



Office of Outdoor Recreation

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

(760) 965-3650

www.townofmammothlakes.ca.gov

MLTPA TASK ORDER 4

Administration & Operations Services Agreement

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

A. GENERAL CONDITIONS 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

#4a Website - Website Operations & Maintenance

TOML Primary Point of Contact: Lawson Reif, Outdoor Recreation Manager

MLTPA Project Lead: Nicole Widen, Webmaster

#4a Website - Website Content Development

MLTPA Project Lead: Trevor Van Winkle, Photo & Digital Asset Manager

- **Deliverables:** MLTPA will provide the webmaster and staffing capacity necessary for technical operations and maintenance of the MLTS Website platform at mammothtrails.org including the maintenance and updating of website content. Third party support for technical operations and maintenance will be necessary from time to time to address technical and security issues. MLTPA will maintain and update a dedicated section of its own website at mltpa.org including the hosting of relevant planning and governance documents, maps, and other digital content currently integrated into mammothtrails.org due to technical limitations of the MLTS Website platform and the complimentary nature of the two platforms.

#4b - Communications & Outreach Support

TOML Primary Point of Contact: Lawson Reif, Outdoor Recreation Manager

MLTPA Project Lead: Kiersten Puusemp, Creative Director & Special Project Manager

- **Deliverables:** MLTS branded email communications (currently "Mammoth Lakes Trail System Trail

News”) to be drafted and approved by TOML OOR which include the current notice to email recipients that “The Mammoth Lakes Trails and Public Access Foundation (MLTPA) is providing these communication services.” MLTPA provides email communications through its Hubspot platform and website support at mltpa.org for links in the MLTS branded emails to documents and identified on-line resources. As requested, additional outreach and public engagement efforts. Graphic representations in MLTS branded emails will be developed consistent with relevant MLTS SOPs including the “MLTS Logo and Brand Guidelines.”

#4c - Photo and Image Library

TOML Primary Point of Contact: Gretchen Haselbauer, Outdoor Recreation Coordinator

MLTPA Project Lead: Trevor Van Winkle, Photo & Digital Asset Manager

- **Deliverables:** Management of the technical operations and digital MLTS photographic assets consistent with the current draft of the “MLTPA Photo Library Workflow” to satisfy photographic and related digital asset needs for MLTS programs including the mammothtrails.org website platform and MLTS needs for outreach, communications, and planning. Photographic documentation and acquisition of images relevant to MLTS recreation activities, events, and programs for use by TOML OOR and other TOML departments. Database, metadata, and file naming and uploading of new photos to identified sharing platforms. The TOML retains the rights for usage of photos acquired through this agreement and images produced for these purposes. The TOML OOR acknowledges that the digital assets themselves are stored and managed using systems provided by MLTPA.

#4 d - EXHIBIT B; WORK PROGRAM

TOML Primary Point of Contact: Lawson Reif, Outdoor Recreation Manager

MLTPA Project Lead for Project Management: John Wentworth, CEO

- **Deliverables:** 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.

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

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

F. CONTACT PERSONS: MLTPA

Agreement Management

Silver Chesak
Vice President, MLTPA Board
760-914-1977
silver@footloosesports.com

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

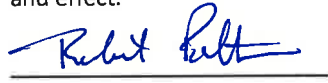
Financial, Task, and Hours Tracking

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

Invoicing

Julie English
Enrolled Agent, Tax Accountant for MLTPA
(619) 800-1185
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)."