

Friends of Big Finn Hill Park Trails

Implementation Guidelines

This document serves to provide a structured set of guidelines for implementing the approved Trail Plan. Nothing in this document aims to override or change the intent of the trail plan.

Roles:

Organizer: Person or group coordinating the efforts of implementation of a selected project, often, this will be the project lead.

Project Lead(s): Person(s) acting in the interest of The Friends group responsible for coordinating the project details such as scheduling, leading onsite discussions with the group, as well as thoughtfully considering and incorporating input from the group.

Responsibilities:

- Project Lead will be responsible for coordinating the project details such as scheduling, leading onsite discussions with the group, as well as gathering and considering input from the group and coordinating communications and outreach about events
- The Project Lead will be responsible for observing the Trail Plan intent as well as trail building standards and applicable local regulations
- Provide adequate notifications to interested parties (suggested 7 day notification).

Requirements:

- Project Lead must be knowledgeable in areas encompassed by the project scope, or able to engage the knowledgeable individuals who are (ie. noxious plant experts for noxious plant removal projects, trail builders for trail construction projects, etc).
- Project Lead should be capable of managing schedules, people, and projects as well as effectively communicating status reports or notifications

Approver: Person or entity who has the authority to approve or disapprove a suggested project design or details within the design.

Participant: Anyone within The Friends group who chooses to attend on- or off-site meetings, work parties, etc. or provides input during the implementation process. Input will be carefully considered.

Observers: Anyone not affiliated with The Friends group who chooses to attend onsite meetings or provide input during the implementation process.

Definitions:

FoBFHT: Friends of Big Finn Hill Trails,

Selected Project Scope: The current project to be implemented and its purpose including, but not limited to: proposed solution, point of origin, point of termination, design goal, drainage, grade, vegetation, site lines, etc.

Fit for Use: A section of trail has been modified or created and can now be opened for use.

Entrance Criteria: A specific set of requirements that must be met in order to begin an implementation step.

Exit Criteria: A specific set of requirements that must be met in order to consider an implementation step completed.

Corridor Clearing: Clearing of vegetation such that proposed trail layout attributes can be confirmed. Typically clearing is limited to a few feet in width, trimming branches and removing (sometimes replanting) or trimming rapid growth and/or abundant plants (berries, ferns, invasives, etc.).

Guidelines:

- 1. Project Selection:** Projects chosen from the approved trail plan shall follow this set of guidelines. Projects not contained within the trail plan (maintenance issues, minor but necessary trail modifications, etc.) will also follow this set of guidelines; however project definition will be discussed elsewhere.

- Participants: FoBFHT
- Approver(s): FoBFHT and King County

Entrance Criteria: Approved Trail Plan

Exit Criteria: A project has been identified and approved by KC and the FoBFHT

- 2. Project Lead(s) Selection:** Project lead is either a volunteer or nominated to a project. Priority to lead a project is given to candidates from FoBFHT.

- Organizer: Nomination comes from Friends committee members.
- Approval: Friends of Big Finn Hill committee

Entrance Criteria: Project selection has been completed and approved.

Exit Criteria: A project lead has been selected and approved by KC and the FoBFHT.

- 3. Planning:** Planning will consist of two stages. The first stage is considered a general outline and discussion, whereas the second stage is a more detailed look into the proposed solution.

- a. Planning - Stage 1:** Project Lead submits (to FoBFHT) a *Selected Project Scope* as well as a preliminary schedule and estimated required resources. Note that this step will be iterative in nature and may require multiple proposal-discussion-advisory loops.

- i. Project Lead proposes an initial guess at a solution (for trail and trail related maintenance projects see below).
- ii. Project lead schedules an onsite discussion to gather input from participants about the proposed solution.
- iii. Provided that participants have legitimate concerns (unjustified deviation from the *Selected Project Scope* or the *Trail Plan*) alternate solutions shall be discussed.
- iv. Upon agreement that the suggested solution adheres to the *Selected Project Scope* as well as the *Trail Plan*, the Approver will either accept the proposal or suggest what needs to change in order to be accepted

For projects related to trail building or trail maintenance only: This step will allow for general trail routing and pin-flagging of a proposed route. Minor amounts of clearing are allowed to gain an understanding of sightlines and topography but should be kept to an

absolute minimum (proposed trail can be traced visually with the aid of pin flags not a corridor).

- Organizer: Project Lead
- Participants: FoBFHT and King County
- Approver: King County

Entrance Criteria: Project Lead selection has been completed and approved.

Exit Criteria: Agreement that a proposed solution meets the intent of the *Trail Plan* as well as adheres to the *Selected Project Scope* and is approved.

b. Planning - Stage 2: This step in the planning process mostly applies to projects related to trail building or trail maintenance related issues. Other projects may not need this step but can be included as needed.

- i. A more detailed flagging is performed as well as *corridor clearing* to allow for better understanding of topography and sight lines.
- ii. Project lead schedules an onsite discussion to gather input from participants about the more detailed proposed solution (7 day lead time).
- iii. Provided that participants have legitimate concerns (unjustified deviation from the *Selected Project Scope* or the *Trail Plan*) minor adjustments will be made.
- iv. Upon agreement that the suggested solution adheres to the *Selected Project Scope* as well as the *Trail Plan*, the Approver will either accept the proposal or suggest what needs to change in order to be accepted.

- Organizer: Project lead
- Participants: FoBFHT and King County
- Approver: King County
- Observers: Interested individuals

Entrance Criteria: Proposed solution to the project has been approved.

Exit Criteria: Agreement that a detailed proposed solution meets the intent of the *Trail Plan* as well as adheres to the *Selected Project Scope* and is approved.

4. Implementation: Implementation will consist of two stages as needed (primarily for new trail construction and reroutes). The first stage is considered as beginning of dirt work until project can be opened for use whereas the second stage is a more finish work, minor fixes and helping the trail to mature during its first few months of use. This is intended to cover new trail construction and its sensitivity to initial use. Other projects such as general maintenance, brushing, drainage work, etc. can be considered a 1 phase project.

a. Implementation, Phase 1: Project lead and/or Participants organize(s) work parties and coordinates with King County to bring in materials as necessary to implement trail project. Phase 1 of implementation will be signed off and approved when project status has been deemed "fit for use" and phase 2 can begin.

- Organizer: Project Lead and/or Participants as needed

- Participants: FoBFHT as well non group members
- Approver: King County

Entrance Criteria: Proposed detailed solution to the project has been approved.

Exit Criteria: Agreement that the project is *fit for use* and meets the intent of the *Trail Plan* as well as adheres to the *Selected Project Scope* and is approved.

- b. Implementation, Phase 2:** (For projects related to trail building) Project lead and/or Participants organize(s) work parties and coordinates with King County. This phase will be an iterative process and can often take months for a trail to reach maturation. During this phase of implementation the approver will be notified of all activity but is not required to assess each individual work session. Upon being notified of completion, approver will then approve or make suggestions as to what is needed to be approved.

- Organizer: Project Lead and/or Participants as needed
- Participants: FoBFHT as well non group members
- Approver: King County reviews (at the interval of their discretion) and approves work performed when notified of completion

Entrance Criteria: Project has been deemed as *fit for use* and has been approved.

Exit Criteria: Agreement that the project is complete and meets the intent of the *Trail Plan* as well as adheres to the *Selected Project Scope* and is approved.

5. **Completed:** Friends of BFH, the project lead and King County all agree project is completed as-per the BFH Trails Plan, this set of guidelines, and the selected project scope. The completed project then becomes a maintenance item.