

## MAMMOTH LAKES RECREATION (MLR) Board Meeting

MONDAY, December 1, 2014

1:00 p.m. (NOTE TIME)

### **Training Room – Mammoth Lakes Fire Station #1 3150 Main Street, 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: Jo Bacon, Rich Boccia, Tom Johnson, Michael Ledesma, David Page, Drea Perry, Teri Stehlik, Danna Stroud, and Rick Wood.

#### **PUBLIC COMMENTS**

#### **ADMINISTRATIVE ITEMS**

1. Approve Minutes of November 17, 2014 Board meeting
2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects
  - a. Status of Sarbanes Grant work in Lakes Basin
3. MLR Board Training
  - a. Review MLR Funding Scenario 5.0 from MLR Formation Process
4. Review and consider action to approve proposed MLR Budget for FY 14-15 (revised budget)
5. Update from ED Recruitment
6. Report from Reconciliation Committee
  - a. Report from 11/19/14 Town Council Action on Measure R & U Reconciliation Policies
7. Report from Communications Committee
  - a. Facebook Page
  - b. Protocol for use of MLR email address
  - c. Google Calendar use for MLR Committee scheduling
8. MLR/TOML Contract Deliverables Schedule
9. Set January/February 2015 MLR Meeting Schedule
10. Reports from MLR Committees (standing reports)
  - a. Development
  - b. Allocations
  - c. Strategy
  - d. Performing Arts Center – Ad Hoc
  - e. MLTS
11. MLR Board Member reports

#### **REQUEST FOR FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

To the next meeting of the MLR Board, Monday, December 15, 2014 at 1:00 p.m.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the MLFPD Fire Station #1 outside window not less than 72 hours prior to the meeting. Dated this 29th day of November, 2014.

  
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Tom Johnston, MLR Secretary

Attachments:

1. 11/17 Draft Minutes
2. FY14/15 Proposed Budget
3. Funding Scenarios 2.0

**Minutes of Mammoth Lakes Recreation Annual Board Meeting  
Monday, November 17, 2014**

ROLL CALL

President Stroud called the meeting to order at 1:05 pm at the Mammoth Lakes Fire Station #1 Training Room - 3150 Main Street, Mammoth Lakes, CA 93546. Present were Jo Bacon, Tom Johnson, Michael Ledesma, Drea Perry, Teri Stehlik, Danna Stroud, David Page, and Rich Boccia. and Rick Wood was present via telephone.

ADMINISTRATIVE ITEMS

12. Approve Minutes of November 3, 2014 Board meeting

Minutes Approved as written (M Stehlik / S Page 9-0).

13. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects

a. Recreation Commission and MLR Working Group for Trails End Park – direction from Town Council

Betsy Truax spoke from the floor and reported that Trails End Park was on the agenda of the 11/18 Rec Commission meeting. Jo related that the action item before the Rec Commission was essentially to define completion for the project and scope any remaining work. Danna asked the board if they thought the MLR Strategy Committee should get involved, and Betsy Truax and David Page agreed that the Committee should be briefed by the originating agency to determine need.

Grady Dutton briefed the board on the status of a number of current Town projects.

14. Review and consider action to approve proposed MLR Budget for FY 14-15

This item was tabled until the next board.

15. Review October 2014 P&L Statement – presented by Treasurer

Ted Carleton spoke from the floor asking for clarification of MLR's intention to independently raise additional administrative funds beyond those apportioned to MLR by Town Council. Danna clarified that the Board's intention is to spend town apportioned administrative funds directly on Town Council's stated deliverables, and to raise additional funds to administer anything outside the purview of those deliverables.

16. Report from Reconciliation Committee

a. Review Measure R & U policy recommendations being considered by Town Council at November 19, 2014 meeting; draft comments from MLR Board to present to Town Council

The Board reviewed in detail the Measure R & U policy recommendations under consideration at Town Council's November 19 meeting. Discussion focused on the following topics:

- Project Cost Overruns – The board discussed past problems with cost overruns for Measure R & U projects and the need to hold fund recipients desire to retain the flexibility to supplement original awards on a case-by-case basis in order to accommodate changes in project scope and fund new opportunities associated with existing projects. Terri suggested that the MLR Allocation Committee would recommend such a process.
- Terri and Jo discussed the need for programmatic audits of every funded project and a timely reconciliation process that enables MLR to course correct both at a strategic and

allocation level based on timely post mortem learnings. The MLR Allocation Committee will recommend the timing and content of the programmatic audits.

- In the case of matching grants, Danna detailed some past failures to recoup full matches due to poor project management and accounting. The board agreed that the criteria for fulfilling matches needs to be better detailed and documented to ensure maximum fulfillment.
- The board discussed a recurring problem in past funding cycles with unbudgeted reimbursements of Town administrative costs incurred during the course of numerous Town projects. Danna spoke to the need to help ensure that all funded projects include estimated town administrative costs in their budgets. Sandy Hogan spoke from the floor to request that language be strengthened to include “all projects”, not just Town projects.
- Jo mentioned that the Town’s accounting system was formerly unable to effectively track hours spent per project, and Terri mentioned that this was particularly problematic in tracking maintenance costs across multiple projects. The board voiced broad consensus that Town administrative, project, and maintenance costs must all be tracked per project for effective project management and reconciliation.
- The board briefly discussed Town efforts to clean up its encumbering and allocation accounting and that MLR should set guidelines for reallocating unused funds and encumbering funds across fiscal years for long-term projects and projects that straddle fiscal years.

The Board approved comments to be presented to Town Council on Measure R & U Policy Recommendations (M Bocia / S Page 9-0).

#### 17. Executive Director recruitment update a. Review additional job posting sites

Danna proposed listing the MLR Exec Dir job in a number of targeted recruiting channels, including the National Recreation & Parks Association and California Parks & Recreation Society. Danna estimated a cost of around \$800 for the listings. The board discussed this expense and recruiting strategy in general. Tom suggested that MLR was in fact searching for a founding director, responsible for building the initial processes and infrastructure of the organization, and that this was a key hire worthy of the proposed expenditure and more if necessary. David mentioned the need to improve the landing page for the job posting on the MLR website before posting the job with third party listing services.

The board approved the proposed listings and an initial listing budget not to exceed \$1000 (M Bacon / S Johnson 90).

#### 18. Reports from MLR Committees (standing reports)

**Allocations** – Terri reported on the progress of the Allocations Committee to streamline the application process and calendar for Measure R & U funding – including a simplified first “filter” application (to help channel applicants before they are required to complete the full application) and a fast track option for qualifying projects. The Allocations Committee will meet again on 11/30 with the goal of presenting a comprehensive proposal to the full board in December.

**Strategy** – David summarized the first meeting of the Strategy Committee, which included a briefing on renewed efforts to build a metal roof over the ice rink. David also announced that the initial goal of the committee was to produce two key documents to present to the board over the next month:

1. A prioritized list of recommended projects to support for the full board to review, detailing current status, timelines, originating agencies, potential and existing partnerships, scope of work, and consolidating other associated planning documents.
2. A high-level strategy document to establish criteria for MLR prioritization and to help the public understand and anticipate the funding and development recommendations MLR makes to Town Council.

**Communications** – Tom gave a preview of the committee’s agenda for their first meeting on 11/21 (published at mammothlakesrecreation.org), suggested all board members start using @mammothlakesrecreation.org email for MLR business, and requested pictures and bios from each member for the website.

#### ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 3:42 pm.

New Funding /Recommendations Scenario:

[Excerpted from May 21, 2014 Town Council Agenda Item/Discussion notes]

A. Town Council changes the Measure R Expenditure Plan to:

1. Contract with MLR for planning and administration through a contract "off the top" of available Measure R funding.
2. MLR becomes the recommending body for Measure R projects, but not for itself.

B. Town Council designates MLR as the recommending body for Measure U allocations.

C. MLR holds the public hearing, accepting input from the following:

TOML (Recreation Commission, Public Works, other departments)

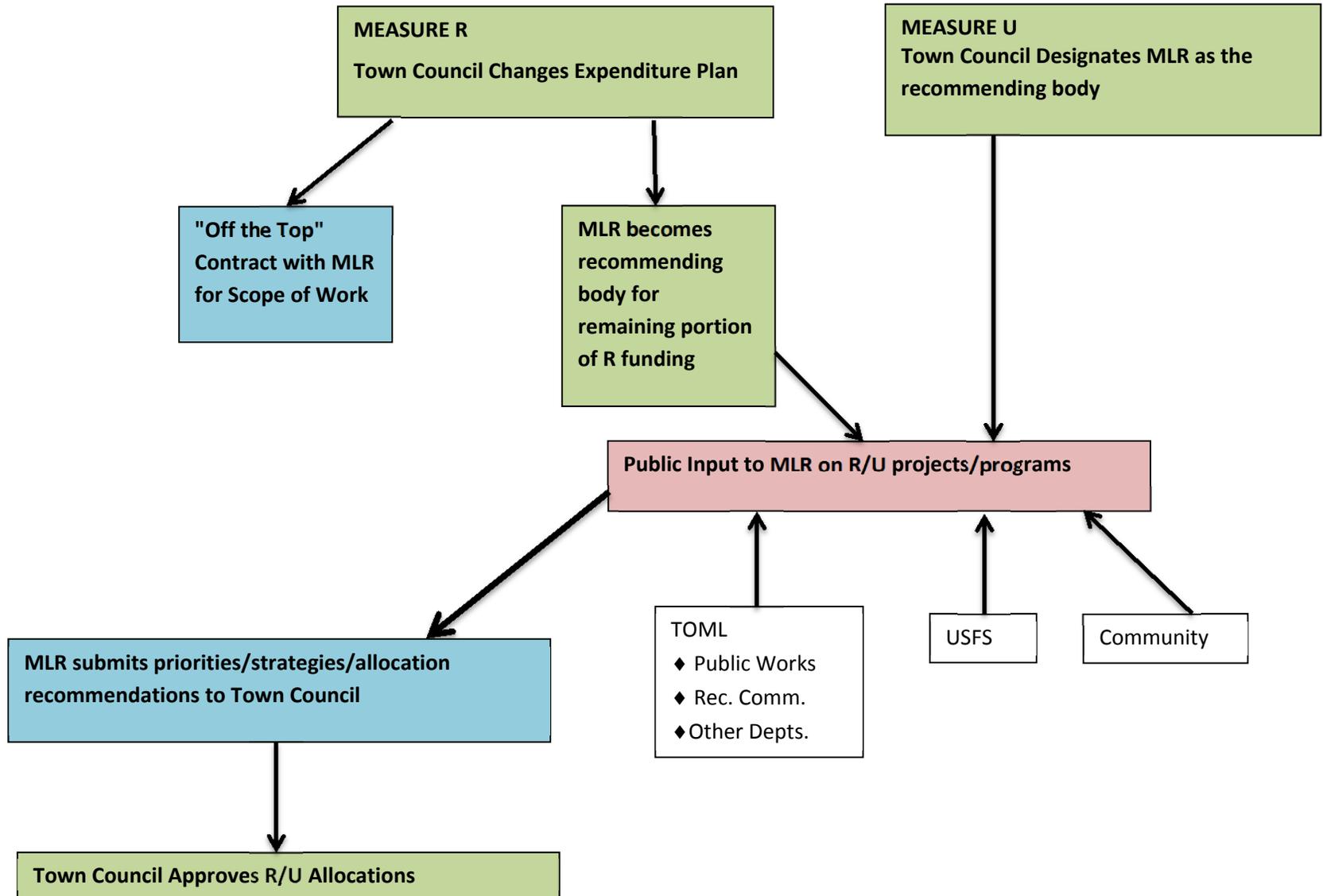
Forest Service for projects on INF land

Community groups, such as occurred with Mammoth Track Club, MLEC

D. MLR strategizes/prioritizes the potential projects into one list.

E. MLR makes recommendations for funding to Town Council.

# MLR Funding Scenario 2.0



MLR Proposed Budget FY 14-15		
Eight months of operation (November 2014 to June 2015)		
	Amount	Comments
<b>INCOME</b>		
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
<b>Total Income</b>	<b>\$225,000</b>	
<b>EXPENSES</b>		
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	
<b>Total Expenses</b>	<b>\$225,000</b>	