



## MAMMOTH LAKES RECREATION (MLR) Executive Committee

Thursday, June 21, 2018, 4:30 p.m.

Mammoth Lakes Recreation, Conference Room

[www.mammothlakesrecreation.org](http://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) 660-4948. 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: Tom Johnson, David Page, Heather Shaubmayer

Staff: Matt McClain

**PUBLIC COMMENTS** (On Items not on the Agenda)

### ADMINISTRATIVE ITEMS

1. Approve the Agenda
2. Approve MLR Executive Committee Meeting minutes from March 6, 2018  
**(Attachment #1)**
3. Approve MLR Executive Committee Meeting minutes from April 26, 2018  
**(Attachment #2)**
4. Financial Reports
  - a. Review YTD FY 17/18 **(Attachment #3)**
  - b. Draft budget to BOD by July 10th
5. Capital Projects
6. Entrepreneurship
  - a. Latino outreach
7. Advocacy
  - a. Eastern Sierra Sustainable Recreation Coordinator Position
    - i. Review position description **(Attachment #4)**
    - ii. MOU's with TOML, Mono County **(Attachment #5)**
  - b. eBike Update
    - i. Bike Patrol
  - c. LADWP Campaign **(Attachment #6)**



8. Executive Director Report
  - a. Strategic Planning
  - b. Upcoming eviction from MLT offices. Options?
  - c. Board of Directors
    - i. Colin Fernie for open seat
    - ii. New Town Council seat
    - iii. Committees (**Attachment #7**)
  - d. Give or Get

## REQUEST FOR FUTURE AGENDA ITEMS

## ADJOURNMENT

To the next meeting of the MLR Executive Committee on Thursday, August 23, 2018, to be held in the Town of Mammoth Tourism Conference Room.

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 June 21, 2018.

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Matt McClain  
Executive Director  
Mammoth Lakes Recreation



**MAMMOTH LAKES RECREATION (MLR) Executive Committee**

Thursday, February 22, 2018, 4:00 p.m.

Mammoth Lakes Tourism Conference Room  
2520 Main Street, Mammoth Lakes, CA 93546

Teleconference Locations: 11622 El Camino Real, Suite 100, San Diego, CA

[www.mammothlakesrecreation.org](http://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) 660-4948. 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: Tom Johnson and David Page

Staff: Matt McClain

**MEETING CALLED TO ORDER:** 4:08 pm

**PUBLIC COMMENTS** (On Items not on the Agenda)

1. Paul Payne offered his assistance with KMMT to MLR

**ADMINISTRATIVE ITEMS**

1. Agenda approved by David Page, seconded by Tom Johnson
2. Meeting minutes of January 4, 2018 approved by David Page, seconded by Tom Johnson
3. Financial Reports
  - a. Review FY 17/18 January (Attachment #2)
    - i. 2016 990 complete
4. Capital Projects
  - a. Update on The Park
    - i. Kings deal is off the table at EOM
    - ii. Waiting for bids (expected by May 2018)
  - b. Update on Inclusive Playground
    - i. Working with P&R, Rec commission on fundraising
  - c. Update on Bridge at Horseshoe Lake
    - i. Working with MLTPA & USFS
    - ii. Need bid
5. Advocacy
  - a. Mono County Rec Position (Attachment #3)



- i. Proposed move of position under MLR
      - ii. Needs approval by MLR board March 6<sup>th</sup>
      - iii. What potential problems do we anticipate?
        - 1. Benefits (health/403b match)
        - 2. Office space
        - 3. Bandwidth (big issue between capital campaigns, WBR, Prop 68, etc)
    - b. Update on CORP
      - i. Meeting in Denver
      - ii. Meeting w/ Kenji
      - iii. Feedback from John W., Scott, etc. (Moving to industry-led lobbying group)
      - iv. Options for moving ahead/Long term vision (OOORec)?
    - c. Update on Mobility/Walk, Bike, Ride
      - i. Working with MLTPA – dividing tasks (MLTPA tech/MLR public face)
      - ii. Mobility Committee met this week
  - 6. Entrepreneurship
    - a. Update on Allocations
    - b. Theater funding
      - i. Need to approve request for approx. \$50K Measure U funding for Mammoth Reparatory Theater
    - c. Events
      - i. Meeting with ESIA/USFS tomorrow about FS Theater
      - ii. MLR Events
        - 1. Earth Week Climate event April 17 with ML Chamber
          - a. Panel w/ Steve Skadron, Andy Wirth, Jeremy Jones, & Tom Painter? Matt or Dave to moderate
        - 2. Latino Outdoors event with ML Chamber TBD
        - 3. Fishing Opener event TBD
7. Executive Committee Reports
  - a. Prop 68
    - i. Board vote to endorse
    - ii. Write OpEd for local papers
    - iii. Appearances on local radio
    - iv. Organize Town Hall event (perhaps with Mammoth Voices)
  - b. MLR received upgrade to Gold status on Guidestar
  - c. Board Nominations – Cathrine Taft.
-



- i. Vote at March meeting? If so need materials to BOD next week.
- d. Give or Get – So far only two board members (and one staff) have donated (David \$500 and Heather \$100). Four months left.
- e. Website update

## ADJOURNMENT

There being no further business to come before the Executive Committee, the meeting was adjourned at 5:27 pm.

Respectfully submitted by:

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Matt McClain  
Executive Director  
Mammoth Lakes Recreation



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**MAMMOTH LAKES RECREATION (MLR)  
EXECUTIVE COMMITTEE MINUTES**  
Tuesday, April 26, 2018, 4:00 p.m.  
Mammoth Lakes Tourism Conference Room  
[www.mammothlakesrecreation.org](http://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) 660-4948. 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.

Meeting called to order at 4:09 pm

**ROLL CALL**

Board Members: Tom Johnson, David Page, Heather Shaubmayer

Staff: Matt McClain

**PUBLIC COMMENTS** (On items not on the Agenda)

**ADMINISTRATIVE ITEMS**

1. Approve the Agenda
2. Approve MLR Executive Committee minutes of February 22, 2018  
**(not approved – pushed to next committee meeting)**
3. Financial Reports
  - a. Review FY 17/18 March YTD
  - b. 2018/19 budget process beginning

**DISCUSSION ITEMS**

4. Capital Projects
  - a. Update on The Park
    - i. Red line Donation Agreement received from Kings
    - ii. Bids received and rejected by TOML
    - iii. Next Steps
    - iv. Discuss options for donations secured through the “Raise The Roof” campaign.
  - b. Update on Inclusive Playground
    - i. Fundraising update
    - ii. Public build (June 10<sup>th</sup> or 17<sup>th</sup>)
  - c. Update on Bridge at Horseshoe Lake



## 5. Advocacy

- a. Eastern Sierra Recreation Coordinator Position
  - i. Measure U allocation needs approval by MLR board at May 8<sup>th</sup> meeting
  - ii. Town Council approval May 18<sup>th</sup>
  - iii. Consider drafting MOU w/ TOML & Mono County
- b. Legislative updates
  - i. Working with Laura Cottrell & Doug Houston to support the following state bills:
    - 1. AB 2614 – Outdoor Experiences: Disadvantaged Youth
    - 2. AB 2615 – Parks & Rec: Accessibility for Bicycles
    - 3. AB 1918 – Office of Sustainable Recreation
    - 4. AB 1945 – Greenhouse Gas Reduction Fund
    - 5. AB 2534 – Outdoor Equity Grants Program
  - ii. Prop 68
    - 1. Writing OpEd for local papers
    - 2. Appearances on local radio
- c. Update on Mobility/Walk, Bike, Ride
  - i. eBikes
    - 1. Tom Johnson: MMSA approved use of Class I eBikes inside permit area

## 6. Entrepreneurship

- a. Update on Allocations
  - i. Public hearing scheduled for April 26th
  - ii. Committee recommendation to MLR Board on May 8<sup>th</sup>
- b. Theater Funding
  - i. MLR to request a \$50K Measure U funding allocation for Mammoth Reparatory Theater
- c. Events
  - i. Climate Change event on April 17th
  - ii. Latino Outdoors event on May 29th
  - iii. Fly Fishing Film Festival – opening weekend

## EXECUTIVE DIRECTOR REPORT

- a. Met with Dan Holler and Rob Patterson RE: 2018/19 Measure R & U budget
  - b. Possible eviction from MLT offices. Options?
  - c. Board Nominations
    - iv. Eric Wasserman for open seat
    - v. Need to elect Treasurer to replace Rachael.
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- d. Give or Get – With two months like in FY17/18, only three board members have fulfilled on their commitment (David, Shields, and Scott).
- e. Website update

## **REQUEST FOR FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

There being no further business to come before the Executive Committee, the meeting was adjourned 5:26 p.m.

I hereby certify under penalty of perjury under the laws of the State of California that the minutes above are accurate.

Respectfully submitted by:

Matt McClain  
Executive Director  
Mammoth Lakes Recreation



**Mammoth Lakes Recreation**  
**Profit & Loss Budget vs. Actual**  
July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>40100 · Direct Public Support</b>			
40110 · Corporate Contributions	5.00	0.00	5.00
40120 · Business Contributions	0.00	9,000.00	-9,000.00
40130 · Individual Contributions	4,739.00	29,000.00	-24,261.00
<b>Total 40100 · Direct Public Support</b>	<u>4,744.00</u>	<u>38,000.00</u>	<u>-33,256.00</u>
<b>40200 · Government Grants</b>			
40200.1 · TOML - Restricted	176,000.00	176,000.00	0.00
40200.2 · Unrestricted - TOML	225,000.00	225,000.00	0.00
<b>Total 40200 · Government Grants</b>	<u>401,000.00</u>	<u>401,000.00</u>	<u>0.00</u>
40300 · Capital Campaigns/Unrestricted	0.00	0.00	0.00
40400 · Fundraising Income	1,650.00		
40600 · Merchandise Income	139.21	1,340.00	-1,200.79
40900 · Other Miscellaneous Income	0.00	0.00	0.00
<b>Total Income</b>	<u>407,533.21</u>	<u>440,340.00</u>	<u>-32,806.79</u>
<b>Expense</b>			
<b>60100 · Business Expenses</b>			
60110 · Candidate Search	455.56	0.00	455.56
60120 · Filing Fees	60.00	0.00	60.00
60130 · Other Business Expenses	255.00	0.00	255.00
60135 · Business Meals	594.94	1,100.00	-505.06
60140 · Advertising	980.71		
<b>Total 60100 · Business Expenses</b>	<u>2,346.21</u>	<u>1,100.00</u>	<u>1,246.21</u>
<b>60200 · Contract Services</b>			
60210 · Accounting Fees	6,325.65	5,500.00	825.65
60220 · Legal Fees	0.00	935.00	-935.00
60230 · Website Development	885.78	1,925.00	-1,039.22
60240 · Graphic Design	1,961.92	2,200.00	-238.08
60250 · Copy Editing	0.00	1,650.00	-1,650.00
60255 · Creative Agency	0.00	15,000.00	-15,000.00
60260 · Equipment Rental/Service	600.00		
<b>Total 60200 · Contract Services</b>	<u>9,773.35</u>	<u>27,210.00</u>	<u>-17,436.65</u>
<b>60300 · Office</b>			
60305 · Office Supplies	739.47	715.00	24.47
60310 · Postage	117.18	495.00	-377.82
60315 · Promotional Materials	3,016.80	4,200.00	-1,183.20
60320 · Services Agreement	1,800.75	495.00	1,305.75
60325 · Photocopying	460.85	935.00	-474.15
60330 · Printing	0.00	0.00	0.00
60335 · Rent/Utilities	1,650.00	1,650.00	0.00
60340 · Telecommunications	1,777.15	1,815.00	-37.85

**Mammoth Lakes Recreation**  
**Profit & Loss Budget vs. Actual**  
July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60345 · Computer Hardware	575.04	2,000.00	-1,424.96
60350 · Computer Software	4,403.82	4,158.00	245.82
60355 · Technology Support (IT Serv.)	476.77	0.00	476.77
60360 · Bank Service Charges	100.01	0.00	100.01
60300 · Office - Other	164.86		
<b>Total 60300 · Office</b>	<b>15,282.70</b>	<b>16,463.00</b>	<b>-1,180.30</b>
<b>60400 · Insurance</b>			
60410 · D&O Insurance	874.00	2,750.00	-1,876.00
60420 · Liability Insurance	1,049.00	3,300.00	-2,251.00
60430 · Worker's Compensation	1,619.15	1,650.00	-30.85
<b>Total 60400 · Insurance</b>	<b>3,542.15</b>	<b>7,700.00</b>	<b>-4,157.85</b>
<b>60500 · Payroll Expenses</b>			
60510 · Salaries	140,258.35	160,413.00	-20,154.65
60520 · Benefits	16,917.20	22,000.00	-5,082.80
60530 · Payroll Taxes	13,299.14	16,038.00	-2,738.86
60540 · Payroll Processing Fees	71.75	44.00	27.75
60550 · 403(b) Match	0.00	2,700.00	-2,700.00
60560 · Moving Expenses	5,467.11		
<b>Total 60500 · Payroll Expenses</b>	<b>176,013.55</b>	<b>201,195.00</b>	<b>-25,181.45</b>
<b>60600 · Organizational Growth</b>			
60610 · Conferences	675.00	825.00	-150.00
60620 · Professional Memberships	785.00	625.00	160.00
60630 · Staff Training	239.88		
<b>Total 60600 · Organizational Growth</b>	<b>1,699.88</b>	<b>1,450.00</b>	<b>249.88</b>
<b>60700 · Travel Expenses</b>			
60710 · Lodging	1,790.69	1,300.00	490.69
60720 · Gas	678.38	2,200.00	-1,521.62
60730 · Travel Meals	227.10	1,100.00	-872.90
60740 · Airfare	50.00	500.00	-450.00
60750 · Parking	97.00	330.00	-233.00
60700 · Travel Expenses - Other	145.20	0.00	145.20
<b>Total 60700 · Travel Expenses</b>	<b>2,988.37</b>	<b>5,430.00</b>	<b>-2,441.63</b>
60810 · Prospecting Software	2,890.00	3,250.00	-360.00
60820 · Salon Events	0.00	1,600.00	-1,600.00
69100 · Contingency	0.00	0.00	0.00
69200 · Reserve	0.00	0.00	0.00
<b>Total Expense</b>	<b>214,536.21</b>	<b>265,398.00</b>	<b>-50,861.79</b>
<b>Net Ordinary Income</b>	<b>192,997.00</b>	<b>174,942.00</b>	<b>18,055.00</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
80100 · Depreciation Expense	894.63		
80000 · Needs Research	0.00		

**Mammoth Lakes Recreation**  
**Profit & Loss Budget vs. Actual**  
July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Expense	894.63		
Net Other Income	-894.63		
Net Income	<u>192,102.37</u>	<u>174,942.00</u>	<u>17,160.37</u>

**Mammoth Lakes Recreation**  
**Profit & Loss Budget vs. Actual**  
July 2017 through May 2018

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40100 · Direct Public Support</b>	
40110 · Corporate Contributions	100.0%
40120 · Business Contributions	0.0%
40130 · Individual Contributions	16.34%
<b>Total 40100 · Direct Public Support</b>	<b>12.48%</b>
<b>40200 · Government Grants</b>	
40200.1 · TOML - Restricted	100.0%
40200.2 · Unrestricted - TOML	100.0%
<b>Total 40200 · Government Grants</b>	<b>100.0%</b>
40300 · Capital Campaigns/Unrestricted	0.0%
40400 · Fundraising Income	
40600 · Merchandise Income	10.39%
40900 · Other Miscellaneous Income	0.0%
<b>Total Income</b>	<b>92.55%</b>
<b>Expense</b>	
<b>60100 · Business Expenses</b>	
60110 · Candidate Search	100.0%
60120 · Filing Fees	100.0%
60130 · Other Business Expenses	100.0%
60135 · Business Meals	54.09%
60140 · Advertising	
<b>Total 60100 · Business Expenses</b>	<b>213.29%</b>
<b>60200 · Contract Services</b>	
60210 · Accounting Fees	115.01%
60220 · Legal Fees	0.0%
60230 · Website Development	46.02%
60240 · Graphic Design	89.18%
60250 · Copy Editing	0.0%
60255 · Creative Agency	0.0%
60260 · Equipment Rental/Service	
<b>Total 60200 · Contract Services</b>	<b>35.92%</b>
<b>60300 · Office</b>	
60305 · Office Supplies	103.42%
60310 · Postage	23.67%
60315 · Promotional Materials	71.83%
60320 · Services Agreement	363.79%
60325 · Photocopying	49.29%
60330 · Printing	0.0%
60335 · Rent/Utilities	100.0%
60340 · Telecommunications	97.92%

## Mammoth Lakes Recreation Profit & Loss Budget vs. Actual July 2017 through May 2018

	<b>% of Budget</b>
<b>Ordinary Income</b>	
60350 · Computer Hardware	28.75%
60350 · Computer Software	105.91%
60355 · Technology Support (IT Serv.)	100.0%
60360 · Bank Service Charges	100.0%
60300 · Office - Other	
<b>Total 60300 · Office</b>	92.83%
<b>60400 · Insurance</b>	
60410 · D&O Insurance	31.78%
60420 · Liability Insurance	31.79%
60430 · Worker's Compensation	98.13%
<b>Total 60400 · Insurance</b>	46.0%
<b>60500 · Payroll Expenses</b>	
60510 · Salaries	87.44%
60520 · Benefits	76.9%
60530 · Payroll Taxes	82.92%
60540 · Payroll Processing Fees	163.07%
60550 · 403(b) Match	0.0%
60560 · Moving Expenses	
<b>Total 60500 · Payroll Expenses</b>	87.48%
<b>60600 · Organizational Growth</b>	
60610 · Conferences	81.82%
60620 · Professional Memberships	125.6%
60630 · Staff Training	
<b>Total 60600 · Organizational Growth</b>	117.23%
<b>60700 · Travel Expenses</b>	
60710 · Lodging	137.75%
60720 · Gas	30.84%
60730 · Travel Meals	20.65%
60740 · Airfare	10.0%
60750 · Parking	29.39%
60700 · Travel Expenses - Other	100.0%
<b>Total 60700 · Travel Expenses</b>	55.03%
60810 · Prospecting Software	88.92%
60820 · Salon Events	0.0%
69100 · Contingency	0.0%
69200 · Reserve	0.0%
<b>Total Expense</b>	80.84%
<b>Net Ordinary Income</b>	110.32%
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
80100 · Depreciation Expense	
80000 · Needs Research	

**Mammoth Lakes Recreation**  
**Profit & Loss Budget vs. Actual**  
July 2017 through May 2018

	<u>% of Budget</u>
<del>Ordinary Income Expense</del>	
Net Other Income	
Net Income	<u>109.81%</u>



## **EASTERN SIERRA SUSTAINABLE RECREATION COORDINATOR**

Salary Range: (\$68,000 - \$83,300)

Exempt, At-Will

### **INTRODUCTION**

The position is an employee of Mammoth Lakes Recreation (MLR) but by contract between MLR, Mono County, and the Town of Mammoth Lakes, will also provide services on behalf of MLR to the County and the Town, as described below. While much of the work provided by this position will provide benefit to the region generally, specific projects or tasks may be assigned solely by MLR, the County, or the Town for the respective benefit of each. It is expected the position will spend an average of 2/5 of their time engaged in projects and work requested by the County and an average of 3/5 of their time engaged in projects requested by MLR and/or the Town. These ratios may also be satisfied through time spent on projects and work requested by all entities.

### **DEFINITION**

To coordinate engagement efforts between Mammoth Lakes Recreation, the Town of Mammoth Lakes, Mono County, and Federal Land Management Agencies (Inyo National Forest, Humboldt-Toiyabe National Forest, and Bureau of Land Management), and other agencies on short, medium, and long term planning and implementation efforts involving public lands. To facilitate, expedite, and enable efficient and productive working relationships between federal, state, county, municipal, and other non-agency partners.

### **SUPERVISION RECEIVED AND EXERCISED**

Position reports directly to and receives general supervision from the Mammoth Lakes Recreation Executive Director or designee. Specific Mono-County work assignments to be directed and coordinated by the Mono County Administrative Officer, or designee and specific Town of Mammoth Lakes work assignments to be directed and coordinated by the Trails Manager. Satisfactory work performance will be based in part on feedback from the County and the Town to MLR regarding the position's work performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

#### **General**

- Work with MLR, Town, County, USFS, and BLM staff, and elected officials (as appropriate) to identify areas of need related to land management and recreation.



## MAMMOTH LAKES RECREATION

- Coordinate inter-agency land management and recreation programs and projects with consideration for multiple agencies and partner's needs; identify and process agreements necessary for the coordination of such projects and programs.
- Facilitate the application, issuance, renewal, and updating of agreements, contracts, and special use permits including but not limited to, infrastructure permits; road permits; multi-use pathway permits; film and media permits; and other related infrastructure permits.
- Represent MLR, the Town of Mammoth Lakes, Mono County, USFS, and other partners at various public events and meetings related to trails and recreation; facilitate public outreach efforts; make public presentations as necessary.
- Participate in detailed trail planning, design, and construction.
- Assist with the management of third party environmental analysis where appropriate.
- Identify and pursue funding opportunities on behalf of all partners.

### Mono County

- Develop, coordinate, and facilitate the implementation of recreational priorities and long-term regional recreation strategies and initiatives for Mono County.
- Organize available labor resources such as volunteers and inmate workforces to assist with identified recreational priorities.
- Identify and pursue grant opportunities for related projects and programs.
- Compile existing work from Mono County's Community Development Department on wayfinding; coordinate and contribute to the regional wayfinding system.
- Coordinate available recreation activities, facility conditions, and projects with the marketing efforts of the Mono County Economic Development Department.
- Develop relevant interpretive materials and programs.

### QUALIFICATIONS

#### Knowledge of:

- USFS special uses permitting processes and procedures.
- Working knowledge and experience with contemporary technology such as GIS, GPS, and various other related software applications.
- Processes and procedures involved in trail planning, design, and construction.
- Complex recreation programs including but not limited to developed recreation; campgrounds, day-use sites; visitor information; dispersed recreation; OHV/OSV; trails; wilderness; ski areas; media and film permitting processes.
- Environmental review processes including NEPA and CEQA and other pertinent federal, state, and local laws, regulations, and policies.





## MAMMOTH LAKES RECREATION

- Principles of project management, planning, and implementation.
- Principles of grant writing and tracking.
- Occupational hazards and standard safety precautions.

### Ability to:

- Understand and carry out oral and written directions in accordance with established timelines.
- Work independently in the absence of supervision.
- React with good judgment in emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel between various work sites within the Eastern Sierra.
- Perform fieldwork requiring hiking over steep and rough terrain, OHV activities, and winter fieldwork including backcountry activities and OSV.

### Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Three years of increasingly responsible experience in the facilitation and implementation of recreational infrastructure projects and programs is required. Experience working with federal agencies in the development and management of land-use permits is preferable.

#### Education

A Bachelor's degree from an accredited university with major coursework in Planning, Geography, Land-Use Management, or a related field is required.

#### Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

### **TOOLS AND EQUIPMENT USED**

Use of standard office equipment including a personal computer, phone, copy and fax machine, and various graphic design tools. Use of a motor vehicle and a variety of hand tools used in trail



## **MAMMOTH LAKES RECREATION**

construction and maintenance. Occasional use of power equipment and small pieces of motorized equipment may be used for related trail work.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk, hear, sit, stand, use hands to finger, handle, feel and operate objects, tools and controls, and reach with hands and arms. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds. Ability to spend extended periods of time hiking in various terrain is required. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, and trail maintenance and construction tools. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work at altitude in an outdoor setting is required.

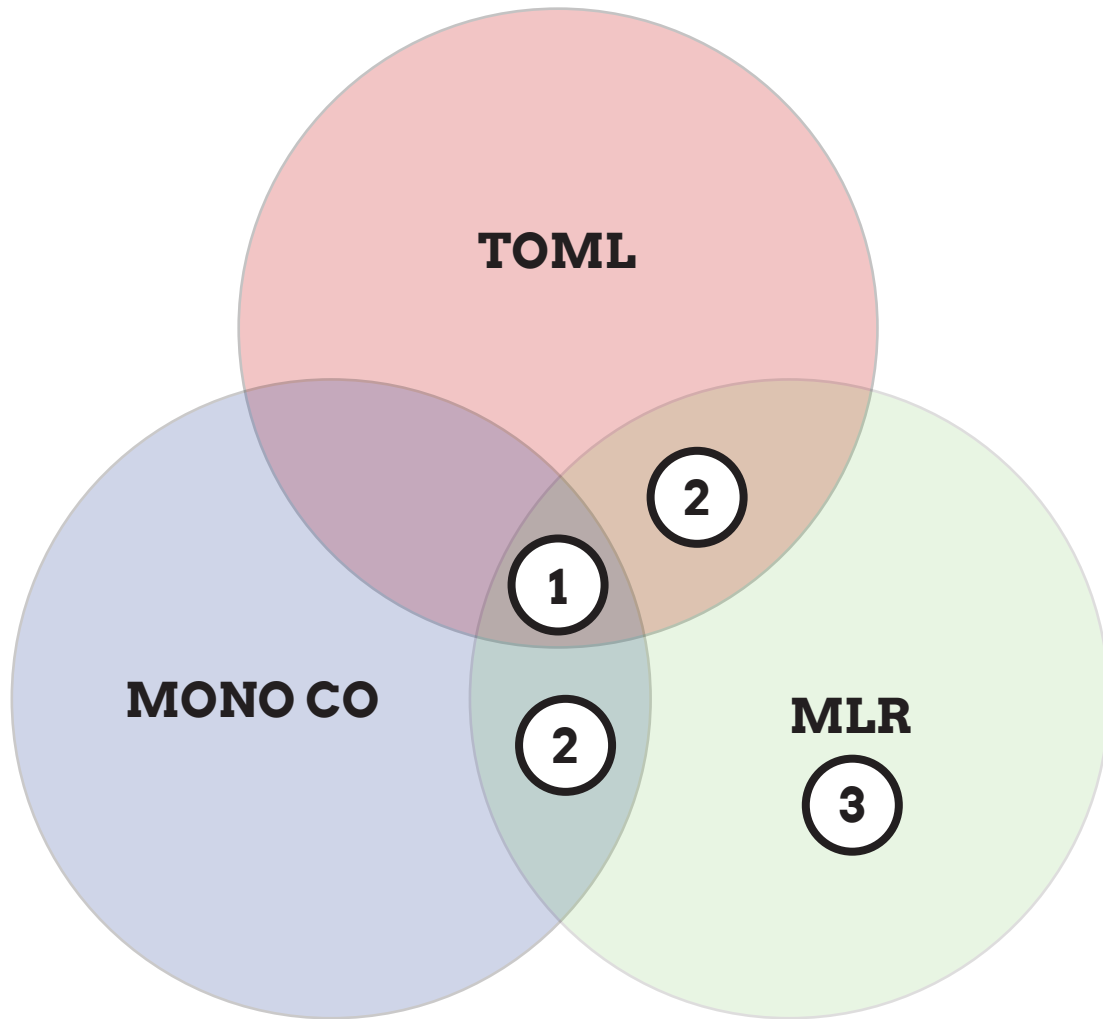
### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both within an office setting and outside in various weather conditions, which may include extreme cold, windy, wet, and wintery conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles including dust and pollen and similar particulates. Employee will frequently be exposed to risks associated with rugged topography and adverse weather conditions. The noise level in the work environment is usually quiet in the office to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# ESSRC PRIORITIES



1. TOML, Mono Co, MLR aligned projects
2. TOML/MLR or Mono Co/MLR aligned projects
3. MLR projects



**MAMMOTH LAKES  
RECREATION**

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## **Los Angeles Department of Water & Power Campaign Proposal**

The City of Los Angeles (City), through its Department of Water and Power (LADWP) is proposing to dry up approximately 6,400 acres of agricultural lands in Mono County – thereby increasing the risk of wildfire, destroying wetlands and riparian areas, devastating important habitat for sensitive species such as the Bi-State Sage Grouse, reversing more than 70 years of LADWP water management policy and undermining the agricultural economy, heritage, and tradition of both Mono and Inyo Counties.

In March 2018, LADWP provided ranchers in the Long Valley and Little Round Valley areas of Mono County new proposed leases containing no irrigation or stock water for rangelands. Historically, leases provided up to 5 acre-feet per year (AFY) of water per acre or approximately 32,000 AFY in total (with proportional offsets in drier years). The leases initially proposed by LADWP will eliminate this entire amount beginning in the Summer of 2018.

If allowed, the draining of these lands will result in profound losses of wetlands and riparian habitat. Mono County residents and visitors will see browning pastures – instead of green meadows – along Highway 395 between Bishop and Mammoth Lakes. Wildlife that depends on this wetland habitat, including Bi-State Sage Grouse (a California species of special concern) which forage in the meadows of both valleys, may be lost. This action also increases the risk of wildfire, threatening adjacent properties and communities.

One potential issue that has yet to be raised is the impacts this action will have on the fishing resources in Long Valley. Hot Creek, Upper Owens River and Crowley Lake - popular trout fishing attractions that attract hundreds of thousands of visitors each year – all fall within the area slated to be impacted by this action. Drainage of the wetlands associated with these watersheds will almost certainly result in a significant drop of biota, potentially impacting the fishing resources.

Mono County is currently engaged with the Los Angeles Department of Water and Power and Mayor Garcetti's office to seek a resolution. The Range of Light Chapter of the Sierra Club and the Audubon Society are also involved.

Staff requests that the Board of Directors consider Mammoth Lakes Recreation pursue involvement in this issue on behalf of our local fishing community. If approved, staff will draw up a campaign plan including campaign objectives, list of possible actions, timeline, potential partnerships, and a fundraising and communications strategy.



## COMMITTEES

- The MLR Board is a working board.
- Each Board member is expected to serve on at least one committee.
- Board members are encouraged not serve on more than two committees (*except officers*)
- MLR bylaws mandate that each committee must include at least two Board members, one of whom must serve as Chair.
- Committees meet every other month, on the **EVEN** months (*except Allocations Committee and Ad Hocs*):
  - February
  - April
  - June
  - August
  - October
  - December
- Committees meet in the Mammoth Lakes Tourism Conference Room
- Committee meetings **MUST** comply with Brown Act (*standing committees only*)

### **Standing Committees**

Executive Committee - (*President, Secretary, Treasurer*)

Mammoth Trails Committee - (*David Page, OPEN*)

Allocations Committee - (*Heather Shaubmayer, Catherine Taft*)

Development Committee - (*Eric Wasserman, OPEN*)

### **Ad Hoc Committees**

Nominating Committee - (*David Page, Tom Johnson*)

Strategic Planning Committee - (*Scott McGuire, OPEN*)\*