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## MAMMOTH TRAILS COMMITTEE MEETING

Thursday, January 12, 2017 @ 3pm

Mammoth Lakes Tourism and Recreation Conference Room

2520 Main Street, Mammoth Lakes, California

[www.mammothlakesrecreation.org](http://www.mammothlakesrecreation.org) | [www.mammothtrails.org](http://www.mammothtrails.org)

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 Chair to a speaking time of five minutes.

### ROLL CALL

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

### PUBLIC COMMENT (On items not on the Agenda)

### ADMINISTRATIVE ITEMS

1. Approval of the agenda
2. Approval of the meeting minutes for December 8, 2016
  - a. Attachment #1
    - i. Add Committee adoption of proposed MTC Meeting Schedule (12/08/16 - Attachment 2)
3. Confirmation of New MTC Committee Members
4. Approval of Amended Winter Grooming PIS and Scope of Services
  - a. Attachment #2
5. Approval of Proposed Reallocations for Q3 (a,b,c below w/notes for draft agenda only)
  - a. Attachment #3
6. MTC Meeting Schedule
  - a. February and March – Program Updates and Review (if necessary)
  - b. April – Q3 Actuals; Reallocations for Q4; Project updates and direction; Winter Wrap; Upcoming Summer Projects

### COMMITTEE MEMBER REPORTS

### REQUEST FOR FUTURE AGENDA ITEMS

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

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### ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on February 9, 2017, at 3 pm. 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 as January 6, 2017.

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Rich Boccia, MLR Executive Director



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December 8, 2016, Mammoth Trails Committee Meeting Minutes  
Mammoth Lakes Tourism and Recreation Conference Room,  
2520 Main St, Mammoth Lakes, CA 93546

**ROLL CALL**

Chair Page called the meeting to order at 3:03 p.m. at the Mammoth Lakes Tourism and Recreation Conference Room, 2520 Main St, Mammoth Lakes, CA 93546. Present: Alan Jacoby, Heather Schaubmayer, and David Page

**PUBLIC COMMENT**

None.

**ADMINISTRATIVE ITEMS**

1. Approval of the Agenda: approved
2. Minutes from October 20, 2016 (M Jacoby, S Page, 3-0)
3. Confirm existing MTC committee members: Page mentioned that MLR Board confirmed allowing two more members of the committee. Heather Schaubmayer, will be one of the MLR Board representatives on the Committee.
  - a. Mike McCarthy and Elise Howel came to the meeting as potential new members.
4. MTC Annual Meeting Schedule Review: A look at the monthly meetings over that are mandatory and months where there is some flexibility.
5. MLTPA overtime update: identifying the issues and resolving through new employee handbook.
6. Summer 2016 Wrap-up: Joel Rathje gave a summary and overview of the work accomplished for trails system projects so far.

Dan Holler arrived at 3:14 pm

7. Joel Rathje gave an overview of the access/egress sign work being worked on, as well as an overview of the MLTS winter work.
8. Joel Rathje updated on the Soft surface design Intent
9. Motion to amend the MLTS website operations and maintenance project initiation sheet to include the Mammoth Basin Avalanche Forecast, (M Holler, S Jacoby, 4-0)
10. SHARP NEPA: Joel Rathje gave a presentation of the update for the environmental analysis. Molly from the Forest Service also gave a small update on the process.
11. Reallocation for Q3. Motion to approve move funds from LABSS Trail Alignment Studies and Signage and Wayfinding Map Repairs (TOML), to Signage and Wayfinding – Map Updates & Repair (MLTPA) (M Holler, S Jacoby, 4-0)

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

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December 8, 2016, Mammoth Trails Committee Meeting Minutes  
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There being no further business to come before the Mammoth Trails Committee, the meeting was adjourned at 4:04 p.m.

Respectfully submitted,

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Lesley-Anne Hoxie

Executive Assistant, Mammoth Lakes Recreation

### Project Information

*Program:* **Maintenance**  
*Program Category:* **Nordic Trail Maintenance**  
*Project Name:* **MLTS – Winter Grooming**  
*TOML Activity Code:* **254**  
*Contractor Code:* **102\_04\_WintGroom1617**

### Project Detail

*Project Description:* Winter grooming efforts such as the “Shady Rest Winter Grooming Program” for winter facilities of the MLTS.

*Efforts to Date:* Contractual efforts have been in place for the last several seasons with Friends of the Inyo to provide grooming services, but low snowfall has made operations difficult and even problematic. USFS permitting and program update from previous years efforts will be necessary from the Trails Coordinator and TOML. The **2016 Winter Recreation Summit** track: "Winter Recreation in Shady Rest Park" identified the need to expand winter recreation opportunities in and around the Shady Rest Park area.

*Scope of Work 16/17:* Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate keeping winter recreation opportunities in and around Shady Rest Park at the forefront as identified in the **2016 Winter Recreation Summit**.  
[See attached "Exhibit A - Scope of Services"](#).

*TSMP Citation:* SS3: Shady Rest Winter Trails: Explore options to improve winter trail and trailhead conditions at Shady Rest.

*Deliverables 16/17:* Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

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

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

### Leveraged Resources

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

**Initiation + Acceptance**

Approved Project Name: **MLTS – Winter Grooming**

TOML Activity Code: **254**

Contractor Code: **102\_04\_WintGroom1617**

Project Initiation Date: **TBD**

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

**Lead/Contractor:** \_\_\_\_\_  
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest  
MTC Committee + Project**

**Lead/Contractor:** \_\_\_\_\_  
TOML MLR Project Lead/Contractor

## EXHIBIT A: SCOPE OF SERVICES

SERVICES TO BE RENDERED AS APPROVED BY THE MAMMOTH TRAILS COMMITTEE (MTC) AND THE TOWN OF MAMMOTH LAKES FOR THE FOLLOWING PROJECT NUMBER AND TITLE:

**PROJECT #:** 102\_04

**TITLE:** MLTS WINTER GROOMING

**SCOPE OF SERVICES:** PROVIDE GROOMED NORDIC AND MULTI USE NON-MOTORIZED TRAILS AT SHADY REST PARK/CAMPGROUND, ESTIMATED FROM JANUARY 2017 TO APRIL, 2017 AS SNOW CONDITIONS ALLOW. GROOMING PERIOD CAN BE EXTENDED BY WRITTEN AUTHORIZATION OF THE TOWN SHOULD CONDITIONS AND FUNDS ALLOW. GROOMING WILL OCCUR AT LEAST 5 DAYS PER WEEK ON THE "OUTER LOOP" TRAIL SYSTEM DURING THIS PERIOD UTILIZING A SHERPA SNOWMOBILE AND NORDIC TRACK SETTER, DEPENDENT ON SNOW CONDITIONS.

If requested by the Town, Consultant shall provide monthly verbal reports to the Mammoth Trails Committee (MTC) and shall provide an email to the Town on the status of the grooming, time and materials expended. Also may include any recommendations that may assist the Town in meeting the expectations of facility users.

Additional stipulations:

### Hourly Rates:

1. Groomer Operator: \$TBD per hour
2. Average 4 hours GROOMING per day 5 /week not to exceed 13 weeks max not to exceed 260 hours without additional authorization from town.
3. Contract grooming period from Jan. 1, 2017 to March 15, 2017
4. Groomer Maintenance Time: \$TBD per hour
5. Coordination, Outreach and Scheduling: \$TBD per hour.

### Level of Service:

1. Manage a grooming schedule by the Alpina Sherpa Groomer and YTS Track Setter.
2. Groom when it is safe to operate, not during snow storms or blizzard conditions.
3. Groom within 8 to 48 hours after a snow event as facilitated by snow conditions, weather and machine capacity or groom when foot traffic impacts require refreshing the track.
4. Groom cross country skiing tracks to facilitate Nordic skiing on the outer loop of Shady Rest Campground.

Coordination - The principle GROOMING COORDINATOR will be Andrew Mulford who will act as an advisor and trainer to support the grooming program.

1. All operators (over 18 years old with valid California Driver's License) will be fully trained in safety and technique prior to equipment use.
2. Maximum grooming speed 5 to 10 mph.
3. Appropriate use of alert horn
4. If user encountered, yield right of way



FY 2016/2017  
 Proposed Budget Reallocations  
 Mammoth Trails Committee Meeting  
 January 12, 2017

Program Area	Project Name	INITIATION	BALANCE	REALLOCATION	
		RECONCILE	REMAINING	FOR Q3	
		END Q2	END Q2	MTC IN	MTC OUT
		161231	161231		
<b>Planning</b>					
Collaborative Processes	Inyo Craters Shady Rest Planning	\$ 18,500.00	\$ 15,838.71		\$ 9,000.00
<b>Design</b>		\$ 18,500.00	\$ 15,838.71	\$ -	\$ 9,000.00
Project Design	SHARP – Trail Design	\$ -	\$ (15.48)		
Trail Alignment Studies	SHARP - Trail Alignment Studies	\$ 3,750.00	\$ 1,647.24		
	LABSS - Trail Alignment Studies	\$ 250.00	\$ 237.82		
<b>Implementation</b>		\$ 4,000.00	\$ 1,869.58	\$ -	\$ -
Easement/ Access Neg.	Sherwins – Winter Access/Egress	\$ 2,500.00	\$ 2,471.61		
Environmental - Project	SHARP Environmental - NEPA/CEQA - TOML	\$ 117,500.00	\$ 117,500.00		
	SHARP Environmental - NEPA/CEQA - MLTPA	\$ 6,500.00	\$ 6,100.76		
Implementation/ Construct	SHARP – Trail Construction Fund	\$ -	\$ -		
	Signage and Wayfinding – Map Updates & Repair - TOML	\$ 18,500.00	\$ 13,930.66		
	Signage and Wayfinding – Map Updates & Repair - MLTPA	\$ 22,500.00	\$ 1,705.88		
	Soft Surface Signage Implementation	\$ 25,000.00	\$ 5,861.58		
<b>Operations</b>		\$ 192,500.00	\$ 147,570.49	\$ -	\$ -
Governance	TOML Staff Time for MLTS Projects Support	\$ 3,500.00	\$ 3,500.00		
	MLTS Trails Coordinator + Support	\$ 112,698.75	\$ 56,349.38		
	Project Management Support	\$ 25,000.00	\$ 18,393.59		
	MLTS Action Plan + Annual Budget	\$ 2,500.00	\$ 1,193.43		
Interagency Coordination	MLTS Communications	\$ 2,500.00	\$ 2,380.75		
Website	MLTS Website Operations and Maintenance	\$ 7,500.00	\$ 95.40	\$ 7,000.00	
	MLTS Website – TOML Tech Support	\$ 1,000.00	\$ 1,000.00		
	MLTS Website – Content Development	\$ 9,000.00	\$ 8,675.05		
Information Systems	MLTS Data Library	\$ 3,500.00	\$ 1,922.18		
Interpretive	MLTS Interpretive Program	\$ 2,000.00	\$ 2,000.00		
Image Library	MLTS Photo and Image Library	\$ 2,000.00	\$ 2,000.00		
<b>Maintenance</b>		\$ 171,198.75	\$ 97,509.78	\$ 7,000.00	\$ -
MUP Maintenance	MLTS Winter Mobility Program	\$ 2,000.00	\$ 2,000.00		
Soft Surface Trail Maint.	MLTS Trail Days - FOI	\$ 8,000.00	\$ 5,002.17		
	MLTS Trail Days - MLTPA	\$ 8,500.00	\$ 2,738.05		
	Soft Surface Trail Maintenance Program	\$ 50,000.00	\$ 6,338.70		
Nordic Trail Maint.	MLTS – Winter Grooming	\$ 20,000.00	\$ 19,828.61		
Trailhead Maintenance	MLTS Trailhead Maintenance	\$ 3,500.00	\$ 3,390.02	\$ 2,000.00	
<b>Stewardship</b>		\$ 92,000.00	\$ 39,297.55	\$ 2,000.00	\$ -
Mammoth Trails	Mammoth Trails	\$ 1,500.00	\$ 1,500.00		
Adopt A Trail	Adopt A Trail	\$ 2,500.00	\$ 2,451.31		
<b>Marketing/Promotion</b>		\$ 4,000.00	\$ 3,951.31	\$ -	\$ -
Trail Maps / Guides	Maps and Trail Guides - Development	\$ 5,301.25	\$ 5,146.20		
		\$ 5,301.25	\$ 5,146.20	\$ -	\$ -
		\$ 487,500.00	\$ 311,183.62	\$ 9,000.00	\$ 9,000.00