Hello [IA Coordinator],

I hope you’re doing well!

In the course of auditing 2018 visitor use estimate documentation for the parks in the Regional Park System, we noticed that the new entrance opened at the Trout Brook Regional Trail, code 98 (Gateway State Trail Entrance, code 4) does not have usage classifications for weekdays.

As a quick reminder, usage classifications (either high, medium or low) are determined by comparing the usage of that trail’s entrance in relation to the other’s trails entrances. So, in this case, the Gateway State Trail Entrance usage should only be labeled as ‘high’ if it appears to match the usage of Trail North Entrance (east of McCarron’s County Park), code 2 on weekdays from 4 to 8 PM, as this is the only entrance at Trout Brook that has any times classified as high usage.

You can use the table below to designate each timeslot at the Gateway State Trail Entrance of Trout Brook Regional Trail as either ‘high’, ‘medium’ or ‘low’.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8AM-10AM | 10-noon | Noon-2PM | 2PM-4PM | 4PM-6PM | 6PM-8PM |
|  |  |  |  |  |  |

We’d request that you return this table along with the accurate 2018 Qualtrics data, special events and camping estimates for 2018 by February 1, 2019.

Thanks much,

Deb