

MAMMOTH TRAILS COMMITTEE MEETING
Thursday, February 11, 2016 @ 3pm

Mammoth Lakes Tourism Conference Room
2520 Main Street, Mammoth Lakes, California

www.mammothlakesrecreation.org

www.mammothtrails.org

Mammoth Trails Committee Members may participate from a teleconference location if the meeting notice has been published in advance at the site of the meeting and the location that they will be calling in from as the site needs to be accessible to the public. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the Board during any one of the opportunities provided on the agenda for public comment.

NOTE: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call (760) 934-4932. Notification 48 hours prior to the meeting will enable MLR to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

NOTE: All comments will be limited by the President to a speaking time of five minutes.

ROLL CALL

Committee Members: Alan Jacoby, Mark Brownlie, Dan Holler, David Page, Danna Stroud

PUBLIC COMMENT (On items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approval of the Agenda – 5 min
2. Approval of the meeting minutes for 01.13.16 – 5 min
 - a. **Attach #1**
3. Schedule ½ Day Budget/Program Meeting
 - a. *Please bring your calendars*
4. Signage and Wayfinding – Soft Surface 052_01SoftSurf1516
 - a. Project Update + MTC Direction on Sign Alternatives – *MLTPA*
 - b. **Attach #2**
5. Trail Days and Lakes Basin Stewards Budget/Program
 - a. Trail Coordinator Recommendations for 2016 and beyond
 - b. **Attach #3**
6. Signage and Wayfinding – Map Updates and Repair 052_02_MapUpdate1516
 - a. Project Update – *Trail Coordinator*
 - b. **Attach #4**
7. LABSS – Trail Alignment Studies – 097_01_LABSS_TTC1516
 - a. Project Update – *MLTPA*

8. Future Agenda Items:

- a. Review and Approval of MLTS Budget for FY 16/17 and recommendation to MLR Board of Directors for their review and consideration
- b. Winter Recreation Summit - TSMP Implementation - *104_01_MWRS1516*
- c. SHARP – Trail Alignment Studies – *051_03_TTC1516*
 - i. Project Update – Trails Coordinator
- d. Adopt A Trail – *041_01_AAT1516*
 - i. Project Update - *MLTPA*

COMMITTEE MEMBER REPORTS

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on March 10, 2016 at 3pm. I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the Mammoth Lakes Tourism & Recreation outside showcase not less than 72 hours prior to the meeting dated this 5th day of February, 2016.

Rich Boccia, MLR Executive Director



**January 13, 2015, Mammoth Trails Committee Meeting Minutes
Mono County Library Conference Room, 400 Sierra Park Rd, Mammoth Lakes, CA**

ROLL CALL

President Stroud called the meeting to order at 3:06 p.m. at the Mono County Library, 400 Sierra Park Rd, Mammoth Lakes, CA. Present: Danna Stroud, David Page, Mark Brownlie, Grady Dutton, and Alan Jacoby

PUBLIC COMMENT

Casey with Friends of the Inyo gave an update on the winter grooming program.

ADMINISTRATIVE ITEMS

1. Agenda Approved – Discussion on changing the date of the meeting. Check with Mark Brownlie.
2. Approval of Minutes (M Page, S Jacoby, 4-0)
3. Winter 2015/16 Projects
 - a. Winter Snow Play for MLTS Website, update provided by Kelly from MLTPA. Jacoby asked why Scenic Loop is on the list but is on the site, the answer being that the list will be siting an exact location instead of a general area. Page brought up adding the Borrow Pit to the list. (Side note: Borrow Pit is not being called the Sherwins Gateway) (M Jacoby, S Page, 4-0)
 - b. Sherwins Egrass Signage update was given by Joel Rathje. Signs will be painted for lasting long-term.
 - c. Tamarack Signage update given by Joel Rathje. Tamarack and TOML public works are working together to design and install maps over the existing Lake Basin map to winterize. Grady added that signs that are being taken down are being better managed than in the past.
 - d. Mammoth Trails Meeting, 1/14/16: Trail user groups and others will be attending this meeting in the library tomorrow at 5p.m.
4. Winter Recreation Summit – Draft concept document included in the packet
 - a. Based on the Trails System Master Plan document and emerging issues, several programs and concept are being considered for the Summit. Stroud reviewed the one-sheet on the Summit.
 - b. Rathje added background on why certain topics are being considered in the Winter Summit's program.
 - c. Page asked what is the target audience? What kind of discussion are expected to occur for these topics? What are the goals? What is the urgency for an event like this? Set up timelines. Keynote that sets the tone, or panels of people from outside of the area. Doesn't see anyone paying a registration fee.



**January 13, 2015, Mammoth Trails Committee Meeting Minutes
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- d. Jacoby sees a lot of parallels between the Summit and the Trails user groups getting together tomorrow. Find ways for those who would focus on one topic to venue out to other topics. Could become a yearly event, maybe add a Summer Summit someday.
 - e. Grady said that a lot of these types of events have been done around the country and to use those as a basis for research. Include MCPW in the snow-play discussion. Combine some topics that are similar in order to combine the audiences. Issues that effect the entire Eastern Sierra, way to promote.
 - f. Public comment echoed the importance of desired outcomes, clear purpose and target audience.
 - g. Stroud addressed questions asked, and discussed the interest in panels.
5. 2015-16 Budget Review:
- a. Rathje reviewed the roles and responsibilities of the various contractors and partners that are already engaged with the Trails System, and the material that was adopted originally by Town Council.
 - b. Review of the Project Management Mid-Year Budget, what projects have money being taken out and being added to other projects in order to get work done in this fiscal year. All the projects will remain, Rathje says. Grady reminded the group that projects that may not have money allocated in next year's budget need to stay on the sheet and don't disappear.
 - c. Project Initiation Sheets to be approved by the committee were reviewed by Rathje.
 - i. Page suggested that TOML led projects should be specified which department is taking the lead.
 - ii. Winter Mobility Program Project Sheet needs to revised as TOML lead.
 - iii. Approval of the re-allocation of the 5 project initiation sheets, with the above changes (M Page, S Jacoby, 4-0)
6. Rathje gave an overview of what MTC will be looking at when approaching the discussion on next year's budget
7. Grady Dutton gave an overview of the CIP Project list and how it applies or is relevant to the MTC. Anything MTC would like to see in there Dutton says to contact him and let him know. Stroud says she would like to add a few minutes to the half day to review the CIP.
8. Rathje gave a summary of the Forest Service/TOML meetings that have been occurring. Rathje says the conversation and proposed ideas were well-received.

COMMITTEE REPORTS

David Page reported on going to the Outdoor Retailer show in Salt Lake City last week.



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Alan Jacoby reported on attending a fat bike race in Idaho and Montana, 100-miles of groomed snowmobile trails; no issues with both groups using the trails. SierraStar Tuesday Night bike races, only place fat bike will be able to ride groom trails, supported by SEMBA.

Grady Dutton says TOML is keeping MUPs as open as possible.

Danna Stroud says that the Mammoth Trails website was submitted to the CA Trails and Greenways for an award.

REQUEST FOR FUTURE AGENDA ITEMS

- Summer of Stewardship 2016, MTC Direction + Budget involving MLTPA and Friends of the Inyo
- Lakes Basin Stewards Program, MTC Direction + Budget involving Friends of the Inyo
- Discussing bringing in other trail user groups

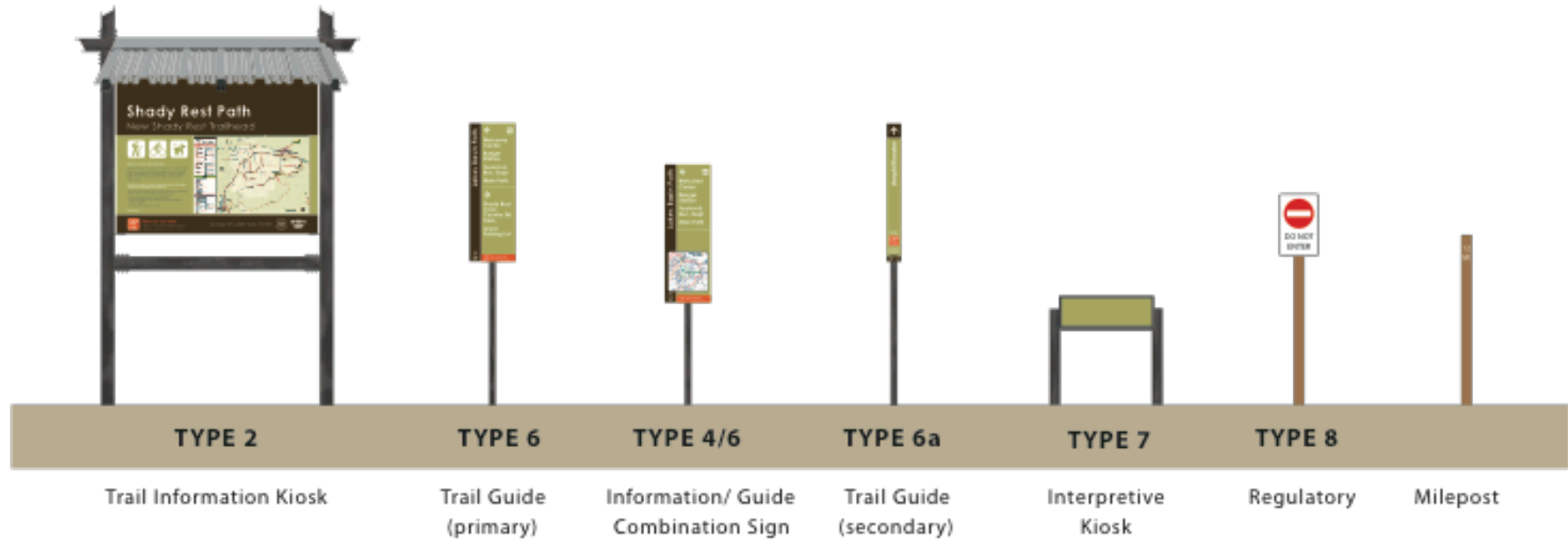
ADJOURNMENT

There being no further business to come before the Mammoth Trails Committee, the meeting was adjourned at 6:00 p.m.

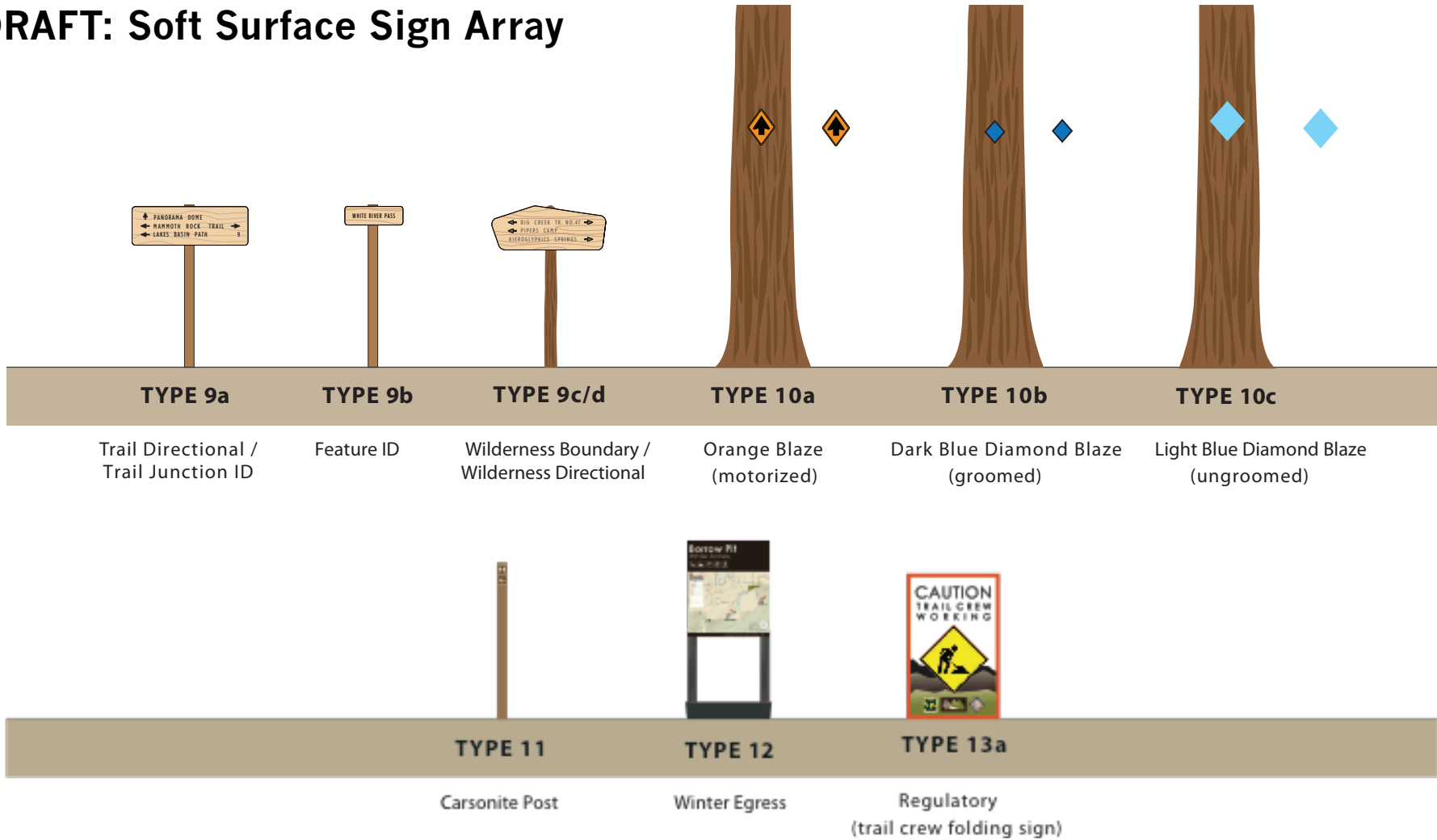
Respectfully submitted,

Lesley-Anne Hoxie
Executive Assistant
Mammoth Lakes Recreation

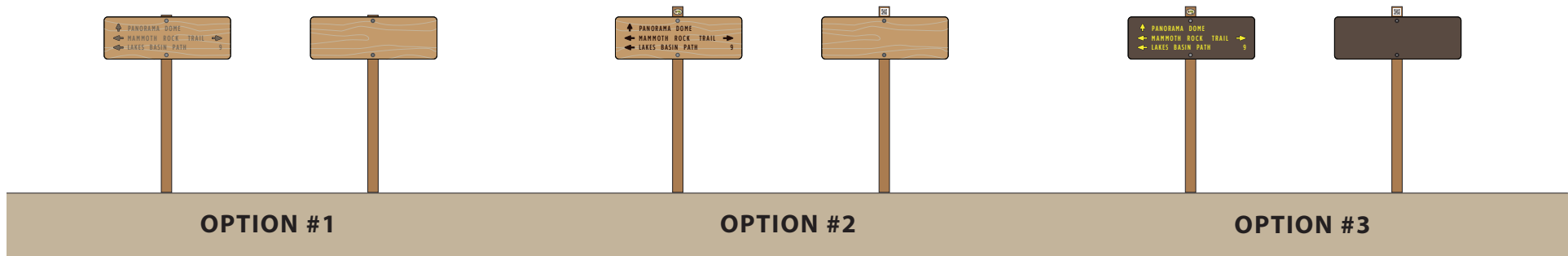
Current MLTS Sign Array



DRAFT: Soft Surface Sign Array



Aesthetic Options for Type 9a



FRONT

BACK

FRONT

BACK

FRONT

BACK

OPTION #1

OPTION #2

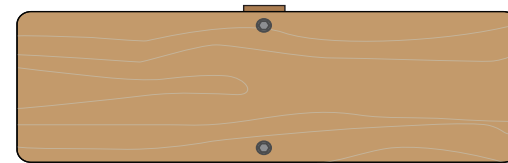
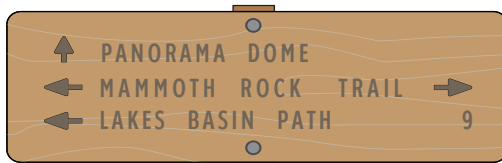
OPTION #3

Natural wood,
Routed text

Natural wood,
Routed text,
Scorched letters,
Branded post

Painted wood,
Routed text,
Painted letters,
Branded post

OPTION #1 Natural wood, Routed text

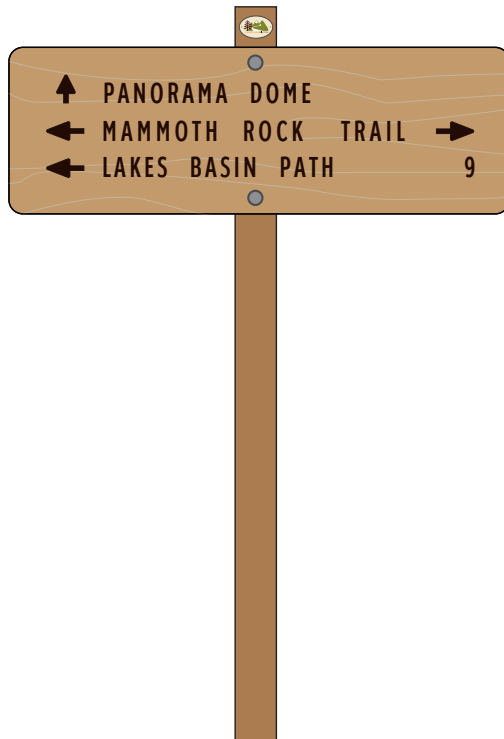


OPTION #1

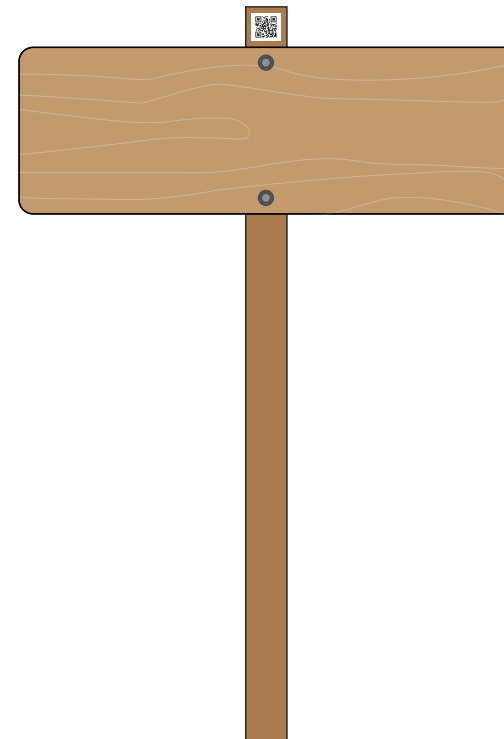
FRONT

BACK

OPTION #2 Natural wood, Routed text, Scorched lettering, Branded post



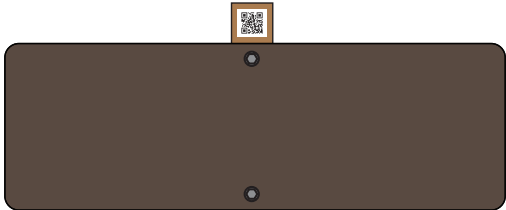
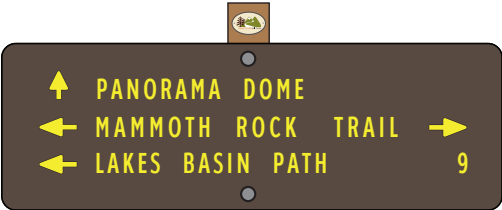
FRONT



BACK

OPTION #2

OPTION #3 Painted wood, Routed text, Painted lettering, Branded post



OPTION #3

FRONT

BACK

MLTS 2015/2016 Project Management Overview
 DRAFT - Proposed Mid Year Budget Adjustments - Updated 160205

										Indicates Proposed Funds Subtracted	
										Indicates Proposed Funds Added	
										Indicates No Data Available	
Program Area	Project Code (Legacy)	TOML Activity Code	Contractor Code	Project Name	Proj. Lead	INITIATION RECONCILE MID YEAR	SOFT SURFACE TRAIL MAINT ONLY	INITIATION MID YEAR IN	INITIATION MID YEAR OUT	INITIATION RECONCILE MID YEAR	
						TOTAL FUNDS	ONLY	MTC IN	MTC OUT	BALANCE	
Planning											
Focused Planning Efforts	146a	TBD	046_01_OSV_203_1516	SR 203 Tunnel – OSV Access to Shady Rest RV Park	TOML	\$ 18,998.00	\$ -	\$ -	(8,750.00)	\$ 10,248.00	
		TBD	104_01_MWRS1516	Winter Recreation Summit - TSMP Implementation	MLTPA	\$ -	\$ -	\$ 20,000.00	-	\$ 20,000.00	
Environmental Review	312	TBD	096_01_LABSS_ENV1516	LABSS – Environmental Analysis CEQA/NEPA	TOML	\$ 40,000.00	\$ (40,000.00)	\$ -	-	\$ -	
Design						\$ 58,998.00	\$ (40,000.00)	\$ 20,000.00	(8,750.00)	\$ 30,248.00	
Guidelines & Standards	212	TBD	052_01_SoftSurf1516	Signage and Wayfinding – Soft Surface	MLTPA	\$ 7,500.00	\$ -	\$ -	-	\$ 7,500.00	
Project Design	231	TBD	100_01_SHARP_DESIGN_P_1	SHARP – Trail Design	TOML	\$ -	\$ -	\$ -	-	\$ -	
	232	TBD	101_01_LABSS_Design	LABSS – Trail Design	TOML	\$ 5,000.00	\$ (3,500.00)	\$ -	(1,500.00)	\$ -	
Trail Alignment Studies	221	TBD	051_03_TTC1516	SHARP - Trail Alignment Studies	MLTPA	\$ 2,500.00	\$ (1,000.00)	\$ -	-	\$ 1,500.00	
	222	TBD	097_01_LABSS_TTC1516	LABSS - Trail Alignment Studies	MLTPA	\$ 5,000.00	\$ (3,000.00)	\$ 1,250.00	-	\$ 3,250.00	
Implementation						\$ 20,000.00	\$ (7,500.00)	\$ 1,250.00	(1,500.00)	\$ 12,250.00	
Easement/ Access Neg.	321	TBD	053_04_ShWegr1516	Sherwins – Winter Access/Egress	MLTPA	\$ 1,500.00	\$ -	\$ -	-	\$ 1,500.00	
	721 / 581	TBD	Not Initiated	Existing Pedestrian Easements	N/A	\$ -	\$ -	\$ -	-	\$ -	
Environmental - Project	311	TBD	099_02_SHARP_NEPA_P_1	SHARP - Trails NEPA Analysis INF	TOML	\$ 48,225.00	\$ -	\$ -	-	\$ 48,225.00	
	147	TBD	099_03_SHARP_CEQA_P_1	SHARP - Trails CEQA Analysis TOML	TOML	\$ 10,000.00	\$ (10,000.00)	\$ -	-	\$ -	
Implementation/Construct	331	TBD	071_01_SHARP_BLD1516	SHARP – Trail Construction Fund	TOML	\$ 38,995.00	\$ -	\$ -	-	\$ 38,995.00	
	490.01	TBD	052_02_MapUpdate1516	Signage and Wayfinding – Map Updates & Repair	MLTPA	\$ 8,000.00	\$ -	\$ -	-	\$ 8,000.00	
		TBD	075_03_SoftSurf1516	Soft Surface Signage Implementation	TOML	\$ -	\$ -	\$ 3,000.00	-	\$ 3,000.00	
Operations						\$ 106,720.00	\$ (10,000.00)	\$ 3,000.00	-	\$ 99,720.00	
Management Plan	111 (#3)	TBD	093_01_MLTS_MP_1516	MLTS Authorities and Management Plan	MLTPA	\$ -	\$ -	\$ -	-	\$ -	
	412	TBD	062_01_USFS_PERMIT1516	Soft Surface Trails – USFS Permitting	TOML	\$ 10,000.00	\$ -	\$ -	(5,000.00)	\$ 5,000.00	
Governance	111 (#1)	TBD	091_01_TOMLSupport_1516	TOML Staff Time for MLTS Projects Support	TOML	\$ 12,000.00	\$ -	\$ -	-	\$ 12,000.00	
	111 (#2)	TBD	092_MLTS_TC	MLTS Trails Coordinator + Support	TOML	\$ 109,950.00	\$ -	\$ -	-	\$ 109,950.00	
	111 (#4)	TBD	094_MLTS_ACT_BUD	MLTS Action Plan + Annual Budget	MLTPA	\$ -	\$ -	\$ 4,000.00	-	\$ 4,000.00	
	111 (#5)	TBD	091_02_TOMLCIP_1516	MLTS Facilities for TOML CIP	TOML	\$ -	\$ -	\$ -	-	\$ -	
Interagency Coordination		TBD	031_02_MLTS_OR1516	Communications - in Support of MLTS	MLTPA	\$ -	\$ -	\$ 3,000.00	-	\$ 3,000.00	
Contingency/Leverage	441	TBD	057_06_CONT_LEV1516	Contingency/Leverage Funds	TOML	\$ 21,000.00	\$ -	\$ -	-	\$ 21,000.00	
	146	TBD	057_05_OSV_NEPA1516	INF OSV NEPA Review – Matching Funds	TOML	\$ 20,000.00	\$ -	\$ -	(20,000.00)	\$ -	
Website	451.01	TBD	088_02_MT_WebMgt_1516	MLTS Website Operations and Maintenance	MLTPA	\$ 20,000.00	\$ (3,000.00)	\$ -	(3,000.00)	\$ 14,000.00	
	451.02	TBD	088_03_MT_WebTML_1516	MLTS Website – TOML Tech Support	TOML	\$ 2,500.00	\$ -	\$ -	-	\$ 2,500.00	
	451.03	TBD	098_01_MT_WebCon_1516	MLTS Website – Content Development	MLTPA	\$ 12,000.00	\$ (2,000.00)	\$ 4,000.00	-	\$ 14,000.00	
Information Systems	461	TBD	029_01_Data_OM_1516	MLTS Data Library	MLTPA	\$ 3,000.00	\$ -	\$ 1,000.00	-	\$ 4,000.00	
Interpretive	472	TBD	095_01_LB_STWRDS1516	Lakes Basin Stewards	FOI	\$ 35,800.00	\$ -	\$ -	-	\$ 35,800.00	
Image Library	491	TBD	069_05_Photo_OM_1516	MLTS Photo and Image Library	MLTPA	\$ 3,000.00	\$ -	\$ -	-	\$ 3,000.00	
Wayfinding Maps	473	TBD	Not Initiated	Wayfinding Update	N/A	\$ -	\$ -	\$ -	-	\$ -	
Wayfinding Signage	490.02	TBD	Not Initiated	Wayfinding Temporary Soft Surface	N/A	\$ -	\$ -	\$ -	-	\$ -	
Maintenance						\$ 249,250.00	\$ (5,000.00)	\$ 12,000.00	(28,000.00)	\$ 228,250.00	
MUP Maintenance		TBD	102_02_WintMob1516	Winter Mobility Program	TOML	\$ -	\$ -	\$ 2,000.00	-	\$ 2,000.00	
Soft Surface Trail Maint.	511 (#1)	TBD	090_6_FOI15	Trail Days - FOI	FOI	\$ 16,000.00	\$ -	\$ -	-	\$ 16,000.00	
	511 (#2)	TBD	090_SOS15	Trail Days - MLTPA	MLTPA	\$ 17,000.00	\$ -	\$ -	-	\$ 17,000.00	
		TBD	105_01_SoftSurfTrailMaint1516	Soft Surface Trail Maintenance Program	TOML	\$ -	\$ -	\$ 80,000.00	-	\$ 80,000.00	
Nordic Trail Maint.	551	TBD	102_01_WintGroom1516	Shady Rest – Winter Grooming	FOI	\$ 20,000.00	\$ -	\$ -	-	\$ 20,000.00	
Trailhead Maintenance	571	TBD	Not Initiated	Lakes Basin Early Opening/Late Fall Closure	N/A	\$ -	\$ -	\$ -	-	\$ -	
Stewardship						\$ 53,000.00	\$ -	\$ 82,000.00	-	\$ 135,000.00	
Mammoth Trails	431	TBD	014_05_MT_OM_1516	Mammoth Trails	MLTPA	\$ 1,200.00	\$ (500.00)	\$ -	-	\$ 700.00	
Adopt A Trail	611 / 512	TBD	041_01_AAT1516	Adopt A Trail	MLTPA	\$ 7,500.00	\$ (7,000.00)	\$ -	-	\$ 500.00	
Marketing/Promotion						\$ 8,700.00	\$ (7,500.00)	\$ -	-	\$ 1,200.00	
Trail Maps / Guides	731	TBD	103_01_MapsGuides1516	Printed Maps and Trail Guides	MLTPA	\$ 10,000.00	\$ (10,000.00)	\$ -	-	\$ -	
						\$ 10,000.00	\$ (10,000.00)	\$ -	-	\$ -	
Totals =						\$ 506,668.00	\$ (80,000.00)	\$ 118,250.00	(38,250.00)	\$ 506,668.00	



Signage and Wayfinding: Map Updates and Repair
Agenda for POST MTC DISCUSSION OF SOFT SURFACE STANDARDS
MLTS and Public Works

1. Introductions

2. Meeting Goals

- a. Establish Roles and Responsibilities for the MLTS Signage Maintenance and Map Update Program
- b. Establish coordination and communication protocols amongst the MLTS Team on behalf of MLTS signage.

3. Signage Inventory (GIS): Establish and Maintain

- a. Physical Inventory of MLTS signage
 - i. Appropriate Sign Type Candidates + Geographic Extent
 - 1. Extent: "Soft Surface Trail Maintenance Program"
 - ii. Seasonal Inventory

4. Soft Surface Trail Signage: Draft Standards

- a. MLTS Proposed Standards for soft surface trail signage – Update
- b. Integration with Public Works Standards Manual.

5. MLTS Signage Program Workflow: Document and Implementation

- a. Hardware and Bid Process
 - i. TOML Section 600 Public Works Manual
- b. Messaging Protocols
 - i. Messaging Development
 - ii. Messaging Delivery for Bid Process
- c. New Project Checklist
 - i. Establish a checklist/protocols for new sign and map projects

6. MLTS Signage Update Schedule + Integration with CIP

- a. Who and What Dollars Pay for and Maintain MLTS Signage Program?
- b. Determine the frequency and cycle of signage updates
- c. Confirm workflow to update signage per the schedule

7. Anticipate Change to the MLTS that will Drive Signage Updates

- a. Upcoming MLTS trail projects and their impacts on map and signage updates.
- b. Schedule of signage updates

8. Execute TOML/USFS Agreements for MLTS Signage

9. Next Steps