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## MAMMOTH TRAILS COMMITTEE MEETING

Thursday, December 8, 2016 @ 3pm

Mammoth Lakes Tourism and Recreation Conference Room

2520 Main Street, Mammoth Lakes, California

[www.mammothlakesrecreation.org](http://www.mammothlakesrecreation.org) | [www.mammothtrails.org](http://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: Mark Brownlie, Dan Holler, Alan Jacoby, Heather Schaubmayer, and David Page

### PUBLIC COMMENT (On items not on the Agenda)

#### ADMINISTRATIVE ITEMS

1. Approval of the agenda
2. Approval of the meeting minutes for October 20, 2016
  - a. Attachment #1
3. Confirm existing MTC committee members
  - a. Update on additional committee members, if applicable
4. MTC Annual Meeting Schedule – Review and Approve
  - a. Attachment #2
5. MLTPA Overtime Update
6. Summer 2016 Wrap-Up
  - a. Trails Coordinator Presentation (Interactive Map: [Click Here](#))
  - b. Link for Presentation: [Click Here](#)
7. MLTS Winter 16/17 Preview
  - a. Link for Draft Sherwins Access/Egress Sign Graphic: [Click Here](#)
8. Soft Surface Design Intent
  - a. Link for Review: [Click Here](#)
9. Approve Amended 088\_05 Project Initiation Sheet to include Mammoth Basin Avalanche

Forecast

- a. Attachment #3
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10. SHARP NEPA – Project List for EA
  - b. Trails Coordinator Presentation (Interactive Map: [Click Here](#))
  - c. Link for Review: [Click Here](#)
  
11. Approve Reallocation for Q3
  - d. Attachment #4

## COMMITTEE MEMBER REPORTS

## REQUEST FOR FUTURE AGENDA ITEMS

## ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on January 12, 2017, 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 December 8, 2016.

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Rich Boccia, MLR Executive Director



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October 20, 2016, Mammoth Trails Committee Meeting Minutes  
Mammoth Lakes Tourism and Recreation Conference Room,  
2520 Main St, Mammoth Lakes, CA 93546

**ROLL CALL**

Chair Page called the meeting to order at 3:03 p.m. at the Mammoth Lakes Tourism and Recreation Conference Room, 2520 Main St, Mammoth Lakes, CA 93546. Present: Finley Torrance, Grady Dutton, Alan Jacoby, and David Page.

**PUBLIC COMMENT**

None.

**ADMINISTRATIVE ITEMS**

1. Approval of the Agenda: approved
2. Minutes from September 8, 2016 (M Jacoby, S Torrance, 4-0)
3. Review and consider approving potential new membership and Committee Chair
  - a. Motion to elect David Page as the Committee Chair (M Jacoby, S Dutton, 4-0)
  - b. Motion to recommend to MLR Board to expand the Trails Committee by two (M Torrance, S Jacoby, 4-0)
  - c. Committee will informally reach out to potential committee members
  - d. There was discussion on if MTC should meet less regularly. Joel Rathje, Trails Coordinator, recommended that MTC should meet regularly in the winter, and re-think summer meetings.
4. SRIC – Interactive Map Data/Conceptual Review
  - a. MTC discussed whether SEMBA volunteers could be helpful in gathering data. Joel Rathje stressed the importance of data integrity, but is open to volunteers who regularly use the area will have valuable knowledge.
5. Joel Rathje gave a review of SHARP NEPA and the SHARP #13 and #18 and #7 update with regards to archeological studies and progress. The Committee expressed their excitement.
6. Review and consider approving funding the Eastern Sierra Avalanche Center forecaster
  - a. David Page, Rich Boccia and Nate Greenberg provided informational background and history on this request for funding.
  - b. Motion to recommend \$12,500 from Measure U to the MLR Board to change the funding (M Dutton, S Finley, 4-0)
7. Budget Follow Ups presentation by Joel Rathje
8. Approximate Carry-Over from FY 15/16
9. Trails Coordinator Update:
  - a. It's been a very busy and productive season, with next summer anticipated to be busier. 82 new trails signs have been installed at the time of this meeting.
  - b. David Page asked for an overview of the next year, when there is big action items, in order to best utilize and schedule the MTCs time.

**FUTURE AGENDA ITEMS**

- FY 15/16 carryover and final budget

**ADJOURNMENT**

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

**MAMMOTH LAKES  
RECREATION**

(760)-709-0620  
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October 20, 2016, Mammoth Trails Committee Meeting Minutes  
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There being no further business to come before the Mammoth Trails Committee, the meeting was adjourned at 4:19 p.m.

Respectfully submitted,

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Lesley-Anne Hoxie  
Executive Assistant, Mammoth Lakes Recreation



### Proposed MTC Meeting Schedule

Month	Meeting Status	Fiscal Tasks
July	Program Review and Updates (if necessary)	
August	Mandatory	Previous FY True Up Funds for allocation to Reserve Accounts
September	Program Review and Updates (if necessary)	
October	Mandatory	Q1 Actuals Reallocations for Q2 Project updates and direction
November	Mandatory	Summer Wrap/Report Out Upcoming Winter Projects
December	Program Review and Updates (if necessary)	
January	Mandatory	Q2 Actuals Reallocations for Q3 Project updates and direction
February	Program Review and Updates (if necessary)	
March	Program Review and Updates (if necessary)	
April	Mandatory	Q3 Actuals Reallocations for Q4 Project updates and direction Winter Wrap Upcoming Summer Projects
May	Mandatory	Draft Budget / PIS
June	Mandatory	Approve New Fiscal Year Budget / PIS

**Website Operations and Maintenance**  
Updated 161123

**Project Information**

*Program:* **Operations**

*Program Category:* **Website**

*Project Name:* **MLTS Website Operations and Maintenance**

*TOML Activity Code:* **235**

*Contractor Code:* **088\_05\_MT\_WebMgt\_1617**

**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.

***Refer to "MLTS Website Scope of Work"-updated 7/12/15 - attached.***

*Scope of Work 16/17:* [Additional scope of work for 16/17 to include staff and website support for the Eastern Sierra Avalanche Center's \(ESAC\) TOML Measure U funded avalanche forecaster for the Mammoth Basin.](#)

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

*Deliverables 16/17:* ***Refer to "MLTS Website Scope of Work"-updated 7/12/15 - attached.***

[Avalanche advisory reports and field observations will be provided to MLTS Trails Coordinator by the ESAC Mammoth Basin Forecaster five \(5\) times each week from December 1, 2016 - March 31, 2017. MLTPA staff will update the MLTS website, and maintain the website as a platform for posting the Mammoth Basin avalanche forecast provided by the ESAC Mammoth Basin Forecaster.](#)

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 7,500.00**

*Budget Recommendation:* **\$ 7,500.00**

**Website Operations and Maintenance**  
**Updated 161123**

**Leveraged Resources**

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

Website Operations and Maintenance

Updated 161123

**Initiation + Acceptance**

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

TOML Activity Code: **235**

Contractor Code: **088\_05\_MT\_WebMgt\_1617**

Project Initiation Date: **TBD**

**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



**PROPOSED REALLOCATIONS FOR Q3**  
**MTC MEETING**  
**December 8, 2016**

Program Area	Project Name	INITIATION -	BALANCE	REALLOCATION FOR Q3	
		REALLOCATION FOR Q2 INCL.		MTC IN	MTC OUT
<b>Planning</b>		160930	161116		
Collaborative Processes	Inyo Craters Shady Rest Planning	\$ 18,500.00	\$ 16,369.20		
<b>Design</b>		\$ 18,500.00	\$ 16,369.20		\$ -
Project Design	SHARP – Trail Design		-\$ 15.48		
Trail Alignment Studies	SHARP - Trail Alignment Studies	\$ 3,750.00	\$ 2,625.52		
	LABSS - Trail Alignment Studies	\$ 3,750.00	\$ 3,737.62		-\$ 3,500.00
<b>Implementation</b>		\$ 7,500.00	\$ 6,347.66		-\$ 3,500.00
Easement/ Access Neg.	Sherwins – Winter Access/Egress	\$ 2,500.00	\$ 2,471.12		
Environmental - Project	SHARP Environmental - NEPA/CEQA - TOML	\$ 117,500.00	\$ 117,500.00		
	SHARP Environmental - NEPA/CEQA - MLTPA	\$ 6,500.00	\$ 6,132.87		
Implementation/ Construct	SHARP – Trail Construction Fund	\$ -	\$ -		
	Signage and Wayfinding – Map Updates & Repair - TOML	\$ 20,000.00	\$ 15,375.61		-\$ 1,500.00
	Signage and Wayfinding – Map Updates & Repair - MLTPA	\$ 17,500.00	\$ 1,300.97	\$ 5,000.00	
	Soft Surface Signage Implementation	\$ 25,000.00	\$ 5,990.99		
<b>Operations</b>		\$ 189,000.00	\$ 148,771.56	\$ 5,000.00	-\$ 1,500.00
Governance	TOML Staff Time for MLTS Projects Support	\$ 3,500.00	\$ 3,500.00		
	MLTS Trails Coordinator + Support	\$ 112,698.75	\$ 56,349.38		
	Project Management Support	\$ 25,000.00	\$ 20,052.47		
	MLTS Action Plan + Annual Budget	\$ 2,500.00	\$ 1,262.50		
Interagency Coordination	MLTS Communications	\$ 2,500.00	\$ 2,404.45		
Website	MLTS Website Operations and Maintenance	\$ 7,500.00	\$ 2,801.10		
	MLTS Website – TOML Tech Support	\$ 1,000.00	\$ 1,000.00		
	MLTS Website – Content Development	\$ 9,000.00	\$ 8,761.65		
Information Systems	MLTS Data Library	\$ 3,500.00	\$ 2,510.75		
Interpretive	MLTS Interpretive Program	\$ 2,000.00	\$ 2,000.00		
Image Library	MLTS Photo and Image Library	\$ 2,000.00	\$ 2,000.00		
<b>Maintenance</b>		\$ 171,198.75	\$ 102,642.30	\$ -	\$ -
MUP Maintenance	MLTS Winter Mobility Program	\$ 2,000.00	\$ 2,000.00		
Soft Surface Trail Maint.	MLTS Trail Days - FOI	\$ 8,000.00	\$ 5,002.17		
	MLTS Trail Days - MLTPA	\$ 8,500.00	\$ 3,156.49		
	Soft Surface Trail Maintenance Program	\$ 50,000.00	\$ 6,374.65		
Nordic Trail Maint.	MLTS – Winter Grooming	\$ 20,000.00	\$ 20,000.00		
Trailhead Maintenance	MLTS Trailhead Maintenance	\$ 3,500.00	\$ 3,462.87		
<b>Stewardship</b>		\$ 92,000.00	\$ 39,996.18	\$ -	\$ -
Mammoth Trails	Mammoth Trails	\$ 1,500.00	\$ 1,500.00		
Adopt A Trail	Adopt A Trail	\$ 2,500.00	\$ 2,450.50		
<b>Marketing/Promotion</b>		\$ 4,000.00	\$ 3,950.50		
Trail Maps / Guides	Maps and Trail Guides - Development	\$ 5,301.25	\$ 5,301.25		
		\$ 5,301.25	\$ 5,301.25		
		\$ 487,500.00	\$ 323,378.65	\$ 5,000.00	-\$ 5,000.00