



MAMMOTH LAKES RECREATION (MLR) Board Meeting

Tuesday, January 9, 2018, 5:00 p.m.

Town of Mammoth Lakes Town Council Chambers, Suite Z
437 Old Mammoth Road, Mammoth Lakes, CA 93546

Teleconference Locations: 11622 El Camino Real, Suite 100, San Diego, CA
www.mammothlakesrecreation.org

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.

ROLL CALL

Board Members: Rachael Ashley-Schreier, Tom Johnson, David Page, Heather Schaubmayer, Shields Richardson and Scott McGuire.

PUBLIC COMMENTS (On Items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approve the Agenda (Attachment #1)
2. Approve MLR Board Meeting minutes of December 5, 2017
3. Financial Reports
 - a. Review FY 17/18 November (Attachment #2)
4. Capital Projects
 - a. Update on The Park
5. Advocacy
 - a. Update on Walk, Bike, Ride (Attachment #3)
 - b. Update on Mono County Recreation
6. Entrepreneurship
 - a. Allocations Update
 - b. Forest Service Theater
7. Executive Director Report
8. Board Member Reports



9. Committee Reports

- a. Allocations Committee (Shaubmayer)
- b. Nominating Committee (Page)
- c. Trails Committee (Page)
- d. Executive Committee (Johnson)
- e. Town Council Report (Richardson)

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board Meeting, which will be held on Tuesday, March 6, 2018, in the Town of Mammoth Lakes Council Chambers, Suite Z.

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 & Recreation Building outside door not less than 72 hours prior to the meeting dated Tuesday, January 9, 2018.

Matt McClain
MLR Executive Director



**Mammoth Lakes Recreation Board Meeting Minutes
December 5, 2017 at 5:00PM
Town of Mammoth Lakes, Town Council Chambers Suite Z
437 Old Mammoth Road, Mammoth Lakes, CA 93546**

ROLL CALL

President Tom Johnson called the meeting to order at 5:01 p.m. at the Town of Mammoth Lakes Town Council Chambers Suite Z, Minaret Village Mall, 437 Old Mammoth Road, Mammoth Lakes, CA 93546.

Present: Tom Johnson, David Page, Shields Richardson, Heather Schaubmayer and Scott McGuire.

PUBLIC COMMENT

John Wentworth, Town of Mammoth Lakes Mayor –

Spent a few days in Washington DC speaking with senior leadership for the US Forest Service and Park Service. Sustainable recreation has become exceedingly important for the US Forest Service and there are a lot of eyes watching what we are doing here in Mammoth Lakes. The Town of Mammoth Lakes and Mono County are considering a shared position that will work directly with the Inyo National Forest Service. It will be talked about in a joint workshop on December 20, 2017.

Joel Rathje, Town of Mammoth Lakes Trails Coordinator –

Some of the trails infrastructure needs updates, most importantly are the trail map signage that need updating as more trails are built. Need a long term program that will continue to update signs.

Stuart Brown, Town of Mammoth Lakes Parks and Recreation Director –

- Gave a brief update on the Recreation Commission Meeting on December 5, 2017.
- SB5 is on the ballot for next June, 2018.
- The curling stones are on their way an open enrollment for the curling league has begun. Parks and Rec has begun planning their menu of programs for next year.
- Working on a bid package for the inclusive playground – looking to put on a community build with GameTime to save \$70,000.
- Joel Rathje has been assisting with the map and proposal for building an 18-hole Disc Golf Course.
- The Recreation Commission went over a Strategic Plan review and graded themselves based on the Strategic Plan.



ADMINISTRATIVE ITEMS

1. Approval of agenda.
2. Motion to approve the minutes of October 4, 2017 **(M, McGuire; S, Richardson | 5-0)**
 - a. Adjustment of the next board meeting date from November 7, 2017 to January 9, 2018.
3. Financial Reports
 - a. Matt McClain, Executive Director gave an update on the FY 17/18 Sept/Oct financial reports and recommended an approval of the FY 17/18 MLR Budget.
 - b. The Board reviewed and made a motion to approve the FY 17/18 Budget **(M, McGuire; S, Page | 5-0)**
4. Executive Director Report
 - a. Matt McClain gave an overview of his "First 100 Days / Next 100 Days" plan for MLR.
 - b. Emily Woods, Program Administrator gave an update on the MLR Communications Plan.
 - i. Tom Johnson asked for a communications update every meeting or every other meeting.
5. Campaign/Program Review
 - a. Capital Projects
 - i. Stuart Brown, Director of Town of Mammoth Lakes Parks and Recreation gave an update on status of "The Park" project.
 - b. Advocacy
 - i. Joel Rathje, Town of Mammoth Lakes Trails Coordinator gave an update on the current status of the Mammoth Lakes Trails System.
 - ii. Matt McClain gave an update on the Mobility Committee for the Walk, Bike, Ride initiative
 - c. Entrepreneurship
 - i. Emily Woods gave an update on the Allocations Application program and reviewed the most recent update to the Allocation documents.
6. Committee Reports
 - a. Allocations Committee – As the Nominating Committee talks with potential candidates, please inquire if they have an interest in sitting on the Allocations Committee.
 - b. Development Committee – No Update.
 - c. Nominating Committee - Matt McClain has several meetings set up with potential board candidates.
 - d. Trails Committee– Joel Rathje covered most of the updates. Shout out to Matt McClain for speaking at the ESAC fundraiser on December 2,



2017. There will be a Mammoth Trails Committee meeting on December 14, 2017.

- e. Executive Committee – Will be building an Executive Communications agenda around supporting Matt through his fundraising efforts.
- f. Town Council Report (Richardson) – Will be talking about the approved budget, an update on the “Next 100 Days” plan from Matt McClain, an update on the Trails System as presented by Joel Rathje, and an update on the recent changes to the Allocations Application documents.

REQUEST FOR FUTURE AGENDA ITEMS

Tom Johnson – an Executive communications update for the next meeting.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Emily Woods
Program Administrator, Mammoth Lakes Recreation

Mammoth Lakes Recreation
Profit & Loss Budget vs. Actual
July through November 2017

	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
40100 · Direct Public Support				
40110 · Corporate Contributions	0.00	0.00	0.00	0.0%
40120 · Business Contributions	0.00	0.00	0.00	0.0%
40130 · Individual Contributions	984.00	0.00	984.00	100.0%
Total 40100 · Direct Public Support	984.00	0.00	984.00	100.0%
40200 · Government Grants				
40200.1 · TOML - Restricted	80,000.00	80,000.00	0.00	100.0%
40200.2 · Unrestricted - TOML	225,000.00	225,000.00	0.00	100.0%
Total 40200 · Government Grants	305,000.00	305,000.00	0.00	100.0%
40300 · Capital Campaigns/Unrestricted	0.00	0.00	0.00	0.0%
40400 · Fundraising Income	1,650.00			
40600 · Merchandise Income	0.00	0.00	0.00	0.0%
40900 · Other Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	307,634.00	305,000.00	2,634.00	100.86%
Expense				
60100 · Business Expenses				
60110 · Candidate Search	0.00	0.00	0.00	0.0%
60120 · Filing Fees	0.00	0.00	0.00	0.0%
60130 · Other Business Expenses	0.00	0.00	0.00	0.0%
60135 · Business Meals	107.88	500.00	-392.12	21.58%
Total 60100 · Business Expenses	107.88	500.00	-392.12	21.58%
60200 · Contract Services				
60210 · Accounting Fees	2,480.65	2,500.00	-19.35	99.23%
60220 · Legal Fees	0.00	425.00	-425.00	0.0%
60230 · Website Development	186.58	875.00	-688.42	21.32%
60240 · Graphic Design	660.00	1,000.00	-340.00	66.0%
60250 · Copy Editing	0.00	750.00	-750.00	0.0%
60255 · Creative Agency	0.00	0.00	0.00	0.0%

Mammoth Lakes Recreation
Profit & Loss Budget vs. Actual
July through November 2017

	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 60200 · Contract Services	3,327.23	5,550.00	-2,222.77	59.95%
60300 · Office				
60305 · Office Supplies	133.17	325.00	-191.83	40.98%
60310 · Postage	6.01	225.00	-218.99	2.67%
60315 · Promotional Materials	421.16	1,000.00	-578.84	42.12%
60320 · Services Agreement	1,800.75	225.00	1,575.75	800.33%
60325 · Photocopying	164.30	425.00	-260.70	38.66%
60330 · Printing	0.00	0.00	0.00	0.0%
60335 · Rent/Utilities	750.00	750.00	0.00	100.0%
60340 · Telecommunications	951.79	825.00	126.79	115.37%
60345 · Computer Hardware	0.00	2,000.00	-2,000.00	0.0%
60350 · Computer Software	2,105.00	1,890.00	215.00	111.38%
60355 · Technology Support (IT Serv.)	131.50	0.00	131.50	100.0%
60360 · Bank Service Charges	40.67	0.00	40.67	100.0%
Total 60300 · Office	6,504.35	7,665.00	-1,160.65	84.86%
60400 · Insurance				
60410 · D&O Insurance	874.00	1,250.00	-376.00	69.92%
60420 · Liability Insurance	1,049.00	1,500.00	-451.00	69.93%
60430 · Worker's Compensation	493.35	750.00	-256.65	65.78%
Total 60400 · Insurance	2,416.35	3,500.00	-1,083.65	69.04%
60500 · Payroll Expenses				
60510 · Salaries	54,458.34	72,915.00	-18,456.66	74.69%
60520 · Benefits	5,673.52	10,000.00	-4,326.48	56.74%
60530 · Payroll Taxes	4,891.02	7,290.00	-2,398.98	67.09%
60540 · Payroll Processing Fees	29.75	20.00	9.75	148.75%
60550 · 403(b) Match	0.00	0.00	0.00	0.0%
Total 60500 · Payroll Expenses	65,052.63	90,225.00	-25,172.37	72.1%
60600 · Organizational Growth				
60610 · Conferences	325.00	200.00	125.00	162.5%
60620 · Professional Memberships	0.00	125.00	-125.00	0.0%
Total 60600 · Organizational Growth	325.00	325.00	0.00	100.0%

Mammoth Lakes Recreation
Profit & Loss Budget vs. Actual
July through November 2017

	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60700 · Travel Expenses				
60710 · Lodging	0.00	0.00	0.00	0.0%
60720 · Gas	0.00	1,000.00	-1,000.00	0.0%
60730 · Travel Meals	0.00	500.00	-500.00	0.0%
60740 · Airfare	0.00	300.00	-300.00	0.0%
60750 · Parking	14.00	150.00	-136.00	9.33%
60700 · Travel Expenses - Other	0.00	0.00	0.00	0.0%
Total 60700 · Travel Expenses	<u>14.00</u>	<u>1,950.00</u>	<u>-1,936.00</u>	<u>0.72%</u>
60810 · Prospecting Software	0.00	3,250.00	-3,250.00	0.0%
60820 · Salon Events	0.00	0.00	0.00	0.0%
69100 · Contingency	0.00	0.00	0.00	0.0%
69200 · Reserve	0.00	0.00	0.00	0.0%
Total Expense	<u>77,747.44</u>	<u>112,965.00</u>	<u>-35,217.56</u>	<u>68.82%</u>
Net Ordinary Income	229,886.56	192,035.00	37,851.56	119.71%
Other Income/Expense				
Other Expense				
80100 · Depreciation Expense	406.65			
Total Other Expense	<u>406.65</u>			
Net Other Income	<u>-406.65</u>			
Net Income	<u><u>229,479.91</u></u>	<u><u>192,035.00</u></u>	<u><u>37,444.91</u></u>	<u><u>119.5%</u></u>

Walk Bike Ride: Action Strategy

ID	Action	Priority/ Timeline	Description/Action Steps	TOML Lead	Partnerships	Resources (\$, Staff time)	PEDC Priority (7-11-17)
Built Environment							
1	Walk Bike Ride Infrastructure Projects	A: 1-5 Yrs (Short Term)	1)- Develop a list of actionable infrastructure projects that implement the WBR effort. 2)-Develop metrics to assist in prioritization (VMT, relationship to other Town work efforts, funding availability, ability to generate other investment, etc.) 3)-Identify phased projects that can be accomplished over time. 4) <u>Focus on south side of Main Street, west of Old Mammoth Road as a priority project.</u>	PW	CED; PEDC;		High
2	<u>Loop Trails</u>	A: 1-5 Yrs (Short Term)	1)- Identify MUP segments with available space to expand the pathway for multiple users: bikes, e-bikes, runners, hikers, and pedestrians. 2)- Secure funding for construction of planned segments and proposed gaps. 3)- Coordinate with USFS to establish a maintenance agreement and address other considerations for trails that pass through federal land. 4)- Discuss fee waivers with MMSA to allow free access for bikes (i.e. no pedal pass).	<u>MLR</u>	MLR/MLTS		No priority identified
3	Mobility Hubs	A: 1-5 Yrs (Short Term)	1)- Develop a plan for unknown/future mobility needs. Explore existing parking limitations and determine if allowing private parking on public property is viable. 2)- Identify potential development partners. 3)- Consider and select available parcels (Town owned, surface parking). 4)- Confirm other uses or elements the site will include based on recommendations and partnership opportunities.	CED	CED; PW; MLR; MLTS		High
4	<u>Transit/Trail Hub Connections and Active Recreation Shuttles</u>	A: 1-5 Yrs (Short Term)	1)- Develop data set that formalizes trail connections. Inventory and prioritize amenity locations where shelter is needed. 2)- Coordinate transit with master planning efforts on federal lands (MMSA). 3)- Coordinate with YARTS, Mono County, ESTA, and Shuttle Services regarding additional/upgraded service to these locations. 4)- Discuss guiding service amenities (e.g. shuttles for guided groups to trailheads on as-needed basis.)	CED	<u>MLR</u> ; MLTS		No priority identified
5	Recreation Support Facilities	A: 1-5 Yrs (Short Term)	1) - Complete inventory, currently underway, of Federal amenities as well as Town amenities to includes photos of existing conditions.	PW	PW; MLR; MLTS		No priority identified
6	Sheltered Amenities and Transit Frequencies	A: 1-5 Yrs (Short Term)	1)- ESTA should conduct ridership counts on a stop-by-stop basis. This will allow better data for future transit decisions and direction on where enhanced transit stops should be accommodated. 2)- Data protocols should be updated - ESTA should use electronic counting systems for ridership. More robust data is needed.	PW	ESTA		No priority identified
7	Expanded Gondola System	B: 5-10 Yrs (Mid Term)	1) - Conduct a flyover easement analysis should be conducted to determine the feasibility of gondola locations.	CED			Low
8	<u>Long Distance Hiking Hub</u>	B: 5-10 Yrs (Mid Term)	1) - Trails coordinator to work with the PCT association and develop program to make recommendations on where hubs could be located. Facilitate connectivity/collect data on PCT hikers (demographics, spending).	<u>MLR</u>	MLR/MLTS		Low
9	Transit-Only Routes	C: 10+ Years (Long Term)	1)- Identify additional routes that may benefit from transit-only designations, such as the Lakes Basin area. 2)- Form a partnership with recreation areas, park services, and transit providers to fund and support shuttle services and consider redistribution of parking.	CED	PW; MLR; TOML ADMIN		Low
Technology							
10	Smart Technology/Digital 395	A: 1-5 Yrs (Short Term)	1)- Incorporate this project into the Inyo Mono Consortium force scope of work. 2)- Town staff to create maps to show where fiber should go with the Town and in the Planning Area, focusing on areas where people are gathering and connecting to the many recreational opportunities This can employ mapping similar to Race Communications maps for Crowley Lake.	PW	IMBC		Medium/Low
11	Super App	A: 1-5 Yrs (Short Term)	1)- Integrate into the analysis being conducted by Momenta. There is an opportunity to use existing apps that help get people outside (e.g. Totago). 2)- Identify a single point of contact for information from the Town.	TOML ADMIN	<u>MLR</u>		Medium/Low
12	<u>Bike Share Pilot</u>	B: 5-10 Yrs (Mid Term)	1) - Test bike share in the pedestrian zone from the Pedestrian Master Plan.	<u>MLR</u>	CED		Medium
13	<u>Bike Share</u>	C: 10+ Years (Long Term)	1)- Evaluate feasibility and best model for a bike share program. 2)- Consider finding a sponsor or partners to share costs of launching and operating a system.	<u>MLR</u>	CED		Medium
14	Car Share and Ride Share	C: 10+ Years (Long Term)	1) - Evaluate feasibility of a car share and ride share programs.	CED	PW; MLR; TOML ADMIN		Low
Operations							
15	Snow Management	B: 5-10 Yrs (Mid Term)	1)- Present information to Town Council and LTC. Include information from Main Street improvements (sidewalks) and tools for managing snow in this area. 2)- Consider forming a Business Improvement District to deal with snow differently in the retail areas. Snow management should consider enforcement.	PW			High

* Yellow highlights indicate actions that overlap with Downtown Revitalization Action Strategy

ID	Action	Priority/ Timeline	Description/Action Steps	TOML Lead	Partnerships	Resources (\$, Staff time)	PEDC Priority (7-11-17)
Financing & Economic Development							
16	Enhanced Infrastructure Financing District (EIFD)	A: 1-5 Yrs (Short Term)	1) - Identify infrastructure improvements that could be included in an EIFD. These could include: parking, broadband, mobility/transit/trail hubs. Then narrow that list to focus on improvements that will provide a substantial benefit to property owners with community support.	CED	PW; MLR; TOML ADMIN		High
Policies and Guidelines							
17	Local and Regional Partnerships	A: 1-5 Yrs (Short Term)	1)- Review current multi-agency groups and incorporate recreation into existing groups. 2)- Town staff to consider roles and responsibilities as part of existing and future MOUs.	CED	PW; MLR; TOML ADMIN		No priority identified
18	Fire Access	A: 1-5 Yrs (Short Term)	1) - Develop policy that states that the Town will review and incorporate fire district connectivity in projects as they are processed through the Town.	TOML ADMIN			No priority identified
19	Wayfinding Signage	A: 1-5 Yrs (Short Term)	1) - Develop one system/program that incorporates all signage from soft surface to hard surface. Update existing signage and provide signage that reflects 21st century technology/values.	PW	CED; MLR		High
20	E-bikes	A: 1-5 Yrs (Short Term)	1) - Draft language for e-bike community and Main Street business owners to review. Integrate into Wayfinding signage program updates. 2) Improve existing motorized program. 3) Include Footloose, Recreation Commission in discussions. Consider local changes to USFS and BLM rules. 4) Look at federal and municipal trails.	CED	MLR; MLTS; E-bike working group		Medium
21	Complete Streets	C: 10+ Years (Long Term)	1) - Identify appropriate streets for redesign, in addition to Main Street, such as Meridian Boulevard, Old Mammoth Road, Tavern Road, Laurel Mountain Road, Sierra Nevada Road, and Sierra Manor Road.	PW	CED		Low
22	Mobility Partnership	A: 1-5 Yrs (Short Term)	1) - Formalize a protocol for a Mobility Working Group and identify a Mobility Leader to direct and ensure implementation of these recommended actions.	PEDC	WBR Task Force: PEDC; PW; CED; MLR; MLT; TOML		High