

MAMMOTH LAKES RECREATION (MLR) Board Meeting

MONDAY, July 20, 2015

5:00 p.m.

**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) 709-0620, 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.

(5pm) ROLL CALL

Board Members: Colin Fernie, Tom Johnson, David Page, Drea Perry, Teri Stehlik, Danna Stroud and Brent Truax

(5:05pm) PUBLIC COMMENTS

(5:10pm) ADMINISTRATIVE ITEMS

1. (5 minutes) Approve minutes of June 9 and June 29, 2015 meetings.
2. (5 minutes) Acknowledge Council appointee to MLR – Councilmember Colin Fernie
3. (5 minutes) Introduction of Lesley-Anne Hoxie, MLR Executive Assistant
4. (5 minutes) Report from Town on recreation-related projects
5. (90 minutes) Review Draft MLR Strategy Framework
 - a. Review of proposed special events funding and structure
6. (5 minutes) Financial Reports
 - a. TOML Contract June 2015 Expenditures
 - b. July 2015 TOML Invoice
 - c. Budget to Actuals for June 2015
 - d. MLR Expenditures by Project FY 14-15
 - e. Bank Signature Cards
7. (20 minutes) Review Town Council action and direction from July 1 Meeting
 - a. MUF next steps
8. (10 minutes) Appointment of Committee Members to MTC
9. (20 minutes) Committee Updates – Status and Next Meeting Date
 - a. Allocations
 - b. Communications
 - c. Mammoth Trails
 - d. Performing Arts AdHoc
 - e. Reconciliation
 - f. Strategy
 - g. Nominating Committee
10. (10 minutes) Board Member Reports

11. (5 minutes) Executive Director Report

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board on August 3, 2015

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 17th day of July, 2015.

Tom Johnson, MLR Secretary

To: MLR Board

From: David Page and Danna Stroud

Date: July 16, 2015

Re: Appointments to Mammoth Trails Committee

At today's Mammoth Trails Committee (MTC) meeting, we considered candidates to recommend to the MLR Board for appointment to the MTC. As a reminder, these appointments replace the two seats vacated by Bill Taylor and Jay Deinken, who resigned to remove any possible conflict between MTC and MLTPA. The MLTS Key Agreements defines the MTC as a five-member oversight committee for the MLTS. With these two appointments, the MTC is back to five-members.

The two candidates being recommended by the MTC for appointment are Alan Jacoby and Mark Brownlie. Following is a brief summary of their respective experiences and qualifications that we believe will bring important contributions to the work of the MTC.

Alan Jacoby - has been actively engaged in promoting and enhancing mountain bike opportunities for the MLTS and was one of the first to introduce the fat bike trend to Mammoth. He has been in discussions with the Inyo NF about providing fat bike accessibility on groomed trails in the winter. He brings great awareness of mountain bike trends throughout the country and is actively involved in the fat bike movement at a national level. He lives in Mammoth year-round and does have work that takes him out of the area periodically. He has agreed to serve on MTC with the appointment.

- Mark Brownlie, VP Mountain Operations for MMSA - Mark is directly responsible for operations including trail signage, trails development and developing and delivering on-mountain recreation experiences. Because there is cross-over between the MLTS and MMSA jurisdictions, Mark's knowledge of MMSA efforts will be very helpful for identifying where MLTS and MMSA projects can be integrated into joint efforts in order to create better seamless experiences for users. Mark has agreed to serve on the MTC with the appointment. Note: Mark comes at the recommendation of Greg Dallas, MMSA COO, who was consulted by MTC for a possible candidate to serve on the MTC.

TO: MLR Board

FROM: David Page and Danna Stroud, MTC Members

DATE: July 16, 2015

RE: Report from Mammoth Trails Committee Meeting

At today's meeting, the Mammoth Trails Committee (MTC) received an update and status report from the Town and MLTPA regarding the Trails Coordination Services contract and the hiring of the Trails Coordinator. The MTC also approved Project Initiation worksheets for nine (9) projects from the 2015-16 project budget. Because much has happened between the last meetings of the MTC and MLR, this will be the first opportunity to share with you important and encouraging developments on the MLTS effort and to answer any questions you may have.

1) Trails Coordination Services Contract

As a reminder, during discussions around the development of the Mammoth Lakes Trail System (MLTS) "Key Agreements," which have been approved by MLR and Town Council, it was determined and agreed by MLR that the Town would be responsible for drafting and executing the agreement for Trails Coordination Services with MLTPA. It was reported today that a clean version of the contract has been prepared and delivered to MLTPA for signature. An important change in the agreement is that the Town will now be hiring the Trails Coordinator, a development we support, as we believe this will provide important strategic and tactical opportunities for the MLTS. (see Item #2 below). A copy of the executed MLTPA agreement will be routed for your files.

2) Trails Coordinator Hiring

Last summer, MLTPA began the process for recruiting a Trails Coordinator for the MLTS. After two rounds of national outreach and solicitation, and review of over sixty (60) resumes received, ten (10) finalist candidates were selected for interviews, some conducted in person, some via Skype and some via teleconference calls. Members of the MTC including Danna Stroud (MLR Board President), David Page (MTC Member), Dan Holler (Town Manager) and members of the MLTPA Board, participated in the interviews of the ten finalist candidates. Following the interviews, two top candidates were selected for site visits to Mammoth Lakes, allowing for in-person interviews, discussions and to let the candidates see first hand the MLTS they will be managing. MLR was represented during these site visits by Rich Boccia (Exec Director), Danna Stroud and David Page. Also participating was Town Staff and MLTPA Board members. Site visits occurred mid-June of this year.

A top candidate was identified after the site visits and MLTPA, in consultation with the Town, began negotiations with the top candidate. This candidate would be leaving a current position with a local government agency in northern California.

The Town and MLTPA discussed options for how to provide a compensation package that would be sufficient for the top candidate to accept the position and reached a solution that would make the Trails Coordinator a full-time position in the Town instead of being hired by a local non-profit organization, MLTPA. The components of the package as put together by the Town and MLTPA are as follows:

- Consistent with the “Key Agreements” as approved by MLR and the Town Council, the Trails Coordinator’s direction, primary work program, and oversight will be provided by the MTC, a committee of MLR.
- The Trails Coordinator position’s annual salary is approx. \$70k, which is consistent with the funds approved by Town Council for this position.
- As a Town employee, the Trails Coordinator will be eligible for employee benefits through the Town.
- The Town has committed approx. \$17,500 in general fund dollars from current projects to help fund the position.
- By committing dollars from the general fund, the Trails Coordinator’s work will not be restricted to projects funded solely by Measure R. This is an important opportunity, because significant components of the MLTS program are beyond the Measure R funding requirements.
- The Trails Coordinator position will be an “at will” position reporting directly to the Town Manger.
- Also in keeping with the MLTS Key Agreements, the Trails Coordinator and the MTC will draft the annual MLTS budget for consideration/approval by the MLR Board and then for consideration/approval by the Town Council.

As mentioned above, we believe that hiring the Trails Coordinator as an employee of the Town offers important strategic and tactical opportunities for the MLTS. These opportunities include:

- The success of the MLTS will depend upon the relationship of the Town of Mammoth Lakes and the Inyo National Forest. The Inyo National Forest desires a structured “government-to-government”, “authority-to-authority” relationship for the implementation of the MLTS program. Because the Trails Coordinator will be an employee of the Town, a direct and credible relationship between the MLTS and the Inyo National Forest can be established. This relationship with the Inyo National Forest will be critical for efficient communication, coordination and execution of the MLTS program.
- As an employee of the Town, the Trails Coordinator can establish direct employee-to-employee relationships with Town staff for better coordination and communication on MLTS projects for which the Town has responsibility and which may not be funded by Measure R.
- As a Town employee, with funding the Town is making available from the General Fund, the Trails Coordinator can represent the interests of the MLTS on a variety regional MLTS projects, which will likely have different funding sources beyond just Measure R.
- As mentioned above, and consistent with the Key Agreements, the Trails

Coordinator's work program will be established by MLR's MTC, including those projects funded by the General Fund, grants and other funding sources.

In addition to the approximately \$17,500 commitment of General Fund money from the Town, significant financial contributions have been secured as well. These include:

- MLTPA is committing \$4,800 to assist the Trails Coordinator with temporary housing as he looks to find permanent housing here in Mammoth Lakes.
- MLTPA has committed \$6,000 to cover leased office space on Old Mammoth Road for the Trails Coordinator and the MLTS headquarters for one year.
- Originally it was thought the Trails Coordinator could fit in the MLT office with MLR. However, the office space as reconfigured at MLT was not sufficient to accommodate the equipment whose use MLTPA is donating to the MLTS, including printers/plotters, computers and monitors, trails equipment, library of documents, maps, etc.
- The office space on Old Mammoth Road is inexpensive, accommodates the space/storage needs of the MLTS, and will provide the MLTS and the Trails Coordinator with a very public and visible location.

We support the proposed hiring solution as developed by the Town and MLTPA, which will provide the MLTS with its first full-time Trails Coordinator, a fully vetted candidate with great experience and expertise, whose exclusive focus will be the successful implementation of the MLTS Program.

#3 MLTS Direct Project Management – Initiation

The MTC also approved, with some slight edits, initiation of nine (9) MLTS projects that are included in the 2015-15 MLTS Budget:

- Project Code #111-(1) TOML Staff Time for MLTS Projects Support
- Project Code #111-(2) MLTS Trails Coordinator + Support
- Project Code #111-(3) MLTS Authorities and Management Plan
- Project Code #111-(4) MLTS Action Plan + Annual Budget
- Project Code #111-(5) MLTS Facilities for CIP
- Project Code #451.01 MLTS Website Operations and Maintenance
- Project Code #472 Lakes Basin Stewards
- Project Code #511-(1) Trail Days-FOI
- Project Code #511-(2) Trail Days-MLTPA

The Project Initiation Sheets with descriptions and budget are included with this report.

Project Information

Program: **Operations**
Program Category: **Governance**

Project Name: **TOML Staff Time for MLTS Projects Support**
Project Code (Legacy): **111 (#1)**
TOML Activity Code: **TBD**
Contractor Code: **091_MLTS_TOML 1516**

Project Detail

Project Description: **"MLTS GOVERNANCE:** MLTS Coordinating Committee & Annual Budget - Convening and staff support for the MLTS Coordinating Committee (MLTS CC) in conjunction with the MLTS Management Program (project 411).
(from TC Approved Budget 5/6/15)

"CURRENT STATUS: 50% for Administration of the MLTSCC from the \$29,500.00 consultant contract + \$10,050.00 est. staff time for FY 2014-2015". *(from TC Approved Budget 5/6/15)*

"NEXT ACTION/NOTES: (none)" *(from TC Approved Budget 5/6/15)*

Efforts to Date: **Convening and staff support for the MLTS Coordinating Committee (MLTS CC). The MLTS CC was disbanded in 2014.**

Scope of Work 15/16: **TOML staff time in support of MLTS Projects including updates to TOML CIP for MLTS projects. TOML staff review of budget and time completed. Estimated total at \$12,000 for MTC involvement, work with coordinator and development of base CIP to assist in overall trail integration across Town work programs and plans.**

TSMP Citation: **Varies by MLTS Project**

Deliverables 15/16: **As assigned by Town Manager and confirmed by MTC**

Project Time Frame: **As assigned by Town Manager and confirmed by MTC**

Project Lead: **TOML (Town of Mammoth Lakes)**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 18,000.00**

Transfer to 111 (#2): **(9,000.00)**

Transfer from 111 (#5): **3,000.00** Project integrates with other TOML related work on MLTS

Budget Recommendation: **\$ 12,000.00**

Leveraged Resources

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

Initiation + Acceptance

Approved Project Name: TOML Staff Time for MLTS Projects Support

Project Code (Legacy): 111 (#1)

TOML Activity Code: TBD

Contractor Code: 091_MLTS_TOML 1516

Project Initiation Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**
Program Category: **Governance**

Project Name: **MLTS Trails Coordinator + Support**

Project Code (Legacy): **111 (#2)**

TOML Activity Code: **TBD**

Contractor Code: **092_MLTS_TC_1516**

Project Detail

Project Description: **"MLTS GOVERNANCE:** MLTS direct project management - Support for the ML TS Coordinating Committee (MLTS CC) programs and projects" (from TC Approved Budget 5/6/15)

"CURRENT STATUS: 50% for direct project cost from the \$29,500.00 consultant contract + \$10,050.00 est. staff time for FY 2014-2015." (from TC Approved Budget 5/6/15)

"NEXT ACTION/NOTES:" (from TC Approved Budget 5/6/15)

Efforts to Date: **Support for the MLTS Coordinating Committee (MLTS CC) programs and projects. The MLTS CC was disbanded in 2014.**

Scope of Work 15/16: **Services of a full time Trails Coordinator for the MLTS to work at direction of the MTC including office space and a physical presence for the Trails Coordinator. Coordinator to provide support to the MTC, interface with TOML, MLR, and other agencies/NGOs. Work includes a number of specific projects and programs, and the implementation of trail projects. The coordinator is currently fully funded from the MLTS allocation according to the "Key Agreements" as adopted by TOML. To facilitate the work program, the position is funded as are indirect and overhead costs.**

TSMP Citation: **G11: Trails Coordinator: "Consider creation of a Trails Coordinator position for implementation of the TSMP."**

Deliverables 15/16:	1) Trails Coordinator: Salary - MR Funds (Est.)	\$	70,000.00
	1a) Trails Coordinator: TOML Benefits - MR Funds (Est.)	\$	30,000.00
	Trails Coordinator - General Fund Contribution	\$	17,500.00
	2) Trails Coordination – Indirect Costs	\$	5,275.00
	3) MLTS Office Utilities and Supplies	\$	4,675.00
	Total Measure R Funds =	\$	109,950.00

Project Time Frame: **Ongoing**

Project Lead: **TOML**

Funding Source: **Measure R appropriated May 6, 2015
General Fund (\$17,750)**

Council Approved Budget: **\$ 84,450**

Transfer from 111 (#1): **\$ 9,000** Funds identified as available for support of the coordinator vs. TOML support

Transfer from 111 (#3): **\$ 6,500** Project to be undertaken by Coordinator

Transfer from 111 (#4): **\$ 10,000** Project to be undertaken by Coordinator

Budget Recommendation: **\$ 109,950**

Leveraged Resources

<i>Matching Funds (Cash):</i>	1,956.46	Trail Coordinator Solicitation - MLTPA	
	1,500.00	Trail Coordinator Candidate Air Travel - MLTPA	
	250.00	Trail Coordinator Candidate Travel Meals - MLTPA	
	150.00	Trail Coordinator Candidate Lodging - MLTPA	
	1,291.68	Paid Staff Time - MLTPA	
	6,000.00	Commitment - MLTS Office Space for 12 Mos - MLTPA	
	4,800.00	Commitment - Temp Housing for Trail Coordinator - MLTPA	
	17,500.00	General Fund Contribution - TOML	
Total a/o 15/07/13:	\$33,448.14		
<i>In Kind Services/Donations:</i>	350.00	Trail Coordinator Candidate Lodging - Sierra Nevada Resort	
Total a/o 15/07/13:	\$350.00		
<i>Volunteer Hours:</i>	4,821.63	209 MLTPA Staff Hours	23.07 = Volunteer Hourly
Total a/o 15/07/13:	\$4,821.63		

Initiation + Acceptance

Approved Project Name: **MLTS Trails Coordinator + Support**

Project Code (Legacy): **111 (#2)**

TOML Activity Code: **TBD**

Contractor Code: **092_MLTS_TC_1516**

Project Initiation Date:

Project Initiation Attest by _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

Project Initiation Attest by
MTC Committee + Project
Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Updated 15/07/17

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **MLTS Authorities and Management Plan**

Project Code (Legacy): **111 (#3)**

TOML Activity Code: **TBD**

Contractor Code: **093_MLTS_AUTH**

Project Detail

Project Description: **"MLTS GOVERNANCE:** MLTS Management Program - Review and updating of the current draft MLTS Management Plan including an Operations and Management plan for the MLTS. (Winter snow management of all MUP's) Work product from previous MLTPA contracts." *(from TC Approved Budget 5/6/15)*
"CURRENT STATUS: TOML staff review of draft complete". *(from TC Approved Budget 5/6/15)*
"NEXT ACTION/NOTES: Final is not needed by TOML at this time. TOML staff or consultant may be needed to create a final version". *(from TC Approved Budget 5/6/15)*

Efforts to Date: **12/1/26: MLTPA delivers to TOML "Inaugural Documents of Authority" and MLTS Management Plan supporting documents**
13/06/11: TOML+USFS execute MOU for enhanced relationship with US Forest Service for MLTS.
13/06/11: TOML+USFS execute MOU for MLTS Website

Scope of Work 15/16: **Review and updating of current MLTS Management Plan and establishment of outstanding Authorities necessary for the operation of the MLTS and implementation of the TSMP. Work includes coordination with TOML and USFS.**

TSMP Citation: **Various**

Deliverables 15/16: **1) Review "MLTS Management Plan" deliverables with MTC**
2) Update "MLTS Management Plan" deliverables as directed by MTC
3) Draft new "MLTS Authorities" and "MLTS Management Plan" documents as directed by MTC
4) Support execution of new "MLTS Authorities" documents as identified by MTC. Final document to be reviewed and approved by TOML, with consultation with USFS.

Project Time Frame: **Summer/Fall 2015**

Project Lead: **TCC (Trails Coordination Contractor)**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 6,500.00**

Transfer to 111 (#2): **(6,500.00)**

Budget Recommendation: **0.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: MLTS Authorities and Management Plan

Project Code (Legacy): **111 (#3)**

TOML Activity Code: **TBD**

Contractor Code: **093_MLTS_AUTH**

Project Initiation Date:

Project Initiation Attest by

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

(to be completed)

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Updated 15/07/17

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **MLTS Action Plan + Annual Budget**

Project Code (Legacy): **111 (#4)**

TOML Activity Code: **TBD**

Contractor Code: **094_MLTS_ACT_BUD**

Project Detail

Project Description: **"MLTS Governance:** MLTS Implementation Plan - Further refinement of Trail System Master Plan project implementation recommendations to be coordinated with the MLTS CC (project #421)." (from TC Approved Budget 5/6/15)

"CURRENT STATUS: Integrated the MLTSMP list and MLTPA list with the Master Tracker List" (from TC Approved Budget 5/6/15)

"NEXT ACTION/NOTES: Establish projects and budgets for FY 2014-15" (from TC Approved Budget 5/6/15) - next steps will be for FY15-16

Efforts to Date: **12/06/07: MLTPA delivers final "Bucket List" of prioritized projects with dollar amounts to TOML for use by MLTS CC for project prioritization and Town Council review and approval. The MLTS CC was disbanded in 2014.**

Scope of Work 15/16: **Develop strategic "action plan" for short, medium, and long term implementation of projects from the TSMP for the MLTS including recommendations for annual budgeting.**

TSMP Citation: **G14: Action Plan: "Develop a detailed action plan for the implementation of the Mammoth Lakes Trail System."**

Deliverables 15/16: **1) Inventory of TSMP recommended projects to date that are either completed and/or "in progress" for MTC review. Integrate with TOML CIP as appropriate.
2) Inventory of new TSMP and other MLTS projects for consideration and review by MTC.
3) Updating of MLTS projects "Bucket List" to include new, ongoing, and recommended projects for review and prioritization by MTC.
4) Drafting of "MLTS Action Plan" for short, medium and long term implementation of MLTS projects using prioritized MTC project list for review and approval by MTC.
5) Drafting of annual budget of MLTS Program as derived from approved "MLTS Action Plan" for review and approval by the MTC, MLR Board, and Town Council.**

Project Time Frame: **Ongoing**

Project Lead: **TCC Trails Coordination Contractor**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 10,000.00**

Transfer to 111 (#2): **(10,000.00)**

Budget Recommendation: **0.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Action Plan + Annual Budget**

Project Code (Legacy): **111 (#4)**

TOML Activity Code: **TBD**

Contractor Code: **094_MLTS_ACT_BUD**

Project Initiation Date:

Project Initiation Attest by

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Updated 15/07/17

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **MLTS Facilities for TOML CIP**

Project Code (Legacy): **111 (#5)**

TOML Activity Code: **TBD**

Contractor Code: **091_01_TOMLCIP_1516**

Project Detail

Project Description: **"MLTS GOVERNANCE:** MLTS Facilities for TOML CIP - Tracking of projects in the Town's Capital Improvement Plan (CIP)." *(from TC Approved Budget 5/6/15)*

"CURRENT STATUS: To be used by MLTSCC as contingency." *(from TC Approved Budget 5/6/15)*

Efforts to Date: **TOML integrated trails into the Mobility Element and continues to implement completion of the Town loop, sidewalk/MUPs connections as funded from LTC/other grants, and SR2S projects as prioritized by MUSD.**

Scope of Work 15/16: **Transfer project funds to project 111 (#1) to be integrated with TOML overall work on the MLTS and the integration of trails within the Town CIP.**

TSMP Citation: **Varies by MLTS Project**

Deliverables 15/16: **Transfer project funds to project 111 (#1)**

Project Time Frame: **TBD by Project 111 (#1)**

Project Lead: **TOML**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 3,000.00**

Transfer to 111 (#1): **(3,000.00)**

Budget Recommendation: **0.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Facilities for TOML CIP**

Project Code (Legacy): **111 (#5)**

TOML Activity Code: **TBD**

Contractor Code: **091_01_TOMLCIP_1516**

Project Initiation Date:

Project Initiation Attest by

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Updated 15/07/17

Project Information

Program: **Operations**

Program Category: **Website**

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

Project Code (Legacy): **451.01**

TOML Activity Code: **TBD**

Contractor Code: **088_02_MT_WebMgt_1516**

Project Detail

Project Description: **"MLTS Website Operatlons and Maintenance** - Maintenance, and annual operations of the MLTS website 1 yr, contract expires April 23, 201"

"CURRENT STATUS: Web Site contract to April 23, 2014. \$7,500.00 to #111 and \$2,500.00 to #451.02. Estimated amount based on trending invoices"

"NEXT ACTION/NOTES: \$1,374.92 of \$2,500.00 Contingency authorized for "Alerts".

Efforts to Date: **Under contract to the Town, MLTPA has been responsible for the operation and maintenence 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.**

Scope of Work 15/16: **Please see "MLTS Website Scope of Work" - updated July 12, 2015 - Attached.**

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

Deliverables 15/16: **Please see "MLTS Website Scope of Work" - updated July 12, 2015 - Attached.**

Project Time Frame: **FY 15/16**

Project Lead: **TCC**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$20,000.00**

Budget Recommendation: **\$20,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

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

Project Code (Legacy): **451.01**

TOML Activity Code: **TBD**

Contractor Code: **088_02_MT_WebMgt_1516**

Project Initiation Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

TOML

MLR

Project Lead/Contractor

MLTS Website Operations and Maintenance
“MLTS Website Scope of Work”
Updated July 17, 2015

Program

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**”.

1. MLTS Webmaster (designated by Consultant)
 - a. Name: **Nicole Montano**
 - b. Position: **Webmaster**
 - c. Email **nicolemontano@mltpa.org**
 - d. Telephone Contact: **760-709-0694**

Content Management System (CMS) and Backend Access

The Town and the Consultant mutually agree that in the interests of the fundamental security, technical integrity, and reliability of the content of the MLTS Website, an efficient and accountable program must be maintained for the granting of access to the MLTS Website Content Management System (CMS) as well as to Backend Access to the MLTS Website, including administrative access to the hosting service for the MLTS Website, which is currently provided by Webfaction. To this end, the Town identifies its single authorized holder of “Superuser” and Backend Access status to the MLTS Website:

1. Town of Mammoth Lakes “Superuser” and Backend access Contact.
 - a. Name: **(to be assigned)**
 - b. Position: **(to be assigned)**
 - c. Email Address **(to be assigned)**
 - d. Telephone Contact **(to be assigned)**

Upon execution of this agreement, the Town’s single authorized holder of “Superuser” and Backend Access status shall assign to the Consultant’s designated Webmaster “Superuser” and Backend access to the MLTS Website including administrative access to the hosting service for the MLTS Website, currently Webfaction. The Town’s authorized Contact and the MLTS Webmaster shall agree on a program to maintain reliable communications, including communications outside of regular business hours, in order to maintain the security, technical integrity, and reliability of the content of the MLTS Website. Consultant acknowledges that “Superuser” status and/or Backend Access to the MLTS Website may be withheld by the Town at any time. However, should the Consultant’s designated Webmaster be denied access to “Superuser” status and/or Backend Access to the MLTS Website without reasonable notice and rationale, the provisions of the Contingency program of this agreement shall be initiated. Should the situation not be resolved within 72 hours, this agreement may be terminated by the Consultant for cause.

Webmaster – Content Management System (CMS) and Permissions Management

Once “Superuser” access has been assigned to the MLTS Webmaster, the MLTS Webmaster is responsible for the assigning of all access and appropriate levels of permission to the MLTS Website CMS including denying access or terminating access to users. In no event shall the MLTS Webmaster deny the Town its “Superuser” or Backend Access. The MLTS Webmaster shall maintain and keep current an “off-line” inventory of all users with access to the MLTS Website CMS and Backend Access, which shall be available to the Town at the Town’s request.

Webmaster – Maintenance of Technical Integrity of mammothtrails.org Web Platform

Through the assignment of access and appropriate levels of permission to the MLTS Website CMS and Backend, including denying access or terminating access to users, the MLTS Webmaster is responsible for the technical integrity of the MLTS Website. All requests for access to the MLTS Website CMS or Backend for the purposes of security management, general maintenance, software and hardware updating, 3rd party platform integration, content updating including the review of draft content for approval by partner agencies, or any other requests for access that may effect the technical integrity of the MLTS Website, must be approved the MLTS Webmaster.

Webmaster – Daily Operations

Deliverables associated with the regular daily operations of the MLTS Website include:

1. Coordination and posting of Activity/Trail/Destination/Summer of Stewardship (SOS)/Event updates
2. Coordination and posting of Activity/Trail/Destination Alerts
3. Responses to reviews and general inquiries from the public, either directly or by forwarding to the appropriate TOML or USFS contacts
4. Coordination of technical and content issues
5. Coordination of information
6. Gathering of community and public land information relevant to the MLTS, to the extent determined by the TOML.
7. Assistance to interested third parties with mammothtrails.org linking opportunities
8. Monitoring of QR Code Program, both Wayfinding and Interpretive as it relates to the featured landing page, and any third party advertising displayed on the users smartphone.
9. Monitoring and distribution of site analytics - Google and Share This, with direction from TOML.
10. Promotion of MLTS Website and brand as determined by TOML
11. Coordination of the MLTS Website Calendar for seasonal transitions and content updates.

Webmaster – Seasonal Transitions

The MLTS Website is designed to accommodate representations of seasonal recreation opportunities in Mammoth Lakes and the surrounding national forest lands. Deliverables include:

1. Coordination of the MLTS Website Partner Content Team to establish “seasons” and an appropriate calendar for updating the MLTS Website. Coordination may include involvement of persons or organizations that are not specifically identified in this agreement.
2. Identification of existing MLTS Website content that can be relinked as 'featured' opportunities on landing pages per identified seasons. Landing pages include:
 - i. Home Page
 - ii. Trails General
 - iii. Destinations General Page
 - iv. Activities General Page
 - v. Specific Activities Pages
3. Updating of Update and Alerts for individual web pages based on seasonal realities and conditions on the ground.

Webmaster – Quarterly Content Updates

New recreation opportunities and infrastructure enhancements to the Mammoth Lakes Trail System will need to be reflected on the MLTS Website. Ongoing expectations from the public for new and varied recreation opportunities and for timely information regarding the MLTS must be anticipated. MLTS Website content and potentially the MLTS Website itself will need to be updated to accommodate these realities. Deliverables to include:

1. Ongoing coordination with the MLTS Website Partner Content Team along with interested parties to identify potential new infrastructure projects for possible inclusion in the MLTS Website.
2. Ongoing coordination with the general public, user groups (Mammoth Trails) and interested parties to develop potential new activities and their experiences on the MLTS.
3. As directed by the TOML, draft scopes of work and estimated budgets for the creation and posting of new content.

Webmaster – Anticipated Updates to MLTS Website Infrastructure

Contemporary technology is fast changing and will require updates to the programming and infrastructure of the MLTS Website. The ongoing introduction of new smartphones and tablets; new software, coding, and updated technical standards for existing software; opportunities emerging from Digital 395; and updates to 3rd party platforms used by the MLTS Website will require proactive engagement. Deliverables to include:

1. Recommendations for response(s) to MLTS Website user needs, whether for enhanced content delivery or enhanced technical capacity.
2. Ongoing review, evaluation and documentation of emerging and potentially relevant technologies for the MLTS Website.

Webmaster – Quarterly Reporting to the Town of Mammoth Lakes

Quarterly reporting from the Webmaster will provide the Town with both quantitative and qualitative information on the performance, functionality and use of mammothtrails.org. Deliverables to include:

Produce and deliver written quarterly content management and website performance and user updates to the Town of Mammoth Lakes.

“MLTS Website Technical Team”

The “**MLTS Website Technical Team**” will be responsible for the technical operations of the MLTS Website and shall consist of the MLTS Webmaster and representatives from the Town. The Town shall provide points of contact for its representatives to the “**MLTS Website Technical Team**”:

1. MLTS Webmaster (Consultant)
 - a. Name: **Nicole Montano**
 - b. Position: **Webmaster**
 - c. Email **nicolemontano@mltpa.org**
 - d. Telephone Contact: **760-709-0694**

2. Town of Mammoth Lakes technical representative
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

3. Town of Mammoth Lakes Administrative/Financial representative:
 - a. Name: **Jamie Robertson**
 - b. Position: **Assistant Engineer**
 - c. Email Address: **jrobertson@townofmammothlakes.ca.gov**
 - d. Telephone Contact: **(760) 934-8989, Ext. 283; (760)914-3133 (cel)**

“MLTS Website Partner Content Team”

The “**MLTS Website Partner Content Team**” will be responsible for coordinating the content and content opportunities of the MLTS Website and shall consist of the “MLTS Webmaster” and representatives of partner agencies and organizations. The Town shall provide the following points of contact for representatives to the “**MLTS Website Partner Content Team**”:

1. MLTS Webmaster (Consultant)
 - a. Name: **Nicole Montano**
 - b. Position: **Webmaster**
 - c. Email **nicolemontano@mltpa.org**
 - d. Telephone Contact: **760-709-0694**

2. Town of Mammoth Lakes Trails Coordinator Representative:
 - a. Name: **(to be assigned)**
 - b. Position: **(to be assigned)**
 - c. Email Address **(to be assigned)**
 - d. Telephone Contact **(to be assigned)**

3. Town of Mammoth Lakes Administrative/Financial Representative:
 - a. Name: **Jamie Robertson**
 - b. Position: **Assistant Engineer**
 - c. Email Address: **jrobertson@townofmammothlakes.ca.gov**
 - d. Telephone Contact: **(760) 934-8989, Ext. 283; (760)914-3133 (cel)**

4. Inyo National Forest representative
 - a. Name: **(to be assigned)**
 - b. Position: **(to be assigned)**
 - c. Email Address **(to be assigned)**
 - d. Telephone Contact **(to be assigned)**

5. Mammoth Lakes Recreation Representative:
 - a. Name: **(to be assigned)**
 - b. Position: **(to be assigned)**
 - c. Email Address **(to be assigned)**
 - d. Telephone Contact **(to be assigned)**

6. Mammoth Lakes Tourism representative
 - a. Name: **Christie Osborne**
 - b. Position: **Interactive Marketing Manager**
 - c. Email Address **cosborne@visitmammoth.com**
 - d. Telephone Contact: **760-934-2712 ext. 1310**

Promotion and Coordination Opportunities

Promotion opportunities will be coordinated with the community, local businesses and organizations and the media. Deliverables may include:

1. Coordination with Mammoth Lakes Tourism and Mammoth Chamber of Commerce.
2. Printing and distribution of “MLTS Smart Card”
3. Printing and Distribution of “MLTS Rack Card”
4. Implementation of “MLTS Website Linking Program”
5. Guided tours of MLTS Website for media reviews
6. Guided tours of MLTS Website to MLTS Partners through a “MLTS Ambassador” program targeting outreach to businesses and organizations
7. Implementation of Source Redirect program to enhance MLTS Website analytics, per guidance of MLTS Website Partner Content Team.
8. Submission of MLTS Website for peer review by bodies/organizations to offer constructive feedback on website improvements and potential promotion opportunities.

TECHNICAL SUPPORT & MAINTENANCE SUPPLIED BY TOML

The Town commits to supplying professional website hosting, server administration, and timely emergency support for the MLTS Website. The Town acknowledges that these services are vital for the efficient and professional operation of the MLTS Website. Any costs to the content management of the MLTS Website associated with the disruption of the hosting capacity of the MLTS Website, the administration of servers, or a failure to provide timely emergency service to address technical operations failures of the MLTS Website as administered by the Town shall be addressed per the provisions of the "Contingency" section of this scope of work.

WEB HOSTING: The Town shall provide web-hosting services for the MLTS Website through Webfaction (<http://www.webfaction.com>). Should the Town desire to make changes to the webhosting services provided by Webfaction, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to web hosting services. Should "Extra Work" be required of Consultant due to a change in web hosting services; either a change of providers or through the failure of the Town to maintain its agreement with Webfaction, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Web Hosting Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

SERVER ADMINISTRATION SERVICES: The Town shall provide server administration services for the website hosted on Webfaction – or on a similar web hosting provider - including routine maintenance of the server, restarting of web services, server scaling, backups and restores, and OS patch updates. Should the Town either fail to provide, or choose not to provide, server administrator services, Consultant may provide those services as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Server Administration Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Mobile Phone: **760-924-1819**

PHOTO GALLERY HOSTING FOR THE WEBSITE: The Town shall provide the hosting of photographic images for the MLTS Website through SlideShow Pro (<http://slideshowpro.net>). The Town shall maintain photo gallery hosting services with SlideShow Pro through the life of this agreement. Should the Town desire to make changes to the photo gallery hosting services provided by SlideShow Pro, or move the photo galleries to an alternative provider, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to photo gallery hosting services. Should "Extra Work" be required of Consultant due to a change in photo gallery hosting services; either a change of providers or through the failure of the Town to maintain its agreement with SlideShow Pro, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Photo Gallery Hosting Services
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

MLTS WEBSITE EMAIL ACCOUNTS: Consultant will maintain a variety of email accounts associated with the MLTS Website, including reviews@mammothtrails.org, info@mammothtrails.org, techteam@mammothtrails.org, webmaster@mammothtrails.org, and other email addresses as deemed necessary.

1. Town's Point of Contact for MLTS Website Email Accounts (if desired)
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

NON-FEE ACCOUNTS: Consultant shall maintain the following non fee services as part of the technical operation and content management of the MLTS Website: Google Analytics; Share This; Google Webmaster Tools; Bing/Yahoo Webmaster; Binary Canary; Cloudflare; New Relic; Twitter; Facebook.

1. Town's Point of Contact for Non-Fee Accounts (if desired)
 - a. Name: **Nate Greenberg**
 - b. Position: **Town/County IT Director**
 - c. Email Address: **ngreenberg@mono.ca.gov**
 - d. Telephone Contact: **760-924-1819**

CONTINGENCY

Unforeseen events and opportunities will play a role in the operations of the MLTS Website. MLTS Website operations must be able to respond appropriately to unforeseen circumstances including but not limited to the following:

- Traffic to the MLTS Website exceeds capacity of the web host and crashes the Website. Extra bandwidth and server administration is required immediately.
- A catastrophic web hosting failure necessitates the installation of a full backup of the MLTS Website on an alternative webhost/data center.
- A member of the MLTS Website Technical Team is unable to perform to expectations necessitating alternative solutions to immediate needs.
- Unanticipated changes are needed to MLTS Website content or functionality in response to public safety needs or to fast moving changes in the technological environment that are beyond the control of the MLTS Webmaster or the MLTS Website Technical Team.
- Any unforeseen, unanticipated or technical failure of the MLTS Website for which there is no readily available or discernable explanation.

In order to maintain the capacity to implement viable solutions for unforeseen circumstances which may affect the reliable operations of the MLTS Website, and to maintain the capacity to implement technical and user interface needs of the MLTS Website that may arise from time to time, the Consultant may maintain time and material consulting agreements with third parties "SparkGeo" of Prince George, British Columbia, Canada, and "HoldFast Creative" of Denver, Colorado. There will be no paid advance or retainer paid for the purpose of establishing these subcontracts. Additionally, the Consultant will be available to work on a time and materials basis on projects designated and assigned by the Town. These third parties shall be retained by Consultant strictly as independent contractors to Consultant and shall not be considered parties to this Agreement or contractors of the Town.

The Town and Consultant acknowledge the following in regards to contingency efforts:

1. Funds for non-emergency contingency tasks will be considered, and may be approved, by the Town Manager or his/her designee based upon budget and scope recommendations of the MLTS Webmaster. These tasks will be considered as "Extra Work" per section 3.3.4 of this agreement.
2. In the event of a failure of the website or the existence of a condition which Consultant believes requires "Extra Work," Consultant shall communicate the failure or condition to the Town Manager (or his or her designee) in writing, along with a proposed course of action to remedy the failure or condition and a cost estimate for doing so.
3. Provided that the Town Manager or his or her designee has approved the work and costs in advance and in writing, Consultant will be reimbursed for the costs of resolving a failure or other condition as described in paragraph 2 above.
4. Should the Consultant encounter a catastrophic situation wherein the website is incapacitated or is delivering misleading and/or potentially harmful information to the public and the catastrophic situation requires extraordinary efforts including either 1) immediately addressing the cause of the catastrophic situation using available resources including posting to the mammothtrails.org web address a placeholder page advising that the "MLTS Website is currently not available" and 2) the identified contacts for the Town are not responsive per the communication protocols as established through this agreement within one (1) hour of the identification of a catastrophic situation, then the Consultant shall be empowered to take prudent and reasonable corrective actions at a cost not to exceed \$2,500 until communication can be re-established with a representative of the Town who will provide direction on any further corrective actions and will review consultants request for "Extra Work" as required and as detailed in this agreement.

Project Information

Program: **Operations**

Program Category: **Interpretive**

Project Name: **Lakes Basin Stewards**

Project Code (Legacy): **472**

TOML Activity Code: **TBD**

Contractor Code: **095_MLTS_STWRD**

Project Detail

Project Description: "**Lakes Basin Stewards Program** - Implementation of the Friends of the Inyo Lakes Basin Stewardship program. 1 yr. contract w/ FOi & TOML approved by Council 7-19-13 for FY 2013-2014"

"**CURRENT STATUS:** FOI 14 week w/o adds proposal"

"**NEXT ACTION/NOTES:** Summer 2013 complete"

Efforts to Date: **For the past several years, Friends of the Inyo (FOI) has worked under contract to the Town using Measure R funds to manage trail stewards and interpretive programs in the Mammoth Lakes Basin.**

Scope of Work 15/16: **Please see the attached "Scope of Services and Budget" document from the project contract which combines information for project #511 ("Summer of Stewardship - Trail Days") and project #472 ("Lakes Basin Stewards").**

TSMF Citation: **G4: Interpretive Signage**

Deliverables 15/16: **Please see the attached "Scope of Services and Budget" document from the project contract which combines information for project #511 ("Summer of Stewardship - Trail Days") and project #472 ("Lakes Basin Stewards").**

Project Time Frame: **FY 15/16**

Project Lead: **FOI**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 35,800.00**

Budget Recommendation: **\$ 35,800.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Lakes Basin Stewards**

Project Code (Legacy): **472**

TOML Activity Code: **TBD**

Contractor Code: **095_MLTS_STWRD**

Project Initiation Date:

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

EXHIBIT "A"
SCOPE OF SERVICES AND BUDGET

SOS TRAILS DAYS –FY14-15 \$3,500; FY15-16 \$15,000

LAKES BASIN STEWARDS FY14-15 \$12,000; FY15-16 \$35,800



2015 Scope of Work
Mammoth Lakes Trail System Projects

Friends of the Inyo is pleased to present the following scope of work for the continuation of community-based stewardship and interpretation programs on the Mammoth Lakes Trail System. Over the course of the last seven years, Summer of Stewardship Trail Days and Mammoth Lakes Trail System Stewards have become a valued part of the summer experience in Mammoth Lakes providing meaningful opportunities for residents and visitors to care for, explore, and participate in their public lands. A brief summary of each project, recent accomplishments, and a proposed budget follows below.

Summer of Stewardship Trail Days (Project 511)

Operated as a partnership of Friends of the Inyo, Mammoth Lakes Trails and Public Access Foundation, and the Inyo National Forest, Summer of Stewardship Trail Days provide five public volunteer days over the course of the summer and early fall in addition to one volunteer day in June of 2016. Volunteers complete trail maintenance, trash removal, and wayfinding enhancements within the Mammoth Lakes Trail System under the guidance of professional trail crew leaders. All volunteers receive breakfast, lunch, and the chance to win giveaways in acknowledgement of their service. In addition, they build strong connections with the Mammoth Lakes Trail System and the community overall while ensuring quality trail experiences for future users. Now a highly anticipated series of events, Summer of Stewardship Trail Days meet the goals of the Mammoth Lakes trail System Master Plan by:

- Providing essential maintenance for heavily used trails
- Working with partners to leverage expertise and effectiveness
- Engaging the public
- Encouraging volunteerism
- Adding value and improves the experience of visitors
- Identifying candidates for a future Adopt-a-Trail program, and
- Celebrating the trails system, and building public awareness,

For the last 7 summers, SOS trails days have engaged a broadening audience of volunteers and supporters in stewardship activities on the Mammoth Lakes Trail System and our immediate public lands. In 2014, SOS Trails Days:

- Engaged 322 people volunteered with Summer of Stewardship, a 31% increase over 2013, 44 of whom were children
- Provided 1,994 stewardship hours valued at more than \$44,964.70 in service
- Repaired 36 structures
- Removed 15 logs

- Maintained 60,722 feet of trail
- Built 5,380 feet of trail
- Restored 5,480 feet of trail
- Monitored 40 miles of trail
- Removed 1,680 lbs of trash
- Interacted with 275 visitor contacts.

In 2015, potential projects for Summer of Stewardship Trail Days include work around the Lakes Basin and the Uptown/ Downtown Trail..

Budget

In 2015 and June of 2016, Friends of the Inyo and the program partners plan to host six Summer of Stewardship Trail Days on the Mammoth Lakes Trail System. Given the popularity of the program, it is necessary to add an additional crew leader to ensure effective risk management and volunteer safety on the trail. In 2014, we had an average of 53 volunteers per project with a maximum of 84 and a minimum of 36 participants. This is a 31% increase over previous years. Adding an additional crew member allows us to maintain a safe volunteer to leader ratio and positive experience for all volunteers. As outlined in the attached budget, the total value of the program is more than \$60,000, including the contributions of volunteers to the Mammoth Lakes Trail System. Friends of the Inyo respectfully requests \$18,500 from Mammoth Lakes Recreation and the Town of Mammoth Lakes to organize and facilitate the Summer of Stewardship Trail Days program this summer. The program is scalable based on the funds available, and Friends of the Inyo actively seeks other contributors and matching funds to support the program and the volunteer experience.

Mammoth Lakes Trail System Stewards (Project 472)

Since 2007, Mammoth Lakes Trail System Stewards have provided trail maintenance, visitor services, and organized interpretive activities on the Mammoth Lakes Trail System for visitors and residents. The programs have grown in popularity each year and are becoming a repeat activity for annual vacationers. At the same time, the USFS greatly values the work of the Stewards who patrol and repair busy trails and provide information to visitors. In 2014, the Stewards expanded their trail stewardship role to provide more maintenance and restoration work with individual volunteers and small groups as well as interpretive programs beyond the Mammoth Lakes Basin. They also provided a weekly Mammoth Trail Conditions report that was widely distributed for both visitors and residents.

Working with Inyo National Forest, we have identified a number of trails in need of work that, while inappropriate for volunteers, can be accomplished by trail system stewards including maintenance in the Seven Lakes Loop/ Dragon’s Back area, Panorama Dome, TJ-Barrett Lake Loop. The stewards can also provide essential visitor information regarding bear issues in addition to trails information and general conditions. The stewards lead interpretive tours and manage a cadre of volunteers who do so as well. In 2014, the Mammoth Lakes Trail System Stewards provided free guided walks to the public four days a week. In 2015, the stewards can further develop this program and continue to identify dedicated, trained volunteers to assist with trail maintenance as appropriate. This could become the beginning of an adopt-a-trail program in conjunction with Forest and Town guidelines.

The Mammoth Lakes Trail System Stewards program works toward the goals in the Mammoth Lakes trail System Master Plan by:

- Providing essential, skilled maintenance for heavily used trails
- Working with partners to leverage expertise and effectiveness

- Engaging the public
- Encouraging volunteerism
- Adding value to and improving the experience of visitors
- Providing interpretation and organized tours led by docents and paid staff for visitors and residents
- Identifying candidates for a future Adopt-a-Trail program

In 2014, Mammoth Lakes Trail System Stewards:

- Maintained 159 miles of trails
- Patrolled 268 miles
- Provided information to 1,325 trail users (visitor contacts)
- Led more than 300 registered participants on interpretive programs
- Cleaned or removed 41 fire rings
- Restored 37 campsites
- Cleared 37 logs from trails
- Built or maintained 140 trail structures including signs
- Picked up 362 lbs of trash

Budget

In 2015 and June 2016, Friends of the Inyo proposes to continue the Mammoth Lakes Trail System Stewards program with two full-time stewards for the summer season roughly from Memorial Day through Labor Day. The Stewards will provide trail maintenance, visitor information, and interpretive programs throughout the Mammoth Lakes Trail System. At the same time, they will continue to work with a small, dedicated crew of trail stewardship volunteers as well as interpretive docent volunteers who lead tours focused on specific topics and areas such as geology, Consolidated Mine Site, flowers, astronomy etc. Inyo National Forest greatly values the work of the Stewards for providing ongoing maintenance on heavily used trails and free interpretive experiences to forest visitors. As indicated in the attached budget, the total value of the program exceeds \$65,000, which includes volunteer time, tools, insurance, and additional staff time. Friends of the Inyo requests \$47,800 from Mammoth Lakes Recreation and the Town of Mammoth Lakes to support the program this coming summer. With these funds, Friends of the Inyo will provide two full-time Mammoth Lakes Trail System Stewards in the summer of 2015 roughly from Memorial Day through Labor Day, which allows for daily trail maintenance, regular visitor information updates (bathroom signs, etc.), weekly trail reports, and free interpretive tours approximately four days per week.

The program is scalable and assumes savings from combined work if project #511 is fully funded. As in previous years, Friends of the Inyo is continuously working to secure matching funds to support this valuable program.

Friends of the Inyo is excited to continue the Summer of Stewardship Trail Days and Mammoth Lakes Trail System Stewards programs in the coming year. Both programs provide meaningful opportunities for residents and visitors to discover, explore, and care for these exceptional trails and public lands while fostering a sense of community and responsibility. We look forward to working with Mammoth Lakes Recreation, the Town of Mammoth Lakes, Mammoth Lakes Trails and Public Access Foundation, and Inyo National Forest to ensure the continued success of the programs. Together, we can ensure the vitality and safety of our trail system and the excellence of our visitors' experience in Mammoth Lakes.

EVENTS

JUNE 13: TWIN LAKES

JULY 11: LAKE GEORGE

AUGUST 15: UPTOWN/DOWNTOWN

AUGUST 29: HORSESHOE LAKE

SEPTEMBER 19: LAKES BASIN CLEANUP

Project Information

Program: **Maintenance**
Program Category: **Soft Surface Trail Maintenance**

Project Name: **Trail Days - FOI**

Project Code (Legacy): **511 (#1)**

TOML Activity Code: **TBD**

Contractor Code: **096_SOS_1516_FOI**

Project Detail

Project Description: **"Soft Surface Trail Maintenance** - Maintenance and management of the "Trail Days" volunteer-based soft surface trail maintenance program. 1 yr. contract w/ FOi + w/ MLTPA & TOML approved by Council 7-19-13 for FY 2013-2014. NB: FOI Funds"
"CURRENT STATUS: FOI 5 event proposal"
"NEXT ACTION/NOTES: Summer 2013 complete"

Efforts to Date: **Now in its 7th season, the "Summer of Stewardship: Trail Days" program has been a partnered effort of MLTPA and Friends of the Inyo, providing opportunities for volunteer trail stewardship in the Mammoth Lakes Trail System.**

Scope of Work 15/16: **Please see the attached "Scope of Services and Budget" document from the project contract which combines information for project #511 ("Summer of Stewardship - Trail Days") and project #472 ("Lakes Basin Stewards").**

TSMP Citation: **7.1.5. Volunteer Maintenance Efforts**

Deliverables 15/16: **Please see the attached "Scope of Services and Budget" document from the project contract which combines information for project #511 ("Summer of Stewardship - Trail Days") and project #472 ("Lakes Basin Stewards").**

Project Time Frame: **FY 15/16**

Project Lead: **FOI**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 16,000.00**

Budget Recommendation: **\$ 16,000.00**

Leveraged Resources

Matching Funds (cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: Trail Days - FOI

Project Code (Legacy): 511 (#1)

TOML Activity Code: TBD

Contractor Code: 096_SOS_1516_FOI

Project Initiation Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Acceptance Date:

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

EXHIBIT "A"
SCOPE OF SERVICES AND BUDGET

SOS TRAILS DAYS –FY14-15 \$3,500; FY15-16 \$15,000

LAKES BASIN STEWARDS FY14-15 \$12,000; FY15-16 \$35,800



2015 Scope of Work
Mammoth Lakes Trail System Projects

Friends of the Inyo is pleased to present the following scope of work for the continuation of community-based stewardship and interpretation programs on the Mammoth Lakes Trail System. Over the course of the last seven years, Summer of Stewardship Trail Days and Mammoth Lakes Trail System Stewards have become a valued part of the summer experience in Mammoth Lakes providing meaningful opportunities for residents and visitors to care for, explore, and participate in their public lands. A brief summary of each project, recent accomplishments, and a proposed budget follows below.

Summer of Stewardship Trail Days (Project 511)

Operated as a partnership of Friends of the Inyo, Mammoth Lakes Trails and Public Access Foundation, and the Inyo National Forest, Summer of Stewardship Trail Days provide five public volunteer days over the course of the summer and early fall in addition to one volunteer day in June of 2016. Volunteers complete trail maintenance, trash removal, and wayfinding enhancements within the Mammoth Lakes Trail System under the guidance of professional trail crew leaders. All volunteers receive breakfast, lunch, and the chance to win giveaways in acknowledgement of their service. In addition, they build strong connections with the Mammoth Lakes Trail System and the community overall while ensuring quality trail experiences for future users. Now a highly anticipated series of events, Summer of Stewardship Trail Days meet the goals of the Mammoth Lakes trail System Master Plan by:

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- Encouraging volunteerism
- Adding value and improves the experience of visitors
- Identifying candidates for a future Adopt-a-Trail program, and
- Celebrating the trails system, and building public awareness,

For the last 7 summers, SOS trails days have engaged a broadening audience of volunteers and supporters in stewardship activities on the Mammoth Lakes Trail System and our immediate public lands. In 2014, SOS Trails Days:

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- Repaired 36 structures
- Removed 15 logs

- Maintained 60,722 feet of trail
- Built 5,380 feet of trail
- Restored 5,480 feet of trail
- Monitored 40 miles of trail
- Removed 1,680 lbs of trash
- Interacted with 275 visitor contacts.

In 2015, potential projects for Summer of Stewardship Trail Days include work around the Lakes Basin and the Uptown/ Downtown Trail..

Budget

In 2015 and June of 2016, Friends of the Inyo and the program partners plan to host six Summer of Stewardship Trail Days on the Mammoth Lakes Trail System. Given the popularity of the program, it is necessary to add an additional crew leader to ensure effective risk management and volunteer safety on the trail. In 2014, we had an average of 53 volunteers per project with a maximum of 84 and a minimum of 36 participants. This is a 31% increase over previous years. Adding an additional crew member allows us to maintain a safe volunteer to leader ratio and positive experience for all volunteers. As outlined in the attached budget, the total value of the program is more than \$60,000, including the contributions of volunteers to the Mammoth Lakes Trail System. Friends of the Inyo respectfully requests \$18,500 from Mammoth Lakes Recreation and the Town of Mammoth Lakes to organize and facilitate the Summer of Stewardship Trail Days program this summer. The program is scalable based on the funds available, and Friends of the Inyo actively seeks other contributors and matching funds to support the program and the volunteer experience.

Mammoth Lakes Trail System Stewards (Project 472)

Since 2007, Mammoth Lakes Trail System Stewards have provided trail maintenance, visitor services, and organized interpretive activities on the Mammoth Lakes Trail System for visitors and residents. The programs have grown in popularity each year and are becoming a repeat activity for annual vacationers. At the same time, the USFS greatly values the work of the Stewards who patrol and repair busy trails and provide information to visitors. In 2014, the Stewards expanded their trail stewardship role to provide more maintenance and restoration work with individual volunteers and small groups as well as interpretive programs beyond the Mammoth Lakes Basin. They also provided a weekly Mammoth Trail Conditions report that was widely distributed for both visitors and residents.

Working with Inyo National Forest, we have identified a number of trails in need of work that, while inappropriate for volunteers, can be accomplished by trail system stewards including maintenance in the Seven Lakes Loop/ Dragon’s Back area, Panorama Dome, TJ-Barrett Lake Loop. The stewards can also provide essential visitor information regarding bear issues in addition to trails information and general conditions. The stewards lead interpretive tours and manage a cadre of volunteers who do so as well. In 2014, the Mammoth Lakes Trail System Stewards provided free guided walks to the public four days a week. In 2015, the stewards can further develop this program and continue to identify dedicated, trained volunteers to assist with trail maintenance as appropriate. This could become the beginning of an adopt-a-trail program in conjunction with Forest and Town guidelines.

The Mammoth Lakes Trail System Stewards program works toward the goals in the Mammoth Lakes trail System Master Plan by:

- Providing essential, skilled maintenance for heavily used trails
- Working with partners to leverage expertise and effectiveness

- Engaging the public
- Encouraging volunteerism
- Adding value to and improving the experience of visitors
- Providing interpretation and organized tours led by docents and paid staff for visitors and residents
- Identifying candidates for a future Adopt-a-Trail program

In 2014, Mammoth Lakes Trail System Stewards:

- Maintained 159 miles of trails
- Patrolled 268 miles
- Provided information to 1,325 trail users (visitor contacts)
- Led more than 300 registered participants on interpretive programs
- Cleaned or removed 41 fire rings
- Restored 37 campsites
- Cleared 37 logs from trails
- Built or maintained 140 trail structures including signs
- Picked up 362 lbs of trash

Budget

In 2015 and June 2016, Friends of the Inyo proposes to continue the Mammoth Lakes Trail System Stewards program with two full-time stewards for the summer season roughly from Memorial Day through Labor Day. The Stewards will provide trail maintenance, visitor information, and interpretive programs throughout the Mammoth Lakes Trail System. At the same time, they will continue to work with a small, dedicated crew of trail stewardship volunteers as well as interpretive docent volunteers who lead tours focused on specific topics and areas such as geology, Consolidated Mine Site, flowers, astronomy etc. Inyo National Forest greatly values the work of the Stewards for providing ongoing maintenance on heavily used trails and free interpretive experiences to forest visitors. As indicated in the attached budget, the total value of the program exceeds \$65,000, which includes volunteer time, tools, insurance, and additional staff time. Friends of the Inyo requests \$47,800 from Mammoth Lakes Recreation and the Town of Mammoth Lakes to support the program this coming summer. With these funds, Friends of the Inyo will provide two full-time Mammoth Lakes Trail System Stewards in the summer of 2015 roughly from Memorial Day through Labor Day, which allows for daily trail maintenance, regular visitor information updates (bathroom signs, etc.), weekly trail reports, and free interpretive tours approximately four days per week.

The program is scalable and assumes savings from combined work if project #511 is fully funded. As in previous years, Friends of the Inyo is continuously working to secure matching funds to support this valuable program.

Friends of the Inyo is excited to continue the Summer of Stewardship Trail Days and Mammoth Lakes Trail System Stewards programs in the coming year. Both programs provide meaningful opportunities for residents and visitors to discover, explore, and care for these exceptional trails and public lands while fostering a sense of community and responsibility. We look forward to working with Mammoth Lakes Recreation, the Town of Mammoth Lakes, Mammoth Lakes Trails and Public Access Foundation, and Inyo National Forest to ensure the continued success of the programs. Together, we can ensure the vitality and safety of our trail system and the excellence of our visitors' experience in Mammoth Lakes.

EVENTS

JUNE 13: TWIN LAKES

JULY 11: LAKE GEORGE

AUGUST 15: UPTOWN/DOWNTOWN

AUGUST 29: HORSESHOE LAKE

SEPTEMBER 19: LAKES BASIN CLEANUP

Project Information

Program: **Maintenance**
Program Category: **Soft Surface Trail Maintenance**
Project Name: **Trail Days - MLTPA**
Project Code (Legacy): **511 (#2)**
TOML Activity Code: **TBD**
Contractor Code: **090_SOS15**

Project Detail

Project Description: **"Soft Surface Trail Maintenance** - Maintenance and management of the "Trail Days" volunteer-based soft surface trail maintenance program. 1 yr. contract w/ FOi + w/ MLTPA & TOML approved by Council 7-19-13 for FY 2013-2014. NB: MLTPA Funds"
"CURRENT STATUS: MLTPA 5 Event proposal"
"NEXT ACTION/NOTES: Summer 2013 complete"

Efforts to Date: **Now in its 7th season, the "Summer of Stewardship: Trail Days" program has been a partnered effort of MLTPA and Friends of the Inyo, providing opportunities for volunteer trail stewardship in the Mammoth Lakes Trail System.**

Scope of Work 15/16: **Funds for four events in Summer of 2015 and one event + promotion in Summer of 2016. Please see "Final Program Budget for Summer 2015" - Attached**

TSMP Citation: **7.1.5. Volunteer Maintenance Efforts**

Deliverables 15/16: **Funds for four events in Summer of 2015 and one event + promotion in Summer of 2016. Please see "Final Program Budget for Summer 2015" - Attached**

Project Time Frame: **FY 15/16**

Project Lead: **TCC**

Funding Source: **Measure R appropriated May 6, 2015**

Council Approved Budget: **\$ 17,000.00**

Budget Recommendation: **\$ 17,000.00**

Leveraged Resources

Matching Funds (cash): **\$ 1,500.00 Tee Shirts and Hats (MLTPA)**
\$ 1,250.00 Funds for lunch by Bleu Handcrafted Food donated by Sunrise Rotary from an application from MLTPA

Total a/o 15/07/12 **\$ 3,750.00**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: Trail Days - MLTPA

Project Code (Legacy): 511 (#2)

TOML Activity Code: TBD

Contractor Code: 090_SOS15

Project Initiation Date:

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

