



MAMMOTH TRAILS COMMITTEE MEETING

Thursday, June 21, 2018 @ 3pm

Mammoth Lakes Tourism and Recreation Conference Room

2520 Main Street, Mammoth Lakes, California

www.mammothlakesrecreation.org | www.mammothtrails.org

NOTE: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call (760) 934-4932. Notification 48 hours prior to the meeting will enable MLR to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

NOTE: All comments will be limited by the Chair to a speaking time of five-minutes.

ROLL CALL

Committee Members: Finlay Torrance, Dan Holler, Alan Jacoby, Elise Howell, John Mueller and David Page

PUBLIC COMMENT (On items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approval of the agenda
2. E-bike Update
 - a. E-Bike Handout
 - i. Attachment 1
 - b. MLTS Bike Ambassador Program
 - i. Funding Allocation – ACTION NEEDED
 - c. Modification of TOML Special Use Permit with USFS for Multi-Use Path
 - i. Attachment 2
 1. Proposal sent to USFS
 - d. MMSA Bike Park
 - i. Uptown/Downtown
 1. Attachment 3
 - a. Boundary Map from USFS
 2. Request definitive backup from USFS/MMSA
 - ii. Request information on Lakes Trail directional traffic
 - iii. Bike Park - rules enforcement
 - iv. Other changes that affect MLTS to be aware of?
3. MLTS Data Program Update
 - a. Attachment 4
 - i. TOML Planning Area collection effort



- i. Engineering efforts needed to get accurate cost estimate
- 5. FY 1819 Budget
 - a. Attachment 6
 - i. FY1819 Budget as approved by Town Council
 - ii. Project Initiations Sheets
- 6. Regulatory Signage Program
 - a. Attachment 7
 - i. Temporary “No E-Bike” sign
 - b. Develop Regulatory Signage Program to deploy Spring 2019
- 7. Eastern Sierra Recreation Partnership Update
- 8. Summer Recreation Handout
- 9. MLTS Trail Projects for Fundraising
 - a. Poo Fairy Program
 - i. Partnership secured with Sierra Dog Ventures
 - 1. \$2500 for FY1819 Operating and Maintenance costs
 - 2. Logo on Poo Fairy Signs and Bags
 - ii. Lion’s Club interested in forming partnership
 - b. Horseshoe Lake Bridge
 - i. Discussed with USFS Engineer
 - c. SHARP Phase II and Phase III Capital Improvement Projects (Bridges, Trailheads)
 - i. See Agenda Item #4 for anticipated needs
- 10. Capital Projects
 - a. Attachment 8
 - i. 5 Year Strategy for LABSS and SRIC
- 11. OHV Opportunities
 - a. Near-term Improvements
 - i. Maps and Signage
 - ii. Website Experiences
 - iii. Staging Area Development
 - b. Long-term Improvements
 - i. Policy Development
 - ii. New Routes/Trails
- 12. MLTS Website Content Opportunities
 - a. [Submit an Experience](#)



PO. Box 8562 • 2520 Main Street
Mammoth Lakes, CA 93546

**MAMMOTH LAKES
RECREATION**

(760)-709-0620
mammothlakesrecreation.org

13. Blue Diamond Nordic System

- a. Inclusion into MLTS

COMMITTEE MEMBER REPORTS

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on August 9, 2018 at 3 pm. I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the Mammoth Lakes Tourism & Recreation outside showcase not less than 72 hours prior to the meeting dated as June 21, 2018.

Matt McClain, MLR Executive Director

UPDATED: JUNE 12, 2018


Riding E-Bikes in Mammoth Lakes WHAT YOU NEED TO KNOW!



Riding E-Bikes in Mammoth Lakes is a new and fun way to enjoy a stunningly scenic landscape. E-Bikes are encouraged in some places but not permitted in others. Please be familiar with these rules to make sure the introduction of this exciting new technology succeeds in Mammoth Lakes.

WHERE E-BIKES ARE ALLOWED

ALLOWED

- **All E-Bikes** are allowed on roads and streets.
- **All E-Bikes** are allowed on Inyo National Forest off highway vehicle (OHV) routes and roads included on USFS Motor Vehicle Use Maps. Google it or use: 
- **Class 1 E-Bikes** are allowed in the Mammoth Mountain Bike Park, a fee based facility.

1	2	3
CLASS 1 E-BIKE	CLASS 2 E-BIKE	CLASS 3 E-BIKE
PEDAL ASSISTED MAX SPEED 20 MPH	NOT PEDAL ASSISTED MAX SPEED 20 MPH	PEDAL ASSISTED MAX SPEED 28 MPH

NOT ALLOWED

- **E-Bikes are NOT permitted** on any trail designated as non-motorized. (Examples: Mammoth Rock Trail, Mountain View Trail, Panorama Dome.)
- **E-Bikes are not allowed on multi-use pathways.** (Examples: Paved two-lane pathways around town such as the Lakes Basin Path and the Town Loop.)

E-BIKE RIDING ETIQUETTE

PLEASE ENJOY THIS MULTI-USE TRAIL SYSTEM RESPONSIBLY

- **Always stay on the right-hand side of the road** - Pass on the left.
- **Respect motorized/non-motorized trail use regulations** - Check in with the Mammoth Lakes Trail System for clarification if you are uncertain about the status of a trail or road.
- **Yield appropriately** - Let your fellow users know you're coming and **beware of blind turns!** Anticipate other users as you ride around corners. E-MTBers should yield to all non-motorized users, regardless of the direction they are traveling.
- **Ride responsibly** - Respect all speed regulations and recommendations, and ride within your limits.
- **Plan ahead** - Know your equipment, your ability and the area in which you are riding and prepare accordingly. E-bike batteries can run out! Keep track of how much you have left. **DON'T GET CAUGHT WITH A DEAD BATTERY!**
- **Leave no trace** - When a road is soft or wet, consider other riding options. Stay on existing roads. Pack out at least as much as you pack in.
- **Never scare animals** - An unannounced approach, a sudden movement or a loud noise easily startles animals, including horses and cattle. Give animals enough room and time to adjust to you.
- **If you see this sign**, E-Bikes are not permitted and violations are punishable:



Questions? Contact: Joel Rathje,
Town of Mammoth Lakes Trails Coordinator
jrathje@townofmammothlakes.ca.gov



ATTACHMENT 2

June 12 2018

Margie B. DeRose, Acting District Ranger
Mammoth and Mono Lake Ranger Districts
Inyo National Forest
P.O. Box 148
2110 Main Street
Mammoth Lakes, CA 93546

Dear: Ms. DeRose,

The Town of Mammoth Lakes is actively engaged with stakeholders to facilitate the introduction of E-Bikes to the Mammoth Lakes area and provide visitors and residents with clarity on where E-Bikes can be used. The existing regulatory framework for E-Bikes in Mammoth Lakes is not conducive to good function, safety, or quality of experience.

Through a series of stakeholder and public meetings, the Town of Mammoth Lakes Town Council provided direction to Town staff to engage with Inyo National Forest to request a modification of special use permits #MLD100217R, and #MLD070003R for multi-use-pathways in Mammoth Lakes to allow for the use of Class 1 E-bikes. The existing USFS policy does not permit the use of E-Bikes on non-motorized facilities. California State law does permit the use of E-Bikes, creating a layer of potential confusion. The attached map illustrates the gaps. Due to the proximity to public pathway and trail facilities, allowing E-Bikes in Mammoth Mountain Bike Park facilities introduces some challenges in providing people with functional and realistic connectivity to places of interest and services upon exiting the Bike Park boundary. The multi-use-pathway system can provide connections to many of the Town's facilities and services. Today, people leaving the permit boundary of the Mammoth Mountain Bike Park will find themselves breaking the law if they ride onto nearby multi-use-pathways under USFS jurisdiction.

We look forward to your feedback and guidance as to how we can begin a formal process to modify use permits #MLD100217R, and #MLD070003R to allow for the use of Class 1 E-bikes on multi-use-pathways in the Town Mammoth Lakes.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joel Rathje".






Joel Rathje
Trails Coordinator
P.O. Box 1609
Mammoth Lakes, CA 93546

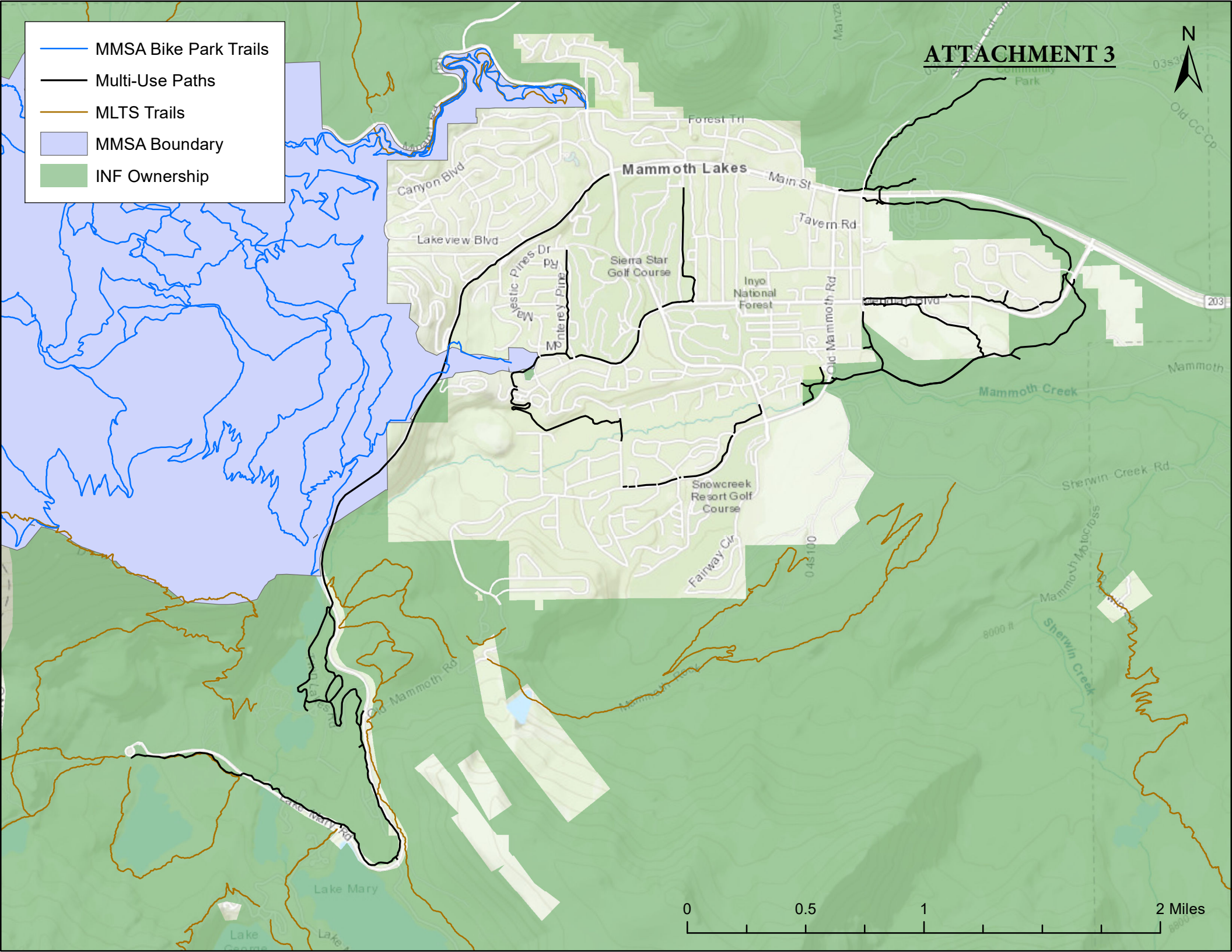
Email: jrathje@townofmammothlakes.ca.gov

Cc: Town Council
Mammoth Lakes Recreation
Recreation Commission
Mobility Committee
Inyo National Forest
Mono County LTC

ATTACHMENT 3

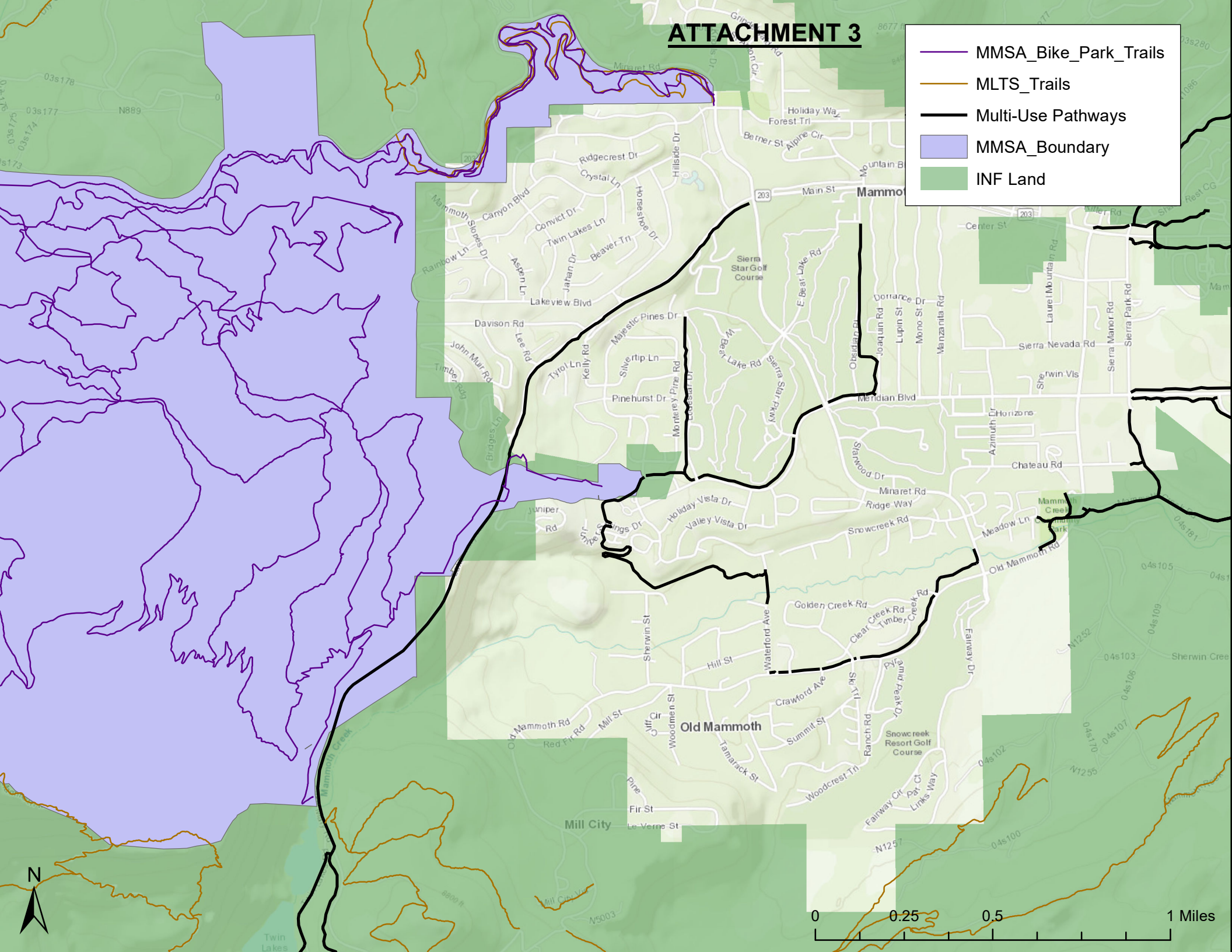


-  MMSA Bike Park Trails
-  Multi-Use Paths
-  MLTS Trails
-  MMSA Boundary
-  INF Ownership



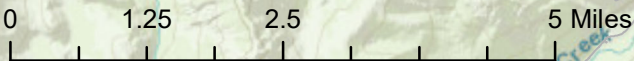
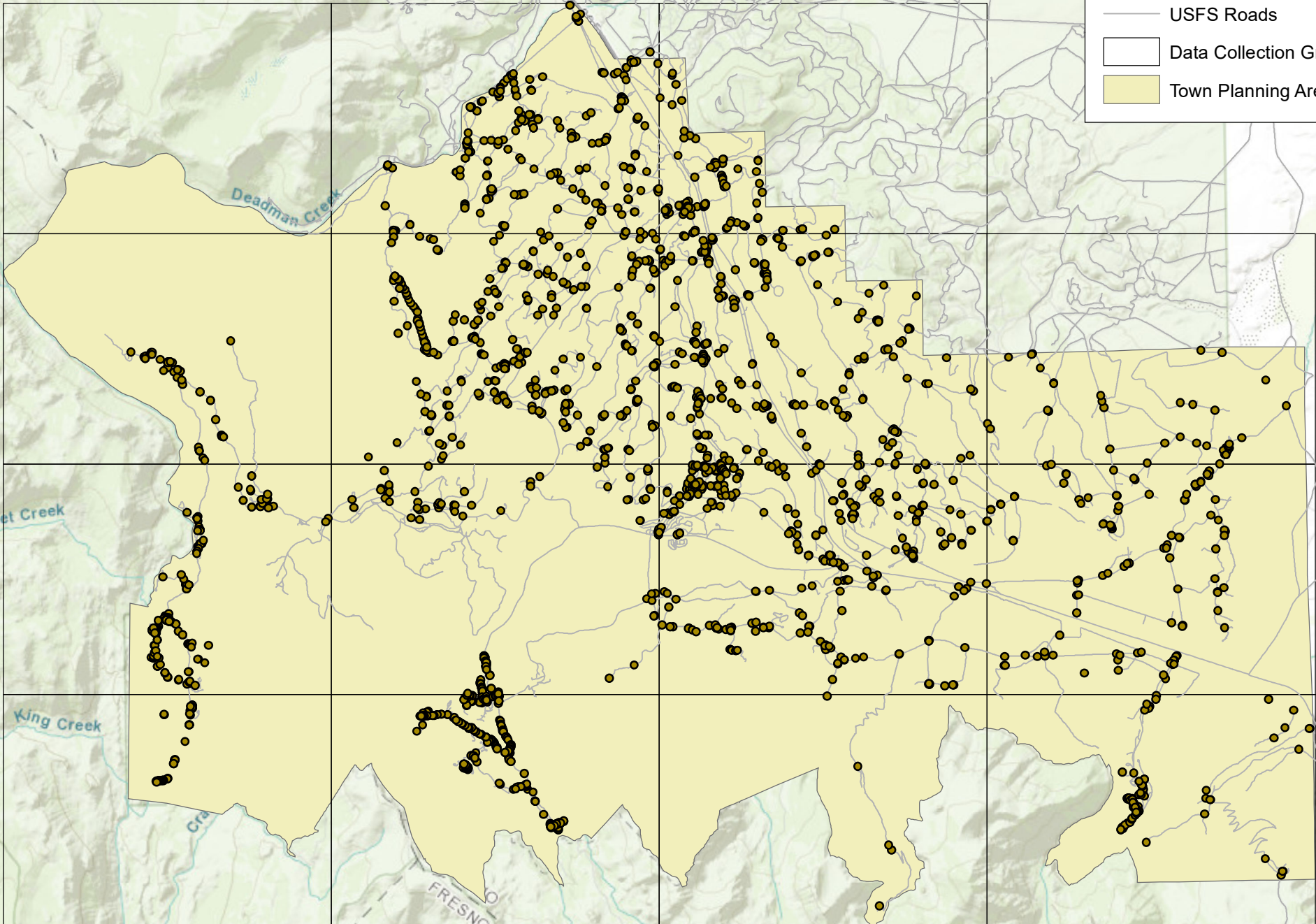
ATTACHMENT 3

- MMSA_Bike_Park_Trails
- MLTS_Trails
- Multi-Use Pathways
- MMSA_Boundary
- INF Land



ATTACHMENT 4

- USFS Signs
- USFS Roads
- Data Collection Grid
- Town Planning Area







SHARP PHASE II SUMMARY
Updated: June 14, 2018

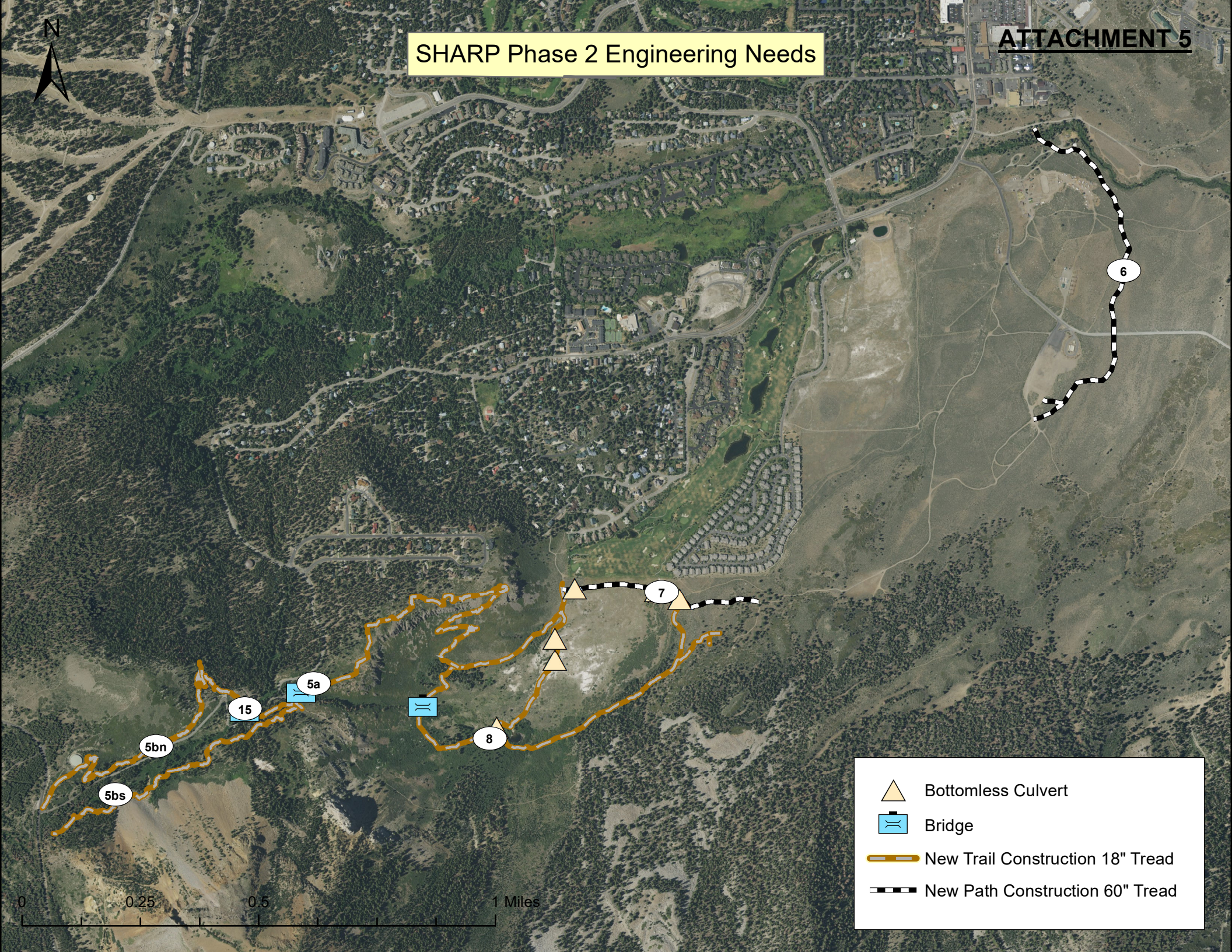
ATTACHMENT 5

SHARP ID #	Task Naming Convention	Task Type	Length (feet)	Est Cost	Engineering Needed?	CEQA	NEPA	Requires permit?	Agency Issues?	SWPPP	Mitigation Measures Required?	Wood onsite?	Rock onsite?	Construction Window (allowable)	Construction (preferred dates)	Construction (Est # days)
5a	SHARP 05a - B	Bridge	27	TBD Engineer	Y	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 30	TBD Bio, Agency, and Engineering	TBD Engineer
5a	SHARP 05a - T	Trail	6,295	\$ 31,475	N	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 31	TBD Bio, Agency, and Engineering	ASAP
5b North	SHARP 05bn - T	Trail	3,964	\$ 19,820	N	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 32	TBD Bio, Agency, and Engineering	ASAP
5b South	SHARP 05bs- T	Trail	3,863	\$ 19,315	N	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 33	TBD Bio, Agency, and Engineering	ASAP
6	SHARP 06 - P	Path	4,638	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 34	TBD Bio, Agency, and Engineering	ASAP
7	SHARP 07 - C1	Culvert Bottomless	not designed	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 35	TBD Bio, Agency, and Engineering	TBD Engineer
7	SHARP 07 - C2	Culvert Bottomless	not designed	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 36	TBD Bio, Agency, and Engineering	TBD Engineer
7	SHARP 07 - C3	Culvert Bottomless	not designed	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 37	TBD Bio, Agency, and Engineering	TBD Engineer
7	SHARP 07 - C4	Culvert Bottomless	not designed	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 38	TBD Bio, Agency, and Engineering	TBD Engineer
7	SHARP 07 - P	Path	2,283	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 39	TBD Bio, Agency, and Engineering	ASAP
8	SHARP 08 - B	Bridge	22	TBD Engineer	Y	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 40	TBD Bio, Agency, and Engineering	ASAP
8	SHARP 08 - C1	Culvert Bottomless	not designed	TBD Engineer	Y	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 41	TBD Bio, Agency, and Engineering	TBD Engineer
8	SHARP 08 - C2	Culvert Bottomless	not designed	TBD Engineer	Y	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 42	TBD Bio, Agency, and Engineering	TBD Engineer
8	SHARP 08 - C3	Culvert Bottomless	not designed	TBD Engineer	Y	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 43	TBD Bio, Agency, and Engineering	TBD Engineer
8	SHARP 08 - T	Trail	9,611	\$ 48,055	N	pending CE	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 44	TBD Bio, Agency, and Engineering	ASAP
15	SHARP 15 - B	Bridge	45	TBD Engineer	Y	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	TBD	TBD	TBD, General: June 1 - Sept 45	TBD Bio, Agency, and Engineering	TBD Engineer
15	SHARP 15 - T	Trail	1,495	\$ 7,475	N	PEIR covers	Cat Ex Decision Memo pending	per USFS NEPA direction	TBD	per NEPA and RWQCB	TBD	NA	NA	TBD, General: June 1 - Sept 46	TBD Bio, Agency, and Engineering	ASAP

SHARP Phase 2 Engineering Needs

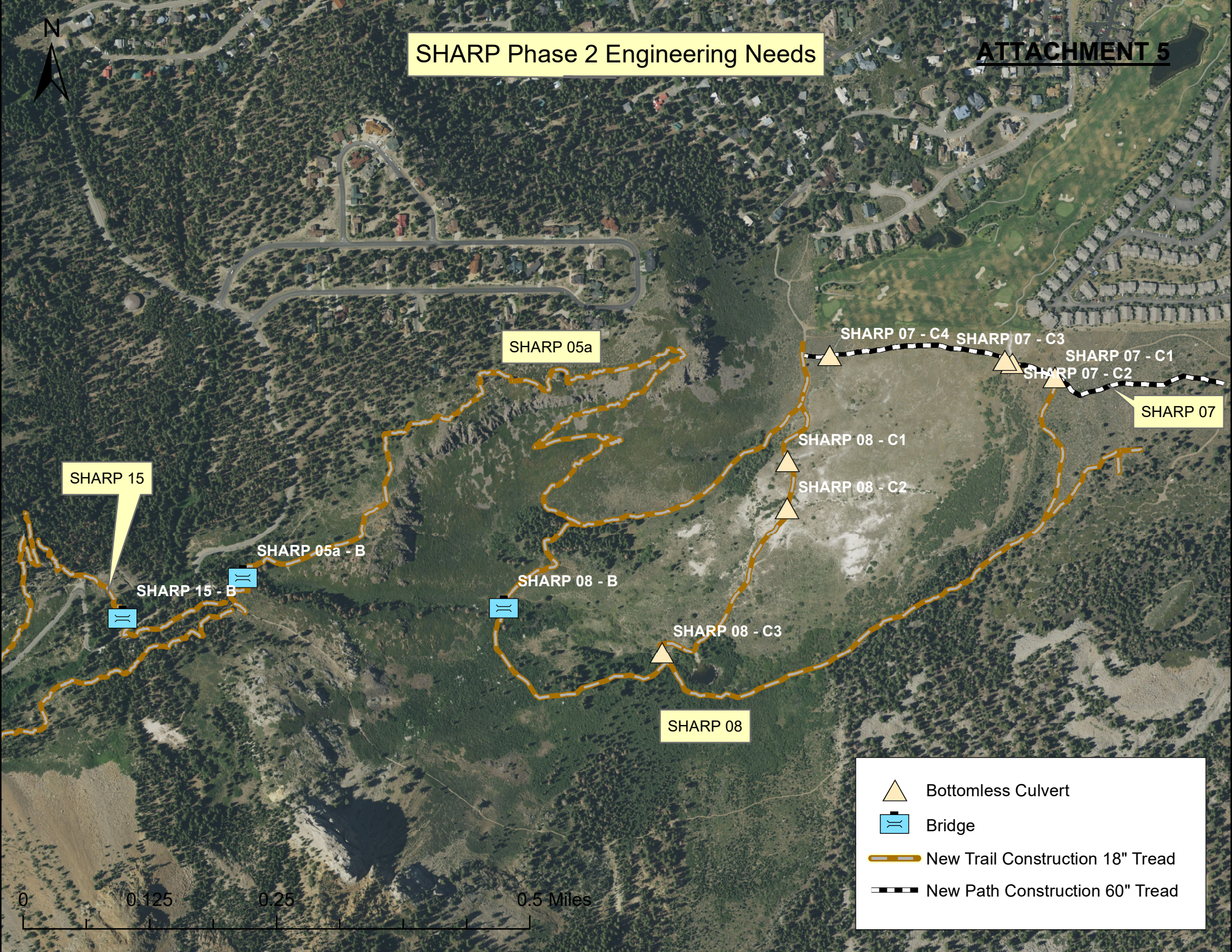


-  Bottomless Culvert
-  Bridge
-  New Trail Construction 18" Tread
-  New Path Construction 60" Tread



SHARP Phase 2 Engineering Needs

ATTACHMENT 5



SHARP 05a

SHARP 07 - C4 SHARP 07 - C3 SHARP 07 - C1 SHARP 07 - C2 SHARP 07

SHARP 15





SHARP 08 - C1 SHARP 08 - C2

SHARP 05a - B SHARP 15 - B

SHARP 08 - B

SHARP 08 - C3

SHARP 08

-  Bottomless Culvert
-  Bridge
-  New Trail Construction 18" Tread
-  New Path Construction 60" Tread



PROGRAM FUNDING

COUNT	TOML ACTIVITY CODE	FOCUS AREA	PROJECT LEAD	MLTPA CONTRACTOR CODE	PROJECT	INITIAL ALLOCATION
1-Jul						
PLANNING						
1	203	Focused Planning Efforts	MLTPA	070_05_SRIC	Shady Rest Inyo Craters (SRIC) - Planning	\$ 15,000.00
2			MLTPA	112_02_WBR_MLTS	Walk, Bike Ride (WBR): MLTS Facilities	\$ 4,000.00
TOTAL PLANNING:						\$ 19,000.00
ALLOCATED						
DESIGN						
3	211	Guidelines & Standards	MLTPA	115_01_StdMan	Standards Manuals	\$ 2,500.00
TOTAL DESIGN:						\$ 2,500.00
ALLOCATED						
IMPLEMENTATION						
4	224	Implementation/ Construction	MLTPA	052_08_Sign_DsgnMesg	Signage & Wayfinding - Design & Messaging	\$ 20,000.00
TOTAL IMPLEMENTATION:						\$ 20,000.00
ALLOCATED						
OPERATIONS						
5	232	Governance	TOML	092_06_TrailsCoord	Trails Coordinator	\$ 100,000.00
6			MLTPA	106_04_ProjectMngmt	Project Management Support	\$ 25,000.00
7			MLTPA	094_05_Budget	Action Plan & Budget	\$ 3,000.00
8	233	Interagency Coordination	MLTPA	031_05_Communications	Communications	\$ 3,000.00
9	235	Website	MLTPA	088_09_WebMgt	Website - Operations & Maintenance	\$ 5,000.00
10			TOML	902_01_WebMgt_TOML	Website - Operations & Maintenance - TOML	\$ 5,000.00
11			TOML	903_01_WebTech_TOML	Website - TOML Tech Support	\$ 500.00
12			MLTPA	098_04_WebContent	Website - Content Development	\$ 8,000.00
13	236	Information Systems	MLTPA	029_05_GIS_Data	GIS and Data	\$ 7,000.00
14			TOML	911_01_GIS_Data_TOML	GIS and Data - TOML	\$ 3,000.00
15	237	Interpretive	MLTPA	061_03_InterPrgm	Interpretive Program	\$ 5,000.00
16	240	Image Library	MLTPA	069_08_PhotoLibrary	Photo and Image Library	\$ 5,000.00
TOTAL OPERATIONS:						\$ 169,500.00
ALLOCATED						
MAINTENANCE						
17	252	Soft Surface Trail Maintenance	MLTPA	113_TrailDays	Trails Days	\$ 15,000.00
18			MLTPA	105_05_SoftSurfMaint	Soft Surface Trail Maintenance	\$ 10,000.00
19			TOML	906_01_SoftSurfMaint_TOML	Soft Surface Trail Maintenance - TOML	\$ 25,000.00
20	254	Nordic Trail Maintenance	MLTPA	102_07_WintGroom	Winter Grooming	\$ 15,000.00
21			TOML	905_01_WintGroom_TOML	Winter Grooming - TOML	\$ 5,000.00
22	256	Trailhead Maintenance	MLTPA	107_04_TH_Maint	Trailhead Maintenance	\$ 3,000.00
23			TOML	900_01_TH_Maint_TOML	Trailhead Maintenance - TOML	\$ 6,000.00
24	257	Equipment Purchase / Maintenance	MLTPA	111_03_ToolsEquip	Tools/Equipment	\$ 1,000.00
25			TOML	908_01_ToolsEquip_TOML	Tools/Equipment - TOML	\$ 2,000.00
TOTAL MAINTENANCE:						\$ 82,000.00
ALLOCATED						
STEWARDSHIP						
26	272	Mammoth Trails	MLTPA	014_08_MammothTrails	Mammoth Trails	\$ 1,000.00
27	276	Adopt A Trail	MLTPA	041_04_AAT	Adopt A Trail	\$ 1,000.00
TOTAL STEWARDSHIP:						\$ 2,000.00
ALLOCATED						
MARKETING/PROMOTION						
28	282	Trail Maps / Guides	MLTPA	103_04_MapsGuides	Map & Trail Guide Development	\$ 5,000.00
TOTAL MARKETING/PROMOTION:						\$ 5,000.00
ALLOCATED						
TOTAL PROGRAM:						\$ 300,000.00

CAPITAL FUNDING

COUNT	TOML ACTIVITY CODE	FOCUS AREA	PROJECT LEAD	MLTPA CONTRACTOR CODE	PROJECT	INITIAL ALLOCATION
1-Jul						
DESIGN						
29	212	Project Design	MLTPA	100_05_SHARP_Dsgn	SHARP - Trail Design	\$ 5,000.00
30			MLTPA	116_01_LABSS_Dsgn	LABSS - Trail Design	\$ 5,000.00
31			MLTPA	117_01_SRIC_Dsgn	SRIC - Trail Design	\$ 5,000.00
TOTAL DESIGN:						\$ 15,000.00
ALLOCATED						
IMPLEMENTATION						
32	223	Environmental - Project	MLTPA	099_08_SHARP_EnvReview	SHARP Environmental Review	\$ 5,000.00
33			TOML	904_01_SHARP_EnvReview_TOML	SHARP Environmental Review - USFS/TOML	\$ 115,000.00
34			MLTPA	118_01_LABSS_EnvReview	LABSS Environmental Review	TBD
35			TOML	909_01_LABSS_EnvReview_TOML	LABSS Environmental Review - USFS/TOML	TBD
36			MLTPA	119_01_SRIC_EnvReview	SRIC Environmental Review	TBD
37			TOML	910_01_SRIC_EnvReview	SRIC Environmental Review - USFS/TOML	TBD
38	224	Implementation/ Construction	MLTPA	071_05_SHARP_Cnstrct	SHARP - Trail Construction	\$ 20,000.00
39			TOML	901_01_SHARP_Cnstrct_TOML	SHARP - Trail Construction - TOML	\$ 100,000.00
40			TOML	907_01_Sign_EnvHardware_TOML	Signage & Wayfinding - Engineering & Hardware - TOML	\$ 10,000.00
TOTAL IMPLEMENTATION:						\$ 250,000.00
ALLOCATED						
TOTAL CAPITAL:						\$ 265,000.00

Program + Capital Allocation \$ 565,000.00
ALLOCATED

Project Information

Program: **Planning**
Program Category: **Focused Planning Efforts**
Project Name: **Shady Rest Inyo Craters (SRIC) - Planning**
TOML Activity Code: **203**
Contractor Code: **070_05_SRIC**

Project Detail

Project Description: Collaborative planning efforts for the Shady Rest/Inyo Craters region.

Efforts to Date: **2012:** MLTPA prepared a draft map for the study area for an Inyo Craters/Shady Rest Collaborative Planning effort along with an inventory and "road map" for an existing conditions analysis.

2016/2017: Existing Conditions analysis performed over approximately 20% of study area. Trails Coordinator provided MTC with recommendations to continue existing conditions analysis.

2017/2018: Continued exploration, data development and mapping of study area.

Scope of Work 18/19: Trails Coordinator to work directly with USFS to focus planning efforts in-line with USFS Travel Management objectives. Field work will continue to determine existing conditions, track opportunities, research and review efforts to date, and provide analysis and recommendations to the MTC for next steps and potential expenditure of funds as appropriate to expand and manage the MLTS in the Shady Rest/Inyo Craters area. Collaboration in planning will be between USFS, TOML and MLR.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB.

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 15,000.00**

Budget Recommendation: **\$ 15,000.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Shady Rest Inyo Craters (SRIC) - Planning**

TOML Activity Code: **203**

Contractor Code: **070_05_SRIC**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Walk, Bike, Ride (WBR): MLTS Facilities
Updated 18/05/02

Project Information

Program: **Planning**
Program Category: **Focused Planning Efforts**
Project Name: **Walk, Bike, Ride (WBR): MLTS Facilities**
TOML Activity Code: **203**
Contractor Code: **112_02_WBR_MLTS**

Project Detail

Project Description: Engage in research, planning and design efforts, as directed by the TOML PEDC Mobility Committee, to get the prioritized action items in the TOML Walk, Bike, Ride Action Strategy "shovel ready".

Efforts to Date: Implementation of previous Trail System Mater Plan goals.
2017/2018: Provide datasets, mapping and signage support functions to the PEDC for projects that include MLTS facilities.

Scope of Work 18/19: Continue to support needs of PEDC for MLTS facilities to bring action items from conception to "shovel ready".

TSMP Citation: **Recommendation G1: Consistent Naming Conventions; Recommendation G3: Uniform Trail Signage; Recommendation G5: Trail-Oriented Development (TrOD); Recommendation G6: Pedestrian-Orientated Development; Recommendation G7: Data Management; Recommendation G9: Trail and Mobility Needs; Recommendation G10: Future Access Easements; Recommendation G12: Coordination with Local Non-Governmental Organizations; Recommendation N4: Public Transit Access to Recreation Nodes; Recommendation N5: Summer Recreation Nodes; Recommendation N6: Winter Recreation Nodes; Recommendation INT1: General Interface between Soft-Surface Trails and Paved Facilities; Recommendation BP1: Bicycle Parking Requirements**

Deliverables 18/19: Develop and support creation of "shovel ready" projects as part of TOML Walk, Bike, Ride efforts for future grant applications and implementation.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 4,000.00**

Budget Recommendation: **\$ 4,000.00**

Leveraged Resources

Matching Funds (cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Walk, Bike, Ride (WBR): MLTS Facilities
Updated 18/05/02

Initiation + Acceptance

Approved Project Name: **Walk, Bike, Ride (WBR): MLTS Facilities**

TOML Activity Code: **203**

Contractor Code: **112_02_WBR_MLTS**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Design**
Program Category: **Guidelines & Standards**
Project Name: **Standards Manuals**
TOML Activity Code: **211**
Contractor Code: **115_01_StdMan**

Project Detail

Project Description: The MLTS Standards Manual ensures that clear and consistent signage exists on the Mammoth Lakes Trail System, which is critical to people's safe enjoyment and use of the system. Their confidence in the signage program affects their decisions to go beyond their perceived levels of comfort and explore. Clear and consistent signage plays a major role in marketing and promotional objectives for the Mammoth Lakes Trail System.

Efforts to Date: **2012:** MLTPA + Partners "Standards Manual" development and delivery: "Town of Mammoth Lakes – Public Works Department Section 600: Mammoth Lakes Trail System" – 77 page PDF prepared for TOML adoption documenting build ready standards for MLTS facilities such as: signage and wayfinding; multi use paths; trail amenities, pedestrian facilities; and naming conventions for all MLTS facilities. • CAD Files – 31 editable CAD files prepared for "Town of Mammoth Lakes – Public Works Department Section 600: Mammoth Lakes Trail System" • Updated "Design Intent" documents for MLTS Signage and Wayfinding Program • "Master Messaging" – Editable messaging for "MLTS Signage and Wayfinding" • Draft outline for comprehensive "MLTS Standards Manual" encompassing all aspects of MLTS facilities and programs.

2017/2018: Major overhaul and update of Signage.....

Scope of Work 18/19: Continue to update Standards Manuals and Design Intents to make current and update as necessary. Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 18/19: Update and revise the "Standards Manual" as directed, working with TOML staff for use with projects under the direction of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,500.00**

Budget Recommendation: **\$ 2,500.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Standards Manuals**

TOML Activity Code: **211**

Contractor Code: **115_01_StdMan**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **Signage and Wayfinding –Design & Messaging**

TOML Activity Code: **224**

Contractor Code: **052_08_Sign_DsgnMesg**

Project Detail

Project Description: Encompasses the various sign programs of the MLTS: Trails, Pathways, Winter Access/Egress, Winter Grooming, Winter Multi-Use System, Poo Fairy and Regulatory. Updating of maps and messaging on all MLTS Signage on a regular and predictable basis, including integration of updated maps into MLTS distribution channels such as MLTS Website and analog products. MLTPA Staff will provide the project analysis, field verification, catalog of existing inventory, messaging, vendor facilitation, GIS fieldwork, quality control, and continuing inventory for all sign types in the MLTS. MLTPA Staff will research standards and maintain and update

Efforts to Date: **2014:** TOML Adopts updated Public Works Standards Manual, including Section 600 “Trail and Trail Signage Standards”. No updates to MLTS Signage and Wayfinding Maps have been undertaken since initial phases of install completed in 2012.

2015: Signs constructed for Sherwins Egress Program. Key Agreements process initiated with Public Works. Messaging created for College Connector Path signage.

2016/2017: Update of MLTS soft-surface signage to include design and installation of over 100 signs following USFS standards; re-design and installation of Sherwins Winter Signage; development and installation of signs for Shady Rest Winter Grooming Program; development and installation of the Poo Fairy Signage campaign.

2017/2018: Designed and produced signage for USFS Multi-Use Winter Network, re-designed sign and expanded Poo Fairy Program to 9 stations, created and published to website Winter Recreation Handout, revised and began implementation of new messaging standards for Trail signs, perform annual maintenance on all Trail signs.

Scope of Work 18/19: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 18/19: **Task #1** - Efforts in support of signage for SHARP - Phase II. Efforts may include Project Analysis, Field Verification + Existing Inventory, Messaging, Messaging Vendor Facilitation, Graphic Creation, Posts and Hardware, QR Codes, Installation, QC + Final Inventory, GIS Fieldwork, Inventory and Maintenance.

Task #2 - Draft written Program, including inventory of existing needs and anticipated budget, for regular updating of MLTS Signage Maps and Messaging – where needed - for a two year regular update cycle. Program to include integration of mapping and any messaging updates into all MLTS distribution channels including MLTS Website and analog products.

Task #3 - Documentation of all efforts related to MLTS Signage and Wayfinding Production into the "Standards Manual" to be used in the future production of all MLTS Signage and Wayfinding efforts for both Pathway and Trail signage and wayfinding.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R**

Council Approved Budget: **\$ 20,000.00**

Budget Recommendation: **\$ 20,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Signage and Wayfinding –Design & Messaging**

TOML Activity Code: **224**

Contractor Code: **052_08_Sign_DsgnMesg**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Governance**
Project Name: **Trails Coordinator**
TOML Activity Code: **232**
Contractor Code: **092_06_TrailsCoord**

Project Detail

Project Description: Services of a full time Trails Coordinator employed by the Town of Mammoth Lakes to coordinate and implement the MLTS program.

Efforts to Date: **2011 - 2014:** Support for the MLTS Coordinating Committee (MLTS CC) programs and projects. The MLTS CC was disbanded in 2014.
2015 - 2016: After a nationwide search undertaken by MLTPA, Joel Rathje was hired by the town of Mammoth Lakes to serve as the MLTS Trails Coordinator.

Scope of Work 18/19: Trails Coordinator to provide support to the MTC, coordination with TOML, MLR, and other agencies/NGOs as identified including the USFS. Work includes a number of specific MLTS projects as initiated by the MTC.

TSMP Citation: **G11:** Trails Coordinator: "Consider creation of a Trails Coordinator position for implementation of the TSMP."

<i>Deliverables 18/19:</i>	1) Trails Coordinator: Salary - MR Funds (Est.)	\$	100,000.00
	2) Trails Coordination – Indirect Costs - Not To Exceed	\$	-
	Total Measure R Funds =	\$	100,000.00
	Additional General Fund Contribution =		\$28,500

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 100,000.00**

Budget Recommendation: **\$ 100,000.00**

Leveraged Resources

Matching Funds (Cash): **\$ 28,500.00** **General Funds for Trails Coordinator Salary - TOML**

In Kind Services/Donations:

Volunteer Hours:

Initiation + Acceptance

Approved Project Name: **Trails Coordinator**

TOML Activity Code: **232**

Contractor Code: 092_06_TrailsCoord

Project Initiation Date: July 1, 2018

Project Initiation Attest by
MTC Committee + Project

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest
MTC Committee + Project

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **Project Management Support**

TOML Activity Code: **232**

Contractor Code: **106_04_ProjectMgt**

Project Detail

Project Description: Project management support for the Trails Coordinator and to all projects as initiated and approved by the Mammoth Trail Committee.

Efforts to Date: **2016:** At their April 2016 meeting, the MTC initiated a new project to provide Project Management support to the Trails Coordinator.

Scope of Work 18/19: Ongoing project management support and maintenance of all aspects of projects initiated and approved by the Mammoth Trail Committee with a specific emphasis on the integrity and consistency of digital systems and cloud

TSMP Citation: **G11:** Trails Coordinator: "Consider creation of a Trails Coordinator position for implementation of the TSMP."

Deliverables 18/19: Project Management support for the Trails Coordinator and identified projects as identified by the Trails Coordinator. Trails Coordinator to provide ongoing analysis and recommendations to MTC for projects requiring Project Management support.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 25,000.00**

Budget Recommendation: **\$ 25,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Project Management Support**

TOML Activity Code: **232**

Contractor Code: **106_04_ProjectMgt**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **Action Plan & Budget**

TOML Activity Code: **232**

Contractor Code: **094_05_Budget**

Project Detail

Project Description: Budgeting short, medium, and long term implementation of projects from the TSMP including drafting of an annual budget and quarterly updates for review and recommendation by MTC and MLR for consideration and appropriation by the Town Council.

Efforts to Date: **12/06/07:** MLTPA delivers final "Bucket List" of prioritized projects with dollar amounts to TOML for use by MLTS CC for project prioritization and Town Council review and approval. The MLTS CC was disbanded in 2014.

2015-2018: Ongoing creation of annual budget, quarterly reports, budget tracking, and Project Initiation sheets for review and approval by MTC.

Scope of Work 18/19: Development of the annual budget, project initiation sheets, and action plan for short, medium, and long term implementation of projects from the TSMP for review and potential approval by the MTC including recommendations for annual budgeting and quarterly revisions.

TSMP Citation: **G14:** Action Plan: "Develop a detailed action plan for the implementation of the Mammoth Lakes Trail System."

Deliverables 18/19: **Task #1:** Inventory of TSMP recommended projects to date that are either completed and/or "in progress" for MTC review. Integrate with TOML CIP as appropriate.

Task #2: Inventory of new TSMP and other MLTS projects for consideration and review by MTC.

Task #3: Drafting of annual budget and quarterly reallocation updates of MLTS Program including Project Initiation Sheets for review and approval by the MTC, MLR Board, and Town Council.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 3,000.00**

Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Action Plan & Budget**

TOML Activity Code: **232**

Contractor Code: **094_05_Budget**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Interagency Coordination**

Project Name: **Communications**

TOML Activity Code: **233**

Contractor Code: **031_05_Communications**

Project Detail

Project Description: As described in the TSMP: "The development of an integrated trail system cannot occur without widespread community support. Community members have had (and must continue to have) access to the ... process through a variety of means including public workshops, surveys, local media, and the distribution of draft documents."

Efforts to Date: Under contract to the Town of Mammoth Lakes, MLTPA has provided communication services on behalf of the MLTS over several years, including contemporary outreach tools such as Hubspot, a full suite of analog tools, and it's own responsively designed and maintained website. The MLTS does not have - nor does it maintain - analogous capacity.

Scope of Work 18/19: In coordination with the Trail Coordinator, creation of messaging that will be of interest to the public and distribution of messaging through communication channels including those managed by MLTPA as well as mammothtrails.org. Maintenance and updating of content specific to MLTS communications efforts on all platforms.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes; TSMP Chapter 1.1 "Vision"**

Deliverables 18/19: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 3,000.00**

Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (cash):

In Kind Services/Donations:

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Communications**
TOML Activity Code: **233**
Contractor Code: **031_05_Communications**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:
**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Website - Operations and Maintenance
Updated 18/05/04

Project Information

Program: **Operations**
Program Category: **Website**
Project Name: **Website - Operations and Maintenance**
TOML Activity Code: **235**
Contractor Code: **088_09_WebMgt**

Project Detail

Project Description: As described in the current consultant contract between the Town and MLTPA for management of the MLTS website: "The technical operations of the "MLTS Website", by the "MLTS Website Technical Team", and the management of its content management program, by the "MLTS Website Partner Content Team", will be coordinated by the "MLTS Webmaster", to be designated by the Consultant and who will serve as the project lead, using protocols documented, updated and maintained by the Consultant in the "MLTS Website Handbook".

Efforts to Date: Under contract to the Town, MLTPA has been responsible for the operation and maintenance of the MLTS Website since it launched in the late summer of 2012 using protocols and procedures established and documented in the "MLTS Website Handbook". MLTPA designed and constructed the MLTS Website under contract to the Town as a result of a Measure R grant application.

Scope of Work 18/19: **Refer to "MLTS Website Scope of Work"-updated 04/19/18 - attached.**

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 18/19: **Refer to "MLTS Website Scope of Work"-updated 04/19/2018 - attached.**

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Website - Operations and Maintenance
Updated 18/05/04

Initiation + Acceptance

Approved Project Name: **Website - Operations and Maintenance**

TOML Activity Code: **235**

Contractor Code: **088_09_WebMgt**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____	_____	_____
TOML	MLR	Project Lead/Contractor

MLTS Website Operations and Maintenance
“MLTS Website Scope of Work”
Updated April 19, 2018

Program

The technical operations of the “**MLTS Website**”, by the “**MLTS Website Technical Team**”, and the management of its content management program, by the “**MLTS Website Partner Content Team**”, will be coordinated by the “**MLTS Webmaster**”, to be designated by the Consultant and who will serve as the project lead, using protocols documented, updated and maintained by the Consultant in the “**MLTS Website Handbook**”.

1. MLTS Webmaster (designated by Consultant)
 - a. Name: **Nicole Widen**
 - b. Position: **Webmaster**
 - c. Email nicolewiden@mltpa.org
 - d. Telephone Contact: **760-709-0694**

Content Management System (CMS) and Backend Access

The Town and the Consultant mutually agree that in the interests of the fundamental security, technical integrity, and reliability of the content of the MLTS Website, an efficient and accountable program must be maintained for the granting of access to the MLTS Website Content Management System (CMS) as well as to Backend Access to the MLTS Website, including administrative access to the hosting service for the MLTS Website, which is currently provided by Webfaction. To this end, the Town identifies its single authorized holder of “Superuser” and Backend Access status to the MLTS Website:

1. Town of Mammoth Lakes “Superuser” and Backend access Contact.
 - a. Name: **Nate Greenberg**
 - b. Position: **Mono County IT Director**
 - c. Email Address ngreenberg@mono.ca.gov
 - d. Telephone Contact **(760) 937-1209**

Upon execution of this agreement, the Town’s single authorized holder of “Superuser” and Backend Access status shall assign to the Consultant’s designated Webmaster “Superuser” and Backend access to the MLTS Website including administrative access to the hosting service for the MLTS Website, currently Webfaction. The Town’s authorized Contact and the MLTS Webmaster shall agree on a program to maintain reliable communications, including communications outside of regular business hours, in order to maintain the security, technical integrity, and reliability of the content of the MLTS Website. Consultant acknowledges that “Superuser” status and/or Backend Access to the MLTS Website may be withheld by the Town at any time. However, should the Consultant’s designated Webmaster be denied access to “Superuser” status and/or Backend Access to the MLTS Website without reasonable notice and rationale, the provisions of the Contingency program of this agreement shall be initiated. Should the situation not be resolved within 72 hours, this agreement may be terminated by the Consultant for cause.

Webmaster – Content Management System (CMS) and Permissions Management

Once “Superuser” access has been assigned to the MLTS Webmaster, the MLTS Webmaster is responsible for the assigning of all access and appropriate levels of permission to the MLTS Website CMS including denying access or terminating access to users. In no event shall the MLTS Webmaster deny the Town its “Superuser” or Backend Access. The MLTS Webmaster shall maintain and keep current an “off-line” inventory of all users with access to the MLTS Website CMS and Backend Access, which shall be available to the Town at the Town’s request.

Webmaster – Maintenance of Technical Integrity of mammothtrails.org Web Platform

Through the assignment of access and appropriate levels of permission to the MLTS Website CMS and Backend, including denying access or terminating access to users, the MLTS Webmaster is responsible for the technical integrity of the MLTS Website. All requests for access to the MLTS Website CMS or Backend for the purposes of security management, general maintenance, software and hardware updating, 3rd party platform integration, content updating including the review of draft content for approval by partner agencies, or any other requests for access that may effect the technical integrity of the MLTS Website, must be approved the MLTS Webmaster.

Webmaster – Daily Operations

Deliverables associated with the regular daily operations of the MLTS Website include:

1. Coordination and posting of Activity/Trail/Destination/Summer of Stewardship (SOS)/Event updates
2. Coordination and posting of Activity/Trail/Destination Alerts
3. Responses to reviews and general inquiries from the public, either directly or by forwarding to the appropriate TOML or USFS contacts
4. Coordination of technical and content issues
5. Coordination of information
6. Gathering of community and public land information relevant to the MLTS, to the extent determined by the TOML.
7. Assistance to interested third parties with mammothtrails.org linking opportunities
8. Monitoring of QR Code Program, both Wayfinding and Interpretive as it relates to the featured landing page, and any third party advertising displayed on the users smartphone.
9. Monitoring and distribution of site analytics - Google and Share This, with direction from TOML.
10. Promotion of MLTS Website and brand as determined by TOML
11. Coordination of the MLTS Website Calendar for seasonal transitions and content updates.

Webmaster – Seasonal Transitions

The MLTS Website is designed to accommodate representations of seasonal recreation opportunities in Mammoth Lakes and the surrounding national forest lands. Deliverables include:

1. Coordination of the MLTS Website Partner Content Team to establish “seasons” and an appropriate calendar for updating the MLTS Website. Coordination may include involvement of persons or organizations that are not specifically identified in this agreement.
2. Identification of existing MLTS Website content that can be relinked as 'featured' opportunities on landing pages per identified seasons. Landing pages include:
 - i. Home Page
 - ii. Trails General
 - iii. Destinations General Page
 - iv. Activities General Page
 - v. Specific Activities Pages
3. Updating of Update and Alerts for individual web pages based on seasonal realities and conditions on the ground.

Webmaster – Quarterly Content Updates

New recreation opportunities and infrastructure enhancements to the Mammoth Lakes Trail System will need to be reflected on the MLTS Website. Ongoing expectations from the public for new and varied recreation opportunities and for timely information regarding the MLTS must be anticipated. MLTS Website content and potentially the MLTS Website itself will need to be updated to accommodate these realities. Deliverables to include:

1. Ongoing coordination with the MLTS Website Partner Content Team along with interested parties to identify potential new infrastructure projects for possible inclusion in the MLTS Website.
2. Ongoing coordination with the general public, user groups (Mammoth Trails) and interested parties to develop potential new activities and their experiences on the MLTS.
3. As directed by the TOML, draft scopes of work and estimated budgets for the creation and posting of new content.

Webmaster – Anticipated Updates to MLTS Website Infrastructure

Contemporary technology is fast changing and will require updates to the programming and infrastructure of the MLTS Website. The ongoing introduction of new smartphones and tablets; new software, coding, and updated technical standards for existing software; opportunities emerging from Digital 395; and updates to 3rd party platforms used by the MLTS Website will require proactive engagement. Deliverables to include:

1. Recommendations for response(s) to MLTS Website user needs, whether for enhanced content delivery or enhanced technical capacity.
2. Ongoing review, evaluation and documentation of emerging and potentially relevant technologies for the MLTS Website.

Webmaster – Quarterly Reporting to the Town of Mammoth Lakes

Quarterly reporting from the Webmaster will provide the Town with both quantitative and qualitative information on the performance, functionality and use of mammothtrails.org. Deliverables to include:

Produce and deliver written quarterly content management and website performance and user updates to the Town of Mammoth Lakes.

“MLTS Website Technical Team”

The “**MLTS Website Technical Team**” will be responsible for the technical operations of the MLTS Website and shall consist of the MLTS Webmaster and representatives from the Town. The Town shall provide points of contact for its representatives to the “**MLTS Website Technical Team**”:

1. MLTS Webmaster (Consultant)
 - a. Name: **Nicole Widen**
 - b. Position: **Webmaster**
 - c. Email nicolewiden@mltpa.org
 - d. Telephone Contact: **760-709-0694**

2. Town of Mammoth Lakes technical representative
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: ngreenberg@mono.ca.gov
 - d. Telephone Contact: **760-924-1819**

3. Town of Mammoth Lakes Administrative/Financial representative:
 - a. Name: **Joel Rathje**
 - b. Position: **Trails Coordinator**
 - c. Email Address: jrathje@townofmammothlakes.ca.gov
 - d. Telephone Contact: **(760) 914-1769**

“MLTS Website Partner Content Team”

The “**MLTS Website Partner Content Team**” will be responsible for coordinating the content and content opportunities of the MLTS Website and shall consist of the “**MLTS Webmaster**” and representatives of partner agencies and organizations. The Town shall provide the following points of contact for representatives to the “**MLTS Website Partner Content Team**”:

1. MLTS Webmaster (Consultant)
 - a. Name: **Nicole Widen**
 - b. Position: **Webmaster**
 - c. Email nicolewiden@mltpa.org
 - d. Telephone Contact: **760-709-0694**

2. Town of Mammoth Lakes Trails Coordinator Representative:
 - a. Name: **Joel Rathje**
 - b. Position: **Trails Coordinator**
 - c. Email Address: **jrathje@townofmammothlakes.ca.gov**
 - d. Telephone Contact: **(760) 914-1769**

3. Inyo National Forest representative
 - a. Name: **(to be assigned by the District Ranger)**
 - b. Position: **(to be assigned)**
 - c. Email Address **(to be assigned)**
 - d. Telephone Contact **(to be assigned)**

4. Mammoth Lakes Recreation Representative:
 - a. Name: **Matt McClain**
 - b. Position: **Executive Director – Mammoth Lakes Recreation**
 - c. Email Address **matt@mammothlakesrecreation.org**
 - d. Telephone Contact **+1 (949) 228-1171**

5. Mammoth Lakes Tourism representative
 - a. Name: **Whitney Lennon**
 - b. Position: **Director of Marketing**
 - c. Email Address: **wlennon@visitmammoth.com**
 - d. Telephone Contact: **760 934 2712 ext 1215**

Promotion and Coordination Opportunities

Promotion opportunities will be coordinated with the community, local businesses and organizations and the media. Deliverables may include:

1. Coordination with Mammoth Lakes Tourism and Mammoth Chamber of Commerce.
2. Printing and distribution of “MLTS Smart Card”
3. Printing and Distribution of “MLTS Rack Card”
4. Implementation of “MLTS Website Linking Program”
5. Guided tours of MLTS Website for media reviews
6. Guided tours of MLTS Website to MLTS Partners through a “MLTS Ambassador” program targeting outreach to businesses and organizations
7. Implementation of Source Redirect program to enhance MLTS Website analytics, per guidance of MLTS Website Partner Content Team.
8. Submission of MLTS Website for peer review by bodies/organizations to offer constructive feedback on website improvements and potential promotion opportunities.

TECHNICAL SUPPORT & MAINTENANCE SUPPLIED BY TOML

The Town commits to supplying professional website hosting, server administration, and timely emergency support for the MLTS Website. The Town acknowledges that these services are vital

for the efficient and professional operation of the MLTS Website. Any costs to the content management of the MLTS Website associated with the disruption of the hosting capacity of the MLTS Website, the administration of servers, or a failure to provide timely emergency service to address technical operations failures of the MLTS Website as administered by the Town shall be addressed per the provisions of the "Contingency" section of this scope of work.

WEB HOSTING: The Town shall provide web-hosting services for the MLTS Website through Webfaction (<http://www.webfaction.com>). Should the Town desire to make changes to the webhosting services provided by Webfaction, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to web hosting services. Should "Extra Work" be required of Consultant due to a change in web hosting services; either a change of providers or through the failure of the Town to maintain its agreement with Webfaction, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Web Hosting Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

SERVER ADMINISTRATION SERVICES: The Town shall provide server administration services for the website hosted on Webfaction – or on a similar web hosting provider - including routine maintenance of the server, restarting of web services, server scaling, backups and restores, and OS patch updates. Should the Town either fail to provide, or choose not to provide, server administrator services, Consultant may provide those services as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Server Administration Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Mobile Phone: **760-924-1819**

PHOTO GALLERY HOSTING FOR THE WEBSITE: The Town shall provide the hosting of photographic images for the MLTS Website through Cincopa (www.cincopa.com). The Town shall maintain photo gallery hosting services with Cincopa through the life of this agreement. Should the Town desire to make changes to the photo gallery hosting services provided by Cincopa, or move the photo galleries to an alternative provider, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to photo gallery hosting services. Should "Extra Work" be required of Consultant due to a change in photo gallery hosting services; either a change of providers or through the failure of the Town to maintain its agreement with Cincopa, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Photo Gallery Hosting Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**

- d. Telephone Contact: **760-924-1819**

MLTS WEBSITE EMAIL ACCOUNTS: Consultant will maintain a variety of email accounts associated with the MLTS Website, including reviews@mammothtrails.org, info@mammothtrails.org, techteam@mammothtrails.org, webmaster@mammothtrails.org, and other email addresses as deemed necessary.

1. Town's Point of Contact for MLTS Website Email Accounts (if desired)
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

NON-FEE ACCOUNTS: Consultant shall maintain the following non fee services as part of the technical operation and content management of the MLTS Website: Google Analytics; Share This; Google Webmaster Tools; Bing/Yahoo Webmaster; Cloudflare; New Relic; Twitter; Facebook.

1. Town's Point of Contact for Non-Fee Accounts (if desired)
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

CONTINGENCY

Unforeseen events and opportunities will play a role in the operations of the MLTS Website. MLTS Website operations must be able to respond appropriately to unforeseen circumstances including but not limited to the following:

- Traffic to the MLTS Website exceeds capacity of the web host and crashes the Website. Extra bandwidth and server administration is required immediately.
- A catastrophic web hosting failure necessitates the installation of a full backup of the MLTS Website on an alternative webhost/data center.
- A member of the MLTS Website Technical Team is unable to perform to expectations necessitating alternative solutions to immediate needs.
- Unanticipated changes are needed to MLTS Website content or functionality in response to public safety needs or to fast moving changes in the technological environment that are beyond the control of the MLTS Webmaster or the MLTS Website Technical Team.
- Any unforeseen, unanticipated or technical failure of the MLTS Website for which there is no readily available or discernable explanation.

In order to maintain the capacity to implement viable solutions for unforeseen circumstances which may affect the reliable operations of the MLTS Website, and to maintain the capacity to implement technical and user interface needs of the MLTS Website that may arise from time to time, the Consultant may maintain time and material consulting agreements with third parties "SparkGeo" of Prince George, British Columbia, Canada, and "HoldFast Creative" of Denver, Colorado. There will be no paid advance or retainer paid for the purpose of establishing these subcontracts. Additionally, the Consultant will be available to work on a time and materials basis on projects

designated and assigned by the Town. These third parties shall be retained by Consultant strictly as independent contractors to Consultant and shall not be considered parties to this Agreement or contractors of the Town.

The Town and Consultant acknowledge the following in regards to contingency efforts:

1. Funds for non-emergency contingency tasks will be considered, and may be approved, by the Town Manager or his/her designee based upon budget and scope recommendations of the MLTS Webmaster. These tasks will be considered as "Extra Work" per section 3.3.4 of this agreement.
2. In the event of a failure of the website or the existence of a condition which Consultant believes requires "Extra Work," Consultant shall communicate the failure or condition to the Town Manager (or his or her designee) in writing, along with a proposed course of action to remedy the failure or condition and a cost estimate for doing so.
3. Provided that the Town Manager or his or her designee has approved the work and costs in advance and in writing, Consultant will be reimbursed for the costs of resolving a failure or other condition as described in paragraph 2 above.
4. Should the Consultant encounter a catastrophic situation wherein the website is incapacitated or is delivering misleading and/or potentially harmful information to the public and the catastrophic situation requires extraordinary efforts including either 1) immediately addressing the cause of the catastrophic situation using available resources including posting to the mammothtrails.org web address a placeholder page advising that the "MLTS Website is currently not available" and 2) the identified contacts for the Town are not responsive per the communication protocols as established through this agreement within one (1) hour of the identification of a catastrophic situation, then the Consultant shall be empowered to take prudent and reasonable corrective actions at a cost not to exceed \$2,500 until communication can be re-established with a representative of the Town who will provide direction on any further corrective actions and will review consultants request for "Extra Work" as required and as detailed in this agreement.

Website - Operations and Maintenance - TOML
Updated 18/05/04

Project Information

Program: **Operations**
Program Category: **Website**
Project Name: **Website - Operations and Maintenance - TOML**
TOML Activity Code: **235**
Contractor Code: **902_01_WebMgt_TOML**

Project Detail

Project Description: Project to serve hard-costs related to the website incurred by the MLTS, such as web-hosting.
Efforts to Date: Efforts previously been embedded in Web Management project.
Scope of Work 18/19: TOML to be billed directly for website hosting.
TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**
Deliverables 18/19: **Refer to "MLTS Website Scope of Work"-updated 04/19/18 - attached.**
Project Time Frame: **TOML Fiscal Year 18/19**
Project Lead: **TOML**
Funding Source: **Measure R Funds**
Council Approved Budget: **\$ 5,000.00**
Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Website - Operations and Maintenance - TOML

Updated 18/05/04

Initiation + Acceptance

Approved Project Name: **Website - Operations and Maintenance - TOML**

TOML Activity Code: **235**

Contractor Code: **902_01_WebMgt_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Website**

Project Name: **Website – TOML Tech Support**

TOML Activity Code: **235**

Contractor Code: **903_01_WebTech_TOML**

Project Detail

Project Description: Administrative and technical services to be provided by Mono County/TOML IT in support of the MLTS website.

Efforts to Date: Since 2012 and the launch of the MLTS Website, TOML has provided server admin support through its contract for IT services with Mono County.

Scope of Work 18/19: TOML staff to provide server admin and other appropriate technical support for MLTS Website through contract for IT services with Mono County on as needed basis.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 18/19: Ongoing server admin support for MLTS Website through contract for IT services with Mono County.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 500.00**

Budget Recommendation: **\$ 500.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Website – TOML Tech Support**

TOML Activity Code: **235**

Contractor Code: **903_01_WebTech_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Website**

Project Name: **Website – Content Development**

TOML Activity Code: **235**

Contractor Code: **098_04_WebContent**

Project Detail

Project Description: New web content, including new web pages, for the MLTS website.

Efforts to Date: **12/08/08:** MLTPA delivers the MLTS Website with 126 pages of Trail, Destination, Activity and Experience web pages under contract to TOML using funds from a Measure R grant award.

14/01/13: MLTPA delivers an additional 193 pages of Trail, Destination, Activity and Experience web pages under contract to TOML using funds from a Measure R grant award.

2015/2016: Winter photography completed for a number of existing web pages. Candidate list of 100+ new pages reviewed by USFS.

2017/2018: Review and update of naming conventions across website. Continued implementation of new photographs reflecting changes in trails and signage.

Scope of Work 18/19: Identification, development and construction of new web pages and related content for the MLTS Website using protocols documented in the “MLTS Website Handbook”.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 18/19: Create inventory of new web page opportunities for MLTS Website across all seasons. Produce new web pages for the MLTS Website with oversight and input from MLTS Partner agencies (TOML, USFS). Produce new web pages for the MLTS Website and/or create links to external websites to provide reliable information to MLTS users as established by the 2016 Winter Recreation Summit.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 8,000.00**

Budget Recommendation: **\$ 8,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Website – Content Development**

TOML Activity Code: **235**

Contractor Code: **098_04_WebContent**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Information Systems**
Project Name: **GIS and Data**
TOML Activity Code: **236**
Contractor Code: **029_05_GIS_Data**

Project Detail

Project Description: Collection and maintenance of GIS, use information, and other data relevant to the maintenance and operations of the MLTS.

Efforts to Date: **12/09/02:** MLTPA delivers “MLTPA Data Library” documents for maintenance and management of a GIS, Trail Counter and analog document library for use by the MLTS. MLTPA has maintained and made use of the Data Library for a variety of MLTS projects, and has provided GIS updates to the Town over several years from MLTPA data collection efforts.

2015/2016: Inventory and cleaning of all MLTS GIS efforts to date. Coordination with Mono County IT for future data collection efforts.

2016-2018: On-going maintenance of MLTS data library. Coordination with Mono County IT for data integration and database management. Purchase, installation and analysis of 38 trail counters across the MLTS capturing both summer and winter data.

Scope of Work 18/19: Ongoing maintenance, updating, and management of the MLTS GIS and Data Library, including trail counts, user information, and data resources necessary for the operations and maintenance of the MLTS. Continued analysis, presentation and refinement of system-wide Trail Counter program. Perform data collection of MLTS facilities as directed by the PEDC in efforts to support the Walk, Bike, Ride Initiative.

TSMP Citation: **Recommendation G7: Data Management**

Deliverables 18/19: Ongoing maintenance, updating, and management of the MLTS GIS and Data Library, including trail counts, user information, and data resources necessary for the operations and maintenance of the MLTS.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 7,000.00**

Budget Recommendation: **\$ 7,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **GIS and Data**
TOML Activity Code: **236**
Contractor Code: **029_05_GIS_Data**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Information Systems**
Project Name: **GIS & Data - TOML**
TOML Activity Code: **236**
Contractor Code: **911_01_GIS_Data_TOML**

Project Detail

Project Description: Project to serve any hard-costs related to data for the MLTS such as trail counters, software programs, GPS and mapping devices.
Efforts to Date: Efforts previously embedded in Data Library project.
Scope of Work 18/19: Provide and maintain equipment as deemed necessary by the Trails Coordinator.
TSMP Citation: **Recommendation G7: Data Management**
Deliverables 18/19: Provide and maintain equipment as deemed necessary by the Trails Coordinator.
Project Time Frame: **TOML Fiscal Year 18/19**
Project Lead: **TOML**
Funding Source: **Measure R Funds**
Council Approved Budget: **\$ 3,000.00**
Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **GIS & Data - TOML**
TOML Activity Code: **236**
Contractor Code: **911_01_GIS_Data_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:
**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Interpretive**
Project Name: **Interpretive Program**
TOML Activity Code: **237**
Contractor Code: **061_03_InterpPrgm**

Project Detail

Project Description: The ongoing development, implementation and maintenance of the MLTS interpretive program as originally adopted and appended to the TSMP by Town Council on January 23, 2013.

Efforts to Date: **2013:** In the spring and early summer of 2011, MLTPA contracted with two local interpretive specialists, David Scott and Christie Osborne, to prepare and deliver a draft report and presentation on the opportunities available to interpretive programming on the Mammoth Lakes Trail System (MLTS). Town Council adopted their final report ("Interpretive Services Planning: Opportunities for Interpretation along the Mammoth Lakes Trail System") on January 23, 2013.

2017/2018: 2013 program refined for current MLTS and presented to USFS for review.

Scope of Work 18/19: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G4:** Interpretive Signage; **E4:** Trails-Related Education Programs

Deliverables 18/19: To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Interpretive Program**

TOML Activity Code: **237**

Contractor Code: **061_03_InterpPrgm**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Image Library**
Project Name: **Photo and Image Library**
TOML Activity Code: **240**
Contractor Code: **069_08_PhotoLibrary**

Project Detail

Project Description: Maintenance and management of the MLTS photographic and image library.

Efforts to Date: **12/09/02:** MLTPA delivers “MLTPA Photo Library Workflow” protocols for maintenance and management of MLTS Photo and Image Library. MLTPA has maintained and made use of the MLTS Photo and Image Library for a variety of MLTS projects including MLTS Website updating and Summer of Stewardship projects.

Scope of Work 18/19: Ongoing maintenance, updating, and management of the MLTS photographic and image library.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 18/19: Ongoing maintenance and management of the MLTS photographic and image library. Review and updating of established protocols as necessary for consistency with contemporary technology and best practices. Drafting of recommendations for integration of image resources of all MLTS Partners into a single integrated system (MLT, INF, TOML, MLR, etc.)

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Photo and Image Library**

TOML Activity Code: **240**

Contractor Code: **069_08_PhotoLibrary**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**
Program Category: **Soft Surface Trail Maintenance**
Project Name: **Trail Days**
TOML Activity Code: **252**
Contractor Code: **113_TrailDays**

Project Detail

Project Description: The "Trail Days" program is a volunteer-based soft surface trail maintenance program initiated in 2009 by Friends of the Inyo and MLTPA.

Efforts to Date: **2009- 20016:** "Summer of Stewardship: Trail Days" program, a partnered effort of MLTPA and Friends of the Inyo, providing opportunities for volunteer trail stewardship in the Mammoth Lakes Trail System.
2017: MLTS hosted three Trail Days: Sustainable Recreation stewardship events.

Scope of Work 18/19: MLTS will host 3 Events in the Summer of 2018 and 1 event in the summer of 2019 and provide marketing, outreach and collateral for all

TSMP Citation: 7.1.5. Volunteer Maintenance Efforts

Deliverables 18/19: MLTS will lead efforts to provide 3 Events in the Summer of 2018 and 1 event and marketing for all events in the summer of 2019.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 15,000.00**

Budget Recommendation: **\$ 15,000.00**

Leveraged Resources

Matching Funds (cash): \$ -

\$ -

Total a/o 15/07/12 **\$ -**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: Trail Days
TOML Activity Code: 252
Contractor Code: 113_TrailDays

Project Initiation Date: July 1, 2018

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Maintenance**
Program Category: **Soft Surface Trail Maintenance**
Project Name: **Soft Surface Trail Maintenance**
TOML Activity Code: **252**
Contractor Code: **105_05_SoftSurfMaint**

Project Detail

Project Description: Project serves to provide MLTS support as needed for staffing needs outside of the Full-time Seasonal Trail Crew Leader and the Cal-Fire Crews in performing Soft Surface Trail Maintenance efforts.

Efforts to Date: **2017/2018:** Staff assisted Trail Crew Leader in maintenance needs as directed by Trails Coordinator.

Scope of Work 18/19: Provide support to MLTS Soft Surface Maintenance Program as directed by Trails Coordinator.

TSMP Citation: SS2: Summer Soft-Surface Trails outside the UGB

Deliverables 18/19: Sustainable trail maintenance throughout the MLTS as directed by the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 10,000.00**

Budget Recommendation: **\$ 10,000.00**

Leveraged Resources

Matching Funds (cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Soft Surface Trail Maintenance**

TOML Activity Code: **252**

Contractor Code: **105_05_SoftSurfMaint**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:
**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**
Program Category: **Soft Surface Trail Maintenance**
Project Name: **Soft Surface Trail Maintenance - TOML**
TOML Activity Code: **252**
Contractor Code: **906_01_SoftSurfMaint_TOML**

Project Detail

Project Description: On December 16, 2015, the Town Council approved the following per agenda item #10: "It is recommended that Council take the following actions: 1) Approve the reallocation of FY15-16 budget to support a soft surface trail maintenance program in FY15-16 and FY16-17; 2) Accept the USFS trail construction and maintenance documents as the framework for the program's on the ground work; and 3) Direct staff to proceed with a Challenge Cost Share Agreement for trail maintenance and construction with the Mammoth District of the Inyo National Forest and authorize the Town Manager to sign the agreement."

Efforts to Date: **2007 - 2016:** The "Summer of Stewardship: Trail Days" program provided volunteers working with Friends of the Inyo and MLTPA opportunities to provide maintenance to the MLTS.

2016/2017: MLTS continued Challenge Cost Share Agreement with USFS, hired 4 full-time trail crew members, and utilized Cal-Fire crews to perform trail maintenance throughout the MLTS.

2017/2018: MLTS continued Challenge Cost Share Agreement with USFS, hired 1 Full-time Seasonal Trail Crew Leader and 1 Part-time Seasonal Trail Crew member, and utilized Cal-Fire crews to perform trail maintenance throughout the MLTS.

Scope of Work 18/19: Trails Coordinator to continue Challenge Cost Share Agreement with USFS, hire 1 Full-time Seasonal Trail Crew Leader, contract with Cal-Fire crews throughout working season, track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: SS2: Summer Soft-Surface Trails outside the UGB

Deliverables 18/19: Sustainable soft surface trail maintenance throughout the MLTS.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 25,000.00**

Budget Recommendation: **\$ 25,000.00**

Leveraged Resources

Matching Funds (cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Soft Surface Trail Maintenance - TOML**

TOML Activity Code: **252**

Contractor Code: **906_01_SoftSurfMaint_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:
**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**
Program Category: **Nordic Trail Maintenance**
Project Name: **Winter Grooming**
TOML Activity Code: **254**
Contractor Code: **102_07_WintGroom**

Project Detail

Project Description: Winter grooming efforts such as the "Shady Rest Winter Grooming Program" for winter facilities of the MLTS.

Efforts to Date: Contractual efforts have been in place for the last several seasons with Friends of the Inyo to provide grooming services, but low snowfall has made operations difficult and even problematic. USFS permitting and program update from previous years efforts will be necessary from the Trails Coordinator and TOML. The **2016 Winter Recreation Summit** track: "Winter Recreation in Shady Rest Park" identified the need to expand winter recreation opportunities in and around the Shady Rest Park area.

2016/2017: TOML and USFS entered agreement for MLTS to provide winter grooming services at the Shady Rest Nordic System for non-motorized users including a pilot program to groom additional mileage and allow the use of fat-bikes on the groomed system trails.

2017/2018: Continued grooming of the multi-use Shady Rest Winter Trail System.

Scope of Work 18/19: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate keeping winter recreation opportunities in and around Shady Rest Park at the forefront as identified in the **2016 Winter Recreation Summit**. See attached "Non-Funded Challenge Cost Share Agreement" between the USFS and TOML, expiring December 31, 2023.

TSMP Citation: SS3: Shady Rest Winter Trails: Explore options to improve winter trail and trailhead conditions at Shady Rest.

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 15,000.00**

Budget Recommendation: **\$ 15,000.00**

Leveraged Resources

Matching Funds (cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Winter Grooming**

TOML Activity Code: **254**

Contractor Code: **102_07_WintGroom**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor



FS Agreement No. 18-CS-11050400-008

Cooperator Agreement No. _____

NON FUNDED CHALLENGE COST SHARE AGREEMENT
Between The
TOWN OF MAMMOTH LAKES
And The
USDA, FOREST SERVICE
INYO NATIONAL FOREST, MAMMOTH LAKES RANGER DISTRICT

This NON FUNDED CHALLENGE COST SHARE AGREEMENT is hereby made and entered into by and between the Town of Mammoth Lakes, hereinafter referred to as "TOML," and the USDA, Forest Service, Inyo National Forest hereinafter referred to as the "U.S. Forest Service," under the authority: Department of Interior and Related Agencies Appropriation Act of 1992, Pub. L. 102-154

Background: Shady Rest Campground is operated by California Land Management and closes every fall. Historically this area was groomed for Nordic skiing by the Mammoth Nordic Club. More recently this experience was maintained by the Friends of the Inyo. This agreement is in place to provide TOML the documentation required to provide grooming using their funds.

Title: Town of Mammoth Lakes Shady Rest Winter Grooming

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to provide Nordic Grooming in accordance with the following provisions and the hereby incorporated Operating and Financial Plan, attached as Attachment A.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The U.S. Forest Service will benefit because we are providing areas for Nordic skiing experiences. TOML will benefit because they are providing an experience which may provide an economic benefit to local business.

In Consideration of the above premises, the parties agree as follows:

III. TOML SHALL:

A. LEGAL AUTHORITY. TOML shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.



- B. USE OF GOVERNMENT OWNED VEHICLES. U.S. Forest Service vehicles may be used for official U.S. Forest Service business only in accordance with FSH 7109.19, chapter 60, the requirements established by the region in which performance of this agreement takes place, and the terms of this agreement.
- C. TOML will provide grooming services for Nordic experiences at Shady Rest Campground.
- D. Groom when snow of sufficient depth and density that allows grooming without undue disturbance to the underlying ground surface.
- E. Perform trail maintenance and marking as necessary to keep the Nordic trails usable.

IV. THE U.S. FOREST SERVICE SHALL:

- A. Communicate any needs to TOML concerning the Shady Rest grooming.
- B. Check grooming to insure no damage to underlying ground surface.
- C. Provide relevant federal direction and guidance on federal laws and policy as necessary.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Dan C. Holler PO Box 1609 Mammoth Lakes CA 93546 Telephone: (760) 965-3600 x3601 FAX: (760) 934-7493 Email: dholler@townofmammothlakes.ca.gov	Same



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Janelle Walker PO Box 148 Mammoth Lakes CA 93546 Telephone: 760-924-5523 FAX: 760-924-5537 Email: janellewalker@fs.fed.us	Aaron Stout 631 Coyote St Nevada City, CA Telephone: 530-478-6825 FAX: 530-478-6161 Email: asstout@fs.fed.us

B. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT LIABILITY.

TOML agree(s) that any of their employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as TOML hereby willingly agrees to assume these responsibilities.

Further, TOML shall provide any necessary training to TOML's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. TOML shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

C. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or TOML are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To TOML, at the address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

D. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or TOML from participating in similar activities with other public or private agencies, organizations, and individuals.



- E. ENDORSEMENT. Any of TOML's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of TOML's products or activities.
- F. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- G. ELIGIBLE WORKERS. TOML shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). TOML shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- H. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). TOML shall maintain current information in the System for Award Management (SAM). This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- I. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
- J. AGREEMENT CLOSEOUT. Within 90 days after expiration or notice of termination the parties shall close out the agreement.

Within a maximum of 90 days following the date of expiration or termination of this agreement, all reports required by the terms of the agreement must be submitted to the U.S. Forest Service by TOML.

K. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS



The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

TOML shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period.

- L. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. TOML shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. TOML shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

- M. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

- N. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Coopeatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce



policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

O. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. TOML shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

P. GOVERNMENT-FURNISHED PROPERTY. TOML may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. TOML shall not modify, cannibalize, or make alterations to U.S. Forest Service property. A separate document, Form AD-107, must be completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

TOML Liability for Government Property.

1. Unless otherwise provided for in the agreement, TOML shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies:
 - a. The risk is covered by insurance or TOML is otherwise reimbursed (to the extent of such insurance or reimbursement).
 - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of TOML's managerial personnel. TOML's managerial personnel, in this provision, means TOML's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of TOML's business; all or substantially all of TOML's operation at any one plant or separate location; or a separate and complete major industrial operation.
2. TOML shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. TOML shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. TOML shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the Grants Management Specialist, TOML shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.

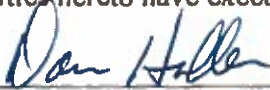


- Q. REMEDIES FOR COMPLIANCE RELATED ISSUES. If TOML materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may wholly or partly suspend or terminate the current agreement.
- R. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and TOML agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 2. By 30 days written notification by TOML to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement does not accomplish the purpose for which the award/agreement was made, the U.S. Forest Service may terminate the award upon 30 days written notice in its entirety.
- S. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- T. DEBARMENT AND SUSPENSION. TOML shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should TOML or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- U. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.
- V. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through December 31, 2023 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.



VI. APPROVAL.

AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.



DAN HOLLER, Town Manager
Town of Mammoth Lakes
12-11-17
Date

for 

CHRISTOPHER FISCHER,
Acting Forest Supervisor
U.S. Forest Service, Inyo National Forest
12/12/17
Date

The authority and format of this agreement have been reviewed and approved for signature.



AARON S. STOUT
U.S. Forest Service Grants Management Specialist
12-06-2017
Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Attachment: A

USFS Agreement No.: 18-CS-11050400-008

Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
(1) No program income is expected and
(2) The Cooperator is not giving cash to the FS and
(3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total	
Direct Costs						
Salaries/Labor	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
Other						\$0.00
Subtotal	\$12,500.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$32,500.00
Coop Indirect Costs		\$0.00	\$0.00			\$0.00
FS Overhead Costs	\$1,000.00					\$1,000.00
Total	\$13,500.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$33,500.00
Total Project Value:						

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 40.30%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 59.70%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days est.	Total
GS-5 Inspect Trails	\$250.00	50.00	\$12,500.00
			\$0.00

Non-Standard Calculation

Total Salaries/Labor	\$12,500.00
-----------------------------	--------------------

Subtotal Direct Costs

\$12,500.00

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
8.00%	\$12,500.00	\$1,000.00
Total FS Overhead Costs		\$1,000.00

TOTAL COST

\$13,500.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation				
Job Description		Cost/Day	# of Days	Total
				\$0.00

Total Salaries/Labor				\$0.00
-----------------------------	--	--	--	---------------

Other Expenses

Standard Calculation				
Item		# days Est.	Cost/Day Est.	Total
Snow Grooming and Trail Maintenance		50.00	\$400.00	\$20,000.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Other				\$20,000.00
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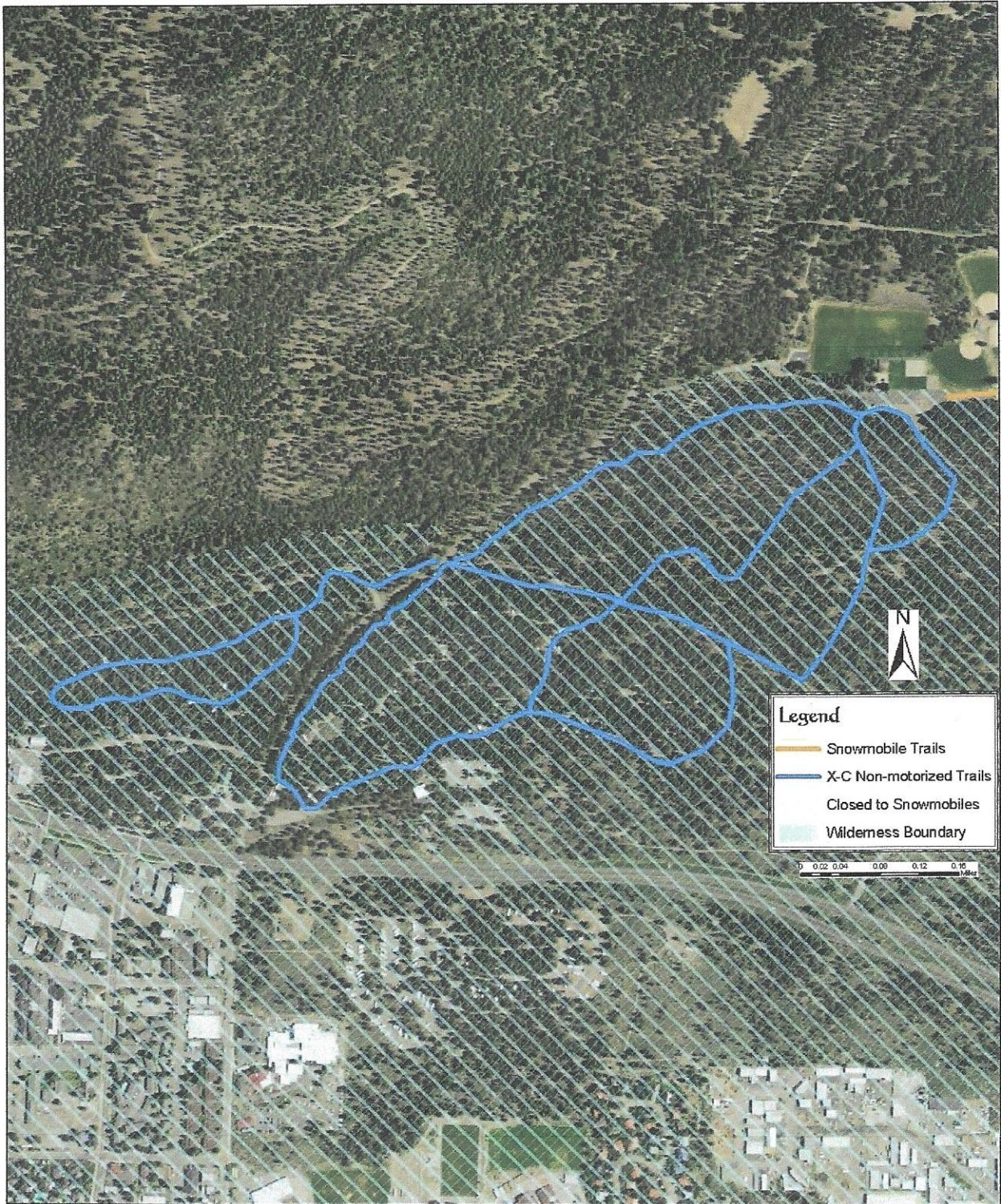
Subtotal Direct Costs	\$20,000.00
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Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs			Total
				\$0.00

Total Coop. Indirect Costs				\$0.00
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TOTAL COST	\$20,000.00
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Project Information

Program: **Maintenance**
Program Category: **Nordic Trail Maintenance**
Project Name: **Winter Grooming - TOML**
TOML Activity Code: **254**
Contractor Code: **905_01_WintGroom_TOML**

Project Detail

Project Description: Project to provide any hard-costs related to Winter Grooming Program for the MLTS such as equipment rental, maintenance, repair and operating costs.

Efforts to Date: Efforts previously embedded in Winter Grooming Program budget.

Scope of Work 18/19: Provide and maintain equipment as deemed necessary by Trails Coordinator.

TSMP Citation: SS3: Shady Rest Winter Trails: Explore options to improve winter trail and trailhead conditions at Shady Rest.

Deliverables 18/19: Provide and maintain equipment as deemed necessary by Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Winter Grooming - TOML**

TOML Activity Code: **254**

Contractor Code: **905_01_WintGroom_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**
Program Category: **Trailhead Maintenance**
Project Name: **Trailhead Maintenance**
TOML Activity Code: **256**
Contractor Code: **107_04_TH_Maint**

Project Detail

Project Description: Recommendation M1 from the TSMP: Development of Coordinated Year-Round Maintenance Plan. "Maintenance efforts can be carried out both by TOML maintenance personnel, and as stewardship opportunities with volunteer organizations."

Efforts to Date: **2016:** New project initiated by MTC that has been informed and developed based on outcomes from the following "tracks" from the **Winter Recreation Summit:** "Snowplay" and "Winter Recreation in the Mammoth Lakes Basin".

2016/2017: Developed and implemented "Poo Fairy" stations and campaign at Winter Trailheads. Maintained Sherwins Winter signs including trail counters and avalanche beacon checkers.

2017/2018: Refined and expanded the "Poo Fairy" program. Added solar panels to Winter Trailhead signs. Continued maintenance and development of overall program.

Scope of Work 18/19: Continued development and implementation of a MLTS Trailhead Maintenance program to be coordinated with the MLTS Adopt A Trail Program, and based on outcomes from the **2016 Winter Recreation Summit**, snowplay areas and winter recreation in the Lakes Basin, which will be focused on litter and animal waste collection and removal. Continue to maintain winter trailhead access, and develop and refine the Poo Fairy campaign.

TSMP Citation: **M1:** Development of Coordinated Year Round Maintenance Plan

Deliverables 18/19: To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 3,000.00**

Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Trailhead Maintenance**

TOML Activity Code: **256**

Contractor Code: **107_04_TH_Maint**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Trailhead Maintenance**

Project Name: **Trailhead Maintenance - TOML**

TOML Activity Code: **256**

Contractor Code: **900_01_TH_Maint_TOML**

Project Detail

Project Description: Project to provide any hard-costs related to MLTS Trailhead Maintenance for the MLTS such as fabrication and servicing of Poo Fairy Stations and Winter Trailhead signs.

Efforts to Date: Efforts previously embedded in MLTS Trailhead Maintenance budget.

Scope of Work 18/19: Provide and maintain equipment and services as deemed necessary by Trails Coordinator.

TSMP Citation: **M1:** Development of Coordinated Year Round Maintenance Plan

Deliverables 18/19: Provide and maintain equipment and services as deemed necessary by the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 6,000.00**

Budget Recommendation: **\$ 6,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: Trailhead Maintenance - TOML

TOML Activity Code: 256

Contractor Code: 900_01_TH_Maint_TOML

Project Initiation Date: July 1, 2018

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Equip. Purchase / Maintenance**

Project Name: **Tools/Equipment**

TOML Activity Code: **257**

Contractor Code: **111_03_ToolsEquip**

Project Detail

Project Description: Provide staffing support to manage and maintain MLTS tool and equipment inventory.

Efforts to Date: Previous efforts embedded in Soft Surface Trail Maintenance project.

Scope of Work 18/19: Provide staffing support to manage and maintain Tool Library inventory.

TSMP Citation: **Recommendation M1:** Development of Coordinated Year-Round Maintenance Plan

Deliverables 18/19: Identify and mark new tools with MLTS ID#, maintain current inventory log and report any damaged tools.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 1,000.00**

Budget Recommendation: **\$ 1,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Tools/Equipment**

TOML Activity Code: **257**

Contractor Code: **111_03_ToolsEquip**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Equip. Purchase / Maintenance**

Project Name: **Tools/Equipment - TOML**

TOML Activity Code: **257**

Contractor Code: **908_01_ToolsEquip_TOML**

Project Detail

Project Description: Project provides "hard-costs" in relation to tool and equipment acquisition for the MLTS.

Efforts to Date: Previous efforts embedded in Soft Surface Trail Maintenance.

Scope of Work 18/19: Purchase of tools as deemed necessary by Trails Coordinator.

TSMP Citation: **Recommendation M1:** Development of Coordinated Year-Round Maintenance Plan

Deliverables 18/19: Purchase of tools as deemed necessary by Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Tools/Equipment - TOML**

TOML Activity Code: **257**

Contractor Code: **908_01_ToolsEquip_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Stewardship**
Program Category: **Adopt A Trail**
Project Name: **Adopt A Trail**
TOML Activity Code: **276**
Contractor Code: **041_04_AAT**

Project Detail

Project Description: Development and implementation of a trans-jurisdictional (TOML/USFS) "Adopt A Trail" program for the MLTS to be coordinated with volunteer light maintenance and litter removal programs.

Efforts to Date: The Town maintained an Adopt A Trail Program prior to 2007. MLTS Signage and the MLTS Website have been constructed to allow for acknowledgement of Adopt A Trail participants, but no Adopt A Trail program has been in effect for several years.
2015/2016: A Program Proposal for the Adopt A Trail program has been drafted and reviewed by the MTC. Formal submission of the proposal to the USFS District Ranger by the Trails Coordinator is anticipated in the Summer of 2016.
2016/2017: Formal Adopt A Trail Program Proposal submitted to USFS.
2017/2018: Anticipating USFS review and approval of Adopt A Trail Program Proposal.

Scope of Work 18/19: Anticipating USFS review of Adopt A Trail Program. Program modifications as necessary for approval.

TSMP Citation: Recommendation E6: Establish a Trail Patrol

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 1,000.00**

Budget Recommendation: **\$ 1,000.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Adopt A Trail**
TOML Activity Code: **276**
Contractor Code: **041_04_AAT**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:
**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Stewardship**
Program Category: **Mammoth Trails**
Project Name: **Mammoth Trails**
TOML Activity Code: **272**
Contractor Code: **014_08_MammothTrails**

Project Detail

Project Description: Maintenance and convening of "Mammoth Trails", a confederation of outdoor recreation user groups and clubs that meets on an "as needed basis".

Efforts to Date: Founded by Charter in 2008; met regularly through 2012; has met on an as needed basis from 2012 – 2018 to provide comment on a number of Agency planning efforts; convened and facilitated by the MLTS Trails

Scope of Work 18/19: At the direction of the Trails Coordinator, convene and maintain "Mammoth Trails", a confederation of outdoor recreation user groups and

TSMP Citation: **E7: NGO's / Mammoth Trails** - Support the development of non-governmental group to serve as a resource providing localized technical knowledge fostering trail-related stewardship.

Deliverables 18/19: "Mammoth Trails" meetings to be convened and facilitated as needed.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 1,000.00**

Budget Recommendation: **\$ 1,000.00**

Leveraged Resources

Matching Funds (cash): **TBD**
In Kind Services/Donations: **TBD**
Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Mammoth Trails**
TOML Activity Code: **272**
Contractor Code: **014_08_MammothTrails**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **SHARP Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **904_01_SHARP_EnvReview_TOML**

Project Detail

Project Description: Preparation and drafting of environmental documents, both NEPA and CEQA, for the potential implementation of Sherwins Area Recreation Plan (SHARP) projects.

Efforts to Date: **2011 - 2014:** Inyo National Forest (INF) progress on NEPA efforts to date are unclear, and will need to be confirmed by Town Manager. In a letter dated Jan. 28, 2015, and as the result of public meeting, the Town advised INF that the following SHARP projects had been prioritized as "SHARP Phase 1 Projects" and in the following order:

- #1 Borrow Pit Staging Area
- #6 MUP (paved and/or unpaved)
- #7 MUP Backbone Trail (paved and/or unpaved)
- #8 Mammoth Meadow Loop with winter grooming
- #13 Mammoth Rock Trail to Borrow Pit Staging Area
- #18 Mammoth Rock Trail to Meadow Loop Trail (realigned easterly as necessary)
- #11 both sides of Mammoth Creek

2015/2016: Town Council voted to "Authorize the Town Manager to sign consultant agreement(s) for up to \$125,000 for National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) work within the Sherwins Recreation Planning Area (SHARP) designated area."

2016/2017: Trail Alignment studies for 29 identified projects in the SHARP area completed and proposed to USFS in May 2017.

2017/2018: ESA consultant firm contracted; Phase II and Phase III Project Proposal submitted to USFS; CE/EA concurrently being processed.

Scope of Work 18/19: Begin construction on Phase II CE and continue analysis for Phase III EA.

TSMP Citation: **n/a**

Deliverables 18/19: Reporting to MTC on the status of NEPA/CEQA environmental efforts for SHARP Projects. Initiation and completion of NEPA/CEQA efforts for identified and prioritized SHARP projects.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 115,000.00** **NOTE: \$125,000 of Capital funds encumbered in FY**

Budget Recommendation: **\$ 115,000.00** **1617 for SHARP Environmental work.**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SHARP Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **904_01_SHARP_EnvReview_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Project Design**

Project Name: **SRIC – Trail Design**

TOML Activity Code: **212**

Contractor Code: **117_01_SRIC_Dsgn**

Project Detail

Project Description: On the ground trail alignment studies, design work and corridor flagging in the Shady Rest Inyo Craters region to identify potential trails and prepare a project proposal for USFS review and subsequent USFS and/or identified consultant to complete required NEPA/CEQA analysis.

Efforts to Date: **2012-2018:** Work to-date has been focused on planning efforts. A draft map was prepared for the study area for an Inyo Craters/Shady Rest Collaborative Planning effort along with an inventory and "road map" for an existing conditions analysis. Existing conditions analysis, data development and mapping of study area is a continued effort.

Scope of Work 18/19: Trail alignment studies, design work and corridor flagging to begin in preparation for presentation of project proposal to USFS. Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SRIC – Trail Design**
TOML Activity Code: **212**
Contractor Code: **117_01_SRIC_Dsgn**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **LABSS Environmental Review**

TOML Activity Code: **223**

Contractor Code: **118_01_LABSS_EnvReview**

Project Detail

Project Description: Provide support to USFS Staff, TOML Staff and Consultants in preparation and drafting of environmental documents in regards to the NEPA/CEQA Environmental Analysis process and potential implementation of Lakes Basin Special Study (LABSS) area projects.

Efforts to Date: New project 2018/2019.

Scope of Work 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

TSMP Citation: **n/a**

Deliverables 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: \$ -

Budget Recommendation: \$ -

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **LABSS Environmental Review**

TOML Activity Code: **223**

Contractor Code: **118_01_LABSS_EnvReview**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Design**
Program Category: **Project Design**
Project Name: **LABSS – Trail Design**
TOML Activity Code: **212**
Contractor Code: **116_01_LABSS_Dsgn**

Project Detail

Project Description: On the ground trail alignment studies, design work and corridor flagging in the Lakes Basin region for trails identified in the Lakes Basin Special Study (LABSS) necessary for USFS and/or identified consultant to complete required NEPA/CEQA analysis.

Efforts to Date: **March 4, 2015:** Town Council accepts Lakes Basin Special Study (LABSS) Executive Summary. LABSS final reports accepted as reference and informational documents as recommended by MLR.
Summer 2015: Field Work undertaken for LABSS Id # 1, 3, 4 and 9a. Final reports in progress.

Scope of Work 18/19: Trail alignment studies, design work and corridor flagging will continue for projects identified in the LABSS in preparation for presentation of project proposal to USFS. Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **LABSS – Trail Design**

TOML Activity Code: **212**

Contractor Code: **116_01_LABSS_Dsgn**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **LABSS Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **909_01_LABSS_EnvReview_TOML**

Project Detail

Project Description: Preparation and drafting of environmental documents, both NEPA and CEQA, for the potential implementation of Lakes Basin Special Study (LABSS) area projects.

Efforts to Date: New project 2018/2019.

Scope of Work 18/19: Draft and submit Project Proposal to USFS for direction, initiation and completions of NEPA and CEQA analysis.

TSMP Citation: **n/a**

Deliverables 18/19: Reporting to MTC on the status of NEPA/CEQA environmental efforts for LABSS Projects. Initiation and completion of NEPA/CEQA efforts for identified and prioritized LABSS projects.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ -**

Budget Recommendation: **\$ -**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **LABSS Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **909_01_LABSS_EnvReview_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **SHARP Environmental Review**

TOML Activity Code: **223**

Contractor Code: **099_08_SHARP_EnvReview**

Project Detail

Project Description: Provide support to USFS Staff, TOML Staff and Consultants in preparation and drafting of environmental documents in regards to the NEPA/CEQA Environmental Analysis process and potential implementation of Sherwins Area Recreation Plan (SHARP) projects.

Efforts to Date: **2017/2018:** Assisted USFS Staff and ESA Consultants to develop Categorical Exclusion and Environmental Review documents.

Scope of Work 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

TSMP Citation: **n/a**

Deliverables 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SHARP Environmental Review**

TOML Activity Code: **223**

Contractor Code: **099_08_SHARP_EnvReview**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **SRIC Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **901_01_SRIC_EnvReview_TOML**

Project Detail

Project Description: Preparation and drafting of environmental documents, both NEPA and CEQA, for the potential implementation of Shady Rest Inyo Craters (SRIC) projects.

Efforts to Date: New project 2018/2019.

Scope of Work 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

TSMP Citation: **n/a**

Deliverables 18/19: Reporting to MTC on the status of SRIC projects.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: \$ -

Budget Recommendation: \$ -

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SRIC Environmental Review - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **901_01_SRIC_EnvReview_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **SRIC Environmental Review**

TOML Activity Code: **223**

Contractor Code: **119_01_SRIC_EnvReview**

Project Detail

Project Description: Provide support to USFS Staff, TOML Staff and Consultants in preparation and drafting of environmental documents in regards to the NEPA/CEQA Environmental Analysis process and potential implementation of Shady Rest Inyo Craters (SRIC) projects.

Efforts to Date: New project 2018/2019.

Scope of Work 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

TSMP Citation: **n/a**

Deliverables 18/19: Tasks as assigned by Trails Coordinator including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Meetings and Web Posting.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ -**

Budget Recommendation: **\$ -**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SRIC Environmental Review**

TOML Activity Code: **223**

Contractor Code: **119_01_SRIC_EnvReview**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **SHARP – Trail Construction**

TOML Activity Code: **224**

Contractor Code: **071_05_SHARP_Cnstrct**

Project Detail

Project Description: Trail Crew support for SHARP Trail Construction as determined by Trails Coordinator.

Efforts to Date: **2017/2018:** Hired two P/T Trail Crew to assist TOML Trail Crew Leader and Trails Coordinator as needed for construction of SHARP ID's #13 and #18.

Scope of Work 18/19: Trails coordinator to determine additional staffing needs; anticipate 1 to 2 F/T Trail Crew for to support construction of SHARP Phase II.

Deliverables 18/19: Support staffing needs for SHARP Trail Construction as determined by Trails Coordinator.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 20,000.00**

Budget Recommendation: **\$ 20,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Construction**

TOML Activity Code: **224**

Contractor Code: **071_05_SHARP_Cnstrct**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **Signage and Wayfinding – Engineering & Hardware - TOML**

TOML Activity Code: **224**

Contractor Code: **907_01_Sign_EngHrdware_TOML**

Project Detail

Project Description: Costs to manufacture and install MLTS Pathway and Trail Signs, such as new signage or maps, integration of updated signage or maps, new or replacement hardware.

Efforts to Date: **2014/2015:** TOML Adopts updated Public Works Standards Manual, including Section 600 “Trail and Trail Signage Standards”. No updates to MLTS Signage and Wayfinding Maps have been undertaken since initial phases of install completed in 2012.

2015/2016: Signs constructed for Sherwins Egress Program. Key Agreements process initiated with Public Works. Messaging created for College Connector Path signage.

2016/2017: Sign/map fabrication and installation for Library College Connector Path and Lake George Path.

2017/2018: Over 100 new Trail signs manufactured and installed; repair of damaged Pathway signage as needed.

Scope of Work 18/19: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 17/18: Potential manufacture and installation of new Trail signs for SHARP Phase II; Update Pathway maps; Manufacture and install Mammoth Creek Gap Closure signage.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 10,000.00**

Budget Recommendation: **\$ 10,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Signage and Wayfinding – Engineering & Hardware - TOML**

TOML Activity Code: **224**

Contractor Code: **907_01_Sign_EngHrdware_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **SHARP – Trail Construction - TOML**

TOML Activity Code: **224**

Contractor Code: **901_01_SHARP_Cnstrct_TOML**

Project Detail

Project Description: Outside contractors and other hard-costs in relation to construction of soft surface trails and related infrastructure in the Sherwins Region as described in the Sherwins Area Recreation Plan (SHARP).

Efforts to Date: Capital Funds have been allocated for trail construction efforts in the Sherwins region.

2016/2017: Begin construction of SHARP ID #13 in June 2017 as part of USFS Categorical Exclusion.

2017/2018: Complete construction of SHARP ID's #13 and #18.

Scope of Work 18/19: Potential for additional Phase II CE SHARP ID #'s to be constructed after NEPA/CEQA Environmental Analysis.

Deliverables 18/19: Trails Coordinator to confirm fund balance of Capital Fund and make recommendations to MTC for future allocations.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 100,000.00**

Budget Recommendation: **\$ 100,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Construction - TOML**

TOML Activity Code: **224**

Contractor Code: **901_01_SHARP_Cnstrct_TOML**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Project Design**

Project Name: **SHARP – Trail Design**

TOML Activity Code: **212**

Contractor Code: **100_05_SHARP_Dsgn**

Project Detail

Project Description: On the ground trail alignment studies, design work and corridor flagging of SHARP area projects identified and proposed to USFS necessary for USFS and/or identified consultant to complete required NEPA/CEQA analysis.

Efforts to Date: Trail Alignment studies have been completed on select trails and proposed to USFS in May 2017.

2017/2018: Selected trails moved into "Phase II" Categorical Exemption environmental process.

Scope of Work 18/19: Trail alignment studies, design work and corridor flagging will continue for remaining SHARP projects identified as "Phase III" to prepare for environmental analysis. Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 18/19: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital Project**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Design**

TOML Activity Code: **212**

Contractor Code: **100_05_SHARP_Dsgn**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Marketing/Promotion**

Program Category: **Trail Maps / Guides**

Project Name: **Maps and Trail Guides - Development**

TOML Activity Code: **282**

Contractor Code: **103_04_MapsGuides**

Project Detail

Project Description: Research, develop and prepare MLTS maps and guides for digital and print production.

Efforts to Date: Several iterations of a Winter Recreation/OSV map have been produced over the last several years. No summer map has been produced. The MLTS Brand Standards have been developed and adopted by the Town Council. Graphic, naming convention and cartographic standards have been developed and adopted/accepted by the Town of Mammoth Lakes and the Inyo National Forest. Update will be necessary from the Trails Coordinator and the Town of Mammoth Lakes.

2017/2018: Winter Recreation Handout produced and distributed digitally to local stakeholders and available on the MLTPA website for download. Temporary signage produced for the USFS Multi-Use Winter Trail System; also available for download on the MLTPA website.

Scope of Work 18/19: Trails Coordinator to research, review and establish efforts to date and provide analysis and recommendations to MTC for next steps and potential expenditure of funds.

TSMP Citation: G2: Updated Trail Maps: Provide updated trail maps for each season that cover the primary recreational opportunities available in the Mammoth Lakes area.

Deliverables 18/19: Production and digital distribution of a Summer Recreation Handout and E-bike Handout. Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential

Project Time Frame: **TOML Fiscal Year 18/19**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Maps and Trail Guides - Development**

TOML Activity Code: **282**

Contractor Code: **103_04_MapsGuides**

Project Initiation Date: **July 1, 2018**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor



**E-BIKES AND MOTORIZED
BIKES PROHIBITED**

VIOLATIONS PUNISHABLE

\$150 Fine (36 CFR 261.13)

5-yr Strategy for Lakes Basin and Shady Rest-Inyo Craters Trail Development



FOCUS AREA	PROJECT	FISCAL YEAR				
		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
DESIGN						
Project Design	SHARP - Trail Design	TAS - PHASE III - Revise per NEPA/CEQA				
	LABSS - Trail Design	TAS	TAS - Revise per NEPA/CEQA			
	SRIC - Trail Design		TAS	TAS - Revise per NEPA/CEQA		
IMPLEMENTATION						
Environmental - Project	SHARP Environmental Review	NEPA/CEQA - PHASE III	NEPA/CEQA - PHASE III			
	LABSS Environmental Review		NEPA/CEQA - ALL PHASES	NEPA/CEQA - ALL PHASES		
	SRIC Environmental Review			NEPA/CEQA - ALL PHASES	NEPA/CEQA - ALL PHASES	
Implementation/ Construction	SHARP - Trail Construction	BUILD - PHASE II	BUILD - PHASE II / III	BUILD - PHASE III	BUILD - PHASE III	
	LABSS - Trail construction			BUILD -ALL PHASES	BUILD -ALL PHASES	
	SRIC - Trail Construction				BUILD -ALL PHASES	BUILD -ALL PHASES

TAS = Trail Alignment Studies

NEPA = National Environmental Policy Act

CEQA = California Environmental Quality Act