

## MAMMOTH LAKES RECREATION (MLR) Board Meeting

MONDAY, February 23, 2015

1:00 p.m. (NOTE TIME)

**College 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: Jo Bacon, Rich Boccia, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax

### **PUBLIC COMMENTS**

### **ADMINISTRATIVE ITEMS**

1. Approve Minutes of 1/28/15, 2/6/15 and 2/9/15 Board meetings
2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects
  - a. Lakes Basin Projects NEPA Scoping Process
3. Report out from 2/18/15 Town Council meeting and MLR Funding Recommendations
  - a. Assign follow-up with Complex/Capital projects
  - b. Consider Special Event funding next steps
  - c. Process for TOML to draft and distribute contracts for funded projects – MLR role?
4. Report from Communications Committee
  - a. Approve adding Lara Kaylor, Mammoth Lakes Tourism, to MLR Communications Committee
  - b. Review and consider approving recommendation for website development/hosting
5. Report from MLTS Committee
  - a. Review outline of MLTS organizational structure
  - b. Review and consider approving proposed MLTS Key Agreements and consider recommending to Town Council for approval
  - c. Review and consider approving a recommendation to Town Council to direct previous MLTSCC funding allocation to MLTS Committee for oversight
  - d. Review and consider approving the job description for the proposed Trails Coordinator position
  - e. Review and consider approving a recommendation to Town Council to accept the Lakes Basin Special Study (LABSS) Preliminary Management Concepts and Executive Summary as reference and informational documents for future Lakes Basin projects
6. Finance Report
7. MLR Board Member Reports

### **CLOSED SESSION**

1. Report from ED Recruitment Ad Hoc Committee regarding ED candidate search

## **REQUEST FOR FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

To the next meeting of the MLR Board, Monday, March 16, 2015 at 5:00 p.m. (NOTE TIME)

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 Library outside window not less than 72 hours prior to the meeting. Dated this 20<sup>th</sup> Day of February, 2015.

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Tom Johnson, MLR Secretary

Minutes of Mammoth Lakes Recreation Board Meeting  
Wednesday, January 28, 2015

ROLL CALL

President Stroud called the meeting to order at 1:06 pm in Suite Z of the Town Offices. Present were Jo Bacon, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax. Absent: Rich Boccia.

PUBLIC COMMENTS

None.

ADMINISTRATIVE ITEMS

1. Review the request forms for the 2015 Measure R & U Interim Funding Cycle.

The Board reviewed the tasks before the committee and then the individual applications, submitted Questions and Answers, and any additional questions from Board Members of Interim Funding Request applicants.

**ADJOURNMENT**

Adjourned at 5:03 pm to another MLR Board meeting on Friday, February 6, 2015 at 8:00 am.

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Secretary

Minutes of Mammoth Lakes Recreation Board Meeting  
Friday, February 6, 2015

ROLL CALL

President Stroud called the meeting to order at 8:07 am at Suite Z of the Town Offices. Present were Jo Bacon, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax (via phone). Absent: Rich Boccia.

PUBLIC COMMENTS

None.

ADMINISTRATIVE ITEMS

1. Review and consider approving the framework for evaluating Measure R & U Interim Funding Cycle Request Forms. NOTE: This is not deliberation for funding recommendations.
  - a. Consider the procedure for handling complex projects that require additional study and information
  - b. Review Gift of Public Funds opinions from TOML
  - c. Review Measure R & U Ordinance

The Board reviewed the proposed documents and discussed changes to the drafts. Speaking from the floor, Dion Agee provided information from the Mammoth Lakes Foundation regarding the Measure U ballot measure. This has been posted to the website.

Tom will distribute a chart outlining the answers to several of the questions included in each Interim Funding Request and Teri and Danna will update the Deliberation Worksheet. All members will independently prepare their notes in advance of Monday's meeting.

**ADJOURNMENT**

Adjourned at 10:00 am to the regularly scheduled MLR Board Meeting for Monday, \ February 9, 2015 at 1:00 pm.

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Secretary

## Minutes of Mammoth Lakes Recreation Board Meeting

Monday, February 9, 2015

### ROLL CALL

President Stroud called the meeting to order at 1:10 pm in Suite Z of the Town Offices. Present were Jo Bacon, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud, and Brent Truax. Absent – Rich Boccia.

### PUBLIC COMMENTS

None.

### ADMINISTRATIVE ITEMS

1. Review, deliberate and consider approving funding recommendations for the project request forms received for the 2015 Measure R & U Interim Funding Cycle.

The Board reviewed each of the thirty Interim Funding Requests, with questions and answers with applicants as needed. Motions on individual requests were:

1. Special Event Trolley – Measure U - One year funding at \$24,000 (M Johnson / S Page C 7-0).

2. Annual Maintenance and Administration Funding – \$46,000 as noted below:

Measure R \$12,500 of Track Maintenance, \$12,000 Trails End Park Maintenance, \$2,000 for Equipment Maintenance and \$3,500 for Measure R Audit

Measure U \$12,500 for Track Maintenance and \$3,500 for Measure U Audit.

Plus \$380 for administration of non-Town awarded projects (I count 18 Measure U awards to non-Town applicants, since we would not include the Complex Projects at this point). (M Stehlik / S Bacon C 7-0).

3. Whitmore Concession Booth – Measure R - \$16, 000 with the caveat that operations or maintenance costs not impact Measure R (M Stehlik / S Johnson C 7-0).

4. Volcolm Brothers Skate Park – Measure R Reserve for \$60,300 with the recommendation that MLR work with the Recreation Commission and all other parties to solve the issues ASAP. (M Bacon / S Page C 7-0).

5. Multi-Use Facility Roof –Measure R reserve of \$300,000 complex reserve (M Johnson / S Perry C 7-0).

6. Multi-Use Facility Summer Programming – Measure U - \$10,000 for Summer 2015 programming. (M Stehlik / S Bacon C 7-0).

7. Mammoth Rocks – Measure U - \$4,800 for appropriate Measure U expenditures (M Truax / S Page C 7-0).

8. Mammoth Kids Jazz Camp – Measure U - \$2,000 direct award to support attendance by local area kids and up to \$2,000 in matching award for obtaining new sponsors (M Truax / S Page C 7-0).

9. Mammoth Jazz – no funding (M Page / S Truax C 7-0)

10. Villagefest – Measure U - \$6,029 for appropriate U expenditures (M Johnson / S Bacon C 7-0).
11. Eastern Sierra Symphony – Measure U - \$6,800 for existing dates and that any expansion for this interim cycle would be through their own fundraising efforts (M Bacon / S Page C 7-0).
12. Chamber Music Unbound Education and Performance – Measure U - \$9,500 awarded with the understanding that should this program end, the violins are returned to the Town (M Johnson / S Perry C 7-0).
13. Monthly Concerts with Local Artists – no funding (M Bacon / S Page C 7-0)
14. Community Outreach – no funding (M Page / S Johnson C 7-0)
15. Kamikaze Bike Games – Measure U - \$14,235 for appropriate Measure U expenditures, with the provision that if revenue is generated from this event, dollars come back to Measure U up to the amount of the award (M Stehlik / S Bacon C 6-0, with Johnson recused).
16. Mammoth Fall Century and Gran Fondo – Measure U - \$9,250 for appropriate Measure U awarded expenditures, with the provision that if revenue is generated from this event, dollars come back to Measure U up to the amount of the award (M Stehlik / S Bacon C 6-0, with Johnson recused).
17. Mammoth Reggae Festival – Measure U - \$3,000 awarded for appropriate Measure U expenditures (M Bacon / S Truax C 7-0).
18. Margarita Festival – Measure U - \$5,255 awarded for appropriate Measure U expenditures (M Stehlik / S Bacon C 7-0).
19. Kids Adventure Games – Measure U - \$2,880 awarded for appropriate Measure U expenditures (M Bacon / S Stehlik C 6-0, with Johnson recused).
20. Kids Fishing Festival – Measure U - \$572 awarded for appropriate Measure U expenditures, with the contingency that the applicants engage a confirmed fiscal agent (M Page / S Perry C 7-).
21. Labor Day Festival of the Arts and Music Kids Art Area – Measure U - \$4,224 for appropriate Measure U awarded expenditures ,with the provision that if revenue is generated from this event, dollars come back to Measure U up to the amount of the award (M Bacon / S Page C 7-0).
22. Free Kids Summer Art Camp – Measure U - \$3,000 direct award for appropriate Measure U expenditures and up to \$2,000 in matching award for obtaining new sponsors (M Bacon / S Truax C 7-0).
23. Free After School Art Club – Measure U - \$3,960 awarded for appropriate Measure U expenditures (M Bacon / S Page C 7-0).
24. Mammoth Children's Theater – Measure U - \$3,500 direct award for appropriate Measure U expenditures and up to \$1,000 in matching award for obtaining new sponsors (M Truax / S Johnson C 5-1, with Page recused).

25. Shakespeare in the Woods – Measure U - \$3,500 direct award for appropriate Measure U expenditures and up to \$1,325 in matching award for obtaining new sponsors (M Truax / S Stehlik C 5-0, with Johnson and Page recused).
26. Hwy 395 Band & Burger Battle – Measure U - \$2,015 for appropriate Measure U awarded expenditures, with the provision that if revenue is generated from this event, dollars come back to Measure U up to the amount of the award (M Stehlik / S Truax C 7-0).
27. 5th Annual Mammoth Food & Wine – Measure U - \$8,100 for appropriate Measure U awarded expenditures, with the provision that if revenue is generated from this event, dollars come back to Measure U up to the amount of the award (M Bacon / S Page C 7-0).
28. Mammoth Lakes Repertory Theatre – Measure U \$75,000 awarded (M Johnson / S Perry C 4-2, with Bacon recused).
29. Mammoth Arts & Cultural Center - Measure U Reserve \$100,000. (M Stehlik / S Perry C 7-0)
30. Shane's Inspiration Playground –Measure R Reserve \$500,000 (M Stehlik / S Page C 7-0)

Finally, after review of all awards, an overarching motion related to Mammoth Rocks, Villagefest, Mammoth Reggae Festival, Margarita Festival and Kids Adventure Games that if there were profits from the event, the applicant would repay MLR up to the amount of the award (M Stehlik / S Bacon C 5-2).

2. Review and consider approving the minutes of the January 26, 2015 MLR Board meeting.

Minutes approved as written (M Truax / S Perry C 7-0)

3. Review and consider approving MLR attendance at the Utah Outdoor Recreation Summit, March 2015.

After discussion, it was the consensus to not send anyone at this time.

4. Review and consider approving March/April MLR Board meeting dates.

Next Meetings will be March 15 and April 13, both at 5:00 pm, with the location TBD.

#### CLOSED SESSION

Review and consider approving recommendations from the ED Recruitment Ad Hoc Committee regarding candidates identified for interviews.

The Board returned from closed session and President Stroud noted there was no reportable action.

Meeting adjourned at 9:06 pm



February 23, 2015



Mammoth Lakes Recreation  
Proposed Key Agreements for Mammoth Lakes Trail System Coordination  
February 23, 2015

WHEREAS: In October 2014, the Town of Mammoth Lakes executed a services agreement with Mammoth Lakes Recreation (MLR). The scope of services and MLR deliverables for fiscal year 2014-15 established, among other things: (1) MLR's responsibility to serve as the lead organization for strategy, funding, coordination and implementation of existing and future projects for the Mammoth Lakes Trail System (MLTS); and (2) MLR's responsibility to develop partnerships both within and outside the community to enhance arts & culture and recreation in Mammoth Lakes.

WHEREAS: In order to expedite its scope of work with regard to MLTS projects and deliverables, MLR recognizes the need to utilize specific outside capacity and resources within appropriate partner organizations.

WHEREAS: One such identified partner organization is the non-profit Mammoth Lakes Trails & Public Access Foundation (MLTPA), whose legal mission is to "advocate for, initiate, facilitate, and participate in the planning, implementation, management, and stewardship of a four-season trail system in Mammoth Lakes and the immediate Eastern Sierra."

WHEREAS: MLTPA has exhibited ongoing leadership, expertise and material commitment related to the implementation of the Town's adopted Trail System Master Plan, has provided key planning, convening, facilitation, implementation, and funding for other MLTS projects under previous contracts with the Town, and is currently under a contract with the Town to oversee the MLTS website.

WHEREAS: The Town of Mammoth Lakes has approved an ongoing allocation of \$300,000 over a 5-year period starting in the Town's fiscal year 2012/2013 in support of the MLTS.

The MLR MLTS Committee, working in collaboration with the Town Manager, the Public Works Director and the MLTPA Board of Directors, recommends to the MLR Board of Directors that it consider recommending to Town Council a contractual agreement on an annual basis between the Town of Mammoth Lakes and MLTPA to provide Trail Coordination services including the hiring of a Trails Coordinator, and to work at the specific direction of the oversight committee identified in Key Agreement #2 which will be accountable to MLR and which will oversee, coordinate and manage implementation of MLTS projects using the annual allocation of Measure R funds to the MLTS as recommended by MLR and as approved by the Town Council. As part of a framework for oversight of a Trails Coordination Program for the MLTS, the MLR MLTS Committee proposes the approval of the following four key agreements:

## **MLTS TRAILS COORDINATION KEY AGREEMENTS**

### ***#1 Statement of Shared Values***

“To ensure the effective, efficient and timely implementation of the Town of Mammoth Lakes’ component of the Mammoth Lakes Trails System, as defined by the Town’s adopted Trail System Master Plan, the MLTS program will be coordinated at a central point which will be accountable for MLTS Program outcomes.” This statement affirms the need for a governance structure that identifies and supports the coordination of the MLTS through a “central point.”

### ***#2 MLTS Central Point Oversight and Policy Structure***

An effective central point for MLTS coordination and project implementation will include a governance body providing oversight and policy recommendations and expanded capacity for the regular and ongoing operations of the Town’s component of the MLTS. For the purposes of these key agreements, it is proposed that this body be called the Mammoth Trails Committee. This committee would replace the current MLR MLTS committee and receive primary staff support from the proposed Trails Coordinator position. It is recommended that the committee be comprised, at least in its initial phase, of the following members:

- 2 members of the MLR Board of Directors
- 2 members of the MLTPA Board of Directors
- The Town Manager or designee

A conceptual diagram outlining the reporting relationship between all pertinent partners is attached for review. By this structure MLR delegates primary coordination and oversight responsibilities of MLTS to the Mammoth Trails Committee. The Mammoth Trails Committee will report regularly to the MLR board, and will also, on an annual basis, recommend programs, projects, strategy and funding to the MLR Board of Directors, which will, in turn, make its recommendations to the Town Council.

### ***#3 MLTS Scope of Tasks***

To maintain momentum for implementing MLTS projects, it is recommended that identified members of the above proposed Mammoth Trails Committee begin an immediate review of the scope of tasks outlined in the MLTS Program and Project list that is being reconciled by representatives of MLTPA, MLR and the Town. This review is intended to identify existing capacity and capabilities within the partnership (MLR, TOML, MLTPA) for timely and efficient implementation of existing projects and to inform the final job description for the hiring of a Trails Coordinator. The review is also intended to begin to outline roles and responsibilities for the partners related to their capacities to deliver identified projects.

### ***#4 Trails Coordination Funding and Scope of Contract***

The Town will enter into a contract with MLTPA to provide and consolidate existing contract services including the Trails Coordinator who will staff the proposed Mammoth Trails Committee and coordinate the implementation of the Town’s components of the

MLTS Program and Project list. Funding for this contract and position will come from the currently allocated budget for MLTS programs and projects, identified as Support to MLTSCC in the Town's FY 14-15 budget. It is presumed that adequate funding will be recommended in the FY15-16 budget. To the extent that a scope of work extends beyond Measure R limits, other funding sources will be needed to support such work. The specific details of the scope of work and the contracting structure between the Town, MLR and MLTPA will be set out by the Town Manager in consultation with the Mammoth Trails Committee for final approval and recommendation by MLR and will be designed to maximize efficient and effective implementation of the MLTS program and the ability to leverage public funds.

Additional suggestions:

- MLR will review and provide input for the Trails Coordinator job description that covers deliverables in MLR's services agreement with the Town;
- MLTPA will commit its own resources to begin the Trails Coordinator search;
- MLTPA may include additional secondary responsibilities within the Trails Coordinator job description that are outside the scope of Measure R/MLTS funding, and if so, MLTPA will be responsible for generating funding to cover any costs associated with such additional responsibilities;
- Contract terms, deliverables, scope of work and general partnership structure will be evaluated on an annual basis by the MLR Board of Directors.

### **Proposed Action**

The current MLR MLTS Committee is recommending the MLR Board consider and approve the proposed conceptual agreement and Key Agreements as outlined in this report and make its appointments for the proposed Mammoth Trails Committee. Following action taken by the MLR Board, the proposed Key Agreements will be shared with the Town Council for their consideration and approval. If the Town Council approves the proposed program for implementation, then the Mammoth Trails Committee will convene to finalize the program and proceed forward as outlined in this proposal.

The utilization of community-based capacity and expertise is a necessary and efficient means for MLR to deliver on its contractual responsibilities. As MLR continues to develop its strategy, it will continue to look for additional opportunities to partner with other established organizations to leverage resources and expand and enhance projects and programs that fall within its responsibilities.

## DRAFT Trails Coordinator Responsibilities

The following responsibilities and specific tasks are recommended for the Trails Coordinator to effectively meet the deliverables outlined in Exhibit "B" (below) of the 14-15 MLR/TOML contract related to the Mammoth Lakes Trails System (MLTS):

- Track status of current MLTS awarded projects
  - Keep Mammoth MLT-Trails Committee informed of status of all awarded projects on a regular-monthly basis (Note: Mammoth Trails Committee refers to governance body of MLTS as recommended by MLR MLTS Committee in 1/26/15 Key Agreements document and to be approved by Town Council)
  - ~~Communicate with Town staff on shared projects~~
  - Monitor awardees' performance and compliance with potential project contracts assigned through MLR
  - Coordinate programmatic audits with MLR Reconciliation Committee when projects are completed
- Assist Mammoth MLR-Trails Committee in setting annual priorities for the \$300,000 Measure R allocation to MLTS
  - Research projects related to established priorities and strategies
  - Organize public meetings for review of proposed potential-projects
- Research and make recommendations to Mammoth MLR-Trails Committee and MLR Board on specific contract deliverables
  - Organize work to ensure deadlines are met
- Assist Mammoth MLR-Trails Committee in determining annual priorities for new projects
  - Compile information from multiple sources
  - Analyze project feasibility
  - Coordinate proposed project scope with TOML staff
  - Assist Committee in setting annual strategy recommendations for presentation to MLR Board
  - Prepare appropriate documents
- Implement projects as assigned
  - Expedite contracts, agreements, and other documents as required
  - Manage assigned projects to meet budget and timeline

Comment [DS1]: Deleted point about communicate with Town, as Town is on Mammoth Trails Committee

Comment [DS2]: Because the trails coordinator position is to be paid out of the allocated \$300k, perhaps this number shouldn't be used

- Partner with TOML and USFS on MOUs, special use permits or other agreements necessary to implement projects
  - Provide ~~timely~~detailed information to MLR ED on project status, trails priorities and other MLR Board/~~Trails Committee~~ discussions
- Oversee trails-related communications
  - Participate in and engage with Mammothtrails.org partner meetings
  - Recommend annual Mammothtrails.org website design/management/content strategies to Mammoth MLR-Trails Committee
  - Implement actions as assigned
  - ~~Recommend mammothlakesrecreation.org website strategies related to trails content to Communications Committee~~

Comment [DS3]: Deleted the MLR Website section because the trails coordinator won't need to have MLR website responsibilities

**EXHIBIT “B” – MLTS Excerpt  
Fiscal Year (FY 14-15) Deliverables**

5. Mammoth Lakes Trail System

- Act as the lead organization and contact point with TOML staff interactions with USFS for strategies, funding, and projects.
- 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:
  - 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.
  - MLR will review and confirm the list of initial trails to be incorporated in the SHARP NEPA review by December 31, 2014 and recommend a level(s) of funding to be committed for future SHARP area trail maintenance.
  - MLR will review the Lakes Basin Special Study (LABSS) and recommend a level of action to be taken by the Town Council by February 1, 2015 in regards to the LABSS document.
  - MLR will develop recommendations including funding levels for proceeding forward with implementation of LABSS.

- Projects implemented under the Town and USFS MOUs, permits and agreements will receive the Town and USFS review and approval prior to implementation.
- 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, targeted for September 2015.



**TRAILS COORDINATOR**  
**Mammoth Lakes Trails and Public Access Foundation**  
**Mammoth Lakes, CA**

**POSITION SUMMARY**

In partnership with Mammoth Lakes Recreation, a public benefit corporation established by the Town of Mammoth Lakes to deliver a variety of recreation focused programs including the Town's component of the Mammoth Lakes Trail System, the Mammoth Lakes Trails and Public Access Foundation (MLTPA) is seeking experienced and energetic candidates to submit their qualifications and a letter of interest for the position of Trails Coordinator. A successful candidate will work as an employee of MLTPA at the direction of the Mammoth Trails Committee, a standing public committee of Mammoth Lakes Recreation, which is charged with the governance and oversight of the Town of Mammoth Lakes' component of the Mammoth Lakes Trail System. The Mammoth Trails Committee provides policy and budgeting recommendations and program accountability for the Mammoth Lakes Trail System to the Mammoth Lakes Recreation Board of Directors. The Trails Coordinator will work closely with a variety of partners, including the United States Forest Service, the Town of Mammoth Lakes, local and regional user groups and non-profit partners. Responsibilities will include the successful planning, implementation, and management of Mammoth Lakes Trail System projects and programs as authorized by the Mammoth Trails Committee, serving both non-motorized and motorized transportation and recreation needs through the implementation of the Town of Mammoth Lakes "Trail System Master Plan". Job duties will include staffing and convening the Mammoth Trails Committee, supervision of MLTPA staff and contractors as directed by the Mammoth Trails Committee, tracking and accounting for public funds as contracted by the Town of Mammoth Lakes for projects and programs to be implemented by the Mammoth Trails Committee. Other responsibilities will include working with the Mammoth Trails Committee on the programming, strategic and tactical planning, budgeting and financial management, capital construction project consultation, and promotion of the Mammoth Lakes Trail System in conjunction with both Mammoth Lakes Tourism and Mammoth Lakes Recreation.

**ORGANIZATIONAL BACKGROUND**

The Mammoth Lakes Trails and Public Access Foundation (MLTPA) is a 501(c) 3 non-profit organization incorporated in 2007 as a public benefit corporation in the State of California. MLTPA advocates for, initiates, facilitates, and participates in the planning, implementation, management, and stewardship of a four-season trail system in Mammoth Lakes and the immediate Eastern Sierra. MLTPA's vision is to be an effective, independent leader that connects the community with its majestic natural setting, helping to sustain an exceptional quality of life and a prosperous local economy.

## **THE MAMMOTH LAKES TRAIL SYSTEM**

The Mammoth Lakes Trail System (MLTS) celebrated its Grand Opening on October 20, 2012, offering exceptional recreation opportunities on more than 300 miles of trails and related infrastructure through a partnership between the Town of Mammoth Lakes and the United States Forest Service. The MLTS website - [www.mammothtrails.org](http://www.mammothtrails.org) - documents the trails, activities, destinations and experiences that connect granite crags, trout-stocked lakes, pine forests and alpine meadows to local residents and visitors from around the world. Managed jointly by the Town of Mammoth Lakes and the Inyo National Forest, the MLTS includes connections to three renowned Wilderness areas, the Devils Postpile National Monument, the Pacific Crest Trail, the John Muir Trail and much more, with these attractions easily accessible from the community of Mammoth Lakes.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Working at the direction of Mammoth Lakes Recreation's "Mammoth Trails Committee", the Trails Coordinator position will include responsibility for leading efforts necessary to plan, design, build, manage and maintain the Mammoth Lakes Trail System. The following is representative of the essential duties of the Trails Coordinator:

- Provide staffing and convening support for the Mammoth Trails committee, including agendas, posting of public notices, and the contractual and budget oversight for the Mammoth Lakes Trail System program consistent with the needs of a public agency.
- Work effectively with government agencies, stakeholders, businesses, and nonprofit partners to advance the infrastructure, programs and promotion of the Mammoth Lakes Trail System through the development and execution of annual programs of work informed by a strategic long term action plan.
- Work with both MLTPA and MLR to raise funds and leverage public dollars through grants, donor programs, and development campaigns to support projects and programs that benefit the Mammoth Lakes Trail System.
- Represent the Mammoth Lakes Trail System in public, and provide periodic updates and annual reports to the Mammoth Lakes Recreation Board of Directors, regional stakeholders, and a variety of public agencies
- Review and develop public policies that favor further development of the Mammoth Lakes Trail System.
- Assist in the marketing and promotion of the Mammoth Lakes Trail System including maintenance of the [mammothtrails.org](http://mammothtrails.org) website and the maintenance of the Mammoth Lakes Trail System brand.

## **DESIRED EXPERIENCE AND QUALIFICATIONS**

### **Experience**

Five or more years of increasingly responsible professional experience in trail system management and programming. Direct operational experience with federal land management agencies required. Experience in land use planning, community development, real estate, project management, or related experience, preferably for a nonprofit organization or a public



agency that includes responsibilities for strategic planning, program planning, budgeting, implementation, evaluation, and fundraising, will be considered. Experience managing or interacting with nonprofit and public agency board members is preferred.

## **Education**

Undergraduate degree from an accredited university or college, advanced degree preferred. A variety of educational backgrounds may be considered, including urban/regional planning, natural resource or recreation management, public administration, landscape architecture, business, or a related field.

## **Competencies**

- Demonstrated ability to work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships, building coalitions, and developing teams.
- Demonstrated experience working with public agencies to achieve goals and objectives on behalf of programs that may span multiple jurisdictions.
- Demonstrated ability staffing and convening public committees and familiarity with the public process.
- Demonstrated leadership ability and experience building and managing successful team efforts.
- A passion for the personal, social, and economic benefits of outdoor recreation. Knowledge of the Town of Mammoth Lakes, the Mammoth Lakes Trail System and Eastern Sierra geography preferred.
- Considerable working knowledge of bicycle, pedestrian, and recreational trail system planning, design, and construction, and multi-modal transportation system infrastructure principals and methods.
- Working knowledge of contemporary technology, including GIS, graphic design applications, Digital Asset Management, website development and CMS management, digital photography, file sharing server set up and administration, and the full variety of social media tools including Facebook, Twitter, Instagram and other emerging technologies.
- Working knowledge of contemporary office technology including word processing, spreadsheet, and business software, including MS Word, Excel, PowerPoint, and web based time tracking applications.
- Knowledge of applicable private land development regulations, transportation, recreation, traffic and other applicable regulations governing pathways and trails.
- Knowledge of land conservation practices, and familiarity with federal, state and local agencies and governmental processes including NEPA and CEQA.
- Excellent interpersonal, financial, and managerial skills.
- Superior writing and speaking abilities, and skilled in producing professional letters, memoranda, and reports.
- Demonstrated success in raising private and public funds and skilled in grant writing and grant management
- Ability to interpret complex written reports, records, plans, specifications, and technical drawings and communicate findings and analysis.

- Skills in evaluating costs and scheduling, and formulating recommendations for project implementation.
- Ability to communicate effectively either orally or in writing with architects, contractors, developers, owners, supervisors, employees, and citizens.
- Willingness to travel and to work out of doors in all seasons. Valid drivers license.
- Never ending sense of humor.

## **COMPENSATION**

A successful candidate will be compensated commiserate with documented experience and consistent with the needs and demands of the position as described.

## **HOW TO SUBMIT**

Interested candidates should email resume and brief cover letter to: [hr@mltpa.org](mailto:hr@mltpa.org) with "Trails Coordinator" in the subject line.

*MLTPA is an Equal Opportunity Employer.*

Mammoth Lakes Recreation Budget to Actual Expenses  
as of January 31, 2015

				Actuals	Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Direct Public Support</b>						
		Corporate Contributions		0.00	5,000.00	0.0%
		Individ, Business Contributions		2,161.24	5,000.00	43.23%
		<b>Total Direct Public Support</b>		<b>2,161.24</b>	<b>10,000.00</b>	<b>21.61%</b>
		<b>Government Grants</b>		<b>90,000.00</b>	<b>215,000.00</b>	<b>41.86%</b>
		<b>Total Income</b>		<b>92,161.24</b>	<b>225,000.00</b>	<b>40.96%</b>
<b>Expense</b>						
<b>Business Expenses</b>						
		Filing Fees		926.00	1,000.00	92.6%
		<b>Total Business Expenses</b>		<b>926.00</b>	<b>1,000.00</b>	<b>92.6%</b>
<b>Contract Services</b>						
		Accounting Fees		425.35	4,000.00	10.63%
		Legal Fees		0.00	2,500.00	0.0%
		MLR Website Develop./Maint.		0.00	10,000.00	0.0%
		Graphic Design		0.00	5,000.00	0.0%
		<b>Total Contract Services</b>		<b>425.35</b>	<b>21,500.00</b>	<b>1.98%</b>
<b>Office</b>						
		Office Supplies		240.52	600.00	40.09%
		Postage		86.41	500.00	17.28%
		Photocopying		0.00	250.00	0.0%
		Printing		507.25	1,000.00	50.73%
		Rent/Utilities		100.00	1,300.00	7.69%
		Telecommunications		0.00	800.00	0.0%
		Computer Hardware/Software		0.00	2,500.00	0.0%
		<b>Total Office</b>		<b>934.18</b>	<b>6,950.00</b>	<b>13.44%</b>
<b>Insurance</b>						
		D&O Insurance		832.00	1,000.00	83.2%
		Liability Insurance		959.00	832.00	115.26%
		Worker's Compensation		0.00	8,000.00	0.0%
		<b>Total Insurance</b>		<b>1,791.00</b>	<b>9,832.00</b>	<b>18.22%</b>
<b>Payroll Expenses</b>						
		Salaries		0.00	112,500.00	0.0%
		Benefits		0.00	10,125.00	0.0%
		Payroll Taxes		0.00	9,000.00	0.0%
		<b>Total Payroll Expenses</b>		<b>0.00</b>	<b>131,625.00</b>	<b>0.0%</b>
		Travel Expenses		0.00	500.00	0.0%
		Contingency		0.00	28,593.00	0.0%
		Reserve		0.00	25,000.00	0.0%
		<b>Total Expense</b>		<b>4,076.53</b>	<b>225,000.00</b>	<b>1.81%</b>
<b>Net Ordinary Income</b>						
				88,084.71	0.00	100.0%
<b>Net Income</b>						
				<b>88,084.71</b>	<b>0.00</b>	<b>100.0%</b>

<b>Mammoth Lakes Recreation</b>	
<b>Report of Expenditures - January 2015</b>	
<b>Income</b>	
\$50,000.00	Balance Forward
\$25,000.00	December 2014 Contract Payment
\$75,000.00	Total Revenues
<b>Expenditures</b>	
\$1,880.00	Balance Forward
\$100.00	Rent - MLT Office through 06/2017
\$104.15	Accounting Fees December
\$499.00	E.D. Job Announcement Listings
\$2,583.15	Total Expenditures
<b>\$72,416.85</b>	<b>Balance Available</b>

