



**MAMMOTH LAKES RECREATION  
BOARD MEETING AGENDA**

Tuesday, January 8, 2019, 5:00 p.m.

Town of Mammoth Lakes Offices, 473 Old Mammoth Road, Suite Z  
Teleconference Location(s): 2807 Vaquero Ave., Los Angeles, CA 90032

**[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: David Page, Heather Schaubmayer, Eric Wasserman, Scott McGuire, Catherine Taft, Bill Sauser, Colin Fernie

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

**PRESENTATION TO THE BOARD**

Introduction of Kim Anaclerio, our new Program Administrator

**ADMINISTRATIVE ITEMS**

1. Approve the Agenda
2. Approve MLR Board Meeting minutes from November 6, 2018  
**(Attachment #1)**
3. Administrative / BOD Business
  - a. **BOD Action Required:** Vote to elect David Page as Board President
4. Financial Reports
  - a. Review YTD FY 18/19 **(Attachment #2)**
5. Program Updates
  - b. Capital Projects
    - i. Disc Golf Course **(Attachment #3)**



- a. Presentation by Stuart Brown
  - b. **BOD Action Required:** Vote to approve Measure R allocation of \$25,000
    - ii. Update on Multi-Use Facility (Stuart Brown)
  - c. Sustainable Recreation
    - i. Update on Eastern Sierra Sustainable Recreation Coordinator
    - ii. Update on MLTS Winter operations
  - d. Community Building
    - i. Measure U Allocation process underway
6. Executive Director's Report
7. Committee / Director's Reports

#### **REQUEST FOR FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

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 Recreation offices located at 126 Old Mammoth Road, Suite 107 not less than 72 hours prior to the meeting dated January 8, 2018.

Matt McClain  
Executive Director  
Mammoth Lakes Recreation



**MAMMOTH LAKES RECREATION  
BOARD MEETING MINUTES**  
Tuesday, November 6, 2018, 5:00 p.m.

**Meeting Called to order at 5:05 pm**

**ROLL CALL**

Board Members: Tom Johnson, David Page, Heather Schaubmayer, Eric Wasserman, Scott McGuire, Catherine Taft, Bill Sauser, Colin Fernie

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

Stuart Brown, TOML – updates on ice rink operating plan, parks deferred maintenance plan, Rec commission has a workshop on Dec 5<sup>th</sup>. Hockey and curling league expanding. Youth hockey has doubled in participation. Adult hockey league on Wednesday night. Kings camp

**PRESENTATION TO THE BOARD**

Joel Rathje – Mammoth Lakes Trails Coordinator

MLTS highlights: amazing job on trail maintenance. Four successful trail days events. Great collaboration effort to repair and restore the Lee Vining Creek Trail. Collaborated with USFS to take out damaged bridge at Horseshoe Lake. Demolished derelict bathrooms at Horseshoe Lake. Created maps to outline eBike approved trails. Poo Fairy stations expanding.

Bill Sauser & Scott McGuire – Should we separate bags and receptacles to better facilitate use?

Tom Johnson – Q: Where is our primary crux in regard to trails projects?

Joel Rathje – A: Archeology

Tom Johnson – Q: Should we add “archeologist” to BOD matrix?

**ADMINISTRATIVE ITEMS**

1. Approve the Agenda
2. Approve MLR Board Meeting minutes from September 11, 2018 (Sauser motion, McGuire second) with correction Michael Baker. All approve (Fernie abstain).
3. Administrative / BOD Business
  - a. Tom Johnson, Heather Schaubmayer, David Page’s terms are all up. Tom Johnson has decided to not seek renewal. We wish to thank him for his years of service.
  - b. Need to reconvene the nomination ad hoc
4. Financial Reports



a. Review YTD FY 18/19

- i. Currently running 24% under budget, except in promo -tied to KLVG. Cattlemen's Association just donated \$2,500. Mono Lake Committee donated \$750 and Mono County will be reimbursing us approx. \$2K for ads.
- ii. Monthly burn has increase to approximately \$4K (dropping our reserve burn from 5.3 years to 4.7 years)

5. Program Updates

a. Capital Projects

- i. TOML working hard on putting together CM proposals for Park Project.
- ii. Colin – his sense is if the Park is value engineered to deeply, it may lose support from the Town Council
- iii. Colin – we need to emphasize that this project raises the bar from a recreation standpoint from a macro level

b. Sustainable Recreation (Previously "Advocacy")

i. Eastern Sierra Sustainable Recreation Partnership

1. Down to four candidates
2. Final interviews scheduled for November 16<sup>th</sup>
3. MLR is working with Councilman Wentworth to develop a process to vet, evaluate, prioritize, and establish funding mechanisms for projects.

ii. Keep Long Valley Green campaign update

1. MLR submitted CEQA comments for LADWP's NOP
2. LA Times Story ran in late September
3. Working with Mono County on possible VICE TV story
4. MLR and FOI working with Patagonia about possible film project

iii. Trails Update

1. MTC meets on Thursday
2. MLR working on new fundraising campaign to support Nordic grooming in Shady Rest.
3. Finalizing a partnership with Danner Boots for the launch of their new Trail 2650 shoe. A portion of proceeds will go to MLR to support trail work in Mammoth Lakes.
4. Attended OHV land managers meeting last week.

iv. Update on State Bills/Props

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1. AB 1945 – Greenhouse Gas Reduction Fund - Vetoed by Governor
  2. AB 2614 – Outdoor Experiences: Disadvantaged Youth - Vetoed by Governor
  3. AB 2615 – Parks & Rec: Accessibility for Bicycles – Vetoed by Governor
  4. AB 1918 – Office of Outdoor Recreation – Vetoed by Governor
  5. Prop 3 up for vote today.
- c. Community Building
- i. MLR set to kick off Measure U allocations process
  - ii. Mammoth Museum at Hayden Cabin is applying for Special Use funding.
6. Executive Director’s Report
- a. Staffing update
    - i. Position reverting back to Program Administrator
    - ii. We’ll be posting position next week
  - b. New office
    - i. Carpeting and signage getting installed the week of the 12th
7. Committee / Director’s Reports
- a. Bill Sauser: Spent time with new district ranger.
  - b. Tom Johnson: ski area delaying opening
  - c. Heather Schaubmayer and Scott McGuire – Fall colors was huge this year and really helping transition Summer / Winter business.
  - d. David Page - Murder Mystery is happening. Ode to Muir film was supper impactful.
  - e. Scott McGuire – Event Coordinator Carolyn Casey started at MLT. MLT suing Dirk Winters.

## **REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT** – With no further business, the meeting was adjourned at 7:05 pm to the next meeting of the MLR Board of Directors Meeting on Tuesday, January 8<sup>th</sup>, 2019, to be held in the Town of Mammoth Lakes Offices, Suite Z.



PO. Box 8562 • 2520 Main Street  
Mammoth Lakes, CA 93546

**MAMMOTH LAKES  
RECREATION**

(760)-709-0620  
mammothlakesrecreation.org

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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 September 11, 2018.

Matt McClain  
Executive Director  
Mammoth Lakes Recreation

Mammoth Lakes Recreation  
Profit & Loss Budget vs. Actual  
July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40100 · Direct Public Support				
40110 · Corporate Contributions	75,000.00	0.00	75,000.00	100.0%
40120 · Business Contributions	3,125.00	5,000.00	-1,875.00	62.5%
40130 · Individual Contributions	3,155.00	5,000.00	-1,845.00	63.1%
40140 · Contributions - Campaigns	1,842.77	6,000.00	-4,157.23	30.71%
40150 · Contributions - Advocacy	750.00	5,000.00	-4,250.00	15.0%
<b>Total 40100 · Direct Public Support</b>	<b>83,872.77</b>	<b>21,000.00</b>	<b>62,872.77</b>	<b>399.39%</b>
40200 · Government Grants				
40210 · Government Grants Restricted	80,000.00	89,600.00	-9,600.00	89.29%
40220 · Government Grants Unrestricted	0.00	10,000.00	-10,000.00	0.0%
<b>Total 40200 · Government Grants</b>	<b>80,000.00</b>	<b>99,600.00</b>	<b>-19,600.00</b>	<b>80.32%</b>
40400 · Fundraising Income	0.00	4,000.00	-4,000.00	0.0%
40600 · Merchandise Income	228.00	800.00	-572.00	28.5%
<b>Total Income</b>	<b>164,100.77</b>	<b>125,400.00</b>	<b>38,700.77</b>	<b>130.86%</b>
<b>Expense</b>				
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	3,145.45	0.00	3,145.45	100.0%
60135 · Business Meals	94.94	500.00	-405.06	18.99%
60140 · Advertising	1,095.60	1,800.00	-704.40	60.87%
<b>Total 60100 · Business Expenses</b>	<b>4,335.99</b>	<b>2,300.00</b>	<b>2,035.99</b>	<b>188.52%</b>
60200 · Contract Services				
60210 · Accounting Fees	3,589.45	2,500.00	1,089.45	143.58%
60220 · Legal Fees	0.00	425.00	-425.00	0.0%
60230 · Website Development	774.00	875.00	-101.00	88.46%
60240 · Graphic Design	625.00	1,000.00	-375.00	62.5%
60250 · Copy Editing	0.00	750.00	-750.00	0.0%
60255 · Creative Agency	0.00	4,000.00	-4,000.00	0.0%
<b>Total 60200 · Contract Services</b>	<b>4,988.45</b>	<b>9,550.00</b>	<b>-4,561.55</b>	<b>52.24%</b>
60300 · Office				
60305 · Office Supplies	555.53	2,260.00	-1,704.47	24.58%
60310 · Postage	-0.39	225.00	-225.39	-0.17%
60315 · Promotional Materials	6,148.74	1,000.00	5,148.74	614.87%
60320 · Services Agreement	0.00	225.00	-225.00	0.0%
60325 · Photocopying	0.00	425.00	-425.00	0.0%
60330 · Printing	0.00	0.00	0.00	0.0%
60335 · Rent/Utilities	3,448.00	3,300.00	148.00	104.49%
60340 · Telecommunications	882.58	825.00	57.58	106.98%
60345 · Computer Hardware	461.27	1,700.00	-1,238.73	27.13%
60350 · Computer Software	2,199.95	3,110.00	-910.05	70.74%
60355 · Technology Support (IT Serv.)	475.88	0.00	475.88	100.0%
60360 · Bank Service Charges	416.12	0.00	416.12	100.0%
<b>Total 60300 · Office</b>	<b>14,587.68</b>	<b>13,070.00</b>	<b>1,517.68</b>	<b>111.61%</b>
60400 · Insurance				
60410 · D&O Insurance	1,032.00	900.00	132.00	114.67%
60420 · Liability Insurance	888.00	1,500.00	-612.00	59.2%
60430 · Worker's Compensation	740.00	900.00	-160.00	82.22%
<b>Total 60400 · Insurance</b>	<b>2,660.00</b>	<b>3,300.00</b>	<b>-640.00</b>	<b>80.61%</b>
60500 · Payroll Expenses				
60510 · Salaries	68,569.38	78,915.00	-10,345.62	86.89%
60520 · Benefits	8,803.27	11,900.00	-3,096.73	73.98%
60530 · Payroll Taxes	4,932.18	7,890.00	-2,957.82	62.51%
60540 · Payroll Processing Fees	31.50	20.00	11.50	157.5%
60550 · 403(b) Match	0.00	4,500.00	-4,500.00	0.0%
60560 · Moving Expenses	0.00	0.00	0.00	0.0%
<b>Total 60500 · Payroll Expenses</b>	<b>82,336.33</b>	<b>103,225.00</b>	<b>-20,888.67</b>	<b>79.76%</b>
60600 · Organizational Growth				
60610 · Conferences	0.00	0.00	0.00	0.0%
60620 · Professional Memberships	350.00	475.00	-125.00	73.68%
<b>Total 60600 · Organizational Growth</b>	<b>350.00</b>	<b>475.00</b>	<b>-125.00</b>	<b>73.68%</b>
60700 · Travel Expenses				
60710 · Lodging	0.00	800.00	-800.00	0.0%
60720 · Gas	79.01	1,600.00	-1,520.99	4.94%
60730 · Travel Meals	57.62	500.00	-442.38	11.52%
60740 · Airfare	0.00	400.00	-400.00	0.0%
60750 · Parking	0.00	320.00	-320.00	0.0%
60700 · Travel Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 60700 · Travel Expenses</b>	<b>136.63</b>	<b>3,620.00</b>	<b>-3,483.37</b>	<b>3.77%</b>
60800 · Fundraising Expenses				
60810 · Prospecting Software	0.00	3,250.00	-3,250.00	0.0%
60820 · Salon Events	0.00	0.00	0.00	0.0%
<b>Total 60800 · Fundraising Expenses</b>	<b>0.00</b>	<b>3,250.00</b>	<b>-3,250.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>109,395.08</b>	<b>138,790.00</b>	<b>-29,394.92</b>	<b>78.82%</b>

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

	<u>Jul - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	54,705.69	-13,390.00	68,095.69	-408.56%
Other Income/Expense				
Other Expense				
80100 · Depreciation Expense	406.65			
85000 · Fundraising Allocations	82,912.77			
Total Other Expense	<u>83,319.42</u>			
Net Other Income	<u>-83,319.42</u>			
Net Income	<u><u>-28,613.73</u></u>	<u><u>-13,390.00</u></u>	<u><u>-15,223.73</u></u>	<u><u>213.7%</u></u>



# MLR FUNDING REQUEST FORM

## Project: Mammoth Lakes Disc Golf Course

### Funding Request

On behalf of the Mammoth Lakes Disc Golf Club, The Town of Mammoth Lakes is respectfully submitting an application to Mammoth Lakes Recreation for one-time special project funding in the amount of \$25,000.

### Project Budget

Shady Rest Park Disc Golf Course Project Worksheet	
Expenditure	Est. Cost
USFS Specialist time and costs for required NEPA + project coordination	\$ 7,500.00
Professional course design and equipment	\$ 20,000.00
Course installation material	\$ 1,500.00
Course installation - MLDGC volunteers + Parks Maint. Staff	\$ -
Project Contingency	\$ 1,000.00
	\$ 30,000.00
Revenue	Value
Measure R funds	\$ 25,000.00
Mammoth Lakes Disc Golf Club	\$ 3,000.00
Town of Mammoth Lakes	\$ 2,000.00
	\$ 30,000.00

### Project Overview

The Town of Mammoth Lakes, in partnership with the Mammoth Lakes Disc Golf Club and the Inyo National Forest have been in discussion for several months to identify, design and install an 18-hole Professional Disc Golf Association (PDGA) sanctioned course adjacent to Shady Rest Park. The essential components of this project include a required environmental analysis for NEPA, professional course design and the purchase and installation of tee pads, baskets and signage. The disc golf items are all non-permanent and would provide an affordable (free to play) and healthy recreation activity for people of all ages and abilities with a minimum impact on the environment.

The development of an 18-hole disc golf course in Mammoth Lakes is consistent with the following Parks and Recreation Master Plan goals:

- Goal 1: Maintain parks and open space within and adjacent to town for outdoor recreation and contemplation.

- Goal 4: Provide and encourage a wide variety of outdoor and indoor recreation readily accessible to residents and visitors of all ages.
- Goal 6: Provide parks and recreation facilities and programs that foster a sense of community and nurture the emotional connection people have with each other and Mammoth Lakes.

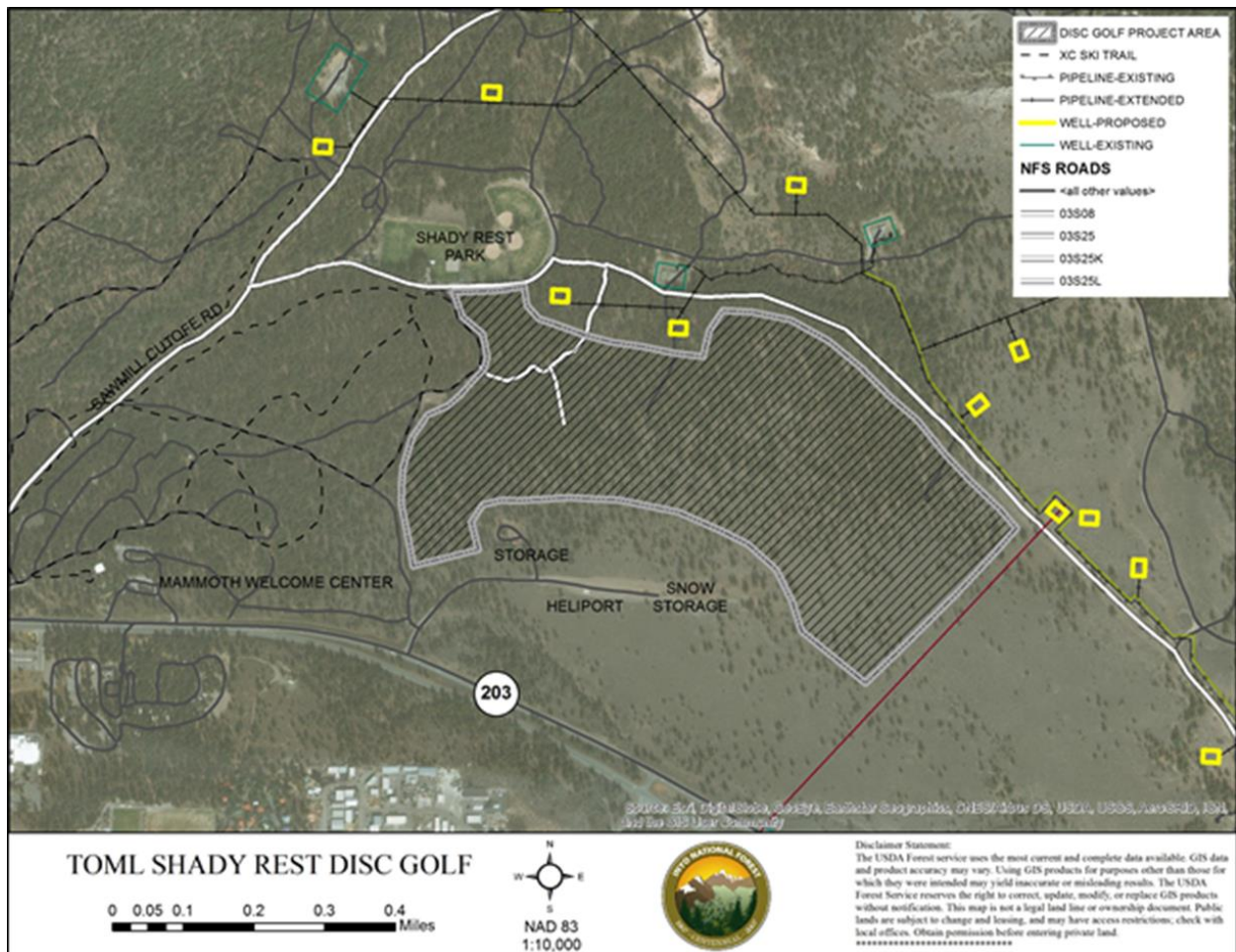
In addition, this recreation amenity is congruent with the shared recreation vision of the community and mission of the Parks and Recreation Department to “Provide multi-purpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors.”

**Recreation Commission**

As the Town’s advisory body for recreation, the Recreation Commission strongly supports this project and has been actively engaged with Town staff and representatives from Mammoth Lakes Recreation and the Mammoth Lakes Disc Golf Club to collaboratively identify and establish a Professional Disc Golf course in the Town of Mammoth Lakes.

**Shady Rest Park**

In partnership with the Inyo National Forest Ranger District, an area of land has been identified for potential use adjacent to Shady Rest Park. The disc golf ‘project area’ is identified below.



The goal of the project is to install a professionally designed PDGA Disc Golf Course to offer a new, exciting, affordable and growing form of recreation in the Eastern Sierra. The scope includes installing a professionally designed 18-hole disc golf course that includes sanctioned baskets, signage and tee pads.

Design and site goals are as follows:

- Provide sufficient visibility of players, pedestrians and vehicles who may pass near or through it.
- Provide sufficient parking for users of the amenity, including convenient access to restrooms, trash and maintained pathways.
- Potential for multiple configurations to serve not only beginners but players with advanced skills.
- Design a well-balanced course with a wide range of hole lengths and a good mixture of holes requiring controlled left, right and straight throws.
- Utilize distinctive elevation changes with variety of natural landscape – trees, meadow, open space, etc.

### **Course Maintenance**

Town staff are committed to maintaining the course that includes a weekly inspection and collection of any trash along with any required maintenance of the course equipment. Town staff would also install, remove and store the temporary course equipment as necessary.

### **DiscGolfPark**

The Mammoth Lakes Disc Golf Club have been in discussion with DiscGolfPark, a unique disc golf course concept developed in Finland that offers a complete solution for establishing a disc golf course. DiscGolfPark concept includes professional course design and all equipment needed to build a versatile, interesting and safe disc golf course. Mammoth Lakes Disc Golf Club has been in conversation with Avery Jenkins, a former Disc Golf World Champion who will be professionally designing the Mammoth Lakes course once the environmental work has been completed and an area has been identified.

### *DiscGolfPark Ideology*

- **Versatility:** A well-designed disc golf course suits players of all levels. Disc golf is a sport that should offer challenges for all types of players. We plan and design disc golf courses with years of experience. Our principles in course design are balance, fairness and safety.
- **Naturality:** Establishing a DiscGolfPark does not require big changes in its environment. Disc Golf is an environmentally friendly sport in terms of establishing courses and playing the game. Our ideology in DiscGolfPark design is that the course should be established with as few nature changes as possible to create a challenging course for players of all skill levels.
- **Affordability:** DiscGolfParks are easy to establish. A pro-level 18-hole DiscGolfPark costs only a fraction of, for example, the cost of a tennis or basketball court. A disc golf course of this size can entertain up to 90 players simultaneously, making the cost per user very low. Disc golf is a low cost and fun sport, which is why its popularity is growing fast.

## Disc Golf Equipment

One of the most attractive aspects of disc golf is its relative low cost and minimal impact on an existing park or area. Tees and targets define each hole. Signs help players visualize the course layout and offer a nice playing experience. Without a clear and identifiable wayfinding system players may get lost or unintentionally skip holes. Below is additional information and graphic images of the proposed equipment.



**Targets:** The target is the most important component of a disc golf course. During the last five years, the DisCatcher target has found its place on over 5,000 disc golf holes across Europe. It has become the most popular disc golf target. This highly visible eye-catching target has everything that is needed from a competition level basket – and it stands the test of time. The basket can be colored to accommodate the needs of the USFS.

**Tee Pads:** Tee pads are constructed using a wooden frame sunk into the ground (approx. 8-20”) filled with gravel or crushed stone, then covered in turf. The function of the Tee pad is to give the throwers a consistent level area for each tee shot; as well as eliminating erosion caused by throwers stepping in the same area repeatedly.

**Info Board and Tee Signs:** Tee Signs tells the essential hole information and makes playing a more enjoyable experience. The graphics are printed and laminated on a UV-protected sticker that is attached on a sturdy metal plate. Its durable structure and powder-coated body enable the TeeSign to be used in every condition around the year. The Info Board Info is the eye catcher at the beginning of a disc golf course and will be situated adjacent to the existing Snack Shack at Shady Rest Park. InfoBoard presents the course as a whole, offering information on each hole and covering every important detail of the course. The Tee Signs and Info Board will all be sunk into the ground at a depth of 20 inches as per the existing Forest Service standards

**Thank you for your funding consideration of this valued recreation amenity.**