



Office of Outdoor Recreation

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

(760) 965-3650

www.townofmammothlakes.ca.gov

MLTPA TASK ORDER 1

Administration & Operations Services

Date: July 1, 2025 – June 30, 2026
Contractor: MLTPA 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 requesting 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 which could prevent year-long service delivery or completion of a 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

#1a Website - Website Operations & Maintenance

TOML Primary Point of Contact: Gretchen Haselbauer, Outdoor Recreation Programs Manager

MLTPA Project Lead: Nicole Widen, Webmaster

- **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.
- **Known Project Specifics:** On-going operations and maintenance of the mammothtrails.org website. This could include, but is not limited to, dealing with security issues, updating site as technology advances, changes related to authentication, and other website related services.

#1b Website - Website Content Development

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

- **Deliverables:** MLTPA will provide the staffing capacity necessary for as needed content development support along with technical expertise to upload to Mammothtrails.org or MLTPA.org.
- **Known Project Specifics:** New webpages: This work includes, but is not limited to, QR creation,

specific web page development, and other web work to ensure a quality product. Depending on progress of other projects, such as SHARP preparation of webpages related to these new trails and trailheads. This would include updates to maps, trail pages, experiences, & activities.

#1c - Communications & Outreach Support

TOML Primary Point of Contact: Gretchen Haselbauer, Outdoor Recreation Programs Manager

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

- **Deliverables:** MLTS branded email communications to be drafted and approved by TOML OOR which includes the current notice to email recipients that “The Mammoth Lakes Trails and Public Access Foundation (MLTPA) is distributing these communications on behalf of the Town of Mammoth Lakes.” 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.
- **Known Project Specifics:** Much of this work is ongoing and depends on the status of projects, USFS approvals, and other often unforeseen circumstances. With that said, communications related to public & stewardship events e.g. Trashy Thursday, Wednesday Worknights, Trail Days, Mammoth Trails Meetings, and other events.

#1d - Photo and Image Library

TOML Primary Point of Contact: Gretchen Haselbauer, Outdoor Recreation Programs Manager

MLTPA Project Lead: Wray 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.
- **Known Project Specifics:** N/A at this time excluding on-going minor maintenance of the FLICKR photo library.

#1e - EXHIBIT B; WORK PROGRAM

TOML Primary Point of Contact: Gretchen Haselbauer, Outdoor Recreation Programs Manager

MLTPA Project Lead for Project Management: Kristy Williams, Project Management Specialist

- **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 requesting 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.
- **Known Project Specifics:** Invoices shall be sent quarterly using established procedures. TOML may request additional detail related to billing and hours billed to projects at any time.

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, 2025
Deliver all final products (editable and non)	June 30, 2026

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

E. CONTACT PERSONS: TOML

Agreement Management

Rob Patterson
Town Manager
760-709-2169
rpatterson@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

Kristy Williams
Project Management Specialist, MLTPA
760-709-1493
kristywilliams@mltpa.org

Financial, Task, and Hours Tracking

Erin Murphy
Operations Manager, MLTPA
817-832-0406
erinmurphy@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 **MLTPA 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.



Rob Patterson
Town Manager
Town of Mammoth Lakes

Jul 18, 2025

Date



[Silver Chesak \(Jul 18, 2025 08:29 PDT\)](#)

Silver Chesak
VICE President, MLTPA Board of Directors
MLTPA Foundation

Jul 18, 2025

Date


OOR_MLTPATaskOrder1_AdminOps_250715_Update


Final Audit Report


2025-07-18

Created:	2025-07-15
By:	Gretchen Haselbauer (ghaselbauer@townofmammothlakes.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA76Ys0vHncGJcsP0XvBHekGHJYt3wwYqQ


"OOR_MLTPATaskOrder1_AdminOps_250715_Update" History

 Document created by Gretchen Haselbauer (ghaselbauer@townofmammothlakes.ca.gov)
 2025-07-15 - 9:51:48 PM GMT - IP address: 162.252.90.201


 Document emailed to Rob Patterson (rpatterson@townofmammothlakes.ca.gov) for signature
 2025-07-15 - 9:52:48 PM GMT


 Email viewed by Rob Patterson (rpatterson@townofmammothlakes.ca.gov)
 2025-07-18 - 3:00:43 PM GMT - IP address: 104.47.64.254


 Document e-signed by Rob Patterson (rpatterson@townofmammothlakes.ca.gov)
 Signature Date: 2025-07-18 - 3:01:18 PM GMT - Time Source: server- IP address: 162.252.90.161

 Document emailed to silver@footloosesports.com for signature
 2025-07-18 - 3:01:20 PM GMT

 Email viewed by silver@footloosesports.com
 2025-07-18 - 3:28:12 PM GMT - IP address: 172.226.36.2

 Signer silver@footloosesports.com entered name at signing as Silver Chesak
 2025-07-18 - 3:29:21 PM GMT - IP address: 172.226.212.129

 Document e-signed by Silver Chesak (silver@footloosesports.com)
 Signature Date: 2025-07-18 - 3:29:23 PM GMT - Time Source: server- IP address: 172.226.212.129

 Agreement completed.
 2025-07-18 - 3:29:23 PM GMT

