



## Office of Outdoor Recreation

P.O. Box 1609, Mammoth Lakes, CA, 93546

(760) 965-3650

www.townofmammothlakes.ca.gov

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### MLTPA TASK ORDER 2

#### Planning Services Agreement

Date: July 1, 2023 – June 30, 2024  
Consultant: Mammoth Lakes Trails and Public Access Foundation (MLTPA)  
Project Title: Planning Support

#### A. PROJECT DESCRIPTION AND BACKGROUND INFORMATION

Contractor shall provide Project / Contract Management and ongoing project coordination services with the Town through the designated point of contact within the Office of Outdoor Recreation (OOR). Contractor shall also provide financial, accounting and project financial tracking support and updates as requested to provide the Town and as necessary oversight bodies requested information. Contractor shall advise Town Manager and OOR point of contact if funding for a designated task is being spent at a greater than anticipated rate that could prevent year-long service delivery or completion of any given task. As directed, Contractor shall make available its staff to attend meetings, provide documents, and produce and provide reports and presentations. As determined by the Town, the parties will review specific Mammoth Lakes Trail System (MLTS) SOPs, related handbooks, plans, reporting documents, task assignment documentation, etc. to determine need for updates. SOP's may be amended from time to time. Upon request, updates to identified documents may be assigned to contractor.

#### B. SCOPE OF SERVICES

##### #2a Directed Projects

*TOML Primary Point of Contact: Lawson Reif – Outdoor Recreation Manager*

*MLTPA Project Lead: Rita Keil, GIS Manager / Project Specialist*

- **Deliverables:** Concept level planning to identify high level improvements and/or enhancements for MLTS, private party, or partner planning efforts. Including, but not limited to, recommendations for trail reroutes, locations for MLTS signage and access points, and recommendations for node or system improvement.

## #2b SHARP

*TOML Primary Point of Contact: Lawson Reif – Outdoor Recreation Manager*

*MLTPA Project Lead: Rita Keil, GIS Manager / Project Specialist*

- **Deliverables:** Support of SHARP planning efforts for project implementation including, but not limited to, concept planning, changes to existing planning concepts based on conditions on the ground, and unanticipated needs. Technical support to adjust trail alignments for future construction related to trailhead functionality. Development of alternative recommendations for trail and trailhead infrastructure based on environmental findings, including, but not limited to, the flagging of alignments, site visits, and meeting attendance as requested. Delivery of final approved digital work products.

### C. TOWN PROVIDED DOCUMENTS

Additional documents may be provided by the Town per the consultant's request.

### D. PROPOSED PROJECT SCHEDULE

Project Initiation Date	July 1, 2023
Deliver all final products (editable and non)	June 30, 2024

Project tasks will be assigned as needed, at which time more specific schedules and milestones will be addressed.

### E. CONTACT PERSONS: TOML

*Agreement Management*

Daniel C. Holler  
Town Manager  
760-709-2950  
[dholler@townofmammothlakes.ca.gov](mailto:dholler@townofmammothlakes.ca.gov)

*Program Coordination, Task Assignments, Invoice Processing, & Designated alternate POC for all Service Areas*

Lawson Reif  
Outdoor Recreation Manager  
760-923-8247  
[lreif@townofmammothlakes.ca.gov](mailto:lreif@townofmammothlakes.ca.gov)

### F. CONTACT PERSONS: MLTPA

*Agreement Management*

Silver Chesak  
Vice President, MLTPA Board  
760-914-1977  
[silver@footloosesports.com](mailto:silver@footloosesports.com)  
*Financial, Task, and Hours Tracking*

*Program Coordination, Task Assignments, designated alternate POC for all Service Areas excluding finances and invoicing*

John Wentworth  
CEO, MLTPA  
213-309-5637  
[johnwentworth@mltpa.org](mailto:johnwentworth@mltpa.org)  
*Invoicing*

Jennifer Crittenden  
Operations Manager, MLTPA  
(858) 205-9530  
[jennifercrittenden@mltpa.org](mailto:jennifercrittenden@mltpa.org)

Julie English  
Enrolled Agent, Tax Accountant for MLTPA  
(619) 800-1185  
[accounting@mltpa.org](mailto:accounting@mltpa.org)

IN WITNESS WHEREOF, this Task Order has been executed under the provisions as stated in the original *Agreement for trails coordination services* between the Town of Mammoth Lakes and **Mammoth Lakes Trails and Public Access Foundation (MLTPA)** effective as of **July 1, 2023**. By the signatures below, the parties hereto agree that all terms and conditions of this Task Order and previously agreed upon *Agreement for trails coordination services* shall be in full force and effect.



Daniel C. Holler  
Town Manager  
Town of Mammoth Lakes

8/24/2023  
Date



Silver Chesak  
VICE President, MLTPA Board of Directors  
MLTPA Foundation

8/22/23  
Date

NB: MLTPA CEO John Wentworth's participation in efforts identified in this work order is as an uncompensated volunteer member of the MLTPA Board of Directors pending recruitment and hiring of qualified MLTPA staff. John Wentworth's participation is wholly consistent with section "3.2.3 Contractor's Representative" of the "TOWN OF MAMMOTH LAKES SERVICES AGREEMENT FOR TRAILS COORDINATION SERVICES BETWEEN THE TOWN OF MAMMOTH LAKES AND THE MLTPA FOUNDATION FOR MAMMOTH LAKES TRAIL SYSTEM AND RELATED SERVICES (July 1, 2023)."