

# TAPAR Process (real-life example)

Trail Ambassadors, there's nothing like a real-life example to show you how the TAPAR process works. Great Salt Plains State Park (GSPSP) is a new partner to OETRA and Susie Koontz is the new trail ambassador that I recruited. So, I am working with her and the park superintendent, Russell, to get their first TAPAR done. The first thing to do is sit down with your park authority and determine your long-term goals. Then decide what's feasible to do in the current calendar year. Below is what Russell, Susie and I came up with.

## A. Goals

### 1. Long term goals:

- A. The equestrian camping area directly behind the park office:
  - (1) Electricity and water extended to all sites (only 2 currently have services)
  - (2) Extending the length of at least 2 of the sites to accommodate long trailer rigs where feasible
  - (3) Add two 12' pens at each site (maybe)
  - (4) Add a campfire ring and a grill at each site.
  - (5) Add a picnic table at each site
- B. Trail system:
  - (1) Signage at all trail intersections
  - (2) Old trails reopened and all trails maintained on both side of the bridge

### 2. Near-term goals (2020 initiative):

- A. The equestrian camping area directly behind the park office: Electricity and water extended to all sites (only 2 currently have services)
- B. Signage at all **existing** trail intersections

## B. TAPAR Process (Steps with responsible party cited in parentheses):

1. (**GSPSP**): Electrical: Contact one or more electrical contractors and ask for an **estimated** list of materials for extending electrical service to the remaining 4 or 5 campsites and certification services by licensed electrician. (see C)
2. (**GSPSP**): Water: Provide the number of freezeless faucets needed. If a specific brand and/or vendor is required, then specify. If PEX pipe and fittings are required, then a simple **estimated** list is required. (see C)
3. (**OETRA**): I will personally assist your trail ambassador, Susie Koontz, in preparing and submitting a TAPAR for the electrical and submitting it in time for the **May 15, 2020 deadline**.
4. (**OETRA**): If the TAPAR is approved at our June 6 meeting, the project needs started and completed this calendar year.
5. (**GSPSP**): Complete the project in 2020.

## C. How the money is paid from a practical standpoint:

1. **Money that is required up front:** (This is for materials that can be purchased from Lowes, Locke Supply, etc.) we will have our treasurer issue a check to your Trail Ambassador to buy those items. GSPSP personnel can go shopping with your TA or however you want to do it. Regardless, your TA must provide receipts to OETRA and return any unused funds. (It is a good idea to pad the estimate a little.)

2. **Commercial vendors:** (These are companies that do work up front then require payment within 30 days.) Provide those vendor statements and our Treasurer will immediately write checks **directly to the vendor**.

3. **Estimates vs Final Cost:** If there is a cost-overflow on a project, the board must vote on covering the overrun. Therefore, we suggest you pad the estimates a **reasonable** amount. If you pad it too much, the TAPAR may be disapproved. We won't tell you how much we've got to spend. **We created our near-term initiative based on informal talks with you and what we think is a reasonable project that we can cover in a calendar year.** So do your homework and provide realistic estimates with a little padding. We have always been reasonable on overruns as long as they are also reasonable.