwater, VTCs will support staff with maps and other supporting documentation as needed.
- h) State Stormwater inspections for open trail permits.
- i) Details
 - Staff will provide access to a volunteer tool shed and provide requested tools
 - Staff will maintain tools for volunteer use as requested by VTCs
 - Staff will provide equipment training when requested
 - Staff will assist with tool transportation when possible
 - Staff will work closely with VTCs to fulfill requests in a timely manner, such as supplies and volunteer support
 - Staff will assist with contractor access coordination
- j) Work closely with VTCs on Open Space trail budget development. This process should start in July/August for the initial draft of the budget to be presented to the Board of Directors in September by the MA General Manager. If there are budget requests for projects on Metropolitan District owned or managed property MA Staff will coordinate with MD District Manager on proposed budgetary requests.

3. Process for Requests for Proposal, Contracts, and Invoices for New Trail Construction and Major Re-Routes

- a) Staff, in collaboration with VTCs, will draft scope of work for review and approval by Ken-Caryl Ranch Master Association Board of directors and incorporate into RFP.
- b) RFP will be distributed by Staff. Staff will work with contractor(s) and VTCs to understand projects and perform site observations as needed.
- c) Staff will work with Contractors to verify insurance/waiver requirements for volunteers working with Contractors.
- d) Contractor bids will be reviewed by Staff with input by VTCs to form a recommendation to the MA Board of Directors for approval.
- e) MA Board of Directors or Staff will approve hiring of Contractors per the procurement guidelines.
- f) Staff will execute contract with Contractor
- g) Staff will pay invoices

4. Process for Requests for Proposal, Contracts, and Invoices for Trail Maintenance and Minor Re-Routes

- a) VTCs will draft scope of work for review and approval by Ken-Caryl Ranch Staff and incorporate into RFP.
- b) RFP will be distributed by VTCs. VTCs will work with contractors to understand projects and perform site observations as needed.
- c) VTCs will work with Contractors to verify insurance/waiver requirements for volunteers working with Contractors.
- d) Contractor bids will be reviewed by VTCs to form a recommendation to Staff or the MA Board of Directors.
- e) MA Board of Directors or Staff will approve hiring of Contractors per the procurement guidelines.
- f) Staff will execute contract with Contractor
- g) Staff will pay invoices with VTCs review and recommendations.

5. Communication

- a) Volunteer Trail Coordinators will periodically provide a report to Staff and the community, as requested. VTCs will also coordinate with Staff to include a summary in the monthly managers' report. This will primarily be done during the maintenance season which spans from May through September/October.
- b) Volunteer Trail Coordinators will, on a best-efforts basis, use social media to inform the community about upcoming and ongoing projects.
- c) If residents have questions, comments, suggestions or complaints about trails, these can also be directed to an email address (trails@kcranch.org) that is forwarded to Volunteer Trail Coordinators and Staff. Volunteer Trail Coordinators will respond, and Staff will be copied on responses. Volunteer Trail Coordinators will consult with staff if needed / as appropriate on responses.
- d) Staff and VTCs will work together as necessary to ensure a quality product and outcomes that are consistent with community standards.

6. Structure, Appointment and Term of Coordinators:

- a) The program shall consist of two coordinators where are appointed by the Master Association Board of Directors through the committee and volunteer appointment process and jointly share the defined responsibilities.
- b) The VTCs report to the Master Association General Manager.

- c) There will be no maximum time defined as to how long a volunteer can be a coordinator. As long as Staff and the BOD are satisfied with the coordinator's work, they may continue in that position if they desire.
- d) For new coordinators, a minimum of a 3-year commitment is required. This will allow for a period of apprenticeship, a period of assistantship and a period of leadership.
- e) To the extent a new coordinator needs additional training (such additional training on trail building and trail maintenance techniques), and Staff agrees, Staff will help coordinate the needed training and pay reasonable costs for the needed training in year 1 of the new coordinator's term.
- f) In the event a VTC wishes to leave the position, the current VTCs will work to identify one or more potential candidates to replace the departing VTC. The position opening will also be advertised to the community, along with required qualifications, so that any qualified KCR resident can apply. The Candidate(s) will be reviewed by Staff and the Open Space Committee. Staff or the OSC may suggest other potential candidates. Staff will reach out to identified candidates to confirm their interest in filling the position. Staff, the OSC, and current VTCs shall interview interested candidates who will then be recommended to the MA Board for approval and instatement in the position.

7. Governing Documents

- a) 2016 was the first year of the Volunteer Trail Coordinator position. The program should be reviewed periodically, and governing documents updated at the same time. Key documents include:
 - Trail Implementation Process
 - Trail Club Memorandum of Understanding
 - Open Space Comprehensive Management Plan
 - Trail Master Plan –
 - Trail Construction and Maintenance Standards
 - Hazardous Wildfire Fuel Mitigation Plan

8. Evaluation

- a) When directed by the Board the Open Space Committee will lead future evaluations of the Volunteer Coordinator position
- b) The success of the program will be based on the satisfaction of Volunteer Trail Coordinators, Staff, MA Board of Directors, OSC, residents, and other stakeholders. The goal of the program is to have the highest quality output while realizing cost efficiencies by using volunteers.