

MAMMOTH LAKES RECREATION (MLR) Board Meeting

MONDAY, April 13, 2015

5:00 p.m. (NOTE TIME)

**Mammoth Lakes Tourism Conference Room
2520 Main Street, Mammoth Lakes, CA**

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. Accept and approve resignation of MLR Board member Rich Boccia

CLOSED SESSION

1. ED candidate interview
2. Status of Executive Assistant recruitment

RECONVENE PUBLIC MEETING (Approximately 6:00 p.m.)

Report any action taken in closed session

3. Approve minutes of March 16 and March 23, 2015
4. Financial Reports
5. Presentation from Betsy Truax, Chairperson, TOML Recreation Commission regarding Ice Rink/Multiple Use Facility and discussion regarding upcoming activities
6. Report from Strategy Committee
7. Report from Mammoth Trails Committee

a. Review and consider approving proposed MLTS Budget for FY 15-16 for recommendation to Town Council

8. Report from Reconciliation Committee

9. Report on Website Development

10. Review and consider approving proposed schedule for MLR Board meetings for May/June/July

- Monday, May 11, 2015

- Monday, June 8, 2015

- Monday, July 6, 2015

11. Board member reports

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board, TBD.

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 Tourism outside door not less than 72 hours prior to the meeting. Dated this 10th day April, 2015.

Tom Johnson, MLR Secretary

Minutes of Mammoth Lakes Recreation Board Meeting
Monday, March 16, 2015

ROLL CALL

President Stroud called the meeting to order at 5:05 pm at the Mammoth Lakes Tourism Conference Room, 2510 Main Street, Mammoth Lakes, CA. Present Jo Bacon, Rich Boccia (by phone), Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax.

PUBLIC COMMENTS

John Wentworth announced that MLTPA has received a National Forest Foundation grant for ESRC for the Forest Planning process.

ADMINISTRATIVE ITEMS

1. Approve Minutes of February 23, 2015 Board meeting

Minutes approved as written (M Page / S Stehlik C 8-0).

2. Finance Report

Jo reviewed the expenditures report, noting that we have set up separate tracking for our fundraising campaigns through Crowdrise. These will be tracked with discreet project codes for each effort.

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

Stuart Brown noted that the Ice Rink options will be presented to the community on the April 1, 2015 Council Agenda.

Discussion also included preparations for "early" opening of various parks and the Lakes Basin.

4. Volcom Brothers Skate Park Project Review
 - a. Review, deliberate and consider approving funding recommendations for the Volcom Brothers Skate Park Complex Projects Reserve and Recreation Commission recommendation.

The Board reviewed the updated status of the project, including information from Town staff and Dawn True of JLA. Motion to approve recommending release of this Complex Capital Project Reserve, with the understanding that there will be no Measure R maintenance request for this portion of the project (M Stehlik / S Perry C 8-0). This recommendation will be presented at the 3/18 Council meeting.

5. Report from MLTS Committee
 - a. Review final draft of MLTS Key Agreements – previously approved at 2/23/15 meeting, this draft includes edits suggested, and also review Town Council agenda information.

Final version reviewed.

- b. Review and consider approving a comment letter for the Inyo National Forest Lakes Basin project NEPA scoping process

President Stroud authorized to sign the Mammoth Trails letter (M Bacon / S Stehlik C 7-0 with Johnson abstaining).

6. Report from Reconciliation Committee

- a. Review and consider approving a Draft Performance Report for Measure R & U funds for the 2015 Interim Funding Cycle awarded projects

Changes made to draft, which will be submitted to Town staff for inclusion in the Interim Funding Cycle 2015 contracts.

7. MLR Board Recruitment

- a. Re-appoint MLR Nomination Committee

It was noted that one position expiring October 2015 is currently open (Wood) and that two more positions will expire in October 2015 (Stehlik and Stroud). Nominating Committee established of Truax, Boccia and Page (M Stehlik / S Johnson C 8-0).

8. Report from Communications Committee

- a. Review and consider approving web-design and web-hosting proposals

Tom and David discussed transferring the website to Word Press. Based on bids received, they were authorized to engage Brahm Goodis to develop an agreement and deliverables for the April 13, 2015 meeting, not to exceed \$2,000 for a kick-ass website (M Perry / S Truax C 8-0).

9. Correspondence Received

- a. Communication from Mark Deeds

Received and filed.

10. MLR Committee Reports

- a. Development Committee

No report

- b. Strategy Committee

Committee members noted work in progress, including considering options for Special Event funding, establishing criteria for determining a strategy, re-working the current spreadsheet of potential projects; considering that MLTS funding strategy will be incorporated in 2017 before the current five-year commitment of \$300,000 per year expires, and meeting with Town staff to further complete the spreadsheet. Committee next meets April 2nd.

- c. Allocations Committee

It was noted that this committee will be inactive until the Strategy is set, and then active for whatever future allocation processes are developed.

- d. Performing Arts Center Ad Hoc

MLF proposal is under state review. Committee will be inactive until such time at that approval is received.

11. MLR Board Member Reports

Drea noted that she has a potential donor for funds tied to a specific project. She will work with Jo to determine which options for receiving the funds are best for the donor and MLR.

Jo noted that 2016 will be the 100th anniversary of the National Park Service, which will bring potential partnerships and funding opportunities to MLR. She also reminded everyone that the Form 700 annual statements are due April 1st.

Danna mentioned that a primer of Brown Act requirements has been created and will be distributed to all Board Members.

CLOSED SESSION

1. ED Recruitment Ad Hoc Committee regarding ED candidate search

The Board returned from Closed Session and noted there was no reportable action.

In open session, reimbursement to MMSA, not to exceed \$280, was approved for candidate search expenses (M Bacon / S Boccia C 8-0)

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 9:00 pm.

Dated: _____
Secretary

Minutes of Mammoth Lakes Recreation Board Meeting

Monday, March 23, 2015

ROLL CALL

President Stroud called the meeting to order at 5:05 pm at the Mammoth Lakes Tourism Conference Room, 2510 Main Street, Mammoth Lakes, CA. Present Jo Bacon, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax. Absent: Rich Boccia.

PUBLIC COMMENTS

Andrew Schurr, Friends of the Inyo, provided a quick overview of the programs FOI would like to provide this summer with MLTS funding. Andrew was referred to the Mammoth Trails Committee for discussion, with a recommendation coming back to the MLR Board at the April 13th meeting.

ADMINISTRATIVE ITEMS

1. Confirm MLR Members of Mammoth Trails Committee and invite MLTPA Board Members and Town Staff as noted in the Key Agreements Document.

Danna Stroud and David Page were appointed to the Mammoth Trails Committee (M Stehlik / S Johnson C 7-0). Then they were directed to invite two members of the MLTPA Board and Town staff (M Bacon / S Stehlik C 7-0). Jay Deinken was in attendance at the Board meeting and noted that the MLTPA Board had selected Bill Taylor and himself as the representatives.

2. MLR Board Member Reports

Jo noted that the Town's RFQ for Trails Coordination was released last Friday, to run for 30 days.

Tom noted that the Strategy Committee members working on the Special Events Strategy will meet Thursday. Tom also noted that the Communication Committee members working with the website designer will meet on Tuesday.

CLOSED SESSION

1. ED Recruitment Ad Hoc Committee regarding ED candidate search

The Board returned from Closed Session and noted there was no reportable action.

In open session, the following actions were approved:

Expenses for placement of a job announcement through Outside Magazine online, not to exceed \$350.00 (M Bacon / S Stehlik C 7-0).

Hiring a temporary hourly employee as Executive Assistant to the MLR Board with a salary not to exceed \$18.00 per hour and not to exceed 30 hours per week (M Truax / S Perry C 7-0).

Danna Stroud was added to the ED Search Committee (M Bacon / S Page C 8-0)

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:35 pm.

Dated: _____.
Secretary

MLR Budget vs. Actual

as of March 30, 2015

				Jul '14 - Mar 15	Budget	% of Budget
Ordinary Income/Expense						
Income						
Direct Public Support						
Corporate Contributions				0.00	5,000.00	0.0%
Individ, Business Contributions				2,161.24	5,000.00	43.23%
Total Direct Public Support				2,161.24	10,000.00	21.61%
Government Grants				115,000.00	215,000.00	53.49%
Total Income				117,161.24	225,000.00	52.07%
Expense						
Business Expenses						
Candidate Search				277.76		
Filing Fees				926.00	1,000.00	92.6%
Total Business Expenses				1,203.76	1,000.00	120.38%
Contract Services						
Accounting Fees				723.97	4,000.00	18.1%
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%
Total Contract Services				723.97	21,500.00	3.37%
Office						
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%
Total Office				934.18	6,950.00	13.44%
Insurance						
D&O Insurance				832.00	1,000.00	83.2%
Liability Insurance				959.00	832.00	115.26%
Worker's Compensation				1,157.75	8,000.00	14.47%
Total Insurance				2,948.75	9,832.00	29.99%

MLR Budget vs. Actual

as of March 30, 2015

				Jul '14 - Mar 15	Budget	% of Budget
Payroll Expenses						
		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%
		Total Payroll Expenses		0.00	131,625.00	0.0%
		Travel Expenses		0.00	500.00	0.0%
		Contingency		0.00	28,593.00	0.0%
		Reserve		0.00	25,000.00	0.0%
		Total Expense		5,810.66	225,000.00	2.58%
		Net Ordinary Income		111,350.58	0.00	100.0%
Other Income/Expense						
		Other Income				
		Fundraising Campaigns		7,188.81		
		Total Other Income		7,188.81		
		Other Expense				
		Fundraising Allocations		7,188.81		
		Total Other Expense		7,188.81		
		Net Other Income		0.00		
		Net Income		111,350.58	0.00	100.0%

Mammoth Lakes Recreation	
Report of Expenditures - March 2015	
Income	
\$100,000.00	Balance Forward
\$0.00	March 2015 Contract Payment
\$100,000.00	Total Revenues
Expenditures	
\$3,917.70	Balance Forward
\$277.76	Candidate Search Expenses
\$121.82	Accounting Fees February
\$4,317.28	Total Expenditures
\$95,682.72	Balance Available

Raise the Roof Hockey Tournament Fundraising Campaign Through Crowdrise

January/February 2015

\$7,460.00 Donations Made (63 total donors)

(\$271.20) Transaction Fees

\$7,188.80 Net Received

\$759.56 Reimbursement to Jeff Posey for jerseys/pucks

\$6,429.24 Transferred to TOML for the Raise the Roof fund

DRAFT - Categories to Consider in Determining Top Tier Capital Projects – Proposed Pilot Test for Multiuse Facility Location Discussion

1. Readiness
 - 1.1. Feasibility Study completed
 - 1.2. Phases Completed (Concept, Design, Formal Plans, Environmental Review, partial construction, etc.)
 - 1.3. Remaining Phases
 - 1.4. Location identified and ready for construction
 - 1.5. Funding secured for
 - 1.5.1. Design phases
 - 1.5.2. Construction phase
 - 1.5.3. Operations phase
 - 1.5.4. Ongoing Maintenance
 - 1.5.5. Replacement costs
2. Facility Use/Demand
 - 2.1. Numbers served for each activity
 - 2.2. Multiuse vs. single use
 - 2.3. Seasonal vs. year-round
 - 2.4. Target market segments served
3. Funding
 - 3.1. Project Cost (% of certainty of cost estimates, all phases detailed)
 - 3.2. Funding Secured (source, amount)
 - 3.3. Identified Leveraged Funding
 - 3.4. Committed Leveraged Funding
 - 3.5. Prior phases completed
 - 3.5.1. Funding sources used for prior phases
4. Project Sustainability
 - 4.1. Partnerships identified (list)
 - 4.2. Business Plan/MOU in place
 - 4.3. Potential Operating Fees
 - 4.4. Cost-effective Operations identified
 - 4.5. Innovative Ideas incorporated into project
5. Coordinated Plan
 - 5.1. Fits into existing infrastructure
 - 5.2. Expands infrastructure
 - 5.3. Not redundant
6. Public Benefit identified (triple bottom line from General Plan, page 8)
 - 6.1. Social Capital
 - 6.2. Natural Capital
 - 6.3. Economic Capital