



GOVERNANCE

Track #3

Document Date: October 12, 2011

Document Contents:

- 1_062_MLTS_TrailsComm_110914_db notes
- 2_062_Gov_MakeUp and Schedule_111013
- 3_062_GovernOrgChrt_110918

Document Summary:

- 1. Partner Meeting Notes
- 2. Narrative description of governance program
- 3. Draft organizational chart for MLTS Governance Program

Document Contributors:

- 1. MLTPA/Recreation Comm. Trails Committee – September 14, 2011 @ 3:00 p.m.

In attendance: John Wentworth, Jay Deinken, Bill Taylor, (MLTPA); Danna Stroud (SMG); Tony Colasardo, Sean Turner (TOML Recreation Commission/Trails Committee)

Next Steps



**Rec Commission Trails Committee/MLTPA Meeting
Wednesday, September 14, 2011
MLTPA Annex #6 – 3:00 PM**

- 1. MLTS – Inaugural Documents of Authority** (updates)
 - a. Physical Assets
 - b. Intellectual Property
 - c. Program of Operations and Maintenance
 - d. Governance
 - e. Partner Resources and Capacities
 - f. “How This All Works” (attached)

- 2. MLTS – Intellectual Property**
 - a. Review of legal opinion from Glaser Weil (attached)
 - b. Review of IP outline from Jay Deinken (attached)
 - c. Next Steps

- 3. MLTS – Governance Discussion**
 - a. What the MLTS governance will do
 - b. Means and Methods – Integration with Existing Programs
 - c. The Calendar
 - d. Recommendations for Participation and Level of Commitment

- 4. Kick Off Meeting with TOML and INF (Friday, September 16 @ 9:00 AM)**
 - a. Participants
 - b. Draft Agenda Review (attached)
 - c. Discussion

- 5. Next Steps**
 - a. Map out of decision-making process for MLTS
 - b. Governance (quarterly meeting MLTS Coordinating Committee)
 1. In line with calendar, grants, MR
 - ii. Who
 1. Public Works Director
 2. Trails Coordinator (MLTPA)
 3. Recreation Commission Trails Committee
 4. INF participation (ex officio)
 5. Other Town Commissions
 - iii. What
 1. Tasks: Establish program and capital priorities and make recommendations
 2. What this governance body is not?

iv. Other Comments

1. BOD – INF and BLM
2. Shared vision
3. What does the success of this MLTS effort look like?

6. Adjourn



Proposed MLTS Governance Program

MLTS Coordinating Committee – Proposed Membership

Recreation Commission “Trails Committee” – 2 appointments

TOML Staff – Director of Public Works Department

INF Staff – 1 Appointment

MLTPA – Trails Coordinator

MLTS Coordinating Committee – Mission and Purpose

- Establish program and capital priorities and make recommendations to the Town’s Recreation Commission for implementation of the Town’s Trail System Master Plan
- Coordinate the resources of the partners
- *To be further developed and refined by the TOML Recreation Commission*

MLTS Coordinating Committee – Regular Meeting Opportunities

Every Two Weeks – Regular meeting of TOML staff, MLTPA Trails Coordinator, and such members of MLTS coordinating committee as wish to participate

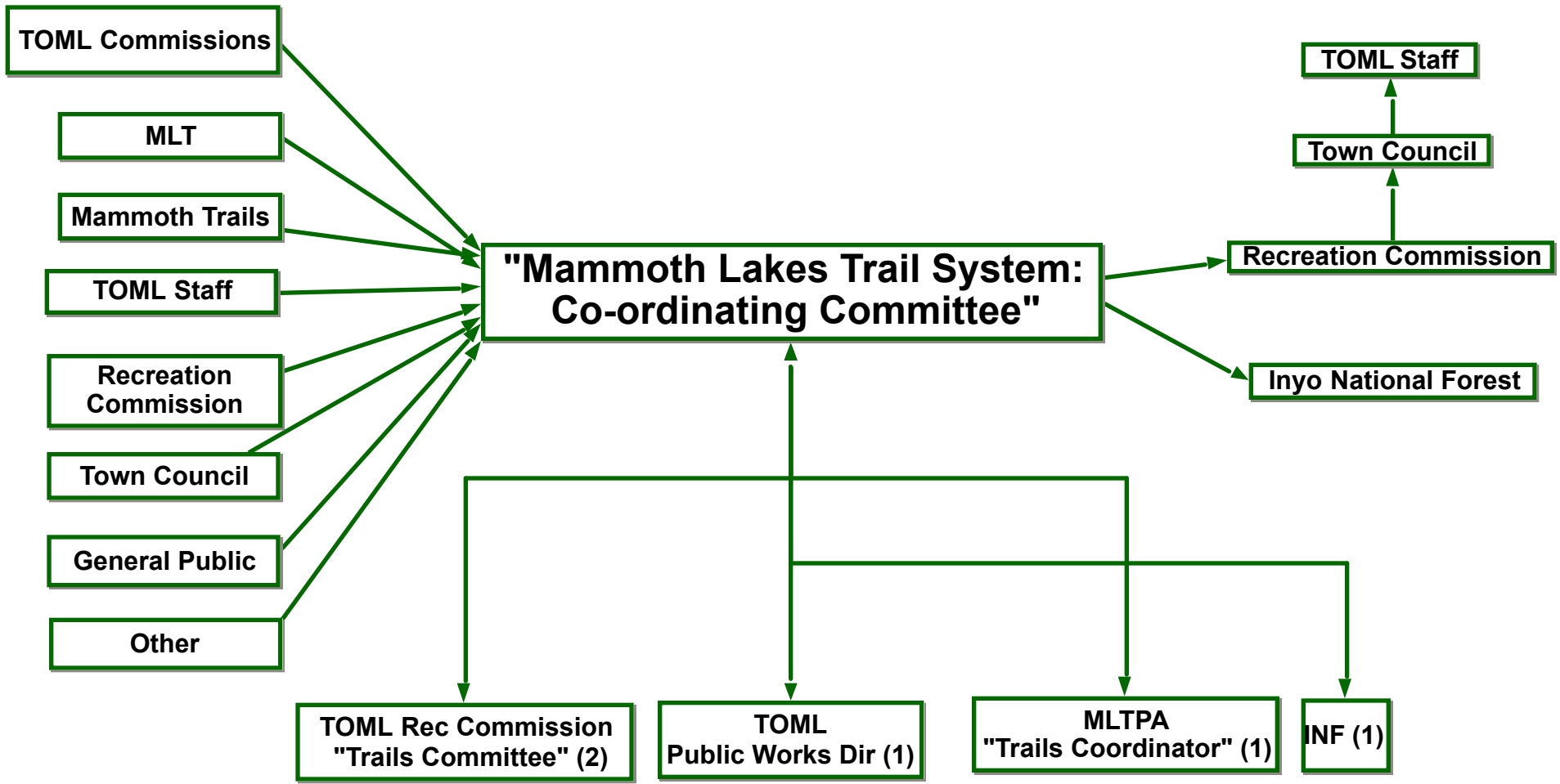
Every Month – Opportunity for MLTS issues/projects to be agendized on to regular TOML/INF monthly meeting agenda.

Every Quarter – Opportunity for MLTS issues/projects to agendized on to TOML/INF leadership team meetings.

Every Quarter – Full meeting of MLTS Coordinating Committee

TOML Recreation Commission – regular updates and as requested by the Recreation Commission

As Needed – MLTS Coordinating committee will meet on an as needed/project by project basis



MLTS Co-ordinating Committee 110918

MLTS Budget Framework (DRAFT)

Protected Funds		TOML General Fund							Unfunded/ Unknown
Measure R (016)	Measure U	PW Admin/Maint (200-205)	Comm Dev (019)	Parks & Rec (015)	Park Maint (020)	Tourism Dev (14)	Gas Tax Fund (210)	Public Safety (008)	GAP

CAT.	SUB-CATEGORY	Project/Line Item	Responsible Agency/ Organization	Dedicated Funding?	Current TOML Funding Source (#)	Notes/Questions?
PLANNING						
	Strategic/Master Planning					
		060_TSMP_AD	MLTPA	Y	Measure R (016)	
		058_TSMP_CEQA	MLTPA	Y	Measure R (016)	
		068_TSMP_CIP	MLTPA	Y	Measure R (016)	
		Strategic and Advanced Planning	TOML (Community Development)	Y	Comm Dev (019)	Will any of the \$591,782 requested support MLTS planning efforts?
	Collaborative Processes					
		070_MLTS_CP	MLTPA	Y	Measure R (016)	
	Focused Planning Efforts					
		061_MLTS_ISP	MLTPA	Y	Measure R (016)	
		051_02_TTC11	MLTPA	Y	Measure R (016)	
DESIGN						
	Guidelines and Standards					
		052_STDMAN	MLTPA	Y	Measure R (016)	
	Project Design					
		Capital Projects Engineering	TOML (Public Works)	Y	PW Admin/Maint (200-205)	To what extent could the requested \$648,259 in Engineering funds be used for MLTS project design?
	Trail Alignment Studies					
	Accessibility					
				N		
				N		
IMPLEMENTATION						
	Cost Estimates					
				N		
		Capital Projects Engineering	TOML (Public Works)	Y	PW Admin/Maint (200-205)	To what extent could the requested \$648,259 in Engineering funds be used for the development of MLTS project cost estimates?
	Easements/Access Negotiations					
		053_ShrwnEgr	MLTPA	Y	Measure R (016)	
	Project Implementation/Construction					
		Capital Projects Engineering	TOML (Public Works)	Y	PW Admin/Maint (200-205)	To what extent could the requested \$648,259 in Engineering funds be used for the construction of MLTS projects?
		045_02_ARRA_11	MLTPA	Y	Measure R (016)	
		071_SHARP_BLD	MLTPA	Y	Measure R (016)	
		043_MRACK	MLTPA	Y	Measure R (016)	

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OPERATION						
OPERATION	Management Plan					
		062_MLTS_MP	MLTPA	Y	Measure R (016)	
	Governance					
		072_MLTS_REP	MLTPA	Y	Measure R (016)	
	Coordination					
		068_TSMP_CIP_1c	MLTPA	Y	Measure R (016)	
	Fundraising					
		057_MLTS_GRANTS	MLTPA	Y	Measure R (016)	
	Website					
		056_MT_WEB	MLTPA	Y	Measure R (016)	
	Information Systems					
		069_MLTS_IMG	MLTPA	Y	Measure R (016)	
		029_DATA	MLTPA	Y	Measure R (016)	
	Budgeting/Reporting					
		063_MLTS_ORQ	MLTPA	Y	Measure R (016)	
	Regulations/Enforcement					
		Public Safety	TOML (Police)	Y	Safety (008)	To what degree could TOML Police provide enforcement support for MLTS?
			N		Where will additional enforcement activities along MLTS come from?	
Risk Management (Insurance)						
	PW Insurance Premiums	TOML (Public Works)	Y		To what extent will \$348K in insurance premiums provide liability coverage for MLTS?	
Benchmarking and Evaluation						
			N			
MAINTENANCE						
Maintenance Management						
	068_TSMP_CIP_1d	MLTPA	Y	Measure R (016)		

MLTS Budget Framework (DRAFT)

Protected Funds		TOML General Fund							Unfunded/ Unknown
Measure R (016)	Measure U	PW Admin/Maint (200-205)	Comm Dev (019)	Parks & Rec (015)	Park Maint (020)	Tourism Dev (14)	Gas Tax Fund (210)	Public Safety (008)	GAP

MUP Maintenance						Y			
	MUP Inspection	TOML (Public Works)				Y	Public Works Admin/Maint (200-205)		Is the level of maintenance described in TSMP Figure 7-5 covered entirely by the \$36,807 identified for the Trail System Maintenance division under the Parks Maintenance (020) budget?
	MUP Summer Maintenance	TOML (Public Works)				Y	Park Maintenance (020)		
	MUP Snow Management	TOML (Public Works)				Y	Gas Tax Fund (210)		
	MUP Signage	TOML (Public Works)				Y	Park Maintenance (020)		
	MUP Lighting	TOML (Public Works)				Y	Gas Tax Fund (210)		
	MUP Lighting	TOML (Public Works)				Y	Park Maintenance (020)		
Soft-Surface Trail Maintenance						N			
Equestrian-specific Trail Maintenance						N			
Nordic-specific Trail Maintenance						N			
On-Street Bikeway Maintenance									
	On-Street Bikeway Summer Maintenance	TOML (Public Works)				Y	Gas Tax Fund (210)		
	On-Street Bikeway Winter Maintenance	TOML (Public Works)				Y	Gas Tax Fund (210)		
Trailhead Maintenance									
	Park Maintenance	TOML (Public Works)				Y	Park Maintenance (020)		\$426,323 for Parks Maintenance should theoretically cover maintenance of trailheads in cases where parks also serve as trailheads.
Equipment Purchase/Maintenance (Annual Capital Outlay)									
	Summer and Winter Equipment Garage	TOML (Public Works)				Y	Gas Tax Fund (210)		To what extent can the requested \$1.6M for summer and winter garage be used to provide/maintain equipment to be employed in MLTS maint.?
Staff Training						N			Specific MLTS maintenance training for staff?

MLTS Budget Framework (DRAFT)

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STEWARDSHIP	Advocacy					N			
	Mammoth Trails								
		014_MT	MLTPA			Y	Measure R (016)		
	Volunteer Program								
		057_MLTS_GRANTS	MLTPA			Y	Measure R (016)		
	Education Programs								
		Recreation Programs	TOML			Y	Parks & Rec (015)		Programs: What will the \$546,222 for programs actually cover? Are all of the program recommendations from the TSMP being evaluated and prioritized by RecStrats?
	Trail Protection Policy								
							N		
	MARKETING/PROMOTION	Marketing Strategy							
		067_MLTS_MKT	MLTPA			Y	Measure R (016)		
		Destination Marketing Organization	TOML (Tourism & Marketing)			Y	Tourism Dev (14)		\$2.3M requested for FY 2011/2012
Trail Maps/Guides									
		Recreation Guide (R-4) /Summer Recreation Map (R-5)	TOML (Rec Dept)			Y	Parks & Rec (015)		These items are identified in Rec Dept Work Plan. Will these document identify the full range of MLTS opportunities?
Trail Promotion/Events									
		Event Production (R-6) & Facilitation (R-7)	TOML (Rec Dept)			Y	Parks & Rec (015)		These items are identified in Rec Dept Work Plan. To what extent will produced/facilitated events be trails-related?
Awards/Recognition									
	042_01_BFC	MLTPA			Y	Measure R (016)			