



**Eastern Sierra Council of Governments (ESCOG)  
Joint Powers Authority Agenda**

**Friday, October 14, 2022, 8:30 a.m.**

**437 Old Mammoth Road, Suite Z, Mammoth Lakes**

**Members of the Board**

Town of Mammoth Lakes Councilmember John Wentworth - Chair,  
Inyo County Supervisor Dan Totheroh - Vice Chair, City of Bishop Councilmember Karen Schwartz,  
Mono County Supervisor Stacy Corless, Mono County Supervisor Bob Gardner,  
Inyo County Supervisor Jeff Griffiths, City of Bishop Councilmember Jim Ellis,  
Town of Mammoth Lakes Councilmember Lynda Salcido

**NOTE:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Clerk at (760) 965-3615. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

**NOTE:** Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Town Offices located at 437 Old Mammoth Road, Suite 230 during normal business hours. Such documents are also available on the ESCOG website at [www.escog.ca.gov](http://www.escog.ca.gov) subject to staff's ability to post the documents before the meeting.

**NOTE:** This will be a Zoom meeting and will be conducted pursuant to the provisions of Assembly Bill 361 (AB 361) which amends certain requirements of the Ralph M. Brown Act. It is strongly encouraged that you watch this meeting on the Town of Mammoth Lakes' (TOML) website at [www.townofmammothlakes.ca.gov](http://www.townofmammothlakes.ca.gov), via Zoom or on TOML's local government cable channel 18. Public comments may be submitted to the ESCOG Clerk at [clerk@townofmammothlakes.ca.gov](mailto:clerk@townofmammothlakes.ca.gov) before and during the meeting or may be made via Zoom or in person.

**ZOOM INFORMATION**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://monocounty.zoom.us/j/92421427651>

**Or join by phone:**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

**\*To raise your hand press \*9, To Unmute/Mute press \*6**

Webinar ID: 924 2142 7651

International numbers available: <https://monocounty.zoom.us/j/92421427651>

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**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENTS**

Notice to the Public: This time is set aside to receive public comment on matters not calendared on the agenda. When recognized by the Chair, please state your name and address for the record and please limit your comments to three minutes. Under California law the Eastern Sierra Council of Governments Board is prohibited from generally discussing or taking action on items not included in the agenda; however, the Eastern Sierra Council of Governments Board may briefly respond to comments or questions from members of the public. Therefore, the Eastern Sierra Council of Governments Board will listen to all public comment but will not generally discuss the matter or take action on it.

**4. CONSENT AGENDA**

**4.1. Approve the minutes of the Regular Meeting of August 12, 2022**

**4.2. Approve the minutes of the Special Meeting of September 9, 2022**

**4.3. Approve the minutes of the Special Meeting of October 7, 2022**

**4.4. Approve a Letter of Support for the Whitebark Institute Grant Application to the Wildfire Recovery and Forest Resilience Directed Grant Program**

**4.5. Consideration of a Resolution of the Board of Directors of the Eastern Sierra Council of Governments Regarding the Need for Continued Virtual Meetings to Protect Public Health – AB 361**

**5. POLICY MATTERS**

**5.1. Executive Director Update on ESCOG: Community Economic Resiliency Fund Pilot Program**

**5.2. Receive a Presentation from Nick Wobbrock, Chief Operations Office, Blue Forest Conservation**

**5.3. Approve an Agreement Between the Eastern Sierra Council of Governments and Alta Planning + Design for the Provision of Trails Planning Services for the Eastern Sierra Towns-To-Trails Plan**

**5.4. Approve Contract Amendment No.1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of National Environmental Policy Act Services for the Eastern Sierra Pace and Scale Accelerator, and:**

**Approve Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of Project Management Services for the Eastern Sierra Pace and Scale Accelerator.**

**5.5. Receive an Update on ESCOG Staffing from Staff and Regional Managers**

**5.6. Approve Contract Amendment #4 for Administrative Services with Eastern Sierra Planning, LLC**

**5.7. Receive an Update on the Eastern Sierra Council of Governments Fair Political Practices Commission Conflict of Interest Code**

**5.8. Receive an Update on Assembly Bill 2449**

**5.9. Executive Director Update Report**

**6. BOARD MEMBER/AGENCY REPORTS**

Informational reports from Member Agency representatives on committees, commissions, and organizations; general reports on Board Member activities

**7. REQUEST FOR FUTURE AGENDA ITEMS**

**8. ADJOURNMENT**

The ESCOG will adjourn to the next regular meeting scheduled to be held on December 9, 2022.



## Eastern Sierra Council of Governments (ESCOG) - Joint Powers Authority (JPA)

### Minutes of Regular Meeting

August 12, 2022, 8:30 a.m.

Meeting held in the Bishop Council Chambers and the Mammoth Lakes Council Chambers

Bishop Council Chambers 377 West Line Street, Bishop, CA 93514

Mammoth Lakes Council Chambers 437 Old Mammoth Rd., Ste Z Mammoth Lakes, CA 93546

Members Present: Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, Board Member Lynda Salcido

Members Absent: Board Member Jim Ellis

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#### 1. **CALL TO ORDER AND ROLL CALL**

Chair John Wentworth called the meeting to order at 8:39 a.m. in the Bishop Council Chamber, 377 West Line Street, Bishop, CA.

#### 2. **PLEDGE OF ALLEGIANCE**

City of Bishop City Administrative Officer Deston Dishion led the Pledge of Allegiance.

#### 3. **PUBLIC COMMENTS**

Former City of La Quinta Planning Commission Chair and current Coachella Valley Energy Commissioner, Phillip Bettencourt, said that he was an August resident of Mammoth Lakes and was anxious to see government virtually and personally and to learn more about our region.

#### 4. **CONSENT AGENDA**

Moved by Board Member Jeff Griffiths  
Seconded by Board Member Karen Schwartz

Approve the Consent Agenda.



For (7): Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Lynda Salcido

Absent (1): Board Member Jim Ellis

Carried (7 to 0)

**4.1 Approve the minutes of the Regular Meeting of June 10, 2022**

**4.2 Approve the minutes of the Special Meeting of July 8, 2022**

**4.3 Approve the minutes of the Special Meeting of August 5, 2022**

**4.4 Consideration of a Resolution of the Board of Directors of the Eastern Sierra Council of Governments Regarding the Need for Continued Virtual Meetings to Protect Public Health – AB 361**

**5. POLICY MATTERS**

**5.1 Discussion Regarding ESCOG Staff and Funding Capacity**

Executive Director Elaine Kabala outlined the information in the staff report.

**SPEAKING FROM THE FLOOR:**

Town of Mammoth Lakes Town Manager Dan Holler discussed the benefits and cost savings of structuring current and future ESCOG staff as employees through one of the member agencies rather than continuing on as contract employees or establishing its own human resources department.

There was discussion between Mr. Holler, Ms. Kabala and members of the Board.

Staff was given direction to return to the Board at the regular October meeting, or sooner if necessary at a special meeting, with a proposal for full-time staffing of an Executive Director and a part-time Administrative Assistant and to make the Board aware of any complications that would make the ESCOG unable to have full-time staff and support by October, and to rely on the support of the Town and City Managers of the four member agencies to facilitate the process.

**5.2 Approval of Bid for Implementation of the Buttermilk Infrastructure and Recreation Planning Initiative Phase 1: Toilet Facilities Replacement**

Executive Director Elaine Kabala outlined the information in the staff report.

SPEAKING FROM THE FLOOR:

TOML Town Manager Dan Holler spoke about the process and issues with similar projects in Mammoth and stressed the importance of this not becoming a public works project for the ESCOG due to additional requirements that would be placed upon them.

There was discussion between Ms. Kabala, Mr. Holler and members of the Board.

Moved by Board Member Jeff Griffiths

Seconded by Board Member Lynda Salcido

Award the bid for the Buttermilk Infrastructure and Recreation Planning Initiative Phase 1 – Toilet Infrastructure to LBFoster CXT Products for an amount not to exceed \$77,330.

For (7): Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Lynda Salcido

Absent (1): Board Member Jim Ellis

Carried (7 to 0)

**5.3 Approval of Request for Proposals for Towns to Trails Plan**

Chair John Wentworth recused himself from this item due to his position as President of Mammoth Lakes Trails and Public Access (MLTPA) Foundation Board.

Executive Director Elaine Kabala outlined the information in the staff report.

There was discussion between Ms. Kabala and members of the Board.

Moved by Board Member Stacy Corless

Seconded by Board Member Jeff Griffiths

Approve Request for Proposals for Trails Planning Services for the Eastern Sierra Towns to Trails Plan and direct staff to notice the Request for Proposals accordingly.

For (6): Vice Chair Dan Totheroh, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Lynda Salcido

Abstain (1): Chair John Wentworth

Absent (1): Board Member Jim Ellis

Carried (6 to 0)

**5.4 Consideration to Adopt a Resolution of the Eastern Sierra Council of Governments to Establish a Program of Work to be Known as the “ESCOG: Economic Resiliency Pilot Program”**

Chair Wentworth returned to the meeting at 9:58 a.m.

Executive Director Elaine Kabala outlined the information in the staff report and in the Community Economic Resiliency Fund (CERF) Pilot Program Resolution PowerPoint presentation.

There was discussion between Ms. Kabala and members of the Board.

Chair John Wentworth requested that the title of the resolution be changed to the ESCOG: Community Economic Resiliency Fund Pilot Program.

Moved by Board Member Stacy Corless

Seconded by Vice Chair Dan Totheroh

Adopt a Resolution of the Eastern Sierra Council of Governments to establish a program of work to be known as the “ESCOG: Community Economic Resiliency Fund Pilot Program” and to seek approval from member agencies for this work as amended.

For (7): Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Lynda Salcido

Absent (1): Board Member Jim Ellis

Carried (7 to 0)

## **5.5 Executive Director update report on Sustainable Recreation and Ecosystem Management Program**

Executive Director Elaine Kabala gave an update on the Sustainable Recreation and Ecosystem Management Program. Ms. Kabala discussed the progress of the California Department of Fish and Wildlife's (CDFW) National Environmental Policy Act (NEPA) project, reported that she had attended a Whitebark field visit to the donut project in the Mammoth area, spoke with representatives from Blue Forest about a new venture capital program they were working on and met with representatives from Sunstone Investments regarding project opportunities in the region. Ms. Kabala reported that she looked into the California Strategic Growth Council Regional Climate Collaborative which was discussed at the last ESCOG meeting and had determined that the ESCOG did not have the capacity to pursue that at this time. She said that after discussions with counsel and other regional managers it would not be beneficial to create an ad hoc committee to work on future grant opportunities as recommended at a prior meeting.

There was discussion between Ms. Kabala and members of the Board.

## **6. BOARD MEMBER/AGENCY REPORTS**

Board Member Stacy Corless announced that the Mono County Board of Supervisors had approved creation of a new Office of Emergency Management and had appointed former Mono County Chief of Emergency Medical Services Chris Mokracek as the Director. Ms. Corless reported that the State Wildfire and Forest Resilience Task Force had an in person meeting scheduled to be held on September 27th and 28th in Grass Valley. She said that Chair John Wentworth would present on a recreation related plan for the Task Force and said more information was available at <https://wildfiretaskforce.org>.

Board Member Bob Gardner reported that the Mono County Children's Summit on July 13th was a success and said that the next Citizens Wildfire Academy was scheduled to be held on Monday, August 15th at 6:00 p.m. and the topic would be home hardening and defensible space.

Vice Chair Dan Totheroh reported that Inyo County was in the process of filling their soon to be vacant Chief Administrative Officer (CAO) position upon Leslie Chapman's retirement, and said that there had been a lot of flooding in the south portion of the County due to the recent heavy rainfall.

Board Member Jeff Griffiths reported that the recent floods had stranded over one thousand people in Death Valley and hundreds of campers in the Sierra due

to road access being cut off and said that the County helped with getting people out and sheltering them. Mr. Griffiths said that there would be an item on the ballot at the next election which would propose extending Inyo County's Transient Occupancy Tax (TOT) to include campgrounds and RV Parks, and announced that a new company, Skydive Mt. Whitney, had recently opened and offered sky diving trips in Lone Pine.

Chair John Wentworth announced that he would run again for the Town of Mammoth Lakes (TOML) Town Council in November. Chair Wentworth said that he had recently taken a tour of the Parcel site and said that he hoped public tours would be available in the fall and that staff was working on that. He said reported TOML TOT numbers were still strong.

Board Member Karen Schwartz reported that the City of Bishop had repurposed the Sterling Heights Assisted Living into studio apartments which would add sixty-nine units to their housing stock, and said that the City was pursuing business to comply with their new signage ordinance.

Board Member Lynda Salcido said that Mammoth Lakes Fire Protection District (MLFPD) Chief Frank Frievalt's retirement party was held last night and that MLFPD Division Chief Ales Tomaier had been named as his successor.

Chair Wentworth reported that he and Executive Director Elaine Kabala had discussed providing a report out to members of the Board after their meetings to use as a tool to easily communicate ESCOG business and action with their member agencies.

TOML Town Manager Dan Holler spoke about the evacuation drill that took place in the Trails neighborhood in Mammoth on August 11th and the recent active shooter training at Mammoth Elementary School, both of which were collaborative efforts with multiple first responder agencies in the region.

City of Bishop City Administrator Deston Dishion reported that he and Ms. Kabala put together a housing meeting on August 5th with representatives from the City of Bishop, Inyo County, the Tribe, Forest Service and the Bureau of Land Management (BLM). Mr. Dishion reported that the Forest Service currently had seventy-five positions open that they could not fill due to housing issues. He said that the first ad hoc committee meeting to discuss a Joint Powers Authority (JPA) for Fire and Emergency Medical Services (EMS) would take place next week and said that Nora Gamino had been appointed as the new Public Works Director.

There was discussion between Mr. Holler, Mr. Dishion, Ms. Kabala and members of the Board.

7. **REQUEST FOR FUTURE AGENDA ITEMS**

8. **ADJOURNMENT**

The meeting was adjourned at 10:10 a.m. to a special meeting scheduled to be held on September 9, 2022.

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Angela Plaisted, Assistant Clerk



## Eastern Sierra Council of Governments (ESCOG) - Joint Powers Authority (JPA)

### Minutes of Special Meeting

September 9, 2022, 8:30 a.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, Board Member Jim Ellis

Members Absent: Board Member Karen Schwartz, Board Member Lynda Salcido

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#### 1. **CALL TO ORDER AND ROLL CALL**

Chair John Wentworth called the meeting to order at 8:35 a.m. in the Council Chambers at 437 Old Mammoth Road, Suite Z. Members of the Board attended the meeting via videoconference.

#### 2. **PLEDGE OF ALLEGIANCE**

This item was taken out of order.

Board Member Jim Ellis led the Pledge of Allegiance.

#### 3. **PUBLIC COMMENTS**

There were no public comments given at this time.

#### 4. **POLICY MATTERS**

##### 4.1 **Consideration of A Resolution of the Board of Directors of the Eastern Sierra Council of Governments Regarding the Need for Continued Virtual Meetings to Protect Public Health**

Executive Director Elaine Kabala outlined the information in the staff report.

There was discussion between Ms. Kabala and members of the Board.

Moved by Vice Chair Dan Totheroh

Seconded by Board Member Stacy Corless

Adopt the resolution regarding virtual meetings for the protection of public health pursuant to AB 361.

For (6): Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Jim Ellis

Absent (2): Board Member Karen Schwartz, and Board Member Lynda Salcido

Carried (6 to 0)

**4.2 Approve Challenge Cost Share Agreement Between the Eastern Sierra Council of Governments and the USDA, Forest Service Inyo National Forest**

Executive Director Elaine Kabala outlined the information in the staff report.

There was discussion between Ms. Kabala and members of the Board.

Moved by Board Member Bob Gardner

Seconded by Board Member Jim Ellis

Approved the Challenge Cost Share Agreement Between the Eastern Sierra Council of Governments and the USDA, Forest Service Inyo National Forest.

For (6): Chair John Wentworth, Vice Chair Dan Totheroh, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, and Board Member Jim Ellis

Absent (2): Board Member Karen Schwartz, and Board Member Lynda Salcido

Carried (6 to 0)



5. **ADJOURNMENT**

SPEAKING FROM THE FLOOR:

Town of Mammoth Lakes (TOML) Community and Economic Development Director Sandra Moberly requested to have an item added to a future meeting to allow her to provide the Board with an update on TOML's housing efforts.

The meeting was adjourned at 8:50 a.m.

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Angela Plaisted, Assistant Clerk



## Eastern Sierra Council of Governments (ESCOG) - Joint Powers Authority (JPA)

### Minutes of Special Meeting

October 7, 2022, 8:30 a.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Chair John Wentworth, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, Board Member Jim Ellis, Board Member Lynda Salcido

Members Absent: Vice Chair Dan Totheroh

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#### 1. **CALL TO ORDER AND ROLL CALL**

Chair John Wentworth called the meeting to order at 8:32 a.m.

#### 2. **PLEDGE OF ALLEGIANCE**

Chair John Wentworth led the Pledge of Allegiance.

#### 3. **PUBLIC COMMENTS**

There were no comments given at this time.

#### 4. **POLICY MATTERS**

##### 4.1 **Consideration of A Resolution of the Board of Directors of the Eastern Sierra Council of Governments Regarding the Need for Continued Virtual Meetings to Protect Public Health**

Executive Director Elaine Kabala outlined the information in the staff report. Ms. Kabala announced that the October 14th meeting would be held in the Mammoth Lakes Council Chambers.

There was discussion between Ms. Kabala and members of the Board.

Moved by Board Member Jeff Griffiths

Seconded by Board Member Bob Gardner

Adopt the resolution regarding virtual meetings for the protection of public health pursuant to AB 361.

For (7): Chair John Wentworth, Board Member Karen Schwartz, Board Member Stacy Corless, Board Member Bob Gardner, Board Member Jeff Griffiths, Board Member Jim Ellis, and Board Member Lynda Salcido

Absent (1): Vice Chair Dan Totheroh

Carried (7 to 0)

5. **ADJOURNMENT**

The meeting was adjourned at 8:37 a.m. to the next regular meeting scheduled to be held on October 14, 2022 in Mammoth Lakes.

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Angela Plaisted, Assistant Clerk



Sierra Nevada Conservancy  
Sierra Nevada Watershed Improvement Program  
11521 Blocker Drive, Suite 205  
Auburn, CA 95603

Attention: Angela Avery  
Executive Officer  
Sierra Nevada Conservancy

RE: Support for the Whitebark Institute grant application for the Eastern Sierra Climate & Communities Resilience Project (ESCCRP): Reds Meadow II Implementation

The Eastern Sierra Council of Governments writes this letter to express support for the Whitebark Institute grant application for the **Eastern Sierra Climate & Communities Resilience Project (ESCCRP)- Reds Meadow II Implementation**, which will build on work initiated with the ESCCRP Phase I Implementation project on the Inyo National Forest and funded by CAL FIRE in 2021. The ESCCRP is a 56,000-acre landscape-scale forest restoration project addressing both climate and community resilience surrounding the Town of Mammoth Lakes. These uncharacteristically overstocked headwater forests are declining in function due to more than a century of anthropogenic influences. The ESCCRP aims to promote resilient landscapes, help create fire adapted communities, increase public and firefighter safety, and protect the priceless ecosystem services upon which millions of Californians depend.

The Eastern Sierra Nevada is a remote and unique region of California comprised of rugged mountains, high desert, and rural communities. The region is a year-round tourist destination, supporting rural communities via a robust recreation and tourism economy which is largely dependent on healthy forests. The headwater forests of the ESCCRP area provide vital water resources for local communities, the Central Valley, and the City of Los Angeles, and are home to an abundance of terrestrial and aquatic species. Declining forest health, coupled with a rapidly intensifying wildfire trajectory fueled by climate change, underscores the imperative to protect the ecological and economic resources of the region. The **ESCCRP Reds Meadow II Implementation** is an opportunity for Sierra Nevada Conservancy to continue to serve as an active partner in the Eastern Sierra on our continued journey to achieve regional resilience.

The **ESCCRP- Reds Meadow II Implementation** is a continuation of work completed during the ESCCRP Phase I implementation to restore forest health on the Inyo National Forest. The approximate 1,800 acres proposed would provide forest restoration in high

wildfire hazard areas with a focus on the Reds Meadow planning area within the ESCCRP, a priority conservation watershed on the Inyo National Forest. Implementation of these acres would not only allow for immediate action towards restoring forest health and reducing the risk of unnaturally large high severity wildfires, but it will continue to prepare us for restoration on the remaining acres of the ESCCRP at the desired pace and scale of the project.

Funding, if awarded by Sierra Nevada Conservancy, would enable the Whitebark Institute to continue implementation of an additional 1,800 acres of Inyo National Forest lands within the ESCCRP, in a highly vulnerable watershed, and continue to build on acres completed during ESCCRP Phase I Implementation.

Proactive management of forests is our only hope to ward off catastrophic loss of these irreplaceable habitats and the multitude of co-benefits that headwater forests provide. We strongly urge Sierra Nevada Conservancy to consider this application as a pivotal opportunity to continue forest health restoration and promote resilience in the Eastern Sierra.

Sincerely,

John Wentworth  
Chair, Eastern Sierra Council of Governments



**Eastern Sierra Council of Governments (ESCOG)  
Joint Powers Authority Agenda**

**STAFF REPORT**

**To:** ESCOG Joint Powers Authority  
**From:** Grace Chuchla, ESCOG Counsel  
**Subject:** Consideration of a resolution regarding virtual meetings for the protection of public health pursuant to AB 361  
**Meeting date:** October 14, 2022  
**Prepared on:** October 12, 2022  
**Attachments:** A) Resolution of the Board of Directors of the Eastern Sierra Council of Governments Regarding the Need for Continued Virtual Meetings to Protect Public Health

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**BACKGROUND/HISTORY:**

Since March 2020, legislative bodies in California have been permitted to meet virtually without following certain requirements of the Brown Act due to an executive order from Governor Newsom. That executive order expires on September 30, 2021, and in its place, the Governor has signed AB 361, which modifies the Brown Act in a manner to permit continued virtual meetings in certain circumstances.

During the special meeting held October 7, 2022, the ESCOG Board made certain findings by resolution that:

1. The Board has considered the circumstances of the state of emergency related to COVID-19 and declared by Governor Newsom.
2. The Board finds that the above-mentioned state of emergency directly impacts the ability of ESCOG to meet safely in person because in person meetings, particularly with the public present, increase the likelihood that COVID-19 will be transmitted throughout the community.
3. Local officials—specifically the Health Officers of Inyo and Mono Counties—continue to recommend measures to promote social distancing.

The Board agreed to meet at least every 30 days to make findings to continue virtual meetings as appropriate.

**BUDGET IMPACTS:**

None.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff recommends that the Board adopt a resolution regarding virtual meetings for the protection of public health pursuant to AB 361.

**RESOLUTION NO. 2022-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE EASTERN SIERRA COUNCIL OF GOVERNMENTS  
REGARDING THE NEED FOR CONTINUED VIRTUAL MEETINGS TO  
PROTECT PUBLIC HEALTH**

**WHEREAS**, the COVID-19 pandemic continues to threaten the health and safety of communities within ESCOG’s jurisdiction since its inception in March 2020; and

**WHEREAS**, Governor Newsom has declared a state of emergency related to the COVID-19 pandemic; and

**WHEREAS**, the Health Officers for Inyo and Mono Counties have recommended social distancing and continued virtual meetings as a means to limit the spread of COVID-19, particularly the highly contagious Delta variant. These recommendations are attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of ESCOG that

1. The Board has considered the circumstances of the state of emergency related to COVID-19 and declared by Governor Newsom.
2. The Board finds that the above-mentioned state of emergency directly impacts the ability of ESCOG to meet safely in person because in person meetings, particularly with the public present, increase the likelihood that COVID-19 will be transmitted throughout the community.
3. Local officials—specifically the Health Officers of Inyo and Mono Counties—continue to recommend measures to promote social distancing.

**PASSED AND ADOPTED** 14<sup>th</sup> day of October, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
John Wentworth  
Chairperson





# MONO COUNTY HEALTH DEPARTMENT

## Public Health

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P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284  
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

To: Board of Supervisors

From: Bryan Wheeler, Director of Public Health

Re: Recommendation regarding Social Distancing and Virtual Meetings

Both Mono County “covering” Health Officer Dr. Rick Johnson and I strongly recommend that physical/social distancing measures continue to be practiced throughout our Mono County communities, including at meetings of the Board of Supervisors and other County-related legislative bodies subject to the Brown Act, to minimize the spread of COVID-19.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measure to prevent the disease’s spread. Virtual board meetings allow for the participation of the community, county staff, presenters, and board members in a safe environment, with no risk of contagion. It is recommended that legislative bodies in Mono County implement fully-remote meetings to the extent possible.

If you have any questions regarding this recommendation, please do not hesitate to contact me. We will continue to evaluate this recommendation on an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.



**HEALTH & HUMAN SERVICES DEPARTMENT**

*Public Health, Suite 203-C  
1360 N. Main Street, Bishop CA 93514  
TEL: (760) 873-7868 FAX: (760) 873-7800*

**Marilyn Mann, Director**  
*mmann@inyocounty.us*

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Date: September 23, 2021

To: Inyo County Local Agency Governing Bodies

From: Dr. James Richardson, Inyo County Public Health Officer

Re: Continued Recommendation Re Social Distancing and Remote Meetings

In order to help minimize the spread of COVID-19, I recommend that physical/social distancing measures continue to be practiced throughout our Inyo County communities, including at public meetings of the Board of Supervisors and other public agencies. Individuals continue to contract COVID-19 and spread the infection throughout our communities. Social distancing, masking, and vaccination are crucial mitigation measures to prevent the disease's spread. Remote public agency meetings allow for the participation of the community, agency staff, presenters, and board members in a safe environment, with no risk of contagion. As such, and since this disease negatively and directly impacts the ability of public agencies to conduct public meetings safely in person, it is my recommendation that local public agencies conduct their public meetings remotely.

This recommendation will remain in place until further notice.

Dr. James A. Richardson  
Inyo County Health Officer



## STAFF REPORT

**To:** ESCOG Joint Powers Authority  
**From:** Elaine Kabala, ESCOG Staff  
**Subject:** Award Towns-to-Trails Trail Planning Services Contract  
**Meeting date:** October 12, 2022  
**Prepared on:** October 6, 2022  
**Attachments:** A) Agreement between the Eastern Sierra Council of Governments and Alta Planning + Design for the Provision of Trails Planning Services for the Eastern Sierra Towns-to-Trails Plan

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### **BACKGROUND/HISTORY:**

In October 2021, the ESCOG submitted a grant application for to the Sierra Nevada Conservancy Vibrant Recreation and Tourism Directed Grant Program, funded by the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68), for implementation of the Eastern Sierra Towns to Trails Plan. The "Towns to Trails Plan" was a project identified by the Sustainable Recreation and Tourism Initiative Project.

The ESCOG advertised a Request for Proposals (RFP) on August 18, 2022 for thirty days, and was advertised in The Inyo Register and The Sheet. The ESCOG received one proposal from Alta Planning + Design, Inc. The proposal meets the qualifications for the scope of work and the cost proposal is within the budget for the project.

### **DISCUSSION:**

The Trails Plan will identify existing trails and other soft surface infrastructure networks as a baseline for the development of desired trail alignments and identify connectivity gaps that may require new infrastructure through data collection and engagement with regional stakeholders. The Trails Plan will also identify environmental planning needs and opportunities for on-the-ground implementation projects. The outcome of the Trails Plan will be a collaboratively developed plan for trail alignments that connect Eastern

Sierra gateway communities to each other, as well as connecting the public to the recreation opportunities and the public lands of the region.

The Towns to Trails plan will assess conditions, existing resources, needs, and opportunities by collecting data on the current trail infrastructure, developing potential alignments, and identifying environmental planning needs. It will support and promote recreation, tourism, and economic development in the Eastern Sierra by creating connections between gateway communities and public land recreation opportunities. It will also help build capacity and partnerships with the ESCOG and Eastern Sierra land management agencies with jurisdiction over recreation assets and opportunities.

The process and outcome will entail:

1. A cohesive vision for developing linking existing trails and soft surface infrastructure and identifying infrastructure gaps (such as new trails, wayfinding signage, bridges, etc) to establish a continuous multi-use trail system paralleling the Eastern Sierra escarpment and connecting the communities of the Eastern Sierra to each other and to nearby recreation destinations
2. Meaningful public involvement with equitable representation from communities across the Eastern Sierra region, including land manager stakeholders and tribal partners.
3. Recommendations for priority trail alignments based on existing conditions, plans, and stakeholder input, including opportunities for integration with existing trails or relevant plans pertaining to the urban areas.
4. An estimate of the fiscal requirement to implement the plan.
5. Production of the Eastern Sierra Towns to Trails Plan.

The period of performance will be through December 31, 2026. The cost proposal from Alta Planning + Design, Inc. is for \$321,768, and the budget for the scope of work awarded by the SNC grant is \$322,125.

**BUDGET IMPACTS:**

The cost proposal from Alta Planning + Design, Inc. is for \$321,768, and the budget for the scope of work awarded by the SNC grant is \$322,125. The SNC grant award includes \$38,318 for ESCOG administration and \$10,000 for administration contingency.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff requests the ESCOG Board approve and authorize staff to execute the Agreement between the Eastern Sierra Council of Governments and Alta Planning + Design, Inc. for the provision of trail planning services for the Towns-to-Trails Plan for an amount not-to-exceed \$321,768.

## Attachment A

### **AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND ALTA PLANNING + DESIGN FOR THE PROVISION OF TRAILS PLANNING SERVICES FOR THE EASTERN SIERRA TOWNS-TO-TRAILS PLAN**

#### **INTRODUCTION**

WHEREAS, the Eastern Sierra Council of Governments (hereinafter referred to as "ESCOG") may have the need for the Trails Planning Services of Alta Planning + Design, Inc. (hereinafter referred to as "Contractor"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

#### **TERMS AND CONDITIONS**

##### **1. SCOPE OF WORK.**

The Contractor shall furnish to ESCOG, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by ESCOG to the Contractor to perform under this Agreement will be made by Elaine Kabala, whose title is: Executive Director. Requests to the Contractor for work or services to be performed under this Agreement will be based upon ESCOG 's need for such services. ESCOG makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by ESCOG under this Agreement. By this Agreement, ESCOG incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if ESCOG should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at ESCOG's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement.

##### **2. TERM.**

The term of this Agreement shall be from November 1, 2022 to December 31, 2026 unless sooner terminated as provided below.

##### **3. CONSIDERATION.**

A. Compensation. ESCOG shall pay to Contractor in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A which are performed by Contractor at ESCOG's request.

B. Travel and per diem. Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing services and work requested by ESCOG under this Agreement.

C. No additional consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from ESCOG, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits,

## Attachment A

retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by ESCOG to Contractor for services and work performed under this Agreement shall not exceed Three Hundred Twenty-One Thousand, Seven Hundred Sixty-Eight Dollars (\$321,768) (hereinafter referred to as "contract limit"). ESCOG expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

E. Billing and payment. Contractor shall submit to ESCOG, once a month, an itemized statement of all services and work described in Attachment A, which were done at ESCOG's request. This statement will be submitted to ESCOG not later than the fifth (5th) day of the month. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. This statement will identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. Upon timely receipt of the statement by the fifth (5th) day of the month, ESCOG shall make payment to Contractor on the last day of the month.

F. Federal and State taxes.

(1) Except as provided in subparagraph (2) below, ESCOG will not withhold any federal or state income taxes or social security from any payments made by ESCOG to Contractor under the terms and conditions of this Agreement.

(2) ESCOG will withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety nine dollars (\$1,499.00).

(3) Except as set forth above, ESCOG has no obligation to withhold any taxes or payments from sums paid by ESCOG to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. ESCOG has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by ESCOG to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Contractor shall complete and submit to ESCOG an Internal Revenue Service (IRS) Form W-9 upon executing this Agreement.

#### **4. WORK SCHEDULE.**

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A which are requested by ESCOG. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor will arrange his/her own schedule, but will coordinate with ESCOG to ensure that all services and work requested by ESCOG under this Agreement will be performed within the time frame set forth by ESCOG.

#### **5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.**

A. Any licenses, certificates, or permits required by the federal, state, county, municipal governments, for contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement or as otherwise may be required. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to ESCOG. Contractor will provide ESCOG, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which

## Attachment A

are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and ESCOG as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, ESCOG reserves the right to make such determinations for purposes of this Agreement.

B. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

### **6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ET CETERA.**

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. ESCOG is not obligated to reimburse or pay Contractor, for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

### **7. ESCOG PROPERTY.**

A. Personal Property of ESCOG. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, etc. provided to Contractor by ESCOG pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of ESCOG. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of ESCOG upon full payment to Contractor for services provided. At the termination of the Agreement, Contractor will convey possession and title to all such properties to ESCOG. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Contractor.

### **8. INSURANCE.**

For the duration of this Agreement, Contractor shall procure and maintain insurance of the scope and amount specified in Attachment C and with the provisions specified in that attachment.

### **9. STATUS OF CONTRACTOR.**

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as independent contractors, and not as agents, officers, or employees of ESCOG. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of ESCOG. Except as expressly provided in Attachment A, Contractor has no authority or responsibility to exercise any rights or power vested in ESCOG. No agent, officer, or employee of the Contractor is to be considered an employee of ESCOG. It is understood by both Contractor and ESCOG that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent contractor:



## Attachment A

A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to ESCOG only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to ESCOG 's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers, and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors, and not as employees of ESCOG.

### **10. DEFENSE AND INDEMNIFICATION.**

Contractor shall hold harmless, defend and indemnify ESCOG and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) to the extent they are caused by the Contractor's negligence, recklessness, willful misconduct, errors, or omissions in the performance of work under this agreement, except such loss or damages which was caused by the sole negligence or willful misconduct of ESCOG.

### **11. RECORDS AND AUDIT.**

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, county, municipal, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of ESCOG shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, which ESCOG determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, ESCOG has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

### **12. NONDISCRIMINATION.**

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

### **13. CANCELLATION.**

This Agreement may be canceled by ESCOG without cause, and at will, for any reason by giving to Contractor thirty (30) days written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving thirty (30) days written notice of such intent to cancel to ESCOG.

**14. ASSIGNMENT.**

This is an agreement for the services of Contractor. ESCOG has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of ESCOG. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of ESCOG.

**15. DEFAULT.**

If the Contractor abandons the work, or fails to proceed with the work and services requested by ESCOG in a timely manner, or fails in any way as required to conduct the work and services as required by ESCOG, ESCOG may declare the Contractor in default and terminate this Agreement upon five (5) days written notice to Contractor. Upon such termination by default, ESCOG will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

**16. WAIVER OF DEFAULT.**

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-two (22) below.

**17. CONFIDENTIALITY.**

Contractor further agrees to comply with the various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Contractor only with the express written consent of ESCOG. Any disclosure of confidential information by Contractor without ESCOG's written consent is solely and exclusively the legal responsibility of Contractor in all respects.

Notwithstanding anything in the Agreement to the contrary, names of persons receiving public social services are confidential and are to be protected from unauthorized disclosure in accordance with Title 45, Code of Federal Regulations Section 205.50, the Health Insurance Portability and Accountability Act of 1996, and Sections 10850 and 14100.2 of the Welfare and Institutions Code, and regulations adopted pursuant thereto. For the purpose of this Agreement, all information, records, and data elements pertaining to beneficiaries shall be protected by the provider from unauthorized disclosure.

**18. CONFLICTS.**

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement.

**19. POST AGREEMENT COVENANT.**

## Attachment A

Contractor agrees not to use any confidential, protected, or privileged information which is gained from ESCOG in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with ESCOG, or who has been an adverse party in litigation with ESCOG, and concerning such, Contractor by virtue of this Agreement has gained access to ESCOG's confidential, privileged, protected, or proprietary information.

### **20. SEVERABILITY.**

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

### **21. FUNDING LIMITATION.**

The ability of ESCOG to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, ESCOG has the option to cancel, reduce, or modify this Agreement, or any of its terms within ten (10) days of its notifying Contractor of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph twenty-two (22) (Amendment).

### **22. AMENDMENT.**

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

## Attachment A

### 23. NOTICE.

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the terms of this Agreement, which Contractor or ESCOG shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first class mail to, the respective parties as follows:

ESCOG  
Eastern Sierra Council of Governments  
c/o Town of Mammoth Lakes  
Elaine Kabala, Executive Director  
437 Old Mammoth Road, Suite 230 #1609  
Mammoth Lakes, CA 93514

Contractor:  
Alta Planning + Design, Inc.  
Attention: Contracts  
711 SE Grand Avenue  
Portland, OR 97214

[contracts@atlaplanning.com](mailto:contracts@atlaplanning.com); [timothybevins@atlaplanning.com](mailto:timothybevins@atlaplanning.com)

### 24. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

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Attachment A

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

**ESCOG**

**CONTRACTOR**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Elaine Kabala, Executive Director

Emily Duchon, Vice President as duly authorized

Print or Type Name

Print or Type Name

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Counsel for ESCOG

APPROVED AS TO ACCOUNTING FORM:

\_\_\_\_\_  
ESCOG Fiscal Services

Attachment A

**ATTACHMENT A**

**AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND ALTA  
PLANNING + DESIGN FOR THE PROVISION OF TRAILS PLANNING SERVICES FOR THE EASTERN  
SIERRA TOWNS-TO-TRAILS PLAN**

**TERM:**

**FROM\_ November 1, 2022 TO: December 31, 2026**

**SCOPE OF WORK:**

# Scope of Work

We are flexible in our approach, project schedule, and budget and can refine as needed to meet the ESCOG's needs. While the sequencing of tasks is largely maintained per the RFP, some tasks have been reorganized to match their chronology within the planning process. Work will proceed as follows, and is assumed to be complete within 24 months:

## Task 1 - Pre-Production

### Task 1.1 Trails Plan Team Pre-Production

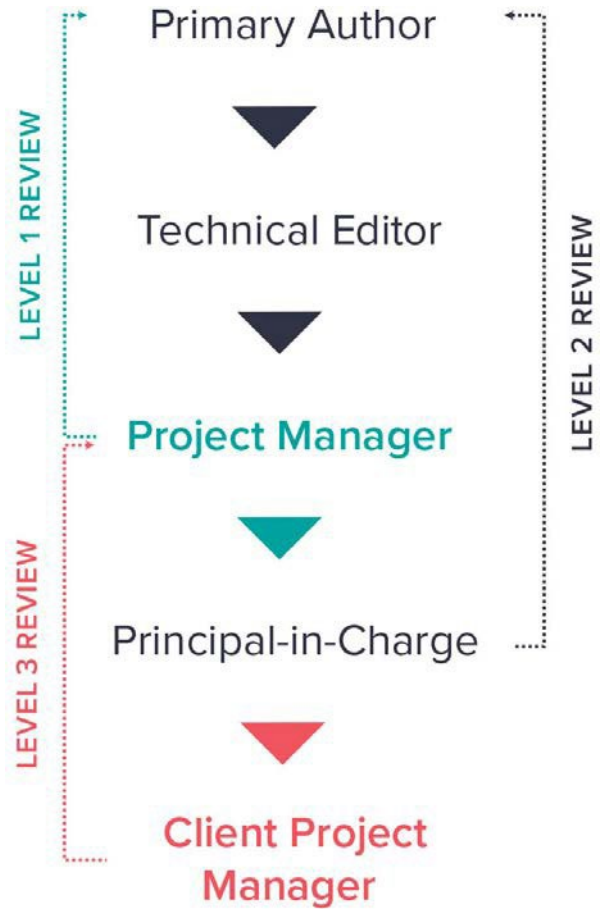
#### PROJECT MANAGEMENT

At the commencement of the project, the Alta Team will host a project management meeting with ESCOG staff to review project goals and objectives, refine the project scope of work and task schedule, identify available data and additional data needs, establish communication channels with key stakeholders and agencies, discuss the public and stakeholder outreach strategy, develop project protocols and procedures, and develop, report, and plan format guidelines. Alta will work to provide a revised project timeline and scope based on this discussion. We envision the timeline document to be presented as a living document to be updated throughout the planning process. Throughout the duration of the project, Alta will host monthly project management meetings with ESCOG staff accompanied by regular coordination between Alta's Project Manager and the ESCOG Project Manager to keep all parties up-to-date on the development of the Final Plan. It is anticipated these meetings will be held via video conference unless otherwise specified.

The Alta Team is familiar with the Sierra Nevada Conservancy's (SNC) funding and reporting mechanisms, and will prepare administrative and reporting materials for ESCOG to in turn utilize in reporting to the SNC. This approach will enable ESCOG staff to focus on project vision and deliverables while ensuring that SNC's requirements are met.

#### PROJECT KICKOFF

Following the initial project management meeting, the Trails Plan Team will host a kickoff meeting for regional land managers, regional tribes, and ESSRP partners to discuss project goals and objectives, anticipated timelines, roles and responsibilities, and next steps. It is anticipated that this will be a hybrid meeting, both virtual and in-person, with in-person location to mutually agreed upon by members of the ESSRP.



*Alta maintains a Quality Assurance/Quality Control (QA/QC) system and strictly adheres to established business procedures. Our team employs a three-tier quality control system that includes: (1) peer review of materials, (2) independent review by principals, and (3) in-house scheduling and management tools. The QA/QC process will be led by Alta's Principal-in-Charge, James Powell, PLA.*

**Task 1.2 Communications Pre-Production**

**VIRTUAL-FIRST APPROACH**

Given the geographic distribution of project study areas, stakeholder locations, and staff/jurisdiction offices, the Alta Team envisions a virtual-first approach to our overall communications strategy. Over the past two years of facilitating public planning efforts during COVID-related gathering restrictions, the Alta Team has witnessed increased levels of turnout and participation utilizing virtual methods, which often present a lower barrier to entry, particularly for those that may work service-sector jobs or have child care responsibilities that would preclude them from in-person attendance. We are confident in the effectiveness of this approach for jurisdictional partners and communities within the study area given our Team’s leadership in facilitating the SRTI’s “Recreation Stakeholder” process and regional broadband capacity of Digital 395.

**DEVELOP PROJECT BRAND**

Communication pre-production will begin with the development of a project brand, which will be utilized throughout the project materials, including maps, reports, the web portal, and the blaze program. The Alta Team’s designers will work with ESCOG to arrive at a simple and distinctive look/feel that will permeate project deliverables. This effort will occur concurrent to the development of the project web portal.

**ESTABLISH WEB PRESENCE**

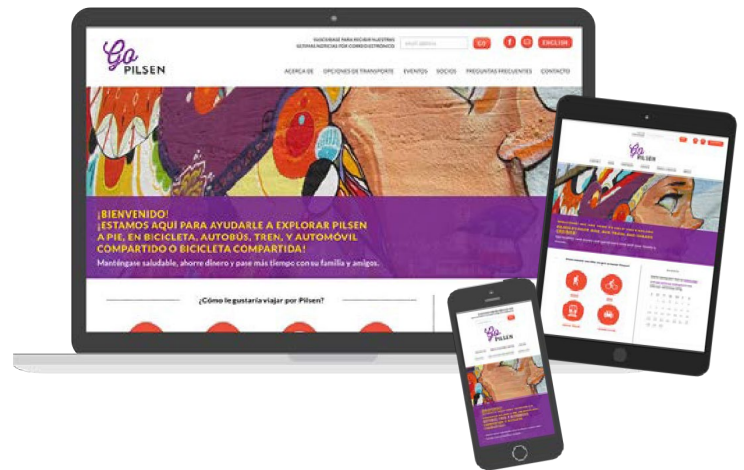
During the first phase of this planning process, the Alta Team will establish a project web portal, which will serve as the central repository for project information, draft materials, and updates. The Alta Team will regularly update and share this site to keep stakeholders apprised of plan progress and how to share their input.

**ESTABLISH OUTREACH PROGRAM**

To help provide guidance on how to present the outcomes of the plan to various groups and stakeholders, Alta will work with ESCOG to develop a communications toolkit delineating the materials, modes, and messaging related to the Trails Plan throughout its development. The toolkit will include guidelines and templates for web pages, emails, social media, advertisements/fliers, and similar outreach collateral associated with the Trails Plan’s community engagement efforts.



*Alta conducted a series of virtual workshops for Riverside Active Transportation Plan, Pedestrian Target Hardening Plan, Trails Master Plan and Complete Streets Ordinance.*



*Alta has developed interactive websites and graphics for multimodal projects across the Country. These websites serve as a portal to project information and provide opportunities for the public to better understand and engage with the work that is happening in their community. Project websites can be used to generate hundreds of public responses to topic questions related to public priorities, project goals, and safety concerns, and suggested improvements.*



*Alta excels at community outreach and engagement at public events and open house workshops. We create easy-to-understand project materials, and using them to help generate positive public support for our plans and projects.*



### Task 1.3 GIS Data Collection & Development

Following the kickoff meeting, the Alta Team will develop a memo to request all relevant background documents, GIS and other available data needed to perform project analyses. Alta will work to utilize data included in the ArcGIS Digital Atlas, but we anticipate working with regional partners and local stakeholders to distill the most up-to-date geographic information on existing and proposed trail and related soft surface facilities. We will also leverage our knowledge of the Eastern Sierra, its trails networks, and its jurisdictions to summarize data pertinent to understanding existing gaps and potential opportunities to identify opportunities to connect Eastern Sierra gateway communities to one another as well as to the surrounding public lands. Where necessary, the Alta Team will meet with geospatial data partners and local stakeholders to clarify and acquire data and relevant planning documents.

#### DATA INVENTORY

The Alta Team will work to integrate data from existing geospatial libraries into an updated trails atlas and prepare a series of base maps for the project. The inventory may include, though not be limited to, the following:

- Existing trail networks, including paved trails, natural surface trails, and unsanctioned/informal use trails
- Previously proposed trail networks
- Existing and planned trail-related amenities such as trailheads, parking areas, interpretive elements, and bicycle facilities
- Existing and proposed transportation infrastructure, particularly at the interfaces between gateway communities and public lands
- Existing regional transit infrastructure

In addition to this geospatial analysis, our Team will review previously documented stakeholder comments and anecdotal recommendations focused on trails and inter-regional connectivity gathered through the SRTI's "Recreation Stakeholder" process, and incorporate those findings into maps and documents as applicable.

When assembling this inventory, the Alta Team will work to optimize the trails atlas for consistency across data sources (i.e. consistent attribute data). Our familiarity with the study area and ongoing/upcoming trail building efforts, relevant datasets produced in support of past projects, and our relationships with other stakeholders and tribes will help our team establish a comprehensive understanding of existing conditions. This will, in turn,

help the project realize efficiencies as it relates to field verification/spot checks within this task, and ground truthing efforts in subsequent tasks.

#### INITIAL TRAIL CONNECTIVITY ANALYSIS

Following the collection and standardization of relevant data sources, our Team will conduct an initial trail connectivity analysis, identifying opportunities, constraints, and a high-level vision for the overall Towns to Trails network within each county.

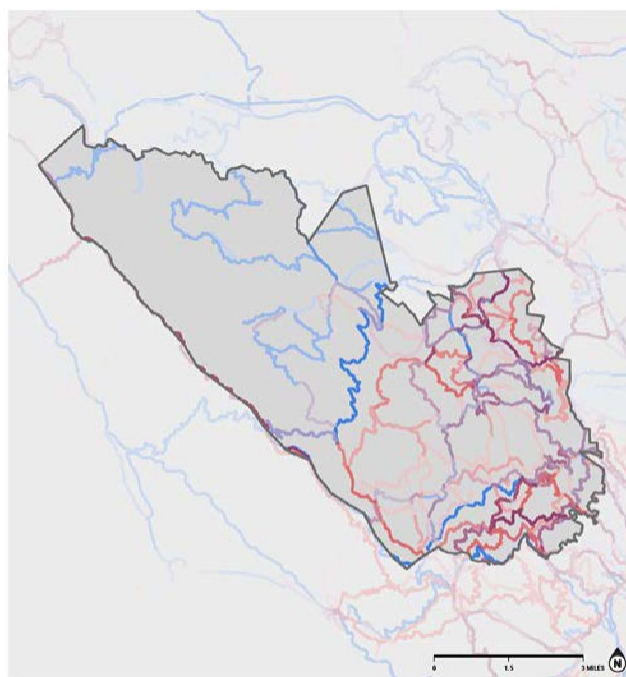
#### FIELD VERIFICATION / SPOT CHECKS

Contingent upon need and weather conditions, the Alta Team will conduct field verification/spot checks to ensure that geospatial data accurately reflects on-the-ground conditions.

#### SUMMARY MAPS AND MEMO

Following the aggregation and standardization of data, Alta will develop a set of maps identifying existing and proposed facilities, trail gaps, potential connections to local towns/gateway communities and associated trail amenities.

*The Alta Team has used trail usage patterns to inform trail network connectivity, prioritization, and access decisions.*



REPORTED STRAVA TRIPS ALL DAYS, MAY 2022  
MT. TAMALPAIS WATERSHED MANAGEMENT PLAN

<ul style="list-style-type: none"> <li>Greater than 100 trips</li> <li>50 - 100 trips</li> <li>10 - 50 trips</li> <li>Fewer than 10 trips</li> </ul>	<ul style="list-style-type: none"> <li>Greater than 1,000 trips</li> <li>100 - 1,000 trips</li> <li>10 - 100 trips</li> <li>Fewer than 10 trips</li> </ul>
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□ Mt. Tam Watershed District



### Task 1.4 Documents of Authority Collection & Development

Based on the above geospatial and narrative inventory, a review of relevant planning documents and our Team's understanding of existing and proposed facilities throughout the Eastern Sierra, we will create documents of authority describing existing conditions as it relates to trail access and connectivity opportunities within each county included in the study area. These documents will establish a common foundation upon which to build throughout the subsequent collaborative planning tasks described below.

### Task 1.5 Blaze/Wayfinding Pre-Production

The Alta Team is well versed in the design and implementation of blaze/wayfinding systems, and our familiarity with the study area will help us develop an approach conducive to short-term implementation. Building upon the project branding developed under Task 1.2, Blaze/wayfinding pre-production will include research into analogous programs, concept design development, and the identification of candidate trails/locations for consideration in subsequent project phases.

### Task 1 Deliverables

- ESCOG Project Kickoff Meeting
- Data request, review, and compilation
- Monthly Project Management Meetings
- Kickoff meeting hosted by Trails Plan Team for regional land managers, regional tribes, and ESSRP partners
- Production of project reporting documentation for ESCOG review/submission to SNC
- Field verification/spot checks of data
- Establishment of a Web Portal
- Establishment of Map/Document Library
- Outreach Strategy Memo
- Plan and Policy Review Memo
- Blaze/Wayfinding Best Practices Memo

## Task 2 - Collaborative Planning - Initiation

### Task 2.1 Collaborative Planning Initiation

The Alta Team will host a kickoff meeting for regional stakeholders and the general public to introduce the project and set expectations for the Trails Plan project and deliverables. This meeting will reinforce the vision of working collaboratively to identify alignments using primarily existing infrastructure that can both connect communities to each other and link communities and the visiting public to public lands.

*Alta developed a comprehensive parks, trails, and on-street pedestrian and bicycle wayfinding package for the Helena area. Many of the elements have been implemented and have been true to the design concept.*



## Task 2.2 County Stakeholder Team Establishment and Kickoff

In coordination with ESCOG staff and key project stakeholders, the Alta Team will establish stakeholder teams for connectivity planning in each county, and host kickoff meetings for each. We will leverage existing relationships with study area stakeholders to field well-informed teams capable of speaking authoritatively on project components. We envision these groups collaborating both internally, sharing local information and assessing potential alignments within their counties, as well as between each county stakeholder team, discussing overall trail network alignment, prioritization, funding, and implementation.

### Task 2 Deliverables

- Stakeholder and Public Kickoff Meetings (2)
- Kickoff Meetings with each county (3)
- Recruitment and coordination for county stakeholder teams

## Task 3 - Collaborative Planning Phase 1

### Task 3.1 County Stakeholder Team Working Groups

The Alta Team will convene and facilitate up to four (4) stakeholder meetings per county, leveraging these group's expertise to inform the creation of synthesized and authoritative documentation and maps. Working collaboratively, the project Team will:

1. Identify potential alignments including gaps in existing infrastructure using primarily existing infrastructure and reasonable and appropriate expectations for success
2. Anticipate needs of environmental planning and decision-making
3. Identify "on-the-ground" pilot projects for implementation

Throughout the collaborative planning phases and subsequent tasks, our team will seek out and recommend opportunities to implement sustainable and responsible ecosystem best management practices, and/or to test new approaches in pilot projects.



*Alta regularly works diverse stakeholder groups to foster input, collaboration, and consensus on projects.*

### TASK 3.1.1 STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS (SWOT) ANALYSIS

As part of this phase of the collaborative planning process, the Alta Team will develop an opportunity and constraints analysis for the study area documenting key information such as:

- Pertinent topographic and biological information
- Land ownership data
- Existing trail networks
- Existing trailheads, transit connections, and community destinations
- Barriers to the physical trail system, particularly near the town to public lands interface (e.g., distance to trails and trailheads, trail connectivity, transportation, safe crossings of roadways/highways, Americans with Disabilities Act [ADA] accessibility, etc.)
- Existing accessible trails and opportunities to expand accessible trail access
- Gaps in the existing trail system that may serve the Town to Trails program.
- Programmatic barriers (e.g., information/awareness, cost, comfort, safety, etc. )
- The political and legislative landscape surrounding potential alignments or specific project areas
- Opportunities for responsible ecosystem management, including forest fuel load reduction, nature-based solutions to climate change, rural workforce development, and ensuing economic benefits.



### Environmental Data Review

The Alta Team recognizes that the development of an implementable Towns to Trails network requires an intimate knowledge of the region as a whole as well as specific characteristics and factors that will affect long-term success and sustainability. To this end, our Team will conduct a desktop environmental review of available data, including natural and biological resources, cultural/archaeological resources, and hazardous areas surrounding potential alignments. Where relevant, our Team will also review available reports, studies, and investigations previously conducted by partner agencies. Particular attention will be paid to understanding the opportunities and constraints for natural resource management and protection as well as historical and cultural resources to be aware of. The Alta Team will discuss the following with county stakeholder teams, and review relevant data, as available:

- Initial impressions, identify priorities, and identify key datasets and any data gaps
- Identify core habitat, habitat fragmentation, and degradation; as well as existing wildlife corridors and landscape connectivity choke-points
- Trail planning best practices related to ecological sensitivity and benefits

### Pilot Projects

Critical to long-term success of the Town to Trails network will be the identification and implementation of short-term pilot projects. These will build momentum for the larger network, establish branding and wayfinding standards, and provide proof of concept for the feasibility of trail segments. As part of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and stakeholder working groups, segments will be identified that can be considered part of the network with minimal physical and management interventions. Recommendations and immediate next steps will be identified in the SWOT Memo for up to three (3) pilot projects.

Alta will develop a Memo summarizing above data, analysis, and recommendations in draft and final format, and distribute to project stakeholders for feedback.

### Task 3.2 Report out to Regions

At the conclusion of this first phase of the collaborative planning process, the Alta Team will host progress update meetings for stakeholder agencies and the public in each county to report outcomes from county stakeholder teams, including potential alignments, the introduction of the blaze/wayfinding program, potential pilot projects for near-term implementation, establishing expectations for success, and next steps.

### Task 3 Deliverables

---

- Draft SWOT Memo
  - Final SWOT Memo
  - Presentations (3) to stakeholders/agencies/ public reporting back on county group outcomes (wayfinding, short-term alignments, pilot projects, and implementation steps)
- 

## Task 4 - Collaborative Planning - Phase 2

### Task 4.1 County Stakeholder Team Working Groups

The Alta Team will continue collaborative planning efforts with each of the stakeholder teams, following up on items identified in the previous phase and addressing pertinent questions in order to further review and refine potential alignments, explore pilot projects, and evaluate input and recommendations from various constituencies.

As part of this phase, the Alta Team will leverage its geographic information system (GIS) and documents library in support of regional land management agencies' implementation of pilot projects, finalize branding and blaze/wayfinding components for pilot project areas, and begin assembling the Trails Plan document.

### Task 4.2 Report Out to Regions

At the conclusion of the second phase of the collaborative planning process, the Alta Team will host progress update meetings for stakeholder agencies and the public in each county, providing updates on potential alignments, the blaze/wayfinding program, pilot projects, establish expectations for success, and next steps.

## Task 4 Deliverables

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- Facilitate county stakeholder sessions (four [4] per county, twelve [12] total)
  - Materials for stakeholder sessions (maps and summaries of data and plan review from Task 3)
  - Presentations (3) to stakeholders/agencies/public reporting back on county group outcomes (potential alignments, implementation/feasibility analysis, environmental considerations, Blaze/Wayfinding Plan)
  - Summary Memo of the information presented above, with next steps identified for each county
  - Blaze/Wayfinding Plan and Program Document
  - Identification of projects and alignments for Summer ground truthing efforts
- 

## Task 5 - Ground Truthing & Draft Plan

Building upon alignment exploration and concept development as part of the collaborative planning phases, the Alta Team will turn its attention to following up on next steps identified by county stakeholder teams in Tasks 3 and 4, ground truthing trail network components where needed, and creating a Draft Trails Plan. As our Team develops the Draft Trails Plan, we will integrate responsible ecosystem management best practice findings and recommendations explored in Tasks 3 and 4, expanding upon lessons learned from pilot projects and the county stakeholder teams' experiences.

### Task 5.1 Ground Truthing and Data Verification

Though we anticipate addressing many/most alignment questions utilizing the expertise and resources of the county stakeholder teams in the previous phases, we expect that some areas (such as those identified for pilot projects/near-term implementation) may require additional ground truthing to make the most informed decision. Information gathered via these ground truthing efforts will be incorporated into alignment recommendations in the Draft Trails Plan, and will be leveraged in our Team's continued support of regional land management agencies as they evaluate and implement pilot projects. This task will also include efforts to verify any data that appears to be outdated or of lower accuracy via field work, aerial imagery, and comparison to like data sets. The outcomes of these findings will be summarized in memo format and shared with the county stakeholder teams prior to Task 5.2.

### Task 5.2 County Stakeholder Team Updates

Alta will conduct a meeting with each county stakeholder group to present an update on overall project progress, outcomes of ground truthing and data verification, and a high-level overview of the Draft Plan, including the blaze and wayfinding program. This meeting will allow county stakeholders to provide feedback on recent findings and confirm the general direction of the draft trails plan.

### Task 5.3 Draft Trails Plan

The Alta Team will prepare a Draft Trails Plan, providing recommendations focused on informing cross-jurisdictional collaboration for gap closures, and building on existing local and regional trail and active transportation plans for communities bordering public lands. Key components of the Draft Plan are anticipated to include:

- Summary of existing conditions including regional trail system networks and potential urban-to-rural and regional trail connections
- Recommendations identifying alignments, pilot projects, priorities, implementation strategies, and actions
- Blaze and wayfinding branding, plan, and implementation
- Tribal and cultural resource perspectives and priorities
- Pertinent, high-level information provided by county stakeholder teams about sensitive resources, important habitat linkages, and best practices for protecting cultural resources and ecosystem health and integrity
- Relevant information from related trail planning documents and studies

Particular attention will be paid to environmental and cultural recommendations in the formulation of the following:

- Identification of future regional and technical studies to support the recommendations
- Identification of areas where there may be natural and cultural resources impacts
- Holistic approaches for "thinking regionally and implementing locally"
  - » Opportunities to decommission informal and duplicative trail experiences
  - » Opportunities to improve access to existing trails and improving trail systems already in place
  - » Implementation frameworks for both near- and long-term goals

- Guidelines for addressing and mitigating hazards such as landslides and fires, to support biodiversity, and to minimize habitat fragmentation
- Metrics to measure plan progress and future successes
- Anticipated biological monitoring for species/habitat health
- Opportunities for responsible ecosystem management, including forest fuel load reduction, nature-based solutions to climate change, rural workforce development, and their ensuing economic benefits

The Draft Plan will also include lessons learned from the implementation of pilot projects using the project brand/blaze program (anticipated to take place during the previous planning process), and contain relevant data, information, existing conditions, mapping, survey outcomes, tribal consultation, SWOT analysis, alignment recommendations, and potential funding sources/considerations developed in previous tasks.

### Task 5 Deliverables

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- Up to three (3) meetings with county stakeholder teams
- Ground truthing and Data Verification Memorandum
- Draft Trails Plan

## Task 6 - Final Trails Plan, Report Out, and Wrap

### Task 6.1 Final Trails Plan

After delivering the Draft Trails Plan, the Alta Team will respond to internally consistent and consolidated comments collected from ESCOG and each of the county stakeholder teams, producing a Final Trails Plan for distribution and delivery to the SNC.

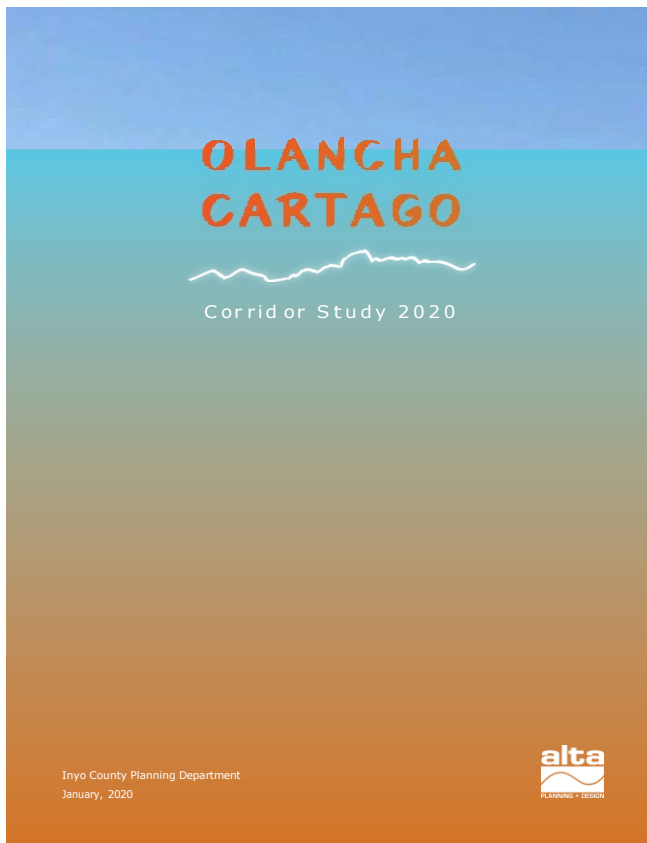
### Task 6.2 Present Final Trails Plan / Report Out

Following the completion of the Final Trails Plan and by ESCOG/SNC, the Alta Team will host a series of up to six (6) virtual stakeholder/agency meetings and three (3) virtual public meetings to present the Final Towns to Trails Plan.

### Task 6 Deliverables

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- Present Final Trails Plan at up to six (6) virtual stakeholder/agency meetings and three (3) virtual public meetings
  - Final Trails Plan
- 



*Alta developed the 2020 Corridor Study for the Inyo County Planning Department. The document included branding and wayfinding guidelines, which carried through the document itself, including the cover, pictured above.*

Attachment A

**ATTACHMENT B**

**AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND ALTA  
PLANNING + DESIGN FOR THE PROVISION OF TRAILS PLANNING SERVICES FOR THE EASTERN  
SIERRA TOWNS-TO-TRAILS PLAN**

**TERM:**

**FROM November 1, 2022 TO: December 31, 2026**

**SCHEDULE OF FEES:**

# Proposed Project Budget

Trails Planning Services for the Eastern Sierra Town to Trails Plan  
 Alta Planning + Design, Inc.  
 September 19, 2022

TASK	Alta Planning + Design, Inc.										MLTPA										Total Task Hours	Total Task Fee
	Principal In Charge	Project Manager	Assistant Project Manager	Funding Advisor	Trails Advisor	GIS Manager	GIS Lead / Trail Planner	Planner	Planner	Admin Staff	Board President (Volunteer)	Project Management Specialist	GIS Manager	Creative Director	Project Specialist	Technical Support	Project Specialist	Operations Manager				
	James Powell	Tim Bevins	Cole Peiffer	Jeff Knowles	Brian Burchfield	Kim Voros	Daniel Scheir	Devan Gelle	Colin Amos	Staff	John Wentworth	Kristy Williams	Andrew Mulford	Klaresen Puseamp	Rita Keil	Trevor VanWinkle	Tanner Bissonette	Kristen Genilucci				
	\$244	\$189	\$174	\$259	\$219	\$174	\$125	\$125	\$125	\$106	\$0	\$72	\$72	\$72	\$67	\$67	\$67	\$67				
<b>2023 Hourly Rates*</b>	28	68	20	6	6	32	84	24	61	11	100	66	84	135	41	45	50	12				
<b>Task 1 - Pre-Production (Grant Task 3)</b>	8	16	12	2	2	2	16	4	4	8	25	25	11	39	4	4	8	873	\$92,925			
1.1 Trails Plan Team Pre-Production	4	24	8	2	2	32	60	4	17	3	15	15	5	40	10	10	4	149	\$15,533			
1.2 Communications Pre-Production	4	8	8						8		20	5	7	25	15	15	4	147	\$15,631			
1.3 GIS Data Collection & Development	4	8	8						8		20	5	7	25	15	15	4	217	\$22,481			
1.4 Documents of Authority Collection & Development	8	12	2	2	2	2	8	16	8	8	20	5	25	16	16	16	10	158	\$13,476			
1.5 Blaze/Wayfinding Pre-Production											20	16	8	80	12	16	10	202	\$17,208			
Res reimbursable Expenses & Travel																				\$8,597		
<b>Task 2 - Collaborative Planning - Initiation (Grant Task 4)</b>	24	58	32	0	0	0	20	20	0	0	70	76	20	0	28	15	0	363	\$37,177			
2.1 Initiation	4	16	8				8	8			25	40	5	4				118	\$10,900			
2.2 County Stakeholder Team Establishment and Kickoff	20	42	24				12	12			45	36	15	24	15			245	\$26,277			
<b>Task 3 - Collaborative Planning - Phase 1 (Grant Task 5)</b>	16	64	36	0	16	8	38	16	34	0	49	61	39	0	27	12	0	416	\$47,983			
3.1 County Stakeholder Team Working Groups	8	40	20				20	8	16		24	36	24	12	8	8		240	\$29,058			
3.2 Report Out to Regions	8	24	16				18	8	18		25	25	15	15	4			176	\$18,924			
<b>Task 4 - Collaborative Planning - Phase 2 (Grant Task 6)</b>	12	62	36	0	0	12	40	20	20	0	99	64	64	35	24	28	33	549	\$50,435			
4.1 County Stakeholder Team Working Groups	8	32	16				40	20	20		49	46	36	12	18	18	16	325	\$31,859			
4.2 Report Out to Regions	4	30	20								50	18	28	35	12	10	17	224	\$18,575			
<b>Task 5 - Ground Truthing &amp; Draft Plan (Grant Task 7)</b>	20	40	20	8	16	9	55	56	20	1	130	28	58	20	36	10	63	590	\$57,263			
5.1 Ground Truthing & Data Verification	4	8	8				7	8		1	50	8	30	20				199	\$14,259			
5.2 County Stakeholder Team Updates	8	16	8	4	8	4	8	8	8		30	12	8	20	10	13		157	\$16,178			
5.3 Draft Trails Plan	8	16	4	4	8	8	40	40	20		50	8	20	16				234	\$24,046			
Res reimbursable Expenses & Travel																				\$2,781		
<b>Task 6 - Final Trails Plan, Report Out, and Wrap (Grant Task 7)</b>	24	32	20	2	4	0	44	40	30	4	55	8	29	0	20	8	0	320	\$35,985			
6.1 Final Trails Plan	8	20	8	2	4		40	40	30		25	25	4	16				218	\$25,136			
6.2 Present Final Trails Plan	16	12	12				4			4	30	8	4	4	8			102	\$10,849			
<b>Staff Hours</b>	124	324	164	16	42	61	281	176	165	16	503	303	294	190	176	118	146	3111				
<b>Labor Total</b>	\$30,206	\$61,236	\$28,585	\$4,150	\$9,217	\$10,632	\$35,111	\$21,991	\$20,617	\$1,697	\$0	\$21,816	\$21,168	\$13,680	\$11,792	\$7,906	\$9,782	\$310,390				
Reimbursable Expenses and Travel (Included in tasks above)																			\$11,378			
<b>Total plus Expenses</b>																			\$321,768			
	Alta Total \$223,442										MLTPA Total \$86,948											

GENERAL NOTES:  
 \* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.  
 \*\* Hourly rates are for 2023, and will be adjusted as work continues into subsequent years.



Attachment A

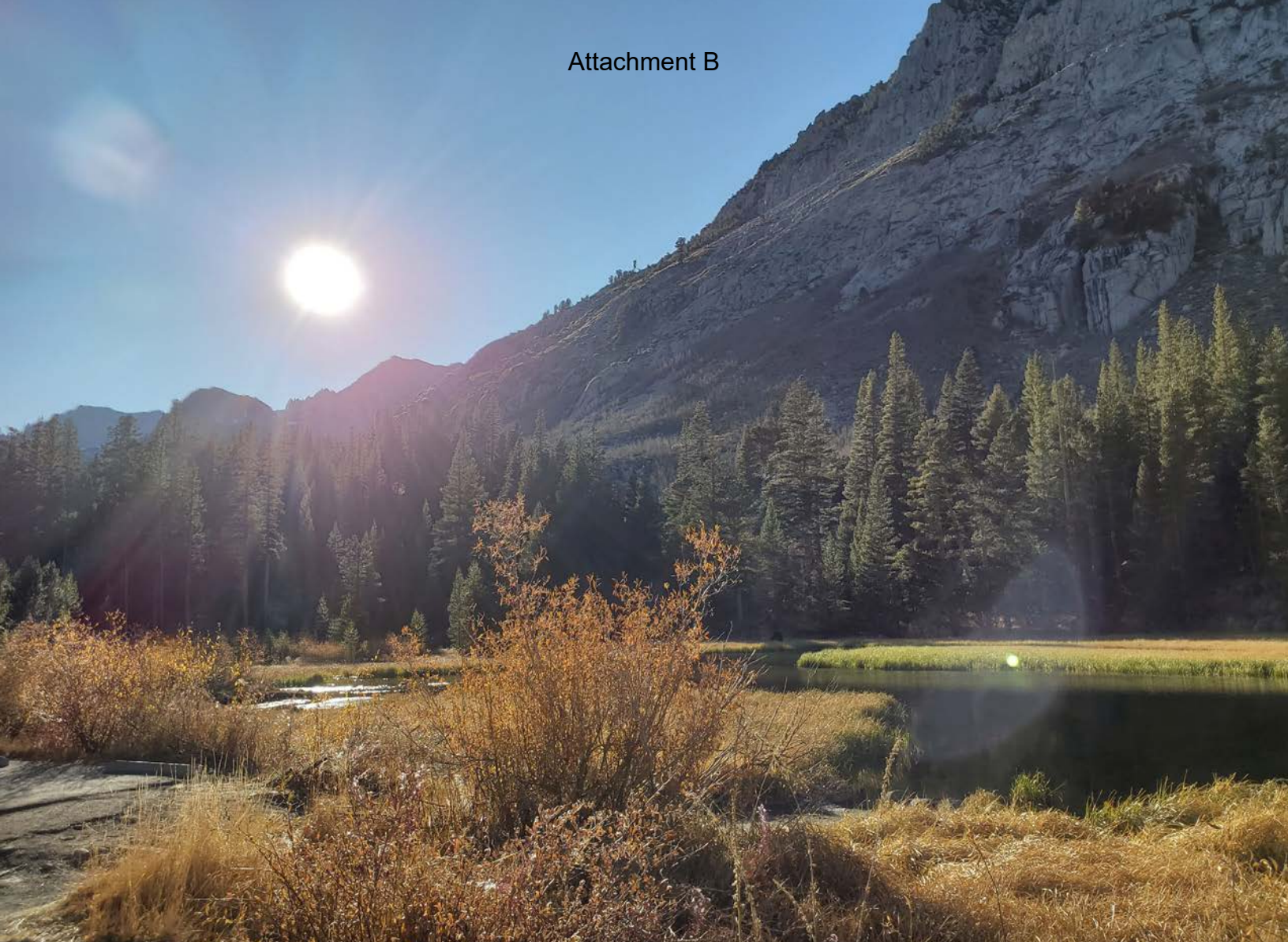
**ATTACHMENT C**

**AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND ALTA  
PLANNING + DESIGN FOR THE PROVISION OF TRAILS PLANNING SERVICES FOR THE EASTERN  
SIERRA TOWNS-TO-TRAILS PLAN**

**TERM:**

**FROM: November 1, 2022      TO: December 31, 2026**

**SEE ATTACHED INSURANCE PROVISIONS**



TECHNICAL PROPOSAL

# Trails Planning Services for the Eastern Sierra Towns to Trails Plan

*Eastern Sierra Council of Governments*

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SEPTEMBER 19, 2022  
PREPARED BY ALTA PLANNING + DESIGN, INC.  
IN ASSOCIATION WITH  
MAMMOTH LAKES TRAILS AND PUBLIC ACCESS FOUNDATION

**alta**



**Elaine Kabala, Executive Director**  
Eastern Sierra Council of Governments  
[ekabala@escog.ca.gov](mailto:ekabala@escog.ca.gov)

SEPTEMBER 19, 2022

### **Trails Planning Services for the Eastern Sierra Towns to Trails Plan**

Dear Ms. Kabala,

Alta Planning + Design (Alta), in partnership with the Mammoth Lakes Trails and Public Access Foundation (MLTPA), is excited for the opportunity to provide the Eastern Sierra Council of Governments (ESCOG) with planning, coordination, and implementation services to help connect communities with public lands throughout the Eastern Sierra. The Alta Team offers nationwide and local trails planning expertise, combined with local connections and a keen focus on both short-term successes and long-term vision. Alta has experience at all scales and phases of trail development, and is uniquely qualified to manage large-scale projects such as the Town to Trails Plan, having developed trail plans and trail design nearby in Mammoth Lakes, Lake Tahoe, and Inyo County, and nearly every other county in California.

We have prepared an approach and scope of work to clearly demonstrate our ability to provide the services as described in the request for proposals, and satisfy all requirements and outcomes of the project's funding source. Our services will be turn-key, designed to not only fulfill project requirements but also provide a clear vision, a consistent point of contact for agencies and stakeholders, and administrative support for ESCOG staff. The bold vision of an interconnected Eastern Sierra requires a combination of back- and front-country trail planning, cross-jurisdictional navigation, clear wayfinding, and safe interfaces with roadways and town centers. The Alta Team looks forward to helping further this vision and provides the critical mix of stakeholder and geographical familiarity, with trail, community, wayfinding, roadway, and intersection design expertise that will help trail users complete their journey.

The Alta Team brings nationwide experience in all aspects of trail development from master planning and environmental review, to public safety, feasibility, phasing, and construction. Our team offers you the following suite of benefits:

- **Determined Vision:** Our Team will weave preservation, access, recreation, and connectivity into all aspects of the project. A comprehensive stakeholder engagement approach will be combined with planning and design strategies that are compatible with agency management capabilities, achieve connectivity goals, and become long-standing features of the region. Our Team has worked with Eastern Sierra communities for decades, and has a strong knowledge base of local priorities, community perspectives, geography, and environmental concerns. Having formed countless committee and stakeholder groups for trail projects, Alta knows how to get the right people in the room, keep participants engaged, and determine future responsibilities to keep a project vital for years to come.
- **We Plan and Design Trails that Get Built:** Alta's depth of experience in planning trail systems is unmatched. We have planned, designed, and implemented over 10,000 miles of pathways, bikeways, and trails nationwide. Myself and Project Manager **Tim Bevins** have worked on numerous trail projects that have incorporated regional planning, field analysis, gap closures, operations and maintenance guidelines, and implementation frameworks. Alta has helped agencies strategize trail opportunities in open spaces, determine strategic easements, condition trails into future developments, and preserve public access as the built environment changes.



- **Environmental Stewardship:** Alta projects have been located in a range of sensitive environmental settings, including wetlands (Humboldt Bay Rail Trail in California), pristine lakes (Emerald Bay in Lake Tahoe, CA), habitat conservation areas (Riverside County, CA), and shorelines (Monterey County, CA). We are excited and committed to ensuring that the vision for a more connected network of trails throughout the Eastern Sierra considers biodiversity, sustainable implementation, hazards, and potential climate and user impacts to trail access in the future.

Alta is committed to connecting trails with communities and looks forward to bringing our expertise to the Town to Trails Plan. I will serve as the Principal-in-Charge and will provide general guidance and quality control. Tim Bevins will serve as Project Manager and daily point-of-contact for the project. Tim brings local experience as well as expertise honed at the National Park Service and through trail plans throughout California. Tim can be reached at [timbevins@altago.com](mailto:timbevins@altago.com) or 310.430.0562. He will be supported by a team of professionals well versed in all aspects of trail planning, design, and implementation. Please do not hesitate to contact me with any questions regarding this proposal.

Sincerely,

Alta Planning + Design, Inc.

A handwritten signature in black ink, appearing to read "James Powell".

**James Powell, PLA, ASLA**

Principal-in-Charge & Primary Point-of-Contact  
213.437-3336  
[jamespowell@altago.com](mailto:jamespowell@altago.com)

A handwritten signature in black ink, appearing to read "Emily Duchon".

**Emily Duchon, ASLA**

Vice President + California Regional Manager

# Table of Contents

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01

# Understanding of the Scope of Work

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# Project Understanding

The Alta Team understands that the Eastern Sierra Towns to Trails Plan will function as a regional trails master plan spanning Inyo, Mono, and Alpine Counties, identifying the means to connect towns and communities to adjacent front country public lands and to each other, utilizing multi-use infrastructure. This project was developed by the Sustainable Recreation and Tourism Initiative (SRTI), an effort of the Eastern Sierra Sustainable Recreation Partnership (ESSRP), whose members include many of the public agency land managers and incorporated jurisdictions whose stakeholders will be engaged throughout this project's progress.

Our Team's familiarity and comfort with the Sierra Nevada Conservancy's (SNC) grant structure and reporting requirements will allow us to provide a turnkey project management and reporting solution that minimizes demands on ESCOG staff and allows planning considerations, rather than administration, to be the core focus of staff concerns. Our relationships with the agencies that comprise the ESSRP will streamline our ability to comply with all reporting outreach requirements of the Sierra Nevada Conservancy grant award. Most recently, our team successfully managed SNC's "Eastern Sierra Sustainable Recreation & Tourism Initiative" (2019-2022). This involved preparing and submitting all of the required Requests for Payment, 6-Month Progress Reports, Final Deliverables, and the Final Report, in addition to managing all communications with SNC on behalf of our client. Our Team's connections with the agencies that comprise the ESSRP will streamline our ability to comply with all reporting outreach requirements of the Sierra Nevada Conservancy grant award.

*The Alta Team is intimately familiar with the project area, including recreational trails/destinations and the gateway communities adjacent to these assets.*

The Trails Plan will identify a high-level north-south front-country alignment, primarily on public lands and making use of existing trails and unpaved roads, and will identify connections from this alignment to communities throughout the region. It will balance access and user types to match conditions. Additional connections will be identified to ensure connectivity to existing trails that already provide access to national parks, wilderness areas, and the backcountry. These connections will help facilitate responsible use of public lands, bring new economic opportunities to local communities, and enable residents to more easily access recreational resources at their doorstep. Where feasible, additional direct connections between communities will be identified as alternative experiences, further expanding recreational opportunities in the region.

The project will aim to leverage existing infrastructure wherever possible, and will reference existing plans to fill gaps where infrastructure may be insufficient. The project will avoid placing undue new maintenance or operational demands upon partner agencies, and will identify external funding resources for future demands. This emphasis on existing infrastructure will also minimize the need for extensive studies and additional planning. The alignments identified as connections between towns will not be direct, seeking instead to strike a balance of existing trail and roadway condition, integration with existing trails that access the backcountry, priority within travel management plans, ability to absorb increased visitor use, and, ultimately, connectivity to communities. A key element will be to avoid leaving trail users feeling lost or confused at the gates of regional communities through recommended connectivity that will take visitors all the way to the amenities they need.



## Attachment B

A key element of the planning process will be to identify readily-doable projects and to proceed with their implementation while the Plan is still in development. These pilot projects will help build momentum for the larger Plan and for future segments while also allowing the planning process to focus on implementation strategies for more challenging segments. The Alta Team will work with stakeholders to not only identify existing trails and roads that can be part of the larger trail network but to also understand their own priorities for connectivity, determine which projects may have the greatest community impacts, as well as investigate the reasons why planned projects may have not yet been implemented. Should gaps or deficiencies in data be encountered, fieldwork and ground truthing will be conducted to bolster feasibility for the plan's recommendations.

The planning process will be largely conducted through a series of county-level stakeholder working groups and their respective meetings which will be convened and professionally facilitated by the Alta Team. These meetings will include members of the ESSRP, tribal representatives, ESCOG staff, and additional town, county, and federal participants to ensure input from the jurisdictions where trails may be located. Participants will also include future implementation partners, and, through additional public meetings, the larger trail user community. The Alta Team will seek to enhance working relationships between all of these entities while maintaining its own professional objectivity and 3rd party expertise to filter potential segments and to produce actionable alignment alternatives for jurisdictional consideration that can satisfy project goals. Proposed alignments will be balanced through professional expertise, plan review, and assessment of impacts to climate adaptation and mitigation, including strategies identified in recent studies such as “*A Changing Climate: Vulnerability in California's Eastern Sierra*,” a key deliverable of the SRTI for the ESSRP.

The planning process will include development and implementation of a project brand and the deployment of a public-facing web portal with a curated library of plans and data to be referenced throughout the planning process. The web portal will be central to the project's communications strategy and will host upcoming meeting information and will document overall project progress. Maps will be produced and hosted on the web portal to illustrate potential and recommended trail segments. The web portal will feature the project's brand from the outset to assist building short-term momentum for pilot project implementation and to develop long-term recognition that will be critical to long term communications with the

region's vast visitor audience. The brand will be evidenced on the ground through a blaze/wayfinding program to be deployed as part of pilot project implementation, critical for assisting users as they find and, importantly, stay on new project segments as they explore new recreation opportunities and connectivity.

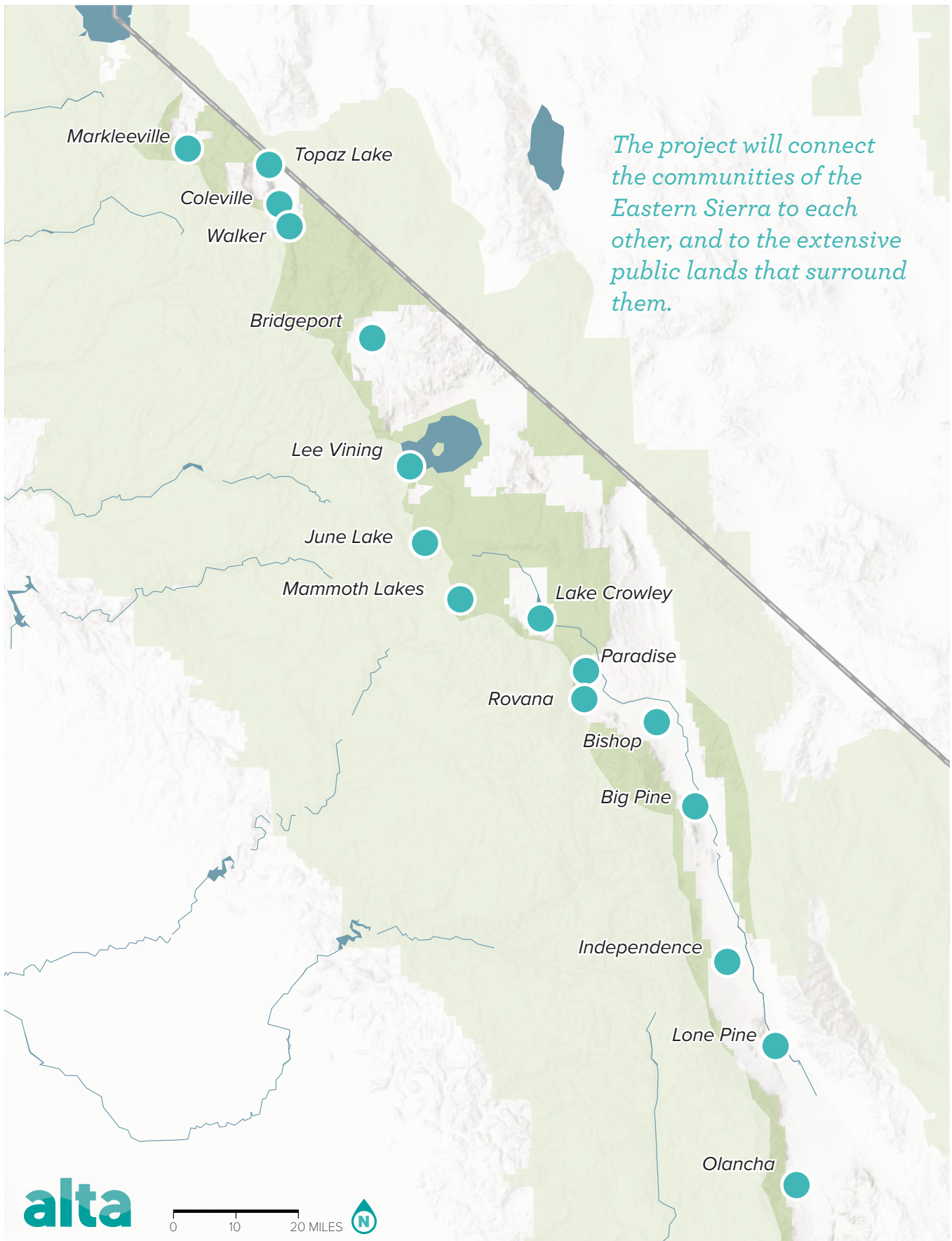
Given the unprecedented level of funding opportunities available through State and Federal sources for trail building and outdoor recreational access in the region, such as the California Natural Resources Agency's 30x30 California and Outdoors for All initiatives, we will incorporate project parameters from appropriate potential funding sources into Plan materials in order to yield competitive, grant-ready projects posed for implementation. Our Team is intimately familiar with these and other funding sources, convened and facilitated the development of the *CALREC Vision for Cross-Jurisdictional Collaboration in Advancement of Outdoor Recreation in California*, and confident we can deliver fundable project vision.

The project will conclude a Plan document, finalized with input from stakeholders and public participants. Projects will be recommended both during plan development and prioritized for implementation in the project Plan. Pilot projects will be implemented as appropriate during the planning process. The Plan document will include action steps to complete the primary alignment as well as the secondary segments, with anticipated responsible parties, funding streams, and future studies as required to bring the project's recommendations to fruition included. The Alta Team will provide a multi-benefit lens to all components and recommendations in the final plan and will identify tools and methods to merge the needs of sustainable outdoor recreation with responsible ecosystem management, including forest fuel load reduction, nature-based solutions to climate change, rural workforce development, and all of their ensuing economic benefits.



*The Alta Team will evaluate and integrate existing front country trail networks to connect gateway communities to one another and to backcountry wilderness recreation.*





02

# Technical Approach

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# Scope of Work

We are flexible in our approach, project schedule, and budget and can refine as needed to meet the ESCOG’s needs. While the sequencing of tasks is largely maintained per the RFP, some tasks have been reorganized to match their chronology within the planning process. Work will proceed as follows, and is assumed to be complete within 24 months:

## Task 1 - Pre-Production

### Task 1.1 Trails Plan Team Pre-Production

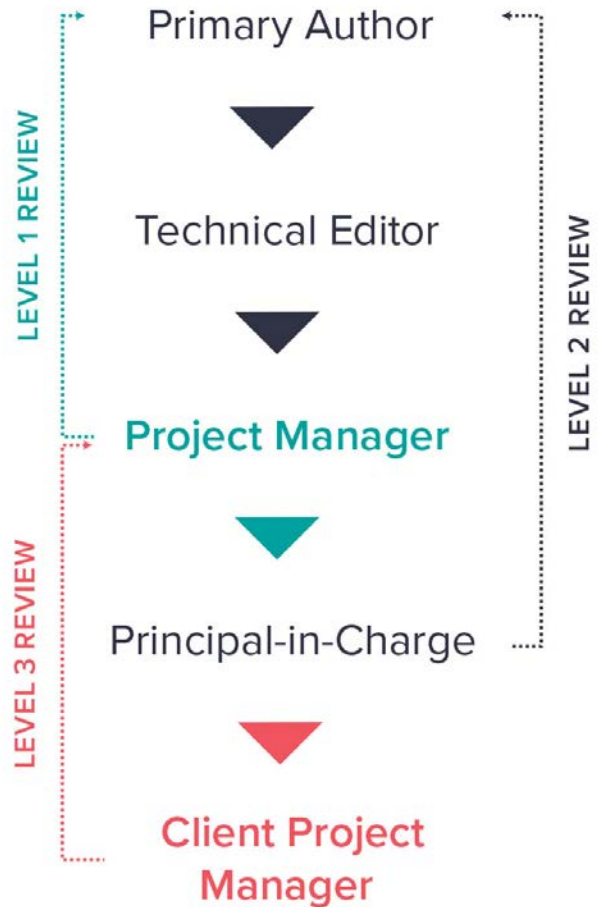
#### PROJECT MANAGEMENT

At the commencement of the project, the Alta Team will host a project management meeting with ESCOG staff to review project goals and objectives, refine the project scope of work and task schedule, identify available data and additional data needs, establish communication channels with key stakeholders and agencies, discuss the public and stakeholder outreach strategy, develop project protocols and procedures, and develop, report, and plan format guidelines. Alta will work to provide a revised project timeline and scope based on this discussion. We envision the timeline document to be presented as a living document to be updated throughout the planning process. Throughout the duration of the project, Alta will host monthly project management meetings with ESCOG staff accompanied by regular coordination between Alta’s Project Manager and the ESCOG Project Manager to keep all parties up-to-date on the development of the Final Plan. It is anticipated these meetings will be held via video conference unless otherwise specified.

The Alta Team is familiar with the Sierra Nevada Conservancy’s (SNC) funding and reporting mechanisms, and will prepare administrative and reporting materials for ESCOG to in turn utilize in reporting to the SNC. This approach will enable ESCOG staff to focus on project vision and deliverables while ensuring that SNC’s requirements are met.

#### PROJECT KICKOFF

Following the initial project management meeting, the Trails Plan Team will host a kickoff meeting for regional land managers, regional tribes, and ESSRP partners to discuss project goals and objectives, anticipated timelines, roles and responsibilities, and next steps. It is anticipated that this will be a hybrid meeting, both virtual and in-person, with in-person location to mutually agreed upon by members of the ESSRP.



*Alta maintains a Quality Assurance/Quality Control (QA/QC) system and strictly adheres to established business procedures. Our team employs a three-tier quality control system that includes: (1) peer review of materials, (2) independent review by principals, and (3) in-house scheduling and management tools. The QA/QC process will be led by Alta’s Principal-in-Charge, James Powell, PLA.*

**Task 1.2 Communications Pre-Production**

**VIRTUAL-FIRST APPROACH**

Given the geographic distribution of project study areas, stakeholder locations, and staff/jurisdiction offices, the Alta Team envisions a virtual-first approach to our overall communications strategy. Over the past two years of facilitating public planning efforts during COVID-related gathering restrictions, the Alta Team has witnessed increased levels of turnout and participation utilizing virtual methods, which often present a lower barrier to entry, particularly for those that may work service-sector jobs or have child care responsibilities that would preclude them from in-person attendance. We are confident in the effectiveness of this approach for jurisdictional partners and communities within the study area given our Team’s leadership in facilitating the SRTI’s “Recreation Stakeholder” process and regional broadband capacity of Digital 395.

**DEVELOP PROJECT BRAND**

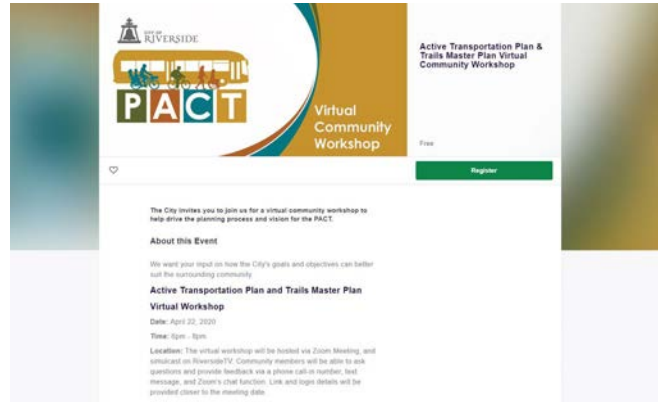
Communication pre-production will begin with the development of a project brand, which will be utilized throughout the project materials, including maps, reports, the web portal, and the blaze program. The Alta Team’s designers will work with ESCOG to arrive at a simple and distinctive look/feel that will permeate project deliverables. This effort will occur concurrent to the development of the project web portal.

**ESTABLISH WEB PRESENCE**

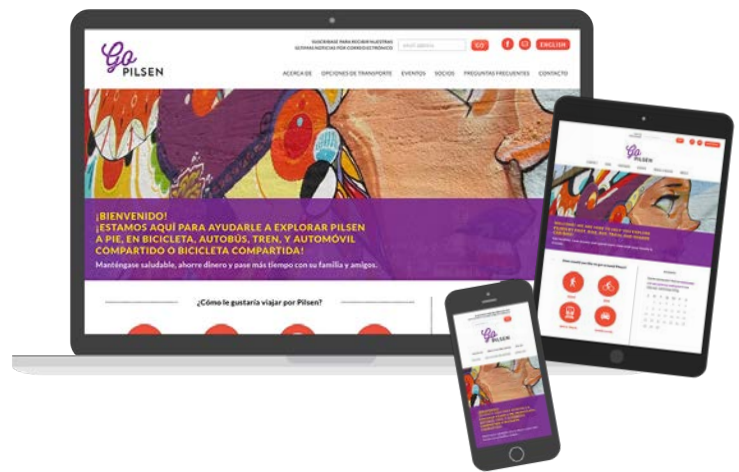
During the first phase of this planning process, the Alta Team will establish a project web portal, which will serve as the central repository for project information, draft materials, and updates. The Alta Team will regularly update and share this site to keep stakeholders apprised of plan progress and how to share their input.

**ESTABLISH OUTREACH PROGRAM**

To help provide guidance on how to present the outcomes of the plan to various groups and stakeholders, Alta will work with ESCOG to develop a communications toolkit delineating the materials, modes, and messaging related to the Trails Plan throughout its development. The toolkit will include guidelines and templates for web pages, emails, social media, advertisements/fliers, and similar outreach collateral associated with the Trails Plan’s community engagement efforts.



*Alta conducted a series of virtual workshops for Riverside Active Transportation Plan, Pedestrian Target Hardening Plan, Trails Master Plan and Complete Streets Ordinance.*



*Alta has developed interactive websites and graphics for multimodal projects across the Country. These websites serve as a portal to project information and provide opportunities for the public to better understand and engage with the work that is happening in their community. Project websites can be used to generate hundreds of public responses to topic questions related to public priorities, project goals, and safety concerns, and suggested improvements.*



*Alta excels at community outreach and engagement at public events and open house workshops. We create easy-to-understand project materials, and using them to help generate positive public support for our plans and projects.*



**Task 1.3 GIS Data Collection & Development**

Following the kickoff meeting, the Alta Team will develop a memo to request all relevant background documents, GIS and other available data needed to perform project analyses. Alta will work to utilize data included in the ArcGIS Digital Atlas, but we anticipate working with regional partners and local stakeholders to distill the most up-to-date geographic information on existing and proposed trail and related soft surface facilities. We will also leverage our knowledge of the Eastern Sierra, its trails networks, and its jurisdictions to summarize data pertinent to understanding existing gaps and potential opportunities to identify opportunities to connect Eastern Sierra gateway communities to one another as well as to the surrounding public lands. Where necessary, the Alta Team will meet with geospatial data partners and local stakeholders to clarify and acquire data and relevant planning documents.

**DATA INVENTORY**

The Alta Team will work to integrate data from existing geospatial libraries into an updated trails atlas and prepare a series of base maps for the project. The inventory may include, though not be limited to, the following:

- Existing trail networks, including paved trails, natural surface trails, and unsanctioned/informal use trails
- Previously proposed trail networks
- Existing and planned trail-related amenities such as trailheads, parking areas, interpretive elements, and bicycle facilities
- Existing and proposed transportation infrastructure, particularly at the interfaces between gateway communities and public lands
- Existing regional transit infrastructure

In addition to this geospatial analysis, our Team will review previously documented stakeholder comments and anecdotal recommendations focused on trails and inter-regional connectivity gathered through the SRTI’s “Recreation Stakeholder” process, and incorporate those findings into maps and documents as applicable.

When assembling this inventory, the Alta Team will work to optimize the trails atlas for consistency across data sources (i.e. consistent attribute data). Our familiarity with the study area and ongoing/upcoming trail building efforts, relevant datasets produced in support of past projects, and our relationships with other stakeholders and tribes will help our team establish a comprehensive understanding of existing conditions. This will, in turn,

help the project realize efficiencies as it relates to field verification/spot checks within this task, and ground truthing efforts in subsequent tasks.

**INITIAL TRAIL CONNECTIVITY ANALYSIS**

Following the collection and standardization of relevant data sources, our Team will conduct an initial trail connectivity analysis, identifying opportunities, constraints, and a high-level vision for the overall Towns to Trails network within each county.

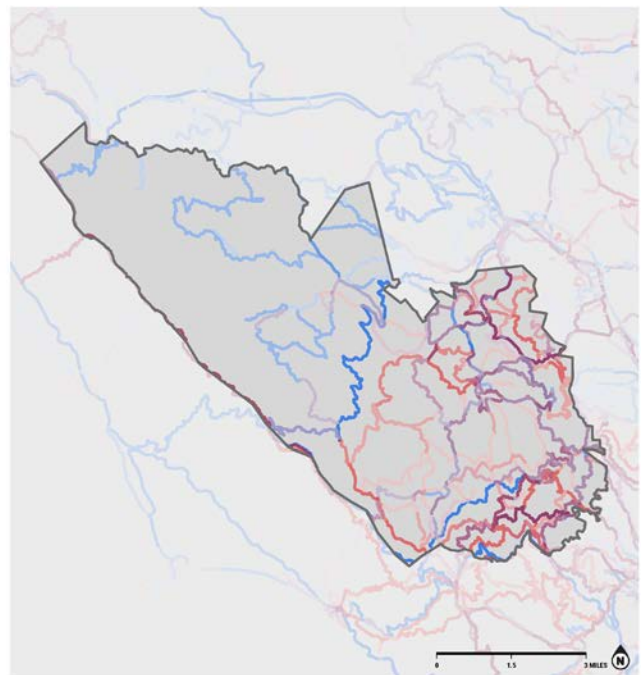
**FIELD VERIFICATION / SPOT CHECKS**

Contingent upon need and weather conditions, the Alta Team will conduct field verification/spot checks to ensure that geospatial data accurately reflects on-the-ground conditions.

**SUMMARY MAPS AND MEMO**

Following the aggregation and standardization of data, Alta will develop a set of maps identifying existing and proposed facilities, trail gaps, potential connections to local towns/gateway communities and associated trail amenities.

*The Alta Team has used trail usage patterns to inform trail network connectivity, prioritization, and access decisions.*



**REPORTED STRAVA TRIPS ALL DAYS, MAY 2022**  
 MT. TAMALPAIS WATERSHED MANAGEMENT PLAN

<b>PEDESTRIAN TRIPS</b>	<b>BICYCLE TRIPS</b>
Greater than 100 trips	Greater than 1,000 trips
50 - 100 trips	100 - 1,000 trips
10 - 50 trips	10 - 100 trips
Fewer than 10 trips	Fewer than 10 trips

□ Mt. Tam Watershed District



### Task 1.4 Documents of Authority Collection & Development

Based on the above geospatial and narrative inventory, a review of relevant planning documents and our Team’s understanding of existing and proposed facilities throughout the Eastern Sierra, we will create documents of authority describing existing conditions as it relates to trail access and connectivity opportunities within each county included in the study area. These documents will establish a common foundation upon which to build throughout the subsequent collaborative planning tasks described below.

### Task 1.5 Blaze/Wayfinding Pre-Production

The Alta Team is well versed in the design and implementation of blaze/wayfinding systems, and our familiarity with the study area will help us develop an approach conducive to short-term implementation. Building upon the project branding developed under Task 1.2, Blaze/wayfinding pre-production will include research into analogous programs, concept design development, and the identification of candidate trails/locations for consideration in subsequent project phases.

### Task 1 Deliverables

- ESCOG Project Kickoff Meeting
- Data request, review, and compilation
- Monthly Project Management Meetings
- Kickoff meeting hosted by Trails Plan Team for regional land managers, regional tribes, and ESSRP partners
- Production of project reporting documentation for ESCOG review/submission to SNC
- Field verification/spot checks of data
- Establishment of a Web Portal
- Establishment of Map/Document Library
- Outreach Strategy Memo
- Plan and Policy Review Memo
- Blaze/Wayfinding Best Practices Memo

## Task 2 - Collaborative Planning - Initiation

### Task 2.1 Collaborative Planning Initiation

The Alta Team will host a kickoff meeting for regional stakeholders and the general public to introduce the project and set expectations for the Trails Plan project and deliverables. This meeting will reinforce the vision of working collaboratively to identify alignments using primarily existing infrastructure that can both connect communities to each other and link communities and the visiting public to public lands.

*Alta developed a comprehensive parks, trails, and on-street pedestrian and bicycle wayfinding package for the Helena area. Many of the elements have been implemented and have been true to the design concept.*



## Task 2.2 County Stakeholder Team Establishment and Kickoff

In coordination with ESCOG staff and key project stakeholders, the Alta Team will establish stakeholder teams for connectivity planning in each county, and host kickoff meetings for each. We will leverage existing relationships with study area stakeholders to field well-informed teams capable of speaking authoritatively on project components. We envision these groups collaborating both internally, sharing local information and assessing potential alignments within their counties, as well as between each county stakeholder team, discussing overall trail network alignment, prioritization, funding, and implementation.

### Task 2 Deliverables

- Stakeholder and Public Kickoff Meetings (2)
- Kickoff Meetings with each county (3)
- Recruitment and coordination for county stakeholder teams

## Task 3 - Collaborative Planning Phase 1

### Task 3.1 County Stakeholder Team Working Groups

The Alta Team will convene and facilitate up to four (4) stakeholder meetings per county, leveraging these group’s expertise to inform the creation of synthesized and authoritative documentation and maps. Working collaboratively, the project Team will:

1. Identify potential alignments including gaps in existing infrastructure using primarily existing infrastructure and reasonable and appropriate expectations for success
2. Anticipate needs of environmental planning and decision-making
3. Identify “on-the-ground” pilot projects for implementation

Throughout the collaborative planning phases and subsequent tasks, our team will seek out and recommend opportunities to implement sustainable and responsible ecosystem best management practices, and/or to test new approaches in pilot projects.



*Alta regularly works diverse stakeholder groups to foster input, collaboration, and consensus on projects.*

### TASK 3.1.1 STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS (SWOT) ANALYSIS

As part of this phase of the collaborative planning process, the Alta Team will develop an opportunity and constraints analysis for the study area documenting key information such as:

- Pertinent topographic and biological information
- Land ownership data
- Existing trail networks
- Existing trailheads, transit connections, and community destinations
- Barriers to the physical trail system, particularly near the town to public lands interface (e.g., distance to trails and trailheads, trail connectivity, transportation, safe crossings of roadways/highways, Americans with Disabilities Act [ADA] accessibility, etc.)
- Existing accessible trails and opportunities to expand accessible trail access
- Gaps in the existing trail system that may serve the Town to Trails program.
- Programmatic barriers (e.g., information/awareness, cost, comfort, safety, etc. )
- The political and legislative landscape surrounding potential alignments or specific project areas
- Opportunities for responsible ecosystem management, including forest fuel load reduction, nature-based solutions to climate change, rural workforce development, and ensuing economic benefits.

## Attachment B

### Environmental Data Review

The Alta Team recognizes that the development of an implementable Towns to Trails network requires an intimate knowledge of the region as a whole as well as specific characteristics and factors that will affect long-term success and sustainability. To this end, our Team will conduct a desktop environmental review of available data, including natural and biological resources, cultural/archaeological resources, and hazardous areas surrounding potential alignments. Where relevant, our Team will also review available reports, studies, and investigations previously conducted by partner agencies. Particular attention will be paid to understanding the opportunities and constraints for natural resource management and protection as well as historical and cultural resources to be aware of. The Alta Team will discuss the following with county stakeholder teams, and review relevant data, as available:

- Initial impressions, identify priorities, and identify key datasets and any data gaps
- Identify core habitat, habitat fragmentation, and degradation; as well as existing wildlife corridors and landscape connectivity choke-points
- Trail planning best practices related to ecological sensitivity and benefits

### Pilot Projects

Critical to long-term success of the Town to Trails network will be the identification and implementation of short-term pilot projects. These will build momentum for the larger network, establish branding and wayfinding standards, and provide proof of concept for the feasibility of trail segments. As part of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and stakeholder working groups, segments will be identified that can be considered part of the network with minimal physical and management interventions. Recommendations and immediate next steps will be identified in the SWOT Memo for up to three (3) pilot projects.

Alta will develop a Memo summarizing above data, analysis, and recommendations in draft and final format, and distribute to project stakeholders for feedback.

### Task 3.2 Report out to Regions

At the conclusion of this first phase of the collaborative planning process, the Alta Team will host progress update meetings for stakeholder agencies and the public in each county to report outcomes from county stakeholder teams, including potential alignments, the introduction of the blaze/wayfinding program, potential pilot projects for near-term implementation, establishing expectations for success, and next steps.

### Task 3 Deliverables

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- Draft SWOT Memo
  - Final SWOT Memo
  - Presentations (3) to stakeholders/agencies/ public reporting back on county group outcomes (wayfinding, short-term alignments, pilot projects, and implementation steps)
- 

## Task 4 - Collaborative Planning - Phase 2

### Task 4.1 County Stakeholder Team Working Groups

The Alta Team will continue collaborative planning efforts with each of the stakeholder teams, following up on items identified in the previous phase and addressing pertinent questions in order to further review and refine potential alignments, explore pilot projects, and evaluate input and recommendations from various constituencies.

As part of this phase, the Alta Team will leverage its geographic information system (GIS) and documents library in support of regional land management agencies' implementation of pilot projects, finalize branding and blaze/wayfinding components for pilot project areas, and begin assembling the Trails Plan document.

### Task 4.2 Report Out to Regions

At the conclusion of the second phase of the collaborative planning process, the Alta Team will host progress update meetings for stakeholder agencies and the public in each county, providing updates on potential alignments, the blaze/wayfinding program, pilot projects, establish expectations for success, and next steps.



### Task 4 Deliverables

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- Facilitate county stakeholder sessions (four [4] per county, twelve [12] total)
  - Materials for stakeholder sessions (maps and summaries of data and plan review from Task 3)
  - Presentations (3) to stakeholders/agencies/public reporting back on county group outcomes (potential alignments, implementation/feasibility analysis, environmental considerations, Blaze/Wayfinding Plan)
  - Summary Memo of the information presented above, with next steps identified for each county
  - Blaze/Wayfinding Plan and Program Document
  - Identification of projects and alignments for Summer ground truthing efforts
- 

## Task 5 - Ground Truthing & Draft Plan

Building upon alignment exploration and concept development as part of the collaborative planning phases, the Alta Team will turn its attention to following up on next steps identified by county stakeholder teams in Tasks 3 and 4, ground truthing trail network components where needed, and creating a Draft Trails Plan. As our Team develops the Draft Trails Plan, we will integrate responsible ecosystem management best practice findings and recommendations explored in Tasks 3 and 4, expanding upon lessons learned from pilot projects and the county stakeholder teams' experiences.

### Task 5.1 Ground Truthing and Data Verification

Though we anticipate addressing many/most alignment questions utilizing the expertise and resources of the county stakeholder teams in the previous phases, we expect that some areas (such as those identified for pilot projects/near-term implementation) may require additional ground truthing to make the most informed decision. Information gathered via these ground truthing efforts will be incorporated into alignment recommendations in the Draft Trails Plan, and will be leveraged in our Team's continued support of regional land management agencies as they evaluate and implement pilot projects. This task will also include efforts to verify any data that appears to be outdated or of lower accuracy via field work, aerial imagery, and comparison to like data sets. The outcomes of these findings will be summarized in memo format and shared with the county stakeholder teams prior to Task 5.2.

### Task 5.2 County Stakeholder Team Updates

Alta will conduct a meeting with each county stakeholder group to present an update on overall project progress, outcomes of ground truthing and data verification, and a high-level overview of the Draft Plan, including the blaze and wayfinding program. This meeting will allow county stakeholders to provide feedback on recent findings and confirm the general direction of the draft trails plan.

### Task 5.3 Draft Trails Plan

The Alta Team will prepare a Draft Trails Plan, providing recommendations focused on informing cross-jurisdictional collaboration for gap closures, and building on existing local and regional trail and active transportation plans for communities bordering public lands. Key components of the Draft Plan are anticipated to include:

- Summary of existing conditions including regional trail system networks and potential urban-to-rural and regional trail connections
- Recommendations identifying alignments, pilot projects, priorities, implementation strategies, and actions
- Blaze and wayfinding branding, plan, and implementation
- Tribal and cultural resource perspectives and priorities
- Pertinent, high-level information provided by county stakeholder teams about sensitive resources, important habitat linkages, and best practices for protecting cultural resources and ecosystem health and integrity
- Relevant information from related trail planning documents and studies

Particular attention will be paid to environmental and cultural recommendations in the formulation of the following:

- Identification of future regional and technical studies to support the recommendations
- Identification of areas where there may be natural and cultural resources impacts
- Holistic approaches for "thinking regionally and implementing locally"
  - » Opportunities to decommission informal and duplicative trail experiences
  - » Opportunities to improve access to existing trails and improving trail systems already in place
  - » Implementation frameworks for both near- and long-term goals

## Attachment B

- Guidelines for addressing and mitigating hazards such as landslides and fires, to support biodiversity, and to minimize habitat fragmentation
- Metrics to measure plan progress and future successes
- Anticipated biological monitoring for species/habitat health
- Opportunities for responsible ecosystem management, including forest fuel load reduction, nature-based solutions to climate change, rural workforce development, and their ensuing economic benefits

The Draft Plan will also include lessons learned from the implementation of pilot projects using the project brand/blaze program (anticipated to take place during the previous planning process), and contain relevant data, information, existing conditions, mapping, survey outcomes, tribal consultation, SWOT analysis, alignment recommendations, and potential funding sources/considerations developed in previous tasks.

### Task 5 Deliverables

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- Up to three (3) meetings with county stakeholder teams
- Ground truthing and Data Verification Memorandum
- Draft Trails Plan

## Task 6 - Final Trails Plan, Report Out, and Wrap

### Task 6.1 Final Trails Plan

After delivering the Draft Trails Plan, the Alta Team will respond to internally consistent and consolidated comments collected from ESCOG and each of the county stakeholder teams, producing a Final Trails Plan for distribution and delivery to the SNC.

### Task 6.2 Present Final Trails Plan / Report Out

Following the completion of the Final Trails Plan and by ESCOG/SNC, the Alta Team will host a series of up to six (6) virtual stakeholder/agency meetings and three (3) virtual public meetings to present the Final Towns to Trails Plan.

### Task 6 Deliverables

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- Present Final Trails Plan at up to six (6) virtual stakeholder/agency meetings and three (3) virtual public meetings
  - Final Trails Plan
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*Alta developed the 2020 Corridor Study for the Inyo County Planning Department. The document included branding and wayfinding guidelines, which carried through the document itself, including the cover, pictured above.*

03

# Qualifications of Proposed Personnel

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## Tim Bevins

### Project Manager

#### YEARS AT ALTA

3 years

#### YEARS OF EXPERIENCE

>13 years

#### EDUCATION

MA, Urban Design, University of Michigan, Ann Arbor, MI, 2013

MA, Urban and Environmental Planning, University of Virginia, Charlottesville, VA, 2011

BA, Anthropology, University of California, Los Angeles, CA, 2008

Tim focuses on creating communities that are more vibrant, just, and ecologically sound. His diverse experience, which includes trail work with the National Park Service and sustainable neighborhood design, informs his leadership on active transportation, environmental planning, and urban design projects at a variety of scales and geographies. Tim's project work includes active transportation plans and analysis, trails master planning, tactical urbanism demonstrations, urban design visioning, design guidelines, placemaking, and public outreach programs.

## Relevant Experience

### **Bishop Downtown Specific Plan, Bishop, CA**

As Project Manager, Tim led the development of a Downtown Specific Plan and Mixed-Use Overlay for the City of Bishop. This work creates a vibrant pedestrian-friendly environment in Bishop's city center by establishing a framework for growth, function, and streetscape aesthetics. The Plan includes development regulations, building and signage design guidelines, mobility recommendations, and implementation strategies.

### **Wildomar Active Transportation Plan, CA**

The City of Wildomar's Active Transportation Plan/Mobility Plan establishes a vision for developing comprehensive active transportation infrastructure in tandem with City growth. Working with a Technical Advisory Committee, Tim led a pop-up demonstration for community members to test out bicycle and pedestrian facilities planned for a multimodal path network.

### **Corona Trails Master Plan Phase II, Corona, CA**

Tim is leading the creation of a Trails Master Plan update focused on connectivity, facility design, and community engagement for the city. This effort includes evaluating the trail potential of undeveloped community-owned land, improving trailhead amenities and access, and prioritizing trail improvements to align with community requests and needs.

### **Riverside Trails Master Plan, Riverside, CA**

The Riverside Trails Master Plan Update was part of a larger planning process led by Alta for the City of Riverside. The update included the development of new design guidelines and cross sections, implementation recommendations, project prioritization, and refinement of previously-planned trails across the city, for the full spectrum of nonmotorized trail users. The project included virtual outreach conducted across multiple online platforms, an online public input map, and an online survey. Tim served as the Project Manager for this effort, guiding alternatives analysis, community engagement, and recommendation development and prioritization. Tim also oversaw the integration of the Trails Master Plan with the City's Active Transportation Plan, identifying synergies and mutually beneficial projects.



## James Powell, PLA, ASLA

### Principal-in-Charge

#### YEARS AT ALTA

9 years

#### YEARS OF EXPERIENCE

21 years

#### EDUCATION

Master of Landscape  
Architecture, California  
State Polytechnic University,  
Pomona, 2013

BA, Humanities, New College  
of Florida, 2001

#### REGISTRATIONS

Professional Landscape  
Architect:  
CA (#6416)

James brings a wide range of solutions to his work, drawing upon experience managing and leading design processes in a variety of settings. These include trail master plans from local to regional scales, trail design services from grant writing and feasibility through Plans, Specifications, and Estimates (PS&E), construction support, Complete Streets and streetscape design, corridor planning, and implementation plans. His recent projects have included green infrastructure and protected bikeway design, trail prioritization modeling, facility evaluation frameworks, and landscape designs for streetscapes, medians, and trailheads. James has hands-on experience coordinating subconsultants from a variety of disciplines, as well as with the project management, design, and analysis tools.

## Relevant Experience

### County of Los Angeles, Santa Susana Trails Master Plan, CA

Alta guided the County of Los Angeles Department of Parks and Recreation through future development of multi-use trails for a nearly 13-square-mile study area located in northwestern Los Angeles County. The project proposed a complete multi-use trail system connecting user groups and local populations to desired recreation destinations and experiences, with transitions to trails in adjacent jurisdictions, compatibility with adjacent land uses and environmental resources, and sustainable design that is consistent with the County Trails Manual. Serving as Project Manager, James designed a comprehensive trail prioritization model and conducted in-field trail assessments.

### Olancha Cartago Corridor Study, Inyo County, CA

As Project Manager, James facilitated community workshops and stakeholder interviews, conducted preliminary research, and produced memorandums of his findings for this corridor study. Alta reimagined the Highway 395 corridor between the communities of Olancha and Cartago. The goal of this Plan is to attract visitors and provide visual continuity to the corridor by drawing upon and providing connections to the corridor's natural beauty, national park tourism, and recreational opportunities. This project was funded by a Caltrans Sustainable Planning grant and includes active transportation recommendations for the corridor and its surrounding communities.

### Riverside County Comprehensive Trails Plan, CA

Alta developed a Comprehensive Trails Plan as well as a plan for trail implementation and phasing. Alta developed maps, signs, and wayfinding recommendations; provided a framework for long-term funding models; and developed and implemented a trail-user survey with data analysis to help inform the Master Plan. James formulated the trail prioritization model, and served as Assistant Project Manager and Lead Designer.

### Castaic Multi-Use Trails Master Plan, Los Angeles County, CA

Alta developed a Multi-Use Trails Master Plan for an area encompassing approximately 76-square-miles in the Castaic area. The Plan recommended improvements to existing trails and provided trail users and local populations with seamless transitions to trails in adjacent jurisdictions and prime destinations within and adjacent to the study area. James served as the Lead Designer on the project.



## Cole Peiffer, AICP

### Assistant Project Manager/Planning Lead

#### YEARS WITH ALTA

1 year

#### YEARS OF EXPERIENCE

9 years

#### EDUCATION

Master of Urban and Regional Planning, University of Minnesota, 2015

BA, Music Business, University of Minnesota, 2011

#### REGISTRATIONS

American Institute of Certified Planners: (#29832)

Cole is a transportation planner experienced at utilizing geospatial data to foster robust community engagement and empower local communities and decision makers to shape their transportation networks in a data-driven way. Through his tenure at the Regional Transportation Commission (RTC) of Washoe County and in the private sector, Cole brings a range of transportation planning and traffic engineering experience as well as stakeholder engagement with local bike advocates and organizations. At Alta, he applies his multi-sector insight to helping clients improve quality of life, accessibility, and sustainability.

## Relevant Experience

### Sunnyvale One Bay Area Grant Cycle 3 Grant Writing Assistance, CA

The City of Sunnyvale pursued a total of \$22.3 million in funding through the One Bay Area Grant Cycle 3 for three distinct active transportation projects including an extension of the Stevens Creek Trail, a crucial bicycle and pedestrian undercrossing, and Safe Routes to School improvements at schools in Equity Priority Communities. Cole managed each grant application effort including review of relevant documents, project coordination, and review of all grant application deliverables.

### Hanford Sustainable Transportation Planning Grant, CA

Cole assisted the City of Hanford with the development of a grant application package for the 2022/23 Caltrans Sustainable Transportation Planning Grant program. Cole served as Project Manager and developed all Alta produced grant narratives and supporting materials. This grant application was ultimately successful in securing nearly \$225,000 in funding. The City is now poised to conduct an Active Transportation Plan starting in the Winter of 2022.

### RTC 2040 Regional Transportation Plan, Reno, NV\*

As a Planner for the RTC, Cole assisted in the update of the 2040 Regional Transportation Plan. This effort included attending public meetings in support of the plan as well as personally updating the Sustainability & New Mobility sections of the Plan. Additionally, Cole worked closely with the Travel Demand Modeler to conduct the required Congestion Mitigation Prioritization process for all projects included in the final RTP. The Final RTP was finalized and adopted by the RTC board in May 2017.

### Carson City Safe Routes to School Master Plan, NV

This Safe Routes to School Master Plan for six elementary schools and two middle schools in Carson City, Nevada evaluated existing conditions and for each school and developed short and long-term prioritized recommendations. Final recommendations included "Quick Wins", which could be implemented within a year, as well as "SRTS Core" projects which are intended to be implemented over a 20-year timeframe. As Project Manager, Cole managed all project tasks including conducting field visits, stakeholder interviews, evaluating existing conditions, developing recommendations in the four E's, and presenting the final document to the Commission for approval. His project approach also included utilizing an aerial drone to record school pick-up and drop-off activities in order to observe pinchpoints and conflicts from a birds-eye view. This project was awarded "Outstanding Plan of the Year" by the Nevada APA in October 2021.





## Dan Scheir

### Designer/Trail Planner

#### YEARS AT ATLA

2 years

#### YEARS OF EXPERIENCE

5 years

#### EDUCATION

Master of Landscape Architecture, California State Polytechnic University, Pomona, 2020

BA, Environmental Studies, Ithaca College, 2016

#### REGISTRATIONS

American Society of Landscape Architects

Dan is a Landscape Designer with a background in landscape architecture and environmental studies. He brings experience in spatial analysis, cartographic production, and graphic production. Dan is passionate about creating places that are healthy and fun, and he believes that landscape architecture is uniquely positioned to positively impact community well-being.

## Relevant Experience

### **Bishop Downtown Specific Plan, Bishop, CA**

Alta led the development of a Downtown Specific Plan and Mixed-Use Overlay for the City of Bishop in Inyo County, CA. The goal of the project was to create a vibrant pedestrian-friendly environment in Bishop's city center by establishing a framework for growth, function, and streetscape aesthetics. As a Project Designer, Dan helped to create the plan and overlay through a collaborative process with city officials and staff, stakeholders, residents. The Final Plan and overlay provided development regulations, building and signage design guidelines, mobility recommendations, and implementation strategies.

### **Riverside Gage Canal Multi-Purpose Recreational Trail, Riverside, CA**

Alta is providing project management, outreach, civil engineering, and landscape architectural design services for a two-mile active transportation and recreational green space trail over the existing Gage Canal in the City of Riverside. The project will create a Class I asphalt concrete paved trail and a natural surface trail within an existing city-owned water utility easement. Dan serves as a Designer on the project.

### **WRCOG Steele Peak Reserve Trails Plan, Riverside, CA**

As a Designer, Dan worked to develop a plan and conceptual trail network for the Western Riverside County Council of Governments (WRCOG) and Riverside County Habitat Conservation Agency (RCHCA) for the Steele Peak Reserve. The location was the first location RCHCA allowed public access on reserve land, and the project served as a model for future expansions of public access. Alta provided trail alignments, conducted public outreach, coordinated between multiple agencies, and created a set of guidelines for the preservation of habitat, allowance of public access, and long term maintenance.

### **City of Riverside Trails Master Plan Update, Riverside, CA**

Alta developed a comprehensive mobility study for the City of Riverside which included active transportation, urban trails, local trailheads, and plazas. Each of these plans work together to yield a better-connected active transportation network for residents and visitors walking, biking or rolling on city streets, trails, or plazas. Dan worked as Project Designer for the Trails Master Plan.



## Jeff Knowles, AICP

### Trail Funding Expert

#### YEARS AT ALTA

6 years

#### YEARS OF EXPERIENCE

13 years

#### EDUCATION

Master of City and Regional Planning, University of Pennsylvania, 2009

BA, History, Rhodes College, 2006

#### REGISTRATIONS

American Institute of Certified Planners (#026414)

Jeff brings 13 years of experience working with multi-disciplinary teams of planners, landscape architects, and engineers, having assisted over 100 local governments and regional agencies in the planning, fundraising, design, and construction of bikeways, trails, parks and open spaces. Jeff works with communities across the country to develop pedestrian and bicycle master plans, trail and separated bikeway feasibility studies, traffic calming designs, Safe Routes to School plans, tactical urbanism demonstrations, competitive grant proposals, and much more. He has raised over \$60 million in competitive grant funding for non-motorized infrastructure projects in California, Pennsylvania, and New Jersey.

### Relevant Experience

#### **Cordova Creek to Trail Feasibility Study, Rancho Cordova, CA**

Alta assisted the City of Rancho Cordova in analyzing the feasibility of a future creek trail connection to existing and proposed active transportation infrastructure. The trail connects the popular American River Parkway to existing bike lanes, bus stops, transit stations, schools, homes, and local businesses. Alta provided public outreach, bike and pedestrian counts, and socio-economic data analysis to help identify the connection which has the strongest user potential and help move the City toward implementation. Jeff served as Project Manager.

#### **Lower Russian River Trail Feasibility Study, Sonoma County, CA**

Jeff served as Project Manager for a feasibility study in Sonoma County to identify the safest and most feasible route for a 19.3-mile long separated paved trail along the Lower Russian River between Forestville and Highway 1. Alta performed site analyses through environmentally sensitive areas, prepared community surveys, maps, and sketches, facilitated community workshops and meetings, responded to community feedback, and prepared and presented draft and final feasibility study report.

#### **Diablo Road Trail Conceptual Alignment and Feasibility Analysis, Danville, CA**

As Project Manager, Jeff led a conceptual alignment and feasibility analysis for the Diablo Road Trail in Danville. The multi-use trail is an extension of an existing half-mile long asphalt trail located along the north side of Diablo Road between Green Valley Road to the west and Calle Arroyo to the east within the Town of Danville. Alta worked with Danville staff to develop a technical memorandum with an analysis of three conceptual trail alignment options, including plan view maps, a feasibility summary of each alignment option, and preliminary environmental, design and construction costs for each alignment option.

#### **Regnart Creek Trail Feasibility Study, Cupertino, CA**

Alta assisted the City of Cupertino with outreach and community engagement efforts for the Regnart Creek Trail Feasibility Study. This proposed trail will link residents to parks, schools, a library and Cupertino's Civic Center. In addition to managing traditional community meetings, Alta led a series of "walkshops" with local residents to walk along the proposed creek trail corridor in order to experience the future trail and offer input. Alta was responsible for producing notification materials, leading engagement activities, and working with the study team to incorporate public feedback into trail alternatives and recommendations. Jeff was the Project Manager.





## Colin Amos

### GIS Support/Planning Support

#### YEARS OF EXPERIENCE

4 years

#### EDUCATION

MLA, Landscape Architecture,  
University of Southern  
California, 2022

BA, Environmental Studies,  
University of North Carolina at  
Chapel Hill, 2016

Colin is a landscape architect and urban planner based in Los Angeles. He previously worked as a Project Manager and Designer for the Better Block Foundation, an urban design nonprofit in Dallas, TX. Colin is always looking for ways to improve the built environment to create human scaled urban places and improve public life. Additionally, Colin recently hiked the John Muir Trail, which traverses much of the study area for this project.

### Relevant Experience

#### **Caltrans Climate Change Adaptation for Pacific Coast Highway (PCH) Bicycle and Pedestrian Infrastructure, CA**

Alta is developing a toolkit for Caltrans with climate resilience measures and improvements to bicycle and pedestrian safety and access along the PCH. Colin is working on a team utilizing GIS to analyze the project area and create an existing conditions report.

#### **Beverly Hills Clifton Way-Le Doux Corridor Plan, CA**

Alta is providing a feasibility study for this bike boulevard project. Colin is working on the Corridor Plan to provide existing conditions analysis and recommendations for street improvements.

#### **Orange County Public Works (OCPW), Orange County Active Transportation Plan, CA**

Alta is working with OCPW to develop an Active Transportation Plan for its unincorporated communities, including regional connections via County-owned flood control channels. The Final Plan will include implementable infrastructure and programmatic recommendations. Colin is working on a team to revise and implement the comments from the client, from rethinking some of the bicycle routes to planning flood control channel upgrades.

#### **Los Angeles County Department of Public Health Pedestrian Plans Round 2, CA**

Alta worked to develop pedestrian plans for four disadvantaged unincorporated communities to create safer, healthier, and more accessible pedestrian environment. Colin assisted with GIS analysis of existing conditions.

#### **San Mateo County Office of Education (SMCOE), Safe Routes to School (SRTS) Health and Wellness, CA**

Alta is assisting the SMCOE with additional SRTS services in support of the Safe Routes for Health and Wellness Program. Colin is designing, planning, and executing a series of quick-build demonstrations to prototype new street configurations and take data to analyze the results.

#### **Salinas Valley SRTS Plan, CA**

Colin designed a series of quick-build demonstrations in the city of Greenfield to prototype new street configurations and take data to analyze the results.

#### **Norco Pedestrian and Bicycle Master Plan, CA**

Colin worked on a team utilizing GIS to create an existing conditions report to inform future decision making for the Master Plan. The team also created a Community Engagement Plan and strategy to effectively survey the residents of Norco and analyze their input.



## Devan Gelle

### Planner

#### YEARS AT ALTA

3 years

#### YEARS OF EXPERIENCE

3 years

#### EDUCATION

MA, History, University of New Orleans, 2019

BA, History, Baldwin Wallace University, 2016

Devan is a planner whose work is informed by academic emphasis in international and urban history. Her experience includes research, community outreach, pedestrian and bicycle planning, writing, data analysis, and project management. Devan's interest in the planning profession stems from the ways in which planning can help communities provide equitable and sustainable mobility options for residents and create active and healthy environments for everyone.

## Relevant Experience

### **Norco Pedestrian and Bicycle Master Plan, CA**

As a Planner on this project, Devan worked on a team utilizing GIS to create an existing conditions report to inform future decision making for the Master Plan. The team also created a community engagement plan and strategy to effectively survey the residents of Norco and analyze their input.

### **Corona Trails Master Plan Phase II, Corona, CA**

As a Planner on this project, Devan is supporting the creation of a Trails Master Plan update focused on connectivity, facility design, and community engagement for the city. This effort includes evaluating the trail potential of undeveloped community-owned land, improving trailhead amenities and access, and prioritizing trail improvements to align with community requests and needs.

### **Riverside Gateway Project, CA**

As a Planner on this project, Devan supported the creation of community surveys, technical working group meeting facilitation, pop-up outreach event organization, and summarized engagement results for presentation to city commissions.

### **Los Angeles County Department of Public Health Pedestrian Plans Project, Los Angeles, CA**

Alta developed countywide policies and actions, procedures, and programs with tangible short-, medium-, and long-term steps to make walking safer and more comfortable across four unincorporated communities. As Planner, Devan wrote an Existing Conditions Report for one of the plan areas, which included review of safety analyses and pedestrian counts.

### **SCAG Disadvantaged Communities Planning Initiative, Los Angeles, CA**

As part of the consultant team for this effort, Alta created a template guiding Active Transportation Plan development for disadvantaged communities, who are often under-resourced at the city staff level and do not have the assets for project implementation and delivery. As Planner, Devan prepared recommendation maps for one of the involved communities using data analysis tools.

### **OCPW, Orange County Active Transportation Plan, Orange County, CA**

Alta is working with OCPW to develop an Active Transportation Plan for its unincorporated communities, including regional connections via County-owned flood control channels. As a Planner, Devan helped write a needs assessment for 28 unincorporated communities; finalized active transportation count locations; organized and reviewed previous regional planning efforts; and organized 4,000 open ended public comments.



## Brian Burchfield, PLA

### Senior Associate Designer

#### YEARS AT ALTA

13 years

#### YEARS OF EXPERIENCE

13 years

#### EDUCATION

Bachelor of Landscape  
Architecture, California  
Polytechnic University San Luis  
Obispo, 2008

Brian is a registered landscape architect whose expertise includes management of complex construction documents, permit agency coordination, irrigation plans, planting and landscape plans, on-street bicycle and pedestrian facilities, and separated multi-use pathways. Whether managing a large- or small-scale design project, Brian's goal with each project is to work closely with the client and deliver a product that the entire project team is happy with. He has contributed expert graphics and design production services for a variety of project types from trail improvement projects to Complete Streets concepts.

## Relevant Experience

### Great Redwood Trail Feasibility Study, CA

As Assistant Project Manager, Brian played an integral role in Alta's efforts to conduct existing conditions inventories, trail governance and railbanking research, corridor segmenting, prioritization, and cost estimates for a feasibility study for the North Coast Great Redwood Trail. The 300-mile trail will run along active and abandoned railway spanning from San Francisco Bay to Humboldt Bay, passing through some of the most beautiful and rugged landscapes in the United States. A trail along this corridor has the potential to attract hundreds of thousands of visitors and serve as an economic driver to the communities in the area.

### Tahoe Donner Trail Master Plan, Truckee, CA

Alta worked with the Tahoe Donner Association to complete their Draft Tahoe Donner Trails Master Plan with the goal of preserving, expanding, and enhancing the trail network. With Brian serving as Supervisor, the Alta Team reviewed the existing and proposed trails system; validated findings; provided precise language and graphics to fill policy, design and maintenance gaps; and offered solutions for closing and re-routing trails, and resolving erosion, wetland, riparian, and egress issues that have been tested on other projects throughout the region.

### San Pablo Baylands Grand Bayway SR 37 Public Access Scoping Report, CA

As Project Manager, Brian lead Alta's efforts to provide an existing conditions review, design guidelines, phasing strategies, and outreach assistance for The State Route 37 Public Access Scoping Report. The Report identifies the current state of public access to outdoor amenities across the San Pablo Baylands, and recommends means to increase connectivity to trails, open space, hunting, and water recreation opportunities. This study creates a comprehensive guide for creating an interconnected system over time, and will also expand community awareness of resiliency and climate change.

### SR 128 Corridor Valley Trail Feasibility Study, Mendocino County, CA

Alta is preparing a Feasibility Plan for a multi-use trail along the scenic State Route 128 corridor in Mendocino County. The trail will connect the communities of Yorkville, Boonville, Philo and Navarro and improve bicycle and pedestrian circulation between the schools, businesses, and recreational opportunities in this corridor. Brian is serving as Design Associate.



### YEARS IN EASTERN SIERRA

22 years

## John Wentworth

### Strategic Advisor



John is responsible for the successful execution of all MLTPA programs, and is charged with quantifiable results in trails and public access initiatives, stewardship, fund development, and general operations for MLTPA. Since his election to the Mammoth Lakes Town Council in June of 2014, John has served in a voluntary capacity as MLTPA's Chief Executive Officer. John has led MLTPA through an ambitious update of the Town of Mammoth Lakes Trail System Master Plan, spearheaded the adoption of two special tax measures in Mammoth Lakes securing local funding for trails, parks, recreation, mobility and arts and culture, and for his efforts has been recognized by the Sierra Business Council and the Far West Ski Association. For the State of California, John serves as a member of the Technical Advisory Council for the State's Integrated Climate Adaptation and Resiliency Program (ICARP TAC) through the California Governor's Office of Planning and Research.

Under John's leadership, MLTPA has worked closely with regional public land managers, including the Inyo National Forest on the update of its General Management Plan through the Eastern Sierra Recreation Collaborative funded in part by the National Forest Foundation. More recently, MLTPA provided a complete suite of contractual and project management services for the regional SRTI and continues to provide ongoing convening and facilitation support for the ESSRP. MLTPA will soon deliver a joint strategy for sustainable outdoor recreation to California's Wildfire & Forest Resilience Task Force in partnership with the U.S. Forest Service and the State of California through the Sustainable Recreation/CALREC Vision Key Working Group. Prior to moving to Mammoth Lakes, John worked in the motion picture industry, where his credits include Co-Producer of "Twin Peaks: Fire Walk With Me" and "Mulholland Drive", directed by David Lynch.



### YEARS IN EASTERN SIERRA

30 years

## Kristy Williams

### Grant Management, Meeting Planning, and Stakeholder Engagement

Kristy is a Project Management Specialist with over 25 years of experience in project and event management. Most recently, Kristy successfully managed the Sustainable Recreation & Tourism Initiative, a multi-tracked regional project funded by the Sierra Nevada Conservancy, a 3-year effort that encompassed the entire Eastern Sierra region. The Initiative included four tracks: recreation stakeholder engagement; creation of a regional Climate & Resiliency Assessment; development of a plan to connect the region to its visitor audience; and the development and prioritization of sustainable recreation projects. The Initiative was delivered on time and on budget during the onset of the COVID-19 pandemic, utilizing 99% of the allocated funding. Kristy managed communications with the Sierra Nevada Conservancy for delivery and receipt of all grant invoices, reports, and final deliverables. Kristy's skill set also includes managing regional outreach efforts (content development, traditional advertising, and inbound marketing and communications), meeting convening and logistics (in person and virtual), and development, management, and reporting of stakeholder planning processes.



**YEARS IN EASTERN SIERRA**

8 years

**Andrew Mulford**

**GIS Specialist & Lead Ground Truthing (Existing Conditions)**

Andrew has served as the GIS manager for MLTPA for over six years. He manages the GIS program for the Mammoth Lakes Trail System, and has been developing a very specific skillset adapted for trail planning and asset management for the entire Eastern Sierra region. Andrew has worked closely with Mammoth Lakes Trails Manager Joel Rathje and has gleaned valuable experience from Joel's vast knowledge of trail design, National Environmental Policy Act (NEPA), GIS, and cartography. Andrew studied Geography at Virginia Polytechnic Institute and completed his bachelor degree in 2008.



**YEARS IN EASTERN SIERRA**

8 years

**Kiersten Puusemp**

**Graphic Design, Communications & Web Design**

Kiersten oversees the visual design, development, and presentation of communications and graphic materials for MLTPA and plays an active role in the creation of effective and visually appealing graphics that support effective communications. Kiersten has an extensive background in design, marketing, writing, process development and complex project management working with contemporary art institutions from Los Angeles and New York to Europe. Kiersten has been involved with MLTPA from its inception, including working for MLTPA for several months on the successful Measure R campaign in 2008. She studied at the University of California at Berkeley, the European Graduate School, and holds a master's degree in Fine Arts from the University of Southern California (2005). Her skill set includes Adobe Creative Suite, hand drawn illustration, video & audio production and editing, and public and media relations.



**YEARS IN EASTERN SIERRA**

2 years

**Rita Keil**

**Analyst & Research**

Rita supports MLTPA special projects and partnerships, including the Sustainable Recreation and Tourism Initiative, the Eastern Sierra Sustainable Recreation Partnership, and the Sustainable Recreation/CALREC Vision Key Working Group. Her expertise is in GIS, data analysis and visualization, climate change science, and program assessment. She received a BS in Environmental Science, a BA in Italian Language and Literature, and a certificate in GIS from the University of Pittsburgh.

04

# Past Performance

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# Firm Overview

## Alta Planning + Design, Inc.



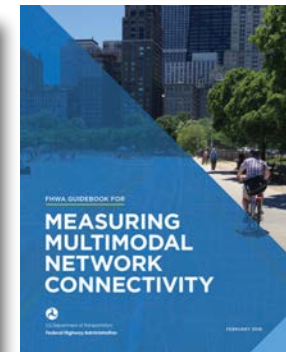
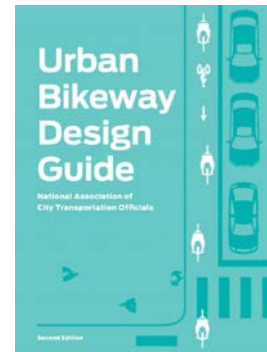
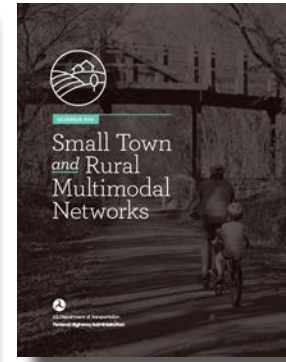
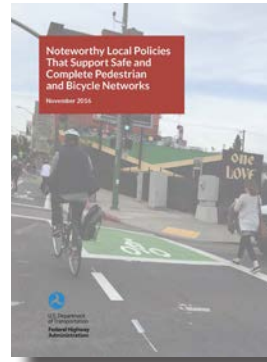
Alta is an active transportation consulting firm dedicated to creating active, healthy communities through planning, landscape architecture, engineering, and education/encouragement programs. Our work brings about positive change by creating places that are geared towards moving people rather than cars, connecting community members to daily needs, and empowering every person to live an active, healthy life.

### TRAILS EXPERTISE

*We have planned, designed, and implemented over 10,000 miles of pathways, bikeways, and trails in varied settings, from waterfronts to mountains.*

Alta is well established as the nation's leading firm specializing in the planning and design of recreational trail and pathway facilities and systems. We provide services ranging from master plans to construction documents. Alta is experienced with addressing both technical and community challenges. We minimize impacts in sensitive environmental and constrained areas and develop systems that serve diverse trail user groups. We work to make sure that users are well-served and conflicts and impacts are avoided. We couple our experience with on- and off-street trail plans so that recreational trail systems connect well with the on-street active transportation networks. This makes the trail system easily accessible via bicycle or on foot, reducing the need for parking at trailheads. Alta provides complete planning services, including planning, design, alternatives analysis, environmental documentation, property acquisition strategies, maintenance and management plans, and funding strategies. This full service approach means that our system plans address construction challenges and define actionable next steps.

Alta's designers can create trail features that reflect a community's unique culture and provide recreation, education and inspiration. Installations and signage can educate trail users about the history of the trail, local ecology, or environmental concerns. Providing benches at rest areas and viewpoints encourages people of all ages and capabilities to use the trail.



Alta has developed industry-defining research for FHWA, NACTO, and others.

### FUNDING SUPPORT

*Alta staff have assisted jurisdictions across the country in winning over \$800 million in grant funding for projects enveloping active transportation, safety, and climate change.*

Alta's in-house grant writing specialists excel at identifying funding opportunities, matching projects to the right funding source, and recognizing opportunities to pursue multiple funding sources. Alta staff bring the technical expertise and organization to complete a range of tasks, from full-fledged preparation of the grant application to assisting with document review and preliminary design.

Our funding assistance services include:

- Technical writing and narrative development
- Preparing preliminary project design
- Modeling and benefit cost analysis
- Data collection and evaluation
- GIS and mapping expertise
- Document review and quality control
- Confirming project details and costs

## Attachment B

### DATA COLLECTION, ANALYTICS, AND GIS

Understanding where people access and use trails is critical to informed trail network expansion and improvement decisions. Alta provides our clients with analysis tools customized to help understand trail connectivity, demand, health, and safety needs. Over the past two decades, Alta has developed tools for analyzing and communicating benefits of sustainable recreation.

Alta's in-house GIS team offers a key advantage in streamlining the map design process, from creating the base map to implementing branding and style guidelines, to color, typography, and layout. Our graphic designers are able to work closely and efficiently with our GIS team to gather the necessary GIS data for initial export, work through rounds of revisions, and if necessary, request, and collect additional data.

### EXPERIENCE WORKING WITH MULTIPLE JURISDICTIONS

Alta has developed regional and state trail plans for communities nationwide, including stakeholders relevant to this project, such as U.S. Forest Service (USFS), Caltrans, Los Angeles Department of Water and Power (LADWP), as well as counties and communities within the study area. We understand that regional plans have unique challenges, and we know how to successfully:

- Coordinate and integrate the goals and needs of numerous jurisdictions, which may have different, even competing objectives
- Plan improvements over large geographic areas
- Focus effort on funding and priorities

## Mammoth Lakes Trails and Public Access Foundation

MLTPA offers a locally-based and qualified staff with a full array of professional expertise. With over 15 years of contractual service experience working in the Eastern Sierra on trail systems, outdoor recreation, and public agency policy development, MLTPA has the capacity, experience, skill sets, and institutional knowledge necessary to meet, and to exceed, the ESCOG's needs.



*Alta's planners and graphic designers work together to distill complex technical information into accurate, beautiful, functional, and easy-to-use design guidelines, plans, maps, infographics, and report documents.*



**LOCAL EXPERIENCE**

MLTPA was established in 2006 in response to public access and trail-based recreation opportunities in Mammoth Lakes, California with a recently updated mission to create sustainable trail and recreation systems that support prosperous economies and healthy communities in Mammoth Lakes, the Eastern Sierra, and beyond. In developing the Mammoth Lakes Trail System (MLTS), MLTPA engaged in over 60 multi-partnered local projects including initiating a new Trail System Master Plan for the Town and securing its financing; managing the campaign for successful passage of Measure R, a vital revenue stream for the specific benefit of trails, recreation, and parks; and providing contractual services to the Town for the implementation of its new Trail System Master Plan. MLTPA has served as the Principal Contractor to the Town and its Office of Outdoor Recreation for the delivery of MLTS services since 2009.



# Project References

On the following pages are detailed descriptions of Alta’s key relevant project experience and associated client references.

MLTPA has also provided contractual services to Mono County and Mammoth Lakes Tourism, and has been awarded grants from the Sierra Nevada Conservancy (2007), the National Forest Foundation in support of the Eastern Sierra Recreation Collaborative (2016); and most recently wrote the grant application and provided contractual services for the Sustainable Recreation and Tourism Initiative (2019), a Sierra Nevada Conservancy grant funded by Proposition 68 to support the ESSRP which was recognized by the Far West Ski Association with its prestigious *Jordan-Reily Award*. MLTPA has provided convening, meeting facilitation, governance, website, graphics, communications, GIS, and tribal outreach support for the ESSRP since 2018.

MLTPA was recently awarded funding from the Innovative Finance for National Forests Program, U.S. Endowment for Forestry and Communities, and the National Forest Foundation to address recreation needs on the Inyo National Forest through a business plan to address compromised campground infrastructure, and is currently preparing the delivery of a joint strategy to improve access to sustainable outdoor recreation to the California Wildfire & Forest Resilience Task Force in accordance with action item #7 of a shared stewardship agreement between the USFS and the State of California which was executed in August of 2020.



## Inyo County Olancha Cartago Corridor

OLANCHA AND CARTAGO, CA | 2018-2020

This project, funded by a Caltrans Sustainable Planning Grant, reimagines two communities, Olancha and Cartago, that are being bypassed by a new highway realignment. Situated in the Eastern Sierra, the project is able to draw upon natural beauty, national park tourism, and recreational opportunities to propose short- and long-term improvements to the area that will help bring visitors and provide visual continuity to the corridor.

Inyo County contracted Alta to undertake this study to rethink and reinvent the old corridor, which became a county road. The study presented phased recommendations that promote a vibrant corridor for residents, businesses, and visitors within these communities. The study aimed to represent local priorities through a robust outreach process, and included recommendations for improved connectivity with the corridor and opportunities to enhance connections to adjacent attractions and destinations.

### CLIENT

Inyo County Planning Department

### CONTACT

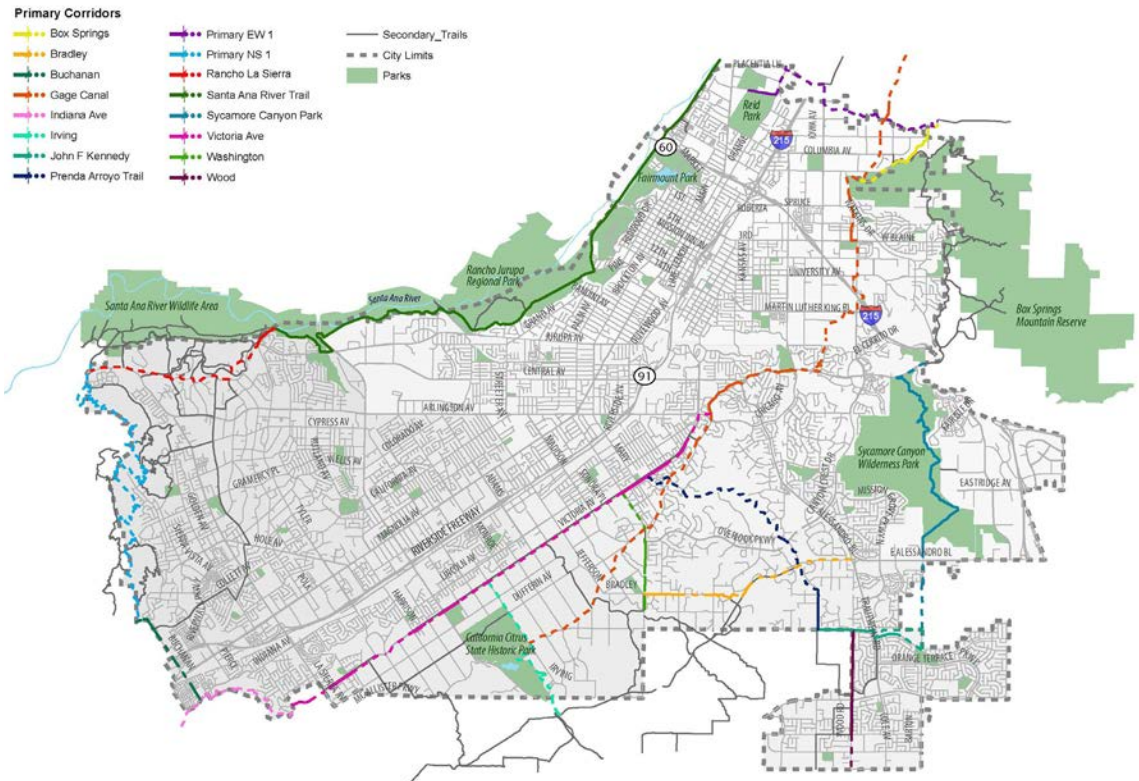
Cathreen Richards  
Planning Director  
760.878.0447  
crichards@inyocounty.us

### CONTRACT AMOUNT

\$204,933

### RELEVANCE

- ✓ Corridor design
- ✓ Trail/recreational connectivity
- ✓ Public outreach/engagement
- ✓ Multi-jurisdictional planning
- ✓ Project in the Eastern Sierra



## Riverside Trails Master Plan Update

RIVERSIDE, CA | 2020-2021

The Riverside Trails Master Plan Update was part of the City of Riverside’s larger PACT planning process (Pedestrian Target Safeguarding, Active Transportation Plan, Complete Streets Ordinance, Trails Master Plan), also led by Alta. The update included the development of new design guidelines and cross sections, implementation recommendations, project prioritization, and refinement of previously-planned trails across the city, for the full spectrum of nonmotorized trail users. The Project included virtual outreach conducted across multiple online platforms, an online public input map, and an online survey.

### CLIENT

City of Riverside

### CONTACT

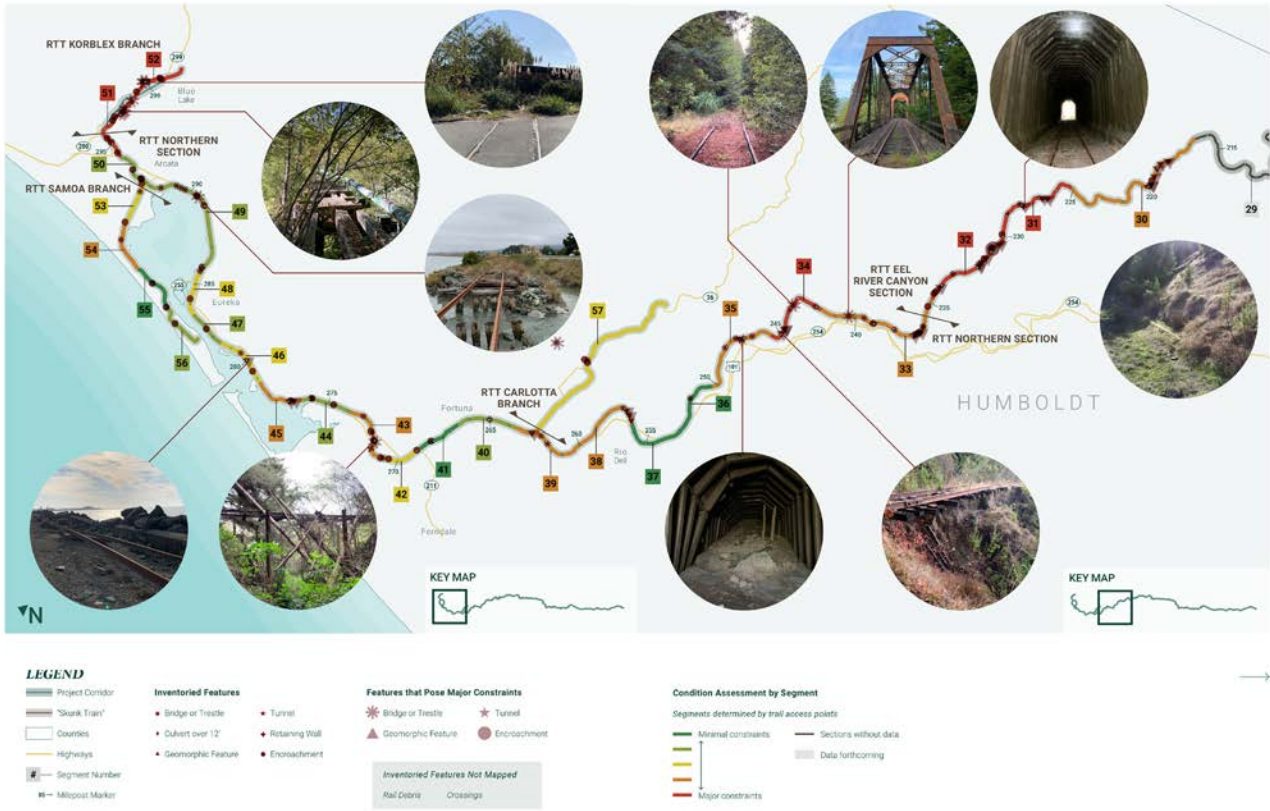
Randy McDaniel, RLA  
Deputy Director  
951.826.2000  
rmcdaniel@riversideca.gov

### CONTRACT AMOUNT

\$65,000

### RELEVANCE

- ✓ Trails master planning
- ✓ Trail network prioritization
- ✓ Design, operations, and maintenance guidelines
- ✓ Funding and implementation recommendations



## Great Redwood Trail Feasibility Study

NORTHERN CALIFORNIA | 2019-2020

As part of a team, Alta worked on the feasibility study for the North Coast Great Redwood Trail. The 300+ mile trail will run along both active and abandoned railway spanning from San Francisco Bay to Humboldt Bay—passing through some of the most beautiful and rugged landscapes in the U.S.

Alta led the initial public outreach and discussions with stakeholders including ranchers whose property would be bisected by the trail. Alta also helped build support for the trail by presenting at the California State Trail Conference.

Alta then analyzed the feasibility of this trail by inventorying existing conditions, conducting trail governance and railbanking research, and providing trail facility design, corridor segmenting and prioritization, analytics, and cost estimates. A trail along this corridor has the potential to attract hundreds of thousands of visitors and serve as an economic driver to the communities in the area.

**Ukiah Segment:** Alta was part of the consultant team for the design of two miles of Great Redwood Trail directly adjacent to downtown Ukiah. The new trail forms a key north-south spine in Ukiah’s non-motorized transportation system. Alta’s role in the construction documents included landscaping, gateway and trailheads, and intersection crossing design.

### CLIENT

California State Parks

### CONTACT

Jason Spann  
Associate Landscape Architect  
916.425.9295  
jason.spann@parks.ca.gov

### CONTRACT AMOUNT

\$253,000

### RELEVANCE

- ✓ Multi-jurisdictional trail planning
- ✓ Front- and back-country trails
- ✓ User demand analysis

### AWARDS

2021 *Merit Award*, ACEC California Engineering Excellence Awards





## Bishop Downtown Specific Plan and Mixed-Use Overlay

BISHOP, CA | 2020-2022

Alta led the development of a Downtown Specific Plan and Mixed-Use Overlay that establishes a framework for guiding the growth, function, and aesthetic of Bishop’s city center.

Alta completed this work, and the associated California Environmental Quality Act (CEQA) analysis to create holistic guidance for creating a vibrant pedestrian-friendly environment in the downtown area while also maintaining and complimenting the City’s distinct small-town character at the eastern edge of the Sierra Mountains.

The Plan and Overlay were created through a collaborative process with city officials and staff, stakeholders, and residents. This work establishes development regulations, building and signage design guidelines, mobility recommendations, and implementation strategies. These components will help Bishop meet the vision shared by these partners for growth management, housing, mobility enhancements, and a cohesive downtown corridor.

### CLIENT

City of Bishop

### CONTACT

Elaine Kabala  
Associate Planner  
760.873.8458  
ekabala@cityofbishop.com

### CONTRACT AMOUNT

\$430,000

### RELEVANCE

- ✓ Specific Plan and mixed-use overlay
- ✓ Streetscape planning and design guidelines
- ✓ Graphic renderings
- ✓ CEQA analysis
- ✓ Stakeholder engagement



## Santa Susana Trails Master Plan

LOS ANGELES COUNTY, CA | 2017-2018

The County of Los Angeles Department of Parks and Recreation (DPR) hired Alta to help guide the development of a multi-use trail system located in a nearly 13-square-mile study area in northwestern Los Angeles County adjacent to Ventura County, the City of Santa Clarita, and the City of Los Angeles.

The project proposes a complete multi-use trail system that connects user groups and local populations to desired recreation destinations and experiences. Alta also developed the plan for the trail system to provide transitions to trails in adjacent jurisdictions, compatibility with adjacent land uses and environmental resources, and a sustainable design that is consistent with the County *Trails Manual*.

Due to history of user group conflicts on existing trails in the area, the project included a series of outreach meetings with emphasis dedicated to a specific trail user group at each meeting. This allowed each group to focus on their own priorities. Specific planning recommendations were made for each user group, and guidance was also provided to help alleviate conflicts where mountain bikes, equestrians, and hikers used the same trails.

### OWNER

County of Los Angeles Department of Parks and Recreation (DPR)

### CLIENT

Sapphos Environmental, Inc. (Prime)

### CONTACT

Michelle O'Connor  
Trails Planning Section Head  
626.588.5302  
moconnor@parks.lacounty.gov

### CONTRACT AMOUNT

\$262,000

### RELEVANCE

- ✓ Multi-use Trail Master Plan
- ✓ User group and recreation network planning
- ✓ Connectivity to adjacent trails
- ✓ Land use and environmental considerations
- ✓ Integration with County Trail Manual standards





## Lake Mary Loop

MAMMOTH LAKES, CA | 2014-2016

Alta led a combination of technical analyses, field data collection, and stakeholder input to study the feasibility and make recommendations for the Around Lake Mary Loop and Lake George Connector. Alta provided three (3) alignment designs and analyzed the cost/benefits of each alignment. Alignments consisted of a multi-use path circling Lake Mary and a multi-use path alignment to Lake George. Alta prepared a 30% preliminary design for the preferred alternative.

### OWNER

Town of Mammoth Lakes

### CLIENT

Triad/Holmes Associates (Prime)

### CONTACT

Tom Platz  
Civil Engineer  
760.934.7588  
tplatz@thainc.com

### CONTRACT AMOUNT

\$71,987

### RELEVANCE

- ✓ Multi-jurisdictional planning
- ✓ Design for traffic/user management
- ✓ Geographical overlap





## Mammoth Lakes Walk, Bike, Ride Mobility Action Plan

MAMMOTH LAKES, CA | 2016-2017

Alta developed a Multimodal Bicycle, Pedestrian, Transit and Parking Vision Plan to help the Town of Mammoth Lakes plan for the efficient movement of residents and visitors, maximize mobility choices, and encourage alternatives to personal car trips. The goal was to support a vision for Mammoth as a premier year-round accessible recreation destination with seamless connections and high-quality mobility choices. Alta facilitated a week-long design charrette in Mammoth Lakes to meet with stakeholders and gather input, and gain an on-the-ground understanding of destinations and connections in order to develop the Mobility Action Plan. Post-charrette, Alta worked with staff to refine and develop a preferred set of elements to move forward with the Mobility Action Plan, including cost estimates and an implementation strategy.

### CLIENT/OWNER

Town of Mammoth Lakes

### CONTACT

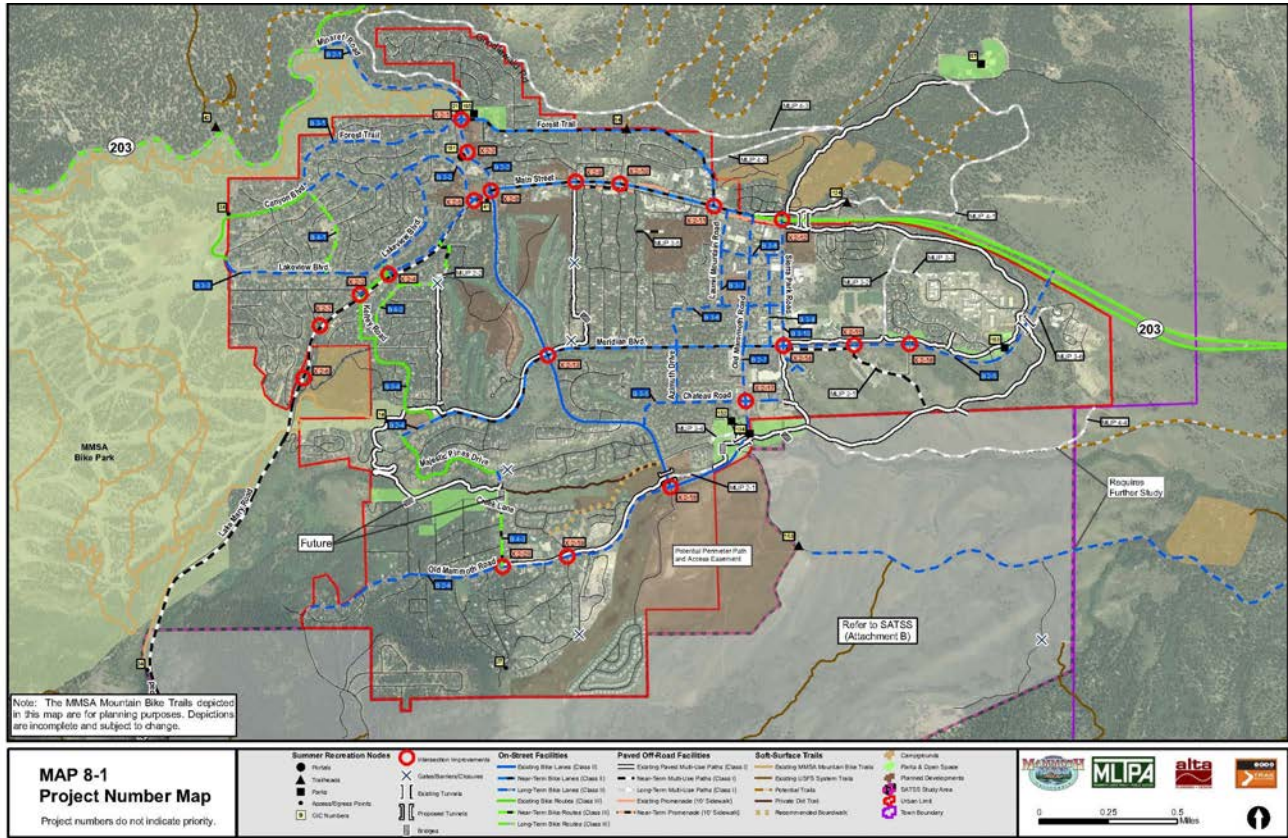
Sandra Moberly  
Community and Economic Development  
Director  
760.934.8989  
smoberly@townofmammothlakes.ca.gov

### CONTRACT AMOUNT

\$94,000

### RELEVANCE

- ✓ Geographical overlap
- ✓ Multi-jurisdictional planning
- ✓ Trail/urban interface



## Mammoth Lakes Trail System Master Plan

MAMMOTH LAKES, CA | 2007-2009

The Town of Mammoth Lakes is a unique four-season recreation resort community in the Eastern Sierra Nevada. Alta led a team with IMBA Trail Solutions and Beneficial Designs to develop a Trails and Public Access Master Plan. The Plan connects the human built environment with an inner loop shared use path network inside the Town’s urban growth boundary, and a natural surface trails network connecting to surrounding USFS and other state, county, and federal public lands.

### Alta facilitated a process that led to the creation of Mammoth Lakes Trails and Public Access, a strong local advocacy organization.

MLTPA helped the community organize public involvement sessions called “CAMP – Concept and Master Planning” for winter and summer visions of the trails system. In 2008, the community voted by a 72% majority to approve a new .5% sales tax measure that will create a \$1 million per year funding source for trails, recreation and public access. Alta also made edits to the Soft-Surface Trail Concepts document produced by Trail Solutions, and attended public meetings, field trips and workshops related to the recently completed Trail System Master Plan and the Sherwin Area Trails Special Study.

#### CLIENT/OWNER

Town of Mammoth Lakes

#### CONTRACT AMOUNT

\$150,000

#### RELEVANCE

- ✓ Multi-jurisdictional trail planning
- ✓ Geographical overlap with study area
- ✓ Trail/urban interface





## Riverside County Comprehensive Trails Plan

RIVERSIDE COUNTY, CA | 2016-2018

The Riverside County Regional Park and Open-Space District, as the managing agency for the county’s trail network, hired Alta to develop a Comprehensive Trails Plan for Riverside. The Comprehensive Trails Plan analyzes the current trail segment assessment; catalogues the District’s inventory of existing trails and trail classifications; analyzes system gaps, property rights, and approaches for acquisition; develops context-sensitive, sustainable trail design guidelines through analysis and recommendations of the current standards; and examines key policy issues related to trails such as: land use, easements, liability, unsanctioned use, and illegal motorized trail use.

Alta also developed a Plan for trail implementation and phasing; provided maps, signs, and wayfinding recommendations to support trail use; defined the District’s role as lead agency or manager of the County trails program; identified agencies for potential trails partnerships and recommend immediate and long-term funding models; provided a framework of recommendations that will serve as a blueprint for future trails planning, maintenance, and development; and developed and implemented a trail-user survey with data analysis to help inform the Master Plan.

### CLIENT/OWNER

Riverside County Regional Park and Open Space District

### CONTACT

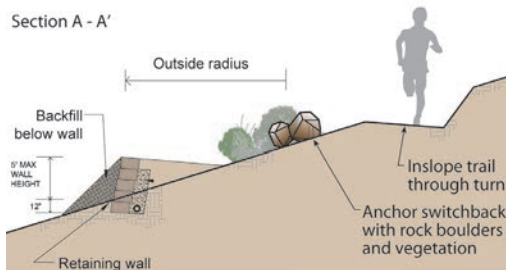
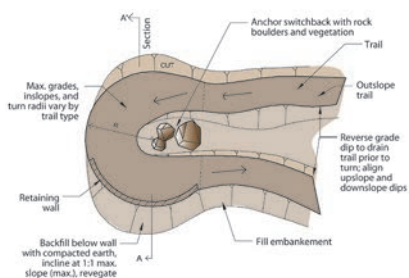
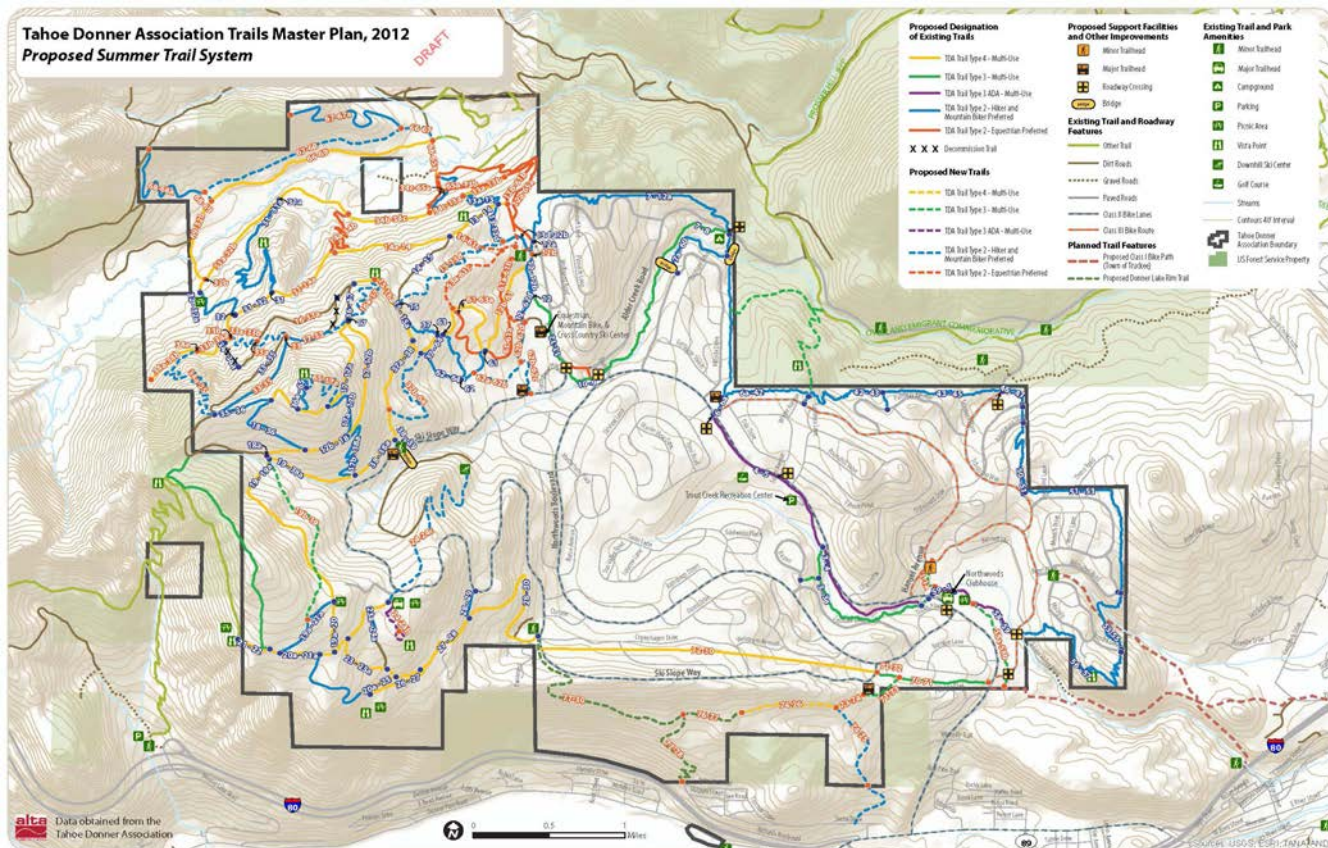
Kyla Brown  
 Parks Director/General Manager  
 951.955.4306  
 kylabrown@rivco.org

### CONTRACT AMOUNT

\$484,625

### RELEVANCE

- ✓ Regional trail planning
- ✓ Trail standards development
- ✓ Stakeholder engagement



## Tahoe Donner Trail Master Plan

TRUCKEE, CA | 2013-2014

Alta worked with the Tahoe Donner Association to complete their Draft Tahoe Donner Trails Master Plan with the goal of preserving, expanding, and enhancing the trail network. Alta reviewed the existing and proposed trails system; validated findings; provided precise language and graphics to fill policy, design, and maintenance gaps; and offered solutions for closing and re-routing trails, and resolving erosion, wetland, riparian, and egress issues that have been tested on other projects throughout the region. Through meetings and community workshops, Alta guided the community through completion of a comprehensive and effective Trail Master Plan to allow the Tahoe Donner Association to fund, maintain, and operate the trail system into the future.

### CLIENT

Tahoe Donner Association

### CONTACT

Annie Rosenfeld  
Chief Operating and Finance Officer  
530.587.9400  
Annie@ttcf.net

### CONTRACT AMOUNT

\$50,000

### RELEVANCE

✓ Trails master planning

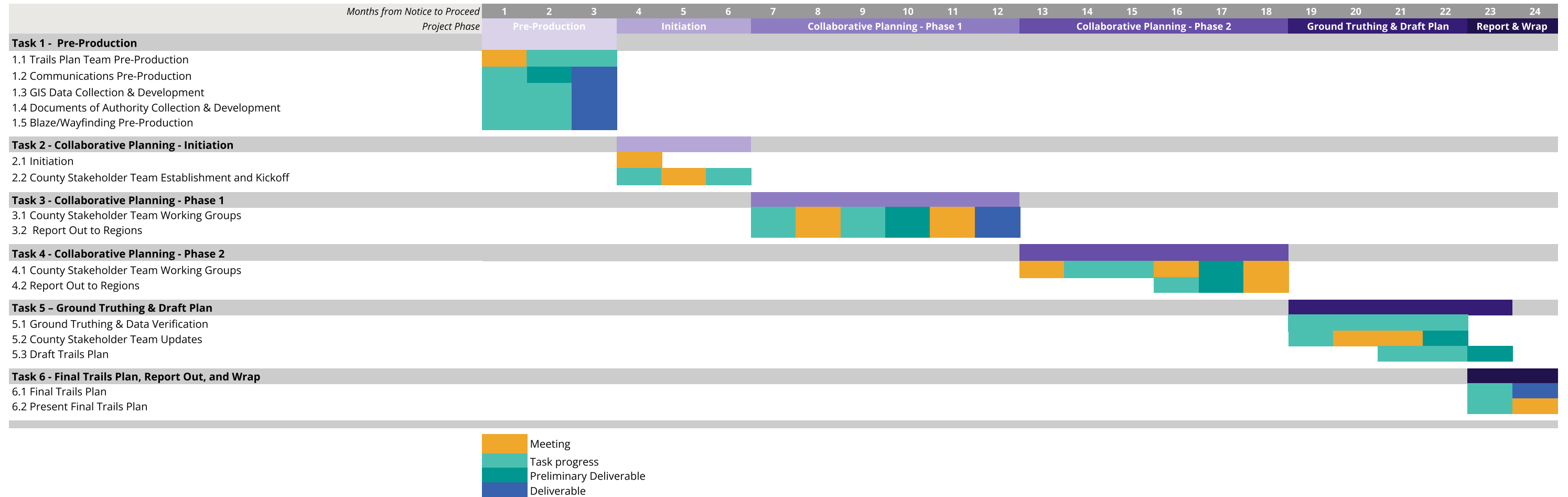
05

# Timeframe Flowchart

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# Project Schedule

This proposed schedule reflects the scope outlined in this proposal. The Alta Team is flexible in our approach and looks forward to working with ESCOG to finalize the scope and schedule to meet the needs of the agency and project.



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# Contact Information

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# Point-of-Contact



**James Powell, PLA, ASLA**

Principal-in-Charge

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Direct: 213.437.3336  
jamespowell@altago.com

Atla Planning + Design, Inc.  
617 W. 7th Street, #1103  
Los Angeles, CA 90017  
www.altago.com



COST PROPOSAL

# Trails Planning Services for the Eastern Sierra Towns to Trails Plan

*Eastern Sierra Council of Governments*

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SEPTEMBER 19, 2022  
PREPARED BY ALTA PLANNING + DESIGN, INC.  
IN ASSOCIATION WITH  
MAMMOTH LAKES TRAILS AND PUBLIC ACCESS FOUNDATION



# Proposed Project Budget

Trails Planning Services for the Eastern Sierra Town to Trails Plan  
 Alta Planning + Design, Inc.  
 September 19, 2022

TASK	Alta Planning + Design, Inc.										MLTPA										Total Task Hours	Total Task Fee
	Principal In Charge	Project Manager	Assistant Project Manager	Funding Advisor	Trails Advisor	GIS Manager	GIS Lead / Trail Planner	Planner	Planner	Admin Staff	Board President (Volunteer)	Project Management Specialist	GIS Manager	Director	Project Specialist	Technical Support	Project Specialist	Operations Manager				
	James Powell	Tim Bevins	Cole Peiffer	Jeff Knowles	Brian Burchfield	Kim Voros	Daniel Scheir	Devan Gelle	Colin Amos	Staff	John Wentworth	Kristy Williams	Andrew Mulford	Kiarsten Puseamp	Rita Keil	Trevor VanWinkle	Tanner Bissonette	Kristen Genilucci				
	\$244	\$189	\$174	\$259	\$219	\$174	\$125	\$125	\$125	\$106	\$0	\$72	\$72	\$72	\$67	\$67	\$67	\$67				
<b>2023 Hourly Rates*</b>	28	68	20	6	6	32	84	24	61	11	100	66	84	135	41	45	50	12				
<b>Task 1 - Pre-Production (Grant Task 3)</b>	8	16	12	2	2	2	16	4	4	8	25	25	11	39	4	4	8	873	\$92,925			
1.1 Trails Plan Team Pre-Production	4	24	8	2	2	2	60	4	17	3	15	15	11	39	10	10	4	149	\$15,533			
1.2 Communications Pre-Production	4	8	8			32		8	8		20	5	40				4	147	\$15,631			
1.3 GIS Data Collection & Development	4	8						16	24		20	5	25	16	15	15	40	217	\$22,481			
1.4 Documents of Authority Collection & Development	8	12	2	2	2	2	8	8	8		20	16	8	12	16	10	10	158	\$13,476			
1.5 Blaze/Wayfinding Pre-Production											20	16	8	80	16	16	10	202	\$17,208			
Res reimbursable Expenses & Travel																				\$8,597		
<b>Task 2 - Collaborative Planning - Initiation (Grant Task 4)</b>	24	58	32	0	0	0	20	20	0	0	70	76	20	0	28	15	0	363	\$37,177			
2.1 Initiation	4	16	8				8	8			25	40	5	4				118	\$10,900			
2.2 County Stakeholder Team Establishment and Kickoff	20	42	24				12	12			45	36	15	24	15			245	\$26,277			
<b>Task 3 - Collaborative Planning - Phase 1 (Grant Task 5)</b>	16	64	36	0	16	8	38	16	34	0	49	61	39	0	27	12	0	416	\$47,983			
3.1 County Stakeholder Team Working Groups	8	40	20		16	8	20	8	16		24	36	24	12	8	8	0	240	\$29,058			
3.2 Report Out to Regions	8	24	16				18	8	18		25	25	15	15	4			176	\$18,924			
<b>Task 4 - Collaborative Planning - Phase 2 (Grant Task 6)</b>	12	62	36	0	0	12	40	20	20	0	99	64	64	35	24	28	33	549	\$50,435			
4.1 County Stakeholder Team Working Groups	8	32	16			12	40	20	20		49	46	36	12	18	18	16	325	\$31,859			
4.2 Report Out to Regions	4	30	20								50	18	28	12	10	17		224	\$18,575			
<b>Task 5 - Ground Truthing &amp; Draft Plan (Grant Task 7)</b>	20	40	20	8	16	9	55	56	20	1	130	28	58	20	36	10	63	590	\$57,263			
5.1 Ground Truthing & Data Verification	4	8	8	4	8	5	7	8	8	1	50	8	30	20			50	199	\$14,259			
5.2 County Stakeholder Team Updates	8	16	8	4	8	4	8	8	8		30	12	8	20	10	13	13	157	\$16,178			
5.3 Draft Trails Plan	8	16	4	4	8	8	40	40	20		50	8	20	16				234	\$24,046			
Res reimbursable Expenses & Travel																				\$2,781		
<b>Task 6 - Final Trails Plan, Report Out, and Wrap (Grant Task 7)</b>	24	32	20	2	4	0	44	40	30	4	55	8	29	0	20	8	0	320	\$35,985			
6.1 Final Trails Plan	8	20	8	2	4		40	40	30		25	25	4	16				218	\$25,136			
6.2 Present Final Trails Plan	16	12	12				4			4	30	8	4	4	8			102	\$10,849			
<b>Staff Hours</b>	124	324	164	16	42	61	281	176	165	16	503	303	294	190	176	118	146	3111				
<b>Labor Total</b>	\$30,206	\$61,236	\$28,585	\$4,150	\$9,217	\$10,632	\$35,111	\$21,991	\$20,617	\$1,697	\$0	\$21,816	\$21,168	\$13,680	\$11,792	\$7,906	\$9,782	\$310,390				
Reimbursable Expenses and Travel (Included in tasks above)																			\$11,378			
<b>Total plus Expenses</b>																			\$321,768			
	Alta Total \$223,442										MLTPA Total \$86,948											

GENERAL NOTES:  
 \* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.  
 \*\* Hourly rates are for 2023, and will be adjusted as work continues into subsequent years.





## STAFF REPORT

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Staff

**Subject:** Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of National Environmental Policy Act Services for the Eastern Sierra Pace and Scale Accelerator, and:

Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of Project Management Services for the Eastern Sierra Pace and Scale Accelerator.

**Meeting date:** October 14, 2022

**Prepared on:** October 7, 2022

**Attachments:** A) Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of National Environmental Policy Act Services for the Eastern Sierra Pace and Scale Accelerator

B) Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of Project Management Services for the Eastern Sierra Pace and Scale Accelerator

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### **BACKGROUND/HISTORY:**

The Whitebark Institute of Interdisciplinary Environmental Services (Whitebark) serves as the contractor to the ESCOG for environmental planning services and project management services for the Eastern Sierra Pace and Scale Accelerator. The contract

for both services currently specifies quarterly invoicing for work completed. Whitebark has requested the agreement be modified to allow for monthly invoicing.

The agreements will also be modified for consistency so that invoices are due on the tenth of each month.

**BUDGET IMPACTS:**

None.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff recommends the ESCOG Board approve:

- 1) Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of National Environmental Policy Act Services for the Eastern Sierra Pace and Scale Accelerator, and:
- 2) Contract Amendment No. 1 to the Agreement between the Eastern Sierra Council of Governments and the Whitebark Institute of Interdisciplinary Environmental Services for the Provision of Project Management Services for the Eastern Sierra Pace and Scale Accelerator.

Attachment A

**AMENDMENT NUMBER 1 TO THE  
AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND  
THE WHITEBARK INSTITUTE OF INTERDISCIPLINARY ENVIRONMENTAL SCIENCES FOR THE  
FOR THE PROVISION OF NATIONAL ENVIRONMENTAL POLICY ACT SERVICES FOR THE EASTERN  
SIERRA PACE AND SCALE ACCELERATOR**

WHEREAS, the Eastern Sierra Council of Governments (hereinafter referred to as "ESCOG") and The Whitebark Institute (hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Project Management Services, dated January 18, 2022, and;

WHEREAS, ESCOG and Contractor desire and consent to amend such Agreement as set forth below;

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written form, and executed with the same formalities as such Agreement, and attached to the original Agreement to maintain continuity.

ESCOG and Contractor hereby amend such Agreement as follows:

1. Paragraph 3 (E) (Consideration)(Billing and payment) shall be amended to read as follows: Contractor shall submit to ESCOG, monthly, an itemized statement of all services and work described in Attachment A, which were done at ESCOG's request. This Statement will be submitted to ESCOG not later than the tenth (10<sup>th</sup>) day of the month. The statement to be submitted will cover the period from the first (1<sup>st</sup>) day of the preceding through and including the last day of the preceding month. This statement will identify the on which the services and work were performed and received the nature of the services and work which were performed on each day. Upon timely receipt of the statement by tenth (10<sup>th</sup>) day of the month, ESCOG shall make payment to Contractor on the last day of the month.

All the other terms and conditions of the Agreement are unchanged and remain the same.

**ESCOG**

**CONTRACTOR**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
ESCOG Counsel

APPROVED AS TO ACCOUNTING FORM:





Attachment B

**AMENDMENT NUMBER 1 TO THE  
AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND  
THE WHITEBARK INSTITUTE OF INTERDISCIPLINARY ENVIRONMENTAL SCIENCES FOR THE  
PROVISION OF NATIONAL ENVIRONMENTAL POLICY ACT PROJECT MANAGEMENT AND  
PROJECT IMPLEMENTATION SERVICES**

WHEREAS, the Eastern Sierra Council of Governments (hereinafter referred to as "ESCOG") and The Whitebark Institute (hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Project Management Services, dated January 18, 2022, and;

WHEREAS, ESCOG and Contractor desire and consent to amend such Agreement as set forth below;

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written form, and executed with the same formalities as such Agreement, and attached to the original Agreement to maintain continuity.

ESCOG and Contractor hereby amend such Agreement as follows:

1. Paragraph 3 (E) (Consideration)(Billing and payment) shall be amended to read as follows: Contractor shall submit to ESCOG, monthly, an itemized statement of all services and work described in Attachment A, which were done at ESCOG's request. This Statement will be submitted to ESCOG not later than the tenth (10<sup>th</sup>) day of the month. The statement to be submitted will cover the period from the first (1<sup>st</sup>) day of the preceding month through and including the last day of the preceding month. This statement will identify the on which the services and work were performed and received the nature of the services and work which were performed on each day. Upon timely receipt of the statement by tenth (10<sup>th</sup>) day of the month, ESCOG shall make payment to Contractor on the last day of the month.

All the other terms and conditions of the Agreement are unchanged and remain the same.

**ESCOG**

**CONTRACTOR**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
ESCOG Counsel

APPROVED AS TO ACCOUNTING FORM:

\_\_\_\_\_  
ESCOG Fiscal Services



## STAFF REPORT

**To:** ESCOG Joint Powers Authority  
**From:** Elaine Kabala, ESCOG Staff  
**Subject:** Update on ESCOG Staffing  
**Meeting date:** October 14, 2022  
**Prepared on:** October 10, 2022  
**Attachments:** None

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### **BACKGROUND/HISTORY:**

Per the direction of your Board at the August 12, 2022 meeting, staff has continued conversations with regional managers to determine the timeline and procedures for incorporating employees into either an existing member agency to gain human and office resources efficiencies or continuing to operate as contract employees to the organization.

During this period, Inyo County has attained a new County Administrative Officer, Nate Greenberg. Staff has consulted with Mr. Greenberg and other area managers regarding permanent installation of the ESCOG staff within Inyo County. There is general agreement for creating a permanent, full-time position with Inyo County, while continuing to partner with member agencies for other support staff.

The current part-time executive director's contract expires in October, which allows time to collaborate with ESCOG partners to determine administrative structures. Based on conversations with regional management, the transition of ESCOG staff from part-time to full-time within a partner organization at the beginning of calendar year 2023 is still appropriate.

### **BUDGET IMPACTS:**

None.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff requests the Board receive an update on ESCOG staffing discussions from staff and regional leadership.



## STAFF REPORT

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Staff

**Subject:** Amendment Number 4 to the Agreement Between the Eastern Sierra Council of Governments and Eastern Sierra Planning, LLC for the Provision of Administrative Services

**Meeting date:** October 14, 2022

**Prepared on:** October 7, 2022

**Attachments:** A) Amendment Number 4 to the Agreement Between the Eastern Sierra Council of Governments and Eastern Sierra Planning for the Provision of Administrative Services

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### **BACKGROUND/HISTORY:**

At their April meeting, the ESCOG approved a contract for between the ESCOG and Elaine Kabala for administrative services from March 15, 2022 through October 15, 2022, unless sooner terminated. During that period, the ESCOG has considered pivoting administrative services to be housed within one of the member agencies. The logistics for that transition will extend beyond the current contract term for administrative services. Staff is proposing extending the contract to January 15, 2023 as a bridge until permanent ESCOG staffing logistics are finalized.

No other changes are proposed to the original agreement.

### **BUDGET IMPACTS:**

None.

### **LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

### **RECOMMENDATION:**

Staff recommends the ESCOG Board approve Amendment Number 4 to the Agreement Between the Eastern Sierra Council of Governments and Eastern Sierra Planning for the Provision of Administrative Services.

Attachment A

**AMENDMENT NUMBER 4 TO THE  
AGREEMENT BETWEEN THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AND  
EASTERN SIERRA PLANNING, LLC FOR THE PROVISION OF ADMINISTRATIVE SERVICES**

WHEREAS, the Eastern Sierra Council of Governments (hereinafter referred to as "ESCOG") and Eastern Sierra Planning, LLC (hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Administrative Services, dated October 16, 2020, for the term from March 15, 2022 to October 15, 2022;

WHEREAS, ESCOG and Contractor desire and consent to amend such Agreement as set forth below;

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written form, and executed with the same formalities as such Agreement, and attached to the original Agreement to maintain continuity.

ESCOG and Contractor hereby amend such Agreement as follows:

- 1. Paragraph 2 (Term) shall be amended to read as follows:

The term of this Agreement shall be from October 15, 2022 to January 15, 2023 unless sooner terminated as provided below.

All the other terms and conditions of the Agreement are unchanged and remain the same.

**ESCOG**

**CONTRACTOR**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
ESCOG Counsel

APPROVED AS TO ACCOUNTING FORM:

\_\_\_\_\_  
ESCOG Fiscal Services





## STAFF REPORT

**To:** ESCOG Joint Powers Authority  
**From:** Grace Chuchla, ESCOG Counsel  
**Subject:** Resolution Adopting an Updated Conflict of Interest Code  
**Meeting date:** October 14, 2022  
**Prepared on:** October 10, 2022  
**Attachments:** A) A Resolution of the Board of Directors of the Eastern Sierra Council of Governments Adopting Modifications to the Conflict of Interest Code as Proposed by the Fair Political Practices Commission

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### **BACKGROUND/HISTORY:**

In July 2020, the ESCOG adopted a proposed conflict of interest code and forwarded it to the Fair Political Practices Commission for review. Per 2 Cal. Code Regs. § 18750, the FPPC serves as the code reviewing body for multi-county agencies, like ESCOG. Counsel for ESCOG has been corresponding with the FPPC for approximately 2 years regarding modifications that the FPPC would like to see to the ESCOG's proposed conflict of interest code. The results of counsel's work with the FPPC are contained within the attached updated code.

Generally, the FPPC's edits have modified the code to require less disclosure. Staff would recommend accepting these modifications from the FPPC, as the FPPC's proposed version of the conflict of interest code still requires ample disclosure. In order to formally adopt the FPPC's edits as the ESCOG's conflict of interest code, the Board must adopt the attached resolution.

As an important note, the adoption of this conflict of interest code does not impact the filing of Form 700s for Board members. Both before and after the adoption of any conflict of interest code, Board members must file Form 700s per Government Code § 87302.6. The only individuals whose Form 700s will be impacted by the adoption of the Conflict of Interest Code are staff members, such as the Executive Director or Legal Counsel.

### **BUDGET IMPACTS:**

None.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff requests the ESCOG Board adopt the attached resolution entitled “A Resolution of the Board of Directors of the Eastern Sierra Council of Governments Adopting Modifications to the Conflict of Interest Code as Proposed by the Fair Political Practices Commission.”

**RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EASTERN SIERRA COUNCIL OF GOVERNMENTS ADOPTING MODIFICATIONS TO THE CONFLICT OF INTEREST CODE AS PROPOSED BY THE FAIR POLITICAL PRACTICES COMMISSION**

**WHEREAS**, on July 1, 2020, the Board of Directors of the Eastern Sierra Council of Governments (“ESCOG”) adopted Resolution No. 2020-01, in which the Board adopted a proposed Conflict of Interest Code for the ESCOG; and

**WHEREAS**, pursuant to 2 Cal. Code Regs § 18750, following the required 45 day public comment period, ESCOG staff forwarded the adopted Conflict of Interest Code to the Fair Political Practices Commission (“FPPC”) for review and comment; and

**WHEREAS**, on August 25, 2022, ESCOG received proposed edits from the FPPC for the Conflict of Interest Code; and

**WHEREAS**, staff recommends adopting a modified Conflict of Interest Code in line with the edits that the FPPC has proposed.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of ESCOG that the Conflict of Interest Code attached hereto as Exhibit A and incorporated herein by this reference is hereby adopted as the Conflict of Interest Code of the ESCOG.

**PASSED AND ADOPTED** this 14th day of October, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_

Secretary

\_\_\_\_\_

John Wentworth  
Chairperson

# Exhibit A

## EASTERN SIERRA COUNCIL OF GOVERNMENTS

### CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code Regs. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix (or Appendices), designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Eastern Sierra Council of Governments (ESCOG)**.

Individuals holding designated positions shall file their statements of economic interests with the **ESCOG**, which will make the statements available for public inspection and reproduction. (Gov. Code § 81008.) All statements will be retained by the **ESCOG**.

**EASTERN SIERRA COUNCIL OF GOVERNMENTS  
CONFLICT OF INTEREST CODE**

**APPENDIX A**

<b>DESIGNATED POSITION</b>	<b>DISCLOSURE CATEGORY</b>
Director	2
Board Members (and Alternates)	2
Executive Manager	2
Legal Counsel*	2
Staff Advisor – Fiscal Services	2
Consultants & New Positions**	

\*Legal Counsel means the Inyo County Counsel and/or such other legal counsel as the Eastern Sierra Council of Governments may choose to utilize.

\*\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Legal Counsel may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and based upon that description, a statement of the extent of disclosure requirements. The Legal Counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008).



**EASTERN SIERRA COUNCIL OF GOVERNMENTS  
CONFLICT-OF-INTEREST CODE**

**APPENDIX B**

**DISCLOSURE CATEGORIES**

- 1) Designated employees in this category must report all investments; business positions in business entities; sources of income (including receipt of gifts, loans, and travel payments); and real property located within the jurisdiction as well as real property within two miles of the real property used or the potential site.
- 2) Designated employees in this category must report all reportable investments; business positions; and sources of income, including gifts, loans, and travel payments.
- 3) Designated positions assigned to this category must report:
  - a. Interests in real property within the boundaries of the ESCOG that are used by the ESCOG or are of the type that could be acquired by the ESCOG as well as real property within two miles of the property used or the proposed site.
  - b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.
  - c. All reportable investments, business positions and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery, or services, including training or consulting fees, of the type utilized by the ESCOG.



## STAFF REPORT

**To:** ESCOG Joint Powers Authority  
**From:** Grace Chuchla, ESCOG Counsel  
**Subject:** Update Regarding Remote Meeting Legislation  
**Meeting date:** October 14, 2022  
**Prepared on:** October 10, 2022  
**Attachments:** None

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### **BACKGROUND/HISTORY:**

After COVID-19 forced Brown Act bodies throughout California to begin meeting virtually, many local government officials and special interest groups recognized the convenience and utility of virtual meetings and pushed for modifications to the Brown Act that would modify the current Brown Act requirements for virtual meetings. On the other hand, other local government officials and special interest groups felt that virtual meetings should not be encouraged because they decrease transparency and accountability.

There have been a variety of bills proposed that attempt to balance these competing interests. Many have died in committee, but two have passed. The first of these bills was AB 361 (2021), which your Board has been in compliance with since its introduction. Recently, a second bill passed – AB 2449 (2022). Staff will provide a verbal update on AB 2449, how it has modified the Brown Act, and how the ESCOG Board could incorporate AB 2449 into its meetings.

### **BUDGET IMPACTS:**

None.

### **LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

### **RECOMMENDATION:**

Staff requests that your Board receive a verbal update regarding AB 2449 and the modifications that this bill has made to the Brown Act and provide staff with direction

regarding virtual or in-person meetings going forward.