

MAMMOTH LAKES RECREATION (MLR) Annual Board Meeting
MONDAY, October 27, 2014
3:00 p.m.

**Ellie Randol Room – Mammoth Lakes Branch Library
400 Sierra Park Road, Mammoth Lakes, CA 93546**

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 President to a speaking time of five minutes.

ROLL CALL

Board Members: John Armstrong, Jo Bacon, Teri Stehlik, Danna Stroud, Betsy Truax, John Urdi, Rick Wood.

PUBLIC COMMENTS

ADMINISTRATIVE ITEMS

1. Approve Minutes of October 20, 2014 MLR Board Meeting
2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects
3. MLR Board Member reports
4. Presentation of Slate from Nominating Ad Hoc Committee
5. Election of Board Members
6. Affirmation of Board Members Appointed by Town of Mammoth Lakes and Mammoth Lakes Tourism
7. Election of Officers – President, Secretary and Treasurer
8. Review Draft MLR Deliverables Timeline
9. Review Existing and Future Committee and Ad Hoc Committee Structure
10. Review Proposed Budget for FY 14-15
11. Establish Meeting Schedule for November and December 2014

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board, as determined during the meeting.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the Mammoth Lakes Branch Library outside window not less than 72 hours prior to the meeting. Dated this 23rd day of October, 2014.

Jo Bacon, MLR Treasurer

Minutes of Mammoth Lakes Recreation Board Meeting

Monday, October 20, 2014

ROLL CALL

President Stroud called the meeting to order at 3:06 pm at the Mammoth Lakes Library 400 Sierra Park Road, Mammoth Lakes, CA. Present were John Armstrong, Jo Bacon, Teri Stehlik, Danna Stroud, Betsy Truax, John Urdi, and Rick Wood.

PUBLIC COMMENTS

Danna acknowledged the current Board for their efforts, as this is the last official meeting of that Board.

ADMINISTRATIVE ITEMS

1. Approve Minutes of October 6, 2014 MLR Board Meeting:
Minutes were approved as written (M Truax / S Wood C 7-0).
2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects
 - a. Report on Recreation Commission Workshop with Council on October 15th

Betsy and Teri summarized the meeting, with Sean Turner speaking from the floor. It was noted that there are three open items:

- (1) Setting up a working group with MLR Board Members to design the collaborative relationship between the Recreation Commission and MLR
- (2) Identifying a Liaison to the Recreation Commission
- (3) Recreation Commission will focus on their role going forward as it relates to people, parks, programs, and promotion.

The MLR Board Liaison to the Recreation Commission will be appointed at the October 27th Annual Meeting.

3. Review and consider approval of lease with Town of Mammoth Lakes for space in MLT Offices

Jo noted that Council had approved the lease at their October 15th meeting. Moved that President execute lease agreement (M Wood / S Urdi C 7-0).

4. Report on Service Agreement with MLT

John Urdi provided a quick overview of the items in the Service Agreement. Moved that President execute services agreement (M Wood / S Truax C 7-0).

5. Review Draft MLR Deliverables Timeline

The group discussed and made changes to the Draft Timeline. A revised version will be discussed at the October 27th meeting, with assignments to the various Ad Hoc Committees as part of that agenda.

6. Review open items/Ad Hoc Committee work to determine items needing to go forward to next Board

Motion to disband the Bylaws, Outreach, Scope of Work/Budget, Contract Framework, Next Steps and Staff Description Ad Hoc Committees (M Stehlik / S Urdi C 7-0).

R/U Reconciliation, Fund Development, and Nominating Ad Hoc Committees will remain for now, as their tasks are not yet completed.

It was noted that the remaining tasks from the Bylaws Ad Hoc, related to maintaining tax exempt Status as noted in #1 of Exhibit B and Budget Preparation are transferred to the Treasurer. It was also noted that Committees such as Communications will need to be established as on-going tasks are identified by the new Board.

7. Treasurer's Report

Jo reviewed the status as of 9/30/14 and also explained the Project Accounting structure that has been identified to track income and expenses. She also noted that a draft budget for November 2014 through June 2015 will be presented at the next meeting.

8. MLR Board Member reports

John Armstrong noted that local event producers and nonprofits have the opportunity to obtain items from the Jazz Jubilee liquidation sale going on this week. He also noted that the soft surface trail signage in the Shady Rest and Inyo Craters areas is not adequate.

Danna noted the upcoming ESRC meetings and that notes of these meetings are available via this link - <http://eastsierrarec.org/> - where anyone can sign up for notifications regarding this effort. She also noted that the Forest Service plans to provide preliminary alternatives on the Forest Plan at a November 20th meeting in Bishop. Also, the Inyo National Forest plans to circulate some Travel Management Corrections soon, date not yet known.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 4:13 pm.

Dated: _____.

Secretary

Mammoth Lakes Recreation Board Member Slate

The Ad Hoc Nominating Committee presents the following slate of individuals for consideration as Board Members:

Two Year Terms expiring in October 2016:

Rich Boccia

Tom Johnson

David Page

Drea Perry

One Year Terms expiring in October 2015:

Teri Stehlik

Danna Stroud

Rick Wood

Remaining Applicants:

Gerald Blank

Eric Leach

David Levy

Lynn Altieri-Need

Jeff Posey

All twelve applicants are thanked for their interest. Those not part of this year's slate are encouraged to consider applying again in Fall 2015, when three positions will be available. Copies of all applications are attached.

Submitted by Ad Hoc Nominating Committee Members – John Armstrong, Jo Bacon and Betsy Truax.

DRAFT -- MLR Deliverables Timeline – Updated October 20, 2014

Exhibit B	Assigned To / Due Dates:
#1 Maintain Tax Exempt Status	Treasurer / Board
Items Completed: <ul style="list-style-type: none"> • Tax Exempt Status • Conflict of Interest Policy • Accounting Procedures • Legal Requirements Handbook • Governance Handbook 	Report on Formation Activities by 12/31/14 Presentation to Council (Tentative for 11/19/14)
Additional Items Needed: <ul style="list-style-type: none"> • Form 700 • Personnel Manual • Automobile Use Policy 	Form 700 completed November 2014; Annual submission April each following year Personnel items before first employee hired.
<ul style="list-style-type: none"> • Meet all filing requirements as noted in Legal Requirements Handbook 	On-going

Exhibit B	Assigned To / Due Dates:
#2 Public Process for R/U Recommendations	Ad Hoc TBD / Board
<ul style="list-style-type: none"> • Publicize, organize ...outreach and allocation process. 	Ad Hoc to outline process
<ul style="list-style-type: none"> • ...Conduct outreach and allocation process. 	Board to conduct public hearings and determine recommendations to go to Town Council
<ul style="list-style-type: none"> • Perform Operational/Financial Review to evaluate whether grantees have used R & U funds appropriately, and as prescribed in the allocation request/contracts. 	Ad Hoc – Date TBD in process Annual Reconciliation of prior years' expenditures – Date TBD
<ul style="list-style-type: none"> • Set funding priorities and present recommendations to Town Council. 	Initial allocation recommendation will be completed by February 15, 2015

Exhibit B	Assigned To / Due Dates:
#2 Public Process for R/U Recommendations Cont.	Ad Hoc TBD / Board
<ul style="list-style-type: none"> Additional allocation recommendations may be made as deemed necessary by the MLR Board or requested by the Town Council. 	TBD

Exhibit B	Assigned To / Due Dates:
#3 Prioritized List	Ad Hoc TBD / Executive Director / Board
<ul style="list-style-type: none"> Prepare and provide to the Town a prioritized list of the primary amenities recommended to be supported through Measures U and R funds 	December 2015

Exhibit B	Assigned To / Due Dates:
#4 Performing Arts Center Decision	Ad Hoc TBD / Executive Director / Board
<ul style="list-style-type: none"> Provide a Proceed/Not Proceed recommendation Provide Measure U and other potential funding recommendations under a "Proceed" recommendation. 	June 30, 2015

Exhibit B	Assigned To / Due Dates:
#5 MLTS	Ad Hoc TBD / Executive Director / Board
<ul style="list-style-type: none"> Act as the lead organization and contact point with TOML staff interactions with USFS for strategies, funding, and projects. 	On-going

Exhibit B	Assigned To / Due Dates:
#5 MLTS Cont.	Ad Hoc TBD / Executive Director / Board
<ul style="list-style-type: none"> • Collaborate with the Town and partners on providing recommendations to Town Council for the continuation, prioritization, implementation, and design of programs and services to support the Mammoth Lakes Trail System and the leveraging of the annual \$300,000 allocation for the MLTS committed through FY 16-17. MLR will focus on delivering the following: 	
<ul style="list-style-type: none"> ○ Based on annual Council project approvals MLR will initiate implementation of directed projects and coordination with partners, including projects in FY 14-15 and development of project list and budget for FY 15-16. 	<p>Review current year projects – Date TBD</p> <p>Recommend FY 15-16 projects – Date TBD</p>
<ul style="list-style-type: none"> ○ MLR will review and confirm the list of initial trails to be incorporated in the SHARP NEPA review and recommend a level(s) of funding to be committed for future SHARP area trail maintenance. 	December 31, 2014
<ul style="list-style-type: none"> ○ MLR will review the Lakes Basin Special Study (LABSS) and recommend a level of action to be taken by the Town Council by in regards to the LABSS document. 	February 1, 2015
<ul style="list-style-type: none"> ○ MLR will develop recommendations including funding levels for proceeding forward with implementation of LABSS. 	Date TBD

Exhibit B	Assigned To / Due Dates:
#5 MLTS Cont.	Ad Hoc TBD / Executive Director / Board
<ul style="list-style-type: none"> Engage with the Town on the oversight and ongoing development of the mammothtrails.org website, with planned (possible) transition of website management or support to MLR, pending USFS review, coordination with the Town and continued work with current partners 	September 2015 – Is this a separate Website Ad Hoc?

Exhibit B	Assigned To / Due Dates:
#6 Leverage Funds	Executive Director / Board
<ul style="list-style-type: none"> Apply for, obtain, and administer grant funding. Identify a minimum of three (3) grant opportunities for MLR. Apply for a minimum of one (1) grant by December 2015. 	December 2015

Exhibit B	Assigned To / Due Dates:
#8 Quarterly Reporting	President / Executive Director / Board
<ul style="list-style-type: none"> At least a quarterly update 	<p>Starting March 2015</p> <p>First report 11/19/14 (see #1 above) to include Board Members, Tax Exempt Status, Policies/Handbooks Adopted, FY 12-13 Filings, Timeline(?)</p>

Exhibit C	Assigned To / Due Dates:
Compensation/Reporting	Treasurer / Executive Director
<ul style="list-style-type: none"> • Monthly Statement of prior month's expenditures. 	Fifteenth of Following Month
<ul style="list-style-type: none"> • Account for expenditures showing the use of all Town provided funding, specifically showing the use of restricted funding sources as being expended in accordance with restrictions placed on the funding sources such as Measures R and U funds for the previous Fiscal Year. 	November 15th of each year, starting with 2015

MLR Ad Hoc Committees:

Ad Hoc Committees are defined by a limited scope of work and time period in which tasks are completed.

Current Ad Hoc Committees:

Development/Fundraising – John Armstrong, Danna Stroud, and John Urdi

Nominating – John Armstrong, Jo Bacon, and Betsy Truax

Measure R/U Reconciliation – Jo Bacon and Teri Stehlik

Future Ad Hoc Committees To Be Determined, based on Deliverables Timeline

Note: Committees, per the MLR Bylaws, will be created as needed for on-going tasks. Committee structure has not yet been determined.

MLR Proposed Budget FY 14-15		
Eight months of operation (November 2014 to June 2015)		
	Amount	Comments
INCOME		
DIRECT PUBLIC SUPPORT		
Corporate Contributions	5,000	100 for \$100 Campaign
Individual, Business Contributions	5,000	100 for \$100 Campaign
GOVERNMENT GRANTS		
	200,000	TOML Contract
	15,000	TOML General Fund
Total Income	\$225,000	
EXPENSES		
BUSINESS EXPENSES		
Filing Fees	1,000	
CONTRACT SERVICES		
Accounting	4,000	
Legal Fees	2,500	Estimate
MLR Website Development/Maintenance	10,000	Estimate
Graphic Design	5,000	Estimate
OFFICE		
Office Supplies	600	
Postage	500	
Photocopying	250	
Printing and Publications	1,000	
Rent/Utilities	1,300	
Telecommunications	800	
Computer Hardware / Software	2,500	
INSURANCE		
D & O Insurance	1,000	
Liability Insurance	832	
Worker's Compensation	8,000	Estimate
PAYROLL EXPENSES		
Salaries	112,500	
Benefits	10,125	
Payroll Taxes	9,000	
TRAVEL EXPENSES		
	500	
CONTINGENCY		
	28,593	
RESERVE		
	25,000	
Total Expenses	\$225,000	