



BOARD OF DIRECTORS OF THE EASTERN SIERRA TRANSIT AUTHORITY

Regular Meeting
Thursday January 5, 2017
Town of Mammoth Lakes Council Chambers
Minaret Village Shopping Center, Suite Z
Mammoth Lakes, California
10:00 a.m.

Note: In compliance with the Americans with Disabilities Act, if an individual requires special assistance to participate in this meeting, please contact Eastern Sierra Transit at (760) 872-1901 ext. 15 or 800-922-1930. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

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| 1. CALL TO ORDER | DISPOSITION |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. ROLL CALL | |
| 4. PUBLIC COMMENT | INFORMATION |
| 5. APPROVAL OF MINUTES: | ACTION |
| a. Regular meeting of October 19, 2016 | |
| b. Special meeting of November 9, 2016 | |
| 6. CLOSED SESSION | DISCUSSION/POSSIBLE ACTION |
| Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; John Helm, John Vallejo, Jim Tatum. Bargaining Group; ESTA-EEA. | |
| 7. REPORT ON CLOSED SESSION AS REQUIRED BY LAW | |
| 8. APPROVAL OF MOU WITH EEA, AND PERSONNEL RULES WITH EEA AND MCEA | ACTION |
| Staff recommendation: The Board is requested to adopt and approve the Memorandum of Understanding between ESTA and the Eastern Sierra | |

Transit Authority Employees Association (EEA), and the Personnel Rules applicable to EEA and the ESTA Management and Confidential Employees Association (MCEA), and to authorize such action by resolution.

9. UPDATE OF ESTA's CONTRIBUTION TO CALPERS HEALTH ACTION

Staff recommendation: The Board is requested to adopt and approve by resolution an action fixing the Authority's contribution for 2017 to the CalPERS Health program under the Public Employees' Medical and Hospital Care Act (PEMHCA) for all members of the Eastern Sierra Transit Employees Association (EEA).

10. REDS MEADOW ROAD REHABILITATION FUNDING UPDATE

DISCUSSION/ POSSIBLE ACTION

Staff recommendation: An update will be provided regarding further developments concerning a cooperative arrangement between the U.S. Forest Service and the Town of Mammoth Lakes to address needed improvements to the Reds Meadow Road, and ESTA's involvement to help fund the long term maintenance of the improved road.

11. MAMMOTH LAKES SERVICE CHANGES DISCUSSION/POSSIBLE ACTION

Staff recommendation: A recap of the Mammoth Lakes service changes that were implemented in December will be provided to the Board.

12. EQUAL EMPLOYMENT OPPORTUNITY POLICY UPDATE ACTION

Staff recommendation: Pass and adopt Resolution No. 2016-07, which approves the updated Eastern Sierra Transit Authority Equal Employment Opportunity Policy Statement and Program.

13. CONFIRMATION OF CHAIRPERSON AND VICE-CHAIRPERSON ACTION

Staff recommendation: The Board is requested to confirm that the current Chair and Vice-Chair are intended to serve in these roles through 2017.

14. 2017 BOARD MEETING CALENDAR ACTION

Staff recommendation: It is recommended the Board schedule and approve dates for the regular meetings of the Board of Directors for balance of 2017.

15. FINANCIAL REPORT RECEIVE AND FILE

FY 2016/17 report for the period ending January 4, 2017

16. OPERATIONS REPORT RECEIVE AND FILE

November 2016

17. REPORTS INFORMATION

- a. Board Members
- b. Executive Director

18. FUTURE AGENDA ITEMS

19. ADJOURNMENT

The next regular meeting will be scheduled at today's meeting.

ACTION

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Wednesday October 21, 2016 Regular Meeting

The Board of Directors of the Eastern Sierra Transit Authority met at 10:00a.m. on Friday October 21, 2016 at the City of Bishop Council Chambers, Bishop, California. The following members were present: Karen Schwartz, Cleland Hoff, Tim Alpers, Jeff Griffiths, Kirk Stapp and Mark Tillemans. Directors Joe Pecsí and Bill Sauser were absent. Director Griffiths led the pledge of allegiance.

Public Comment	The Chairperson opened the public comment period at 10:08a.m. There was no one from the public wishing to address the Board. Public comment was closed.
Employee of the Quarter	Mr. Helm announced that Ulla Burton was selected as the Employee of the Quarter for the third quarter 2016.
Approval of Minutes	Moved by Director Griffiths and seconded by Director Hoff to approve the minutes of the regular meeting of September 16, 2016. Motion carried 5-0, with Director Schwartz abstaining and Directors Pecsí and Sauser absent.
Election of Vice-Chairperson	Moved by Director Griffiths and seconded by Director Hoff to elect Director Stapp as Vice-Chairperson. Motion carried 6-0, with Directors Pecsí and Sauser absent.
Mammoth Mountain Ski Area Agreement Amendment	Moved by Director Griffiths and seconded by Director Stapp to approve the Agreement Amendment with Mammoth Mountain Ski Area. Motion carried 6-0, with Directors Pecsí and Sauser absent.
Mammoth Lakes Service Changes	The Board provided direction to staff to implement the Mammoth Lakes service changes.
Bi-Annual Service Analysis	Moved by Director Alpers and seconded by Director Stapp to approve the Eastern Sierra Transit services to be operated from October 2016 through March 2017 as presented. Motion carried 6-0, with Directors Pecsí and Sauser absent.
June Lake Shuttle Recap	Mr. Helm presented the ridership statistics for the summer 2016 June Lake Shuttle.
2016 Annual Report	Mr. Helm presented 2016 Annual Report as an information item.

Operations Report	Mr. Helm presented the Operations Report for the month of September 2016.
Financial Report	Mr. Helm presented the Financial Report for the period ending 10/18/2016.
Board Member Reports	Director Hoff talked about the Town of Mammoth Lakes Multi Modal Vision Plan.
Executive Director Report	Mr. Helm reviewed the scope of work for Town of Mammoth Lakes Multi Modal Vision Plan. Mr. Helm informed the Board that the Transit Agreement with the Pahrump Senior Center was in place and service started October 19, 2016 for the Tecopa to Pahrump service.
Future Agenda Items	None
Closed Session	Open session was recessed at 11:07a.m. to convene in closed session with Directors Pecs and Sauser absent, to consider Agenda Item #17 Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representative; John Helm. Jim Tatum and John Vallejo. Bargaining Group; ESTA-EEA.
Report on Closed Session	Closed session was recessed at 12:26 p.m. to reconvene in open session with all Board Members present. There were no items discussed in closed session, which were required by law to be reported on in open session.
Adjournment	The Chairperson adjourned the meeting at 12:27 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for November 18, 2016 in the Town of Mammoth Lakes.

Recorded & Prepared by:

 Jill Batchelder
 Acting Board Clerk
 Eastern Sierra Transit Authority

Minutes approved:

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Wednesday November 9, 2016 Special Meeting

The Board of Directors of the Eastern Sierra Transit Authority met at 10:00a.m. on Wednesday November 9, 2016 at the City of Bishop Council Chambers, Bishop, California. The following members were present: Chairperson Karen Schwartz, Tim Alpers, Jeff Griffiths, Kirk Stapp, Joe Peksi, and Bill Sauser. Directors Cleland Hoff and Mark Tillemans were absent. Director Alpers led the pledge of allegiance.

Public Comment	The Chairperson opened the public comment period at 9:34a.m. There was no one from the public wishing to address the Board. Public comment was closed.
Closed Session	Open session was recessed at 9:35a.m. to convene in closed session with Directors Hoff and Tillemans absent, to consider Agenda Item #5 Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representative; John Helm. Jim Tatum and John Vallejo. Bargaining Group; ESTA-EEA.
Report on Closed Session	Closed session was recessed at 10:15 a.m. to reconvene in open session with all Board Members present. There were no items discussed in closed session, which were required by law to be reported on in open session.
Adjournment	The Chairperson adjourned the meeting at 10:20 a.m. The November 18, 2016 regular meeting of the Eastern Sierra Transit Authority Board of Directors was cancelled, therefore, the next regular board meeting is scheduled for December 16, 2016 in Bishop November 18, 2016.

Recorded & Prepared by:

John Helm
Executive Director
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Approval of MOU with ESTA Employees Association (EEA)
and Modification of Personnel Rules

Initiated by: John Helm, Executive Director

BACKGROUND:

ESTA entered into a Memorandum of Understanding (MOU) with the Eastern Sierra Transit Employees Association (EEA) on May 1, 2013. That Agreement expired on May 1, 2016.

ANALYSIS/DISCUSSION:

Representatives of the EEA and ESTA have met and conferred since March of 2016 in order to develop a Memorandum of Understanding to govern wages, hours, and other terms and conditions of employment following the expiration of the previous MOU. Concurrently, the representatives negotiated changes to the Personnel Rules to more accurately reflect working conditions and terms. A tentative agreement was reached in late June but was not ratified by the membership. The parties met again in the fall of 2016 and a revised tentative agreement was reached in November, which was subsequently approved the membership. The EEA representatives have indicated that the final language included in the MOU and Personnel Rules accurately depicts the tentative agreements reached through these negotiations. The substantive changes to the terms and conditions of employment from the previous EEA MOU include:

ARTICLE	CHANGE
I	Delete the position of Account Clerk II(was transferred to MCEA) and add the position of Transportation Operations Assistant (transferred from MCEA)
IV.H.2	Delete listing of representatives' names, and add language stating that EEA will inform ESTA of names and email address of representatives
VII.C.1.c	Add "Business Necessity" to criteria for determination of work assignments
VII.C.2	Delete the word "charter". ESTA is precluded from operating charter service except under limited circumstances
VIII.A.1	Insert two new wage tables. One to apply to current employees and one for employees hired after the ratification of the MOU. Table for current employees is based on a \$0.60 across the board increase. New employee table has approximate 3% step increases and 9 steps

VIII.G.3	Modify Late Night Premium Pay language to provide a \$2.00 per hour premium for all shifts scheduled to work beyond 10:00pm. The premium would be paid for all hours of the shift.
VIII.I	Add a section to provide for Incentive Pay to be based on the Authority's financial performance for each fiscal year, beginning with the FY 2015/16 year. Incentive Pay to be paid out to eligible employees at a rate of 40% of the Authority's Net Income greater than budget, up to a maximum of \$50,000 per year.
VIII.J	Add a provision for a Training Wage of \$12.50 per hour to new driver candidates while in training.
IX.A.1	Define the term "Continuous Employment" with regard to Seniority
Benefits Matrix	Health Insurance: Indicate that, as of December 1, 2016, ESTA shall pay 83% of the health insurance premium for PERS Choice and 87% of the premium for PERS Select, and the employee will pay the balance. ESTA's portion of the health insurance premium shall be pro-rated for 75% and 50% employment category employees.
Benefits Matrix	Cash Payment in Lieu of Health Insurance: Stipulates that ESTA will pay a fixed monthly amount of \$408 for 100% employees, \$306 for 75% employees, and \$204 for 50% employees who elect not to participate in the CalPERS Health Insurance program
XXI.A	Add 1 jacket to the listing of uniform items to be provided to Mammoth Dispatchers
XXI.C	States that ESTA shall provide 20 cold/wet coveralls to be used by drivers and dispatchers on inclement weather days.
XXV	Changes reference to the Personnel Rules to the Rules revised effective December 2016 (based upon ratification in December)
XXVI	Specifies a three-year term for the Agreement from the ratification date

The changes to the Personnel Rules include:

ARTICLE	CHANGE
2.43	Correction of listed Management Employee positions (delete Transportation Operations Assistant, add Account Clerk II)
3.15	Add e-cigarettes to the Smoking Policy
5.4.d	Specifies that for other than involuntary termination, final pay will be processed with the next regularly scheduled payroll cycle.
6.1	Added the word "stakeholders" to the provision regarding employment goals and policies
10.4.G	Corrected wording for this section to have a header and body
10.11	Clarified that employees on Family Medical Leave must use accrued comprehensive leave while off of work. Use of accrued leave can be balanced with state provided benefits to meet the employment category minimum. Deleted redundant provisions in this section.

A copy of the MOU and the provisions of the Personnel Rules that have been modified are included on the following pages

FINANCIAL CONSIDERATIONS

The financial impact of the terms and conditions of the Memorandum of Understanding with EEA is still being fully determined and will, if necessary, be incorporated into the FY2016/17 budget through a budget amendment.

RECOMMENDATION

The Board is requested to pass and approve Resolution 2016-03, adopting and approving a Memorandum of Understanding between ESTA and the Eastern Sierra Transit Authority Employees Association (EEA), and Resolutions 2016-04 and 2016-05 approving modification of the Authority's Personnel Rules.

RESOLUTION 2016 - 03

A RESOLUTION OF THE BOARD OF DIRECTORS, EASTERN SIERRA TRANSIT AUTHORITY (ESTA), ADOPTING AND APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN ESTA AND EASTERN SIERRA TRANSIT AUTHORITY EMPLOYEES ASSOCIATION (EEA)

WHEREAS, the Authority is required by the Meyers-Milias-Brown Act (Section 3500 et seq. of the Government Code) to meet and confer with recognized employee organizations before changing the terms and conditions of employment applicable to the employee classifications represented by those organizations; and

WHEREAS, Authority representatives and EEA, who is the representative of the ESTA employees bargaining unit including drivers, dispatchers, trainers, transportation operations assistants, and utility workers, met, conferred, and reached mutually-acceptable terms for a proposed Memorandum of Understanding (“MOU”), a copy of which is attached hereto as an exhibit and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that the proposed MOU between the Eastern Sierra Transit Authority and EEA, representative of ESTA drivers, dispatchers, trainers, transportation operations assistants and utility workers, a copy of which is attached hereto as an exhibit – effective for a period of three years following approval – is hereby ratified, adopted, and approved, and the terms and conditions of employment set forth in the MOU are hereby prescribed for the employees whose classifications are included in the bargaining unit. The Chair of the Board of Directors shall execute said MOU on behalf of the Authority.

PASSED AND ADOPTED this 5th day of January 2017, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:
NOES:
ABSTAIN:
ABSENT:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Jill Batchelder
Acting Secretary of the Board

By: _____
Jill Batchelder

RESOLUTION 2016 - 04

A RESOLUTION OF THE BOARD OF DIRECTORS, EASTERN SIERRA TRANSIT AUTHORITY (ESTA), ADOPTING AND APPROVING THE REVISED PERSONNEL RULES GOVERNING AN EQUITABLE SYSTEM OF PERSONNEL MANAGEMENT BY ESTA

WHEREAS, the Authority is authorized to establish such rules and procedures as appropriate to implement and administer the provisions of Resolution 2007-02 governing Employer-Employee organization relations after meeting and conferring with the recognized employee organizations; and

WHEREAS, the Authority is required by the Meyers-Milias-Brown Act (Section 3500 et seq. of the Government Code) to meet and confer with recognized employee organizations before changing the terms and conditions of employment applicable to the employee classifications represented by those organizations; and

WHEREAS, representatives of the Authority and of the ESTA Employees Association (EEA), met, conferred, and reached mutually-acceptable terms for revision to the Personnel Rules, a copy of which is attached hereto as an exhibit and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that the proposed Personnel Rules (revised December 2016) defining an equitable system of personnel management by ESTA including administration of the merit system, classification of positions, compensation of employees, recruitment and qualifications of applicants, appointment of employees, evaluation of performance, promotion, discipline and separation of employees, standards for attendance and leaves, and policies for services and records, a copy of which is attached hereto as an exhibit, is hereby adopted, and approved, and the provisions set forth in the Personnel Rules are hereby prescribed for the employees represented by the ESTA Employees Association. The Eastern Sierra Transit Authority Board of Directors may, by subsequent resolution, approve and adopt the revised Personnel Rules for other bargaining groups following negotiation with such groups.

PASSED AND ADOPTED this 5th day of January 2017, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Jill Batchelder
Acting Secretary of the Board

By: _____
Jill Batchelder

RESOLUTION 2016 - 05

A RESOLUTION OF THE BOARD OF DIRECTORS, EASTERN SIERRA TRANSIT AUTHORITY (ESTA), ADOPTING AND APPROVING THE REVISED PERSONNEL RULES GOVERNING AN EQUITABLE SYSTEM OF PERSONNEL MANAGEMENT BY ESTA

WHEREAS, the Authority is authorized to establish such rules and procedures as appropriate to implement and administer the provisions of Resolution 2007-02 governing Employer-Employee organization relations after meeting and conferring with the recognized employee organizations; and

WHEREAS, the Authority is required by the Meyers-Milias-Brown Act (Section 3500 et seq. of the Government Code) to meet and confer with recognized employee organizations before changing the terms and conditions of employment applicable to the employee classifications represented by those organizations; and

WHEREAS, a representative of the Authority offered to meet and confer with the Management and Confidential Employees Association (MCEA) and, following such meeting the MCEA indicated acceptance of the revisions to the Personnel Rules, a copy of which is attached hereto as an exhibit and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that the proposed Personnel Rules (revised December 2016) defining an equitable system of personnel management by ESTA including administration of the merit system, classification of positions, compensation of employees, recruitment and qualifications of applicants, appointment of employees, evaluation of performance, promotion, discipline and separation of employees, standards for attendance and leaves, and policies for services and records, a copy of which is attached hereto as an exhibit, is hereby adopted, and approved, and the provisions set forth in the Personnel Rules are hereby prescribed for the employees represented by the ESTA Employees Association, and the Management and Confidential Employees Association.

PASSED AND ADOPTED this 5th day of January, 2017, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:
NOES:
ABSTAIN:
ABSENT:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Jill Batchelder
Acting Secretary of the Board

By: _____
Jill Batchelder

**Memorandum of Understanding
Between
Eastern Sierra Transit Authority
And
Eastern Sierra Transit Authority Employees Association**

Preamble

This Memorandum of Understanding is entered into by and between the Eastern Sierra Transit Authority, a California Joint Powers Agency, acting by and through the Board of Directors of the Eastern Sierra Transit Authority (“ESTA”), and the Eastern Sierra Transit Authority Employees Association (“EEA”) EEA. This Memorandum of Understanding (“MOU”) represents the mutual agreement of ESTA and the EEA on those wages, hours, and other terms and conditions of employment which are to be in effect during the term of this Memorandum of Understanding.

Article I. Recognition

The Eastern Sierra Transit Authority (ESTA) recognizes the Eastern Sierra Transit Authority Employees Association, as the “Exclusively Recognized Employee Organization” for employees of ESTA in the following position classifications:

- Transit Driver
- Lead Transit Driver
- Transit Trainer
- Transportation Dispatcher
- Transportation Operations Assistant
- Utility Worker

Newly established position classifications shall be administered in accordance with ESTA Resolution 2007-02.

Article II. Non-Discrimination

ESTA shall not discriminate against any employee because of membership in the EEA or because of any legal activities on behalf of the EEA.

Article III. Management Rights

A. ESTA reserves, retains and is vested with, solely and exclusively, all rights of management which are not expressly abridged by law, or by this Agreement, to manage the Authority. ESTA may exercise its management rights unilaterally without the obligation to meet and confer on the decision to exercise such rights. However, ESTA shall meet and confer on the impact thereof pursuant to the following Section (Impact of Exercise of Management Rights). The sole and exclusive rights of management shall include, but not be limited to, the following:

- 1) To manage the Authority generally and to determine all issues of policy.
- 2) To determine the existence or nonexistence of facts which are the basis of management decisions.

- 3) To determine the necessity of organization of any services or activity conducted by the Authority and expand or diminish such services.
 - 4) To determine the nature, manner, means and technology and extent of services to be provided to the public.
 - 5) To determine the methods of financing.
 - 6) To select types of equipment or technology to be used.
 - 7) To determine and/or change the facility, methods, technological means, and size of work force by which Authority operations are to be conducted.
 - 8) To determine and change of locations, relocations and type of operations, processes and materials to be used in carrying out all Authority functions including, but not limited to, the right to contract or subcontract any work or operation of the Authority.
 - 9) To assign and schedule work to employees and to establish and change work schedules and assignments upon reasonable notice.
 - 10) To relieve employees from duties for lack of work, funds.
 - 11) To determine and modify productivity and performance programs and standards.
 - 12) To discharge, suspend, demote or otherwise discipline employees for reasonable cause.
 - 13) To determine job classifications and to reclassify employees.
 - 14) To hire, transfer, promote and demote employees for non-disciplinary reasons.
 - 15) To determine and administer policies, procedures and standards for selection, training and promotion of employees.
 - 16) To establish employee performance standards including, but not limited to, qualification and quantity standards and to require compliance therewith.
 - 17) To take any and all necessary action to carry out the functions of the Authority in emergencies.
- B. Impact of Exercise of Management Rights. Except in emergencies, whenever the exercise of management rights shall impact on employees within a designated bargaining unit, ESTA shall offer to and thereafter on request meet and confer with any employee organization, which has been recognized by ESTA as representing such bargaining unit regarding the impact of the exercise of such rights. By agreeing to meet and confer as to the impact of the exercise of

management rights, ESTA's discretion in the exercise of such rights and the implementation thereof shall not be diminished, held in abeyance or prohibited.

Article IV EEA Rights

- A. **Information Provided.** Upon request, ESTA shall provide to EEA the name, address, phone number, position, e-mail address, and date of hire for each EEA represented member.
- B. **Reasonable Access.** ESTA shall allow EEA Officers and Representatives reasonable access to ESTA work locations, facilities, equipment and other ESTA resources.
- C. **Contracting Out.** ESTA agrees to meet and confer with the EEA over the terms and conditions of any proposed contracting out of current bargaining unit work.
- D. **Advance Notice.** ESTA shall provide reasonable advance notice to the EEA of any and all changes that affect the wages, hours, terms and conditions of employment of employees covered by this Agreement. Said notice shall be sent to the EEA as to allow for the EEA's response and to meet and confer, if necessary. Said notice shall be sent to the EEA representatives designated in paragraph 8 of this Article.
- E. **Board of Directors' Meeting Agenda.** Agendas including the entire package for ESTA Board of Directors meetings are available for review by EEA members on ESTA's website. Meeting agendas shall be posted at ESTA's facilities in Bishop and Mammoth Lakes at least 72 hours prior to the meeting.
- F. **Dues Deductions.** Upon the approval of the majority of the eligible voting bargaining unit employees, the following Agency Shop provision shall become effective the first payroll period after said approval:
 - 1) All employees in the classifications set forth in Article I of this Agreement shall as a condition of employment, either join EEA or pay to EEA a service fee in an amount not to exceed the periodic dues, standard fees, and general assessments of EEA. Any employee who is a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support any public employee organization as a condition of employment. The employee shall be required, in lieu of said dues and fees, to pay the sum of said dues and fees to one of the listed nonreligious, non-labor charitable funds exempt from taxation under Section 501 (c) (3) on the IRS code.
 - 2) ESTA shall deduct and transmit the monthly dues and fees of EEA to EEA once per month.
 - 3) ESTA will not be responsible or liable for any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the EEA, except that intentional failure of ESTA to transmit to the EEA monies deducted from the employees pursuant to this Article.
- G. **Release Time.** ESTA will release with no loss of compensation EEA Board of Directors or other EEA members (maximum four (4) employees at any one time) assigned to established EEA committees from their normal duties to conduct labor agreement negotiations with ESTA and/or ESTA labor agreement enforcement including participation

in grievances, discipline or ESTA Board Meetings. An employee must request, in advance, release time which may be denied due to the operational needs of ESTA.

H. Authorized Agents. Authorized agents for the purpose of administering the terms and provisions of the Agreement shall be:

1. Eastern Sierra Transit Authority

Executive Director
P.O. Box 1357
Bishop, CA 93515

2. Eastern Sierra Transit Authority Employees Association

Representatives:

EEA shall inform and provide updates to ESTA of the name and email address for all EEA representatives

Article V. Probationary Period

As addressed in Article VII of Personnel Rules.

Article VI. Grievance Procedure

As addressed in Articles XII and XIII of Personnel Rules.

Article VII. Work Schedules, Assignments, Special Events, Charters & Extra Work

A. Hours of Work and Work Schedules. The work week begins at 0001 hours each Monday and ends at 2400 hours the following Sunday (one minute after 12 midnight Monday through 12 midnight on Sunday).

B. Employees' days off will be determined by the work assignments schedule. Work days and work week will be as defined in Article II and Article V of the Personnel Rules.

C. Work Assignments. Work assignments shall be made according to the following procedures:

1. REGULAR WORK

a. Routes/Shifts will be posted twice per year

b. Twice per year, drivers will submit their requested work shifts

i. Drivers should submit a 1st, 2nd, and 3rd choice

ii. Drivers should submit any absolutes (e.g. cannot work on Tuesdays, cannot drive at night, etc.)

c. Management will determine work assignments based on the following:

i. Licensing/Qualifications (e.g. GPPV, air brake certification, etc.)

ii. Personal limitations (e.g. no night driving)

iii. Employment category (100%, 75%, 50%, non-benefitted)

iv. Proximity to domicile/base of operations of the route

v. Classification Seniority

vi. Business Necessity

- d. Between the twice-annual route assignment periods, drivers may submit a request regarding a shift (work assignment) at any time:
 - i. Request will be submitted in writing on a form to be developed
 - ii. Form will include a space for management to respond in writing to the request (e.g. request is noted but no opening exists at this time, or additional certification (e.g. air brakes, etc.) is required for that route. Form will include the dates the request is submitted and management response.
- e. ESTA shall endeavor to post the weekly work assignments at least five days in advance.

2. SPECIAL EVENTS/CHARTERS/EXTRA WORK

- a. List will be maintained of all drivers who would like to work special events, and extra work.
- b. The original list will be compiled in seniority order. Additions shall be added to the bottom of the list.
- c. Work will be offered based on the following
 - i. Qualifications/certifications/personal limitations (e.g. night driving)
 - ii. Availability (e.g. not scheduled for regular work during period of special event/charter/extra work)
 - iii. Hours of service limits
 - iv. Overtime considerations (i.e. would assignment result in overtime)
- d. A driver offered an extra work assignment will move to the bottom of the list whether the driver accepts or declines the offered work. If a driver is unable to accept due to extenuating circumstances, the driver will retain position on the list.
- e. Assignments and the updated list shall remain posted.

Article VIII. Wages

A. Salaries:

- 1. Through the term of this Agreement, salaries for the classifications listed in Article I of this Agreement shall be as set forth below:

Employees on payroll as the date of ratification of this MOU:

Position	Step -->	A	B	C	D	E
PSA / Utility Worker / Acct Clerk I		\$13.09	\$13.72	\$14.38	\$15.06	\$15.79
Driver		\$14.27	\$14.95	\$15.67	\$16.42	\$17.21
Lead Driver		\$15.25	\$15.98	\$16.75	\$17.56	\$18.41
Dispatcher		\$16.00	\$16.77	\$17.58	\$18.43	\$19.32
Trainer		\$15.85	\$16.61	\$17.41	\$18.25	\$19.13
Transportation Operations Asst.		\$17.70	\$18.58	\$19.51	\$20.49	\$21.51

Employees Hired after ratification of this MOU

Position	A	B	C	D	E	F	G	H	I
PSA / Utility Worker / Acct Clerk I	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25
Driver	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25
Lead Driver	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25
Dispatcher	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75	\$20.25
Trainer	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75

B. Longevity Pay: ESTA will provide the following longevity increases after ten (10) years of continuous service:

- 10 years – 2%
- 15 years – 2%
- 20 years – 2%
- 25 years – 2%

Continuous service is as defined in Article IX of this Agreement. The increase will begin the first of the following month. Employees hired on or after December 1, 2011 will not be eligible to receive longevity compensation at any future date.

C. Fortnightly Paydays: An employee covered by this Agreement shall be paid every fourteen (14) days.

D. Standby Compensation: An employee requested by the Executive Director, or designee, to serve in an after-hours response capacity shall be paid \$35.00 per day for being on standby.

E. Call-Out Compensation: An employee who has ended his/her workday and has left their place of employment and subsequently, performs duties after his/her regular work assignment, shall be compensated a minimum of two (2) hours for such work. Participation in mandatory quarterly safety meetings does not qualify for Call-Out Compensation. All such time worked shall be subject to the overtime provisions of the Personnel Rules.

F. Mileage Reimbursement: An employee who uses his/her own vehicle in the course of assigned work, he/she shall be reimbursed for said use at the current Internal Revenue Service rate for this area.

G. Pay Differentials:

1. Overtime – Article 5, section 5.14 of Personnel Rules:

a. Compensatory Time

Employees may request that approved hours worked in excess of forty (40) in the work week be compensated through compensatory time rather than being paid overtime. ESTA will allow non-exempt employees to carry a maximum of forty (40) hours of compensatory time on the books. Compensatory time will be placed on the books at the rate of one-and-one-half hours for each hour of approved overtime worked. When an employee leaves employment, any compensatory time remaining on the books will be paid at the employee's hourly rate. Use of compensatory time will be in accordance with the time off approval provisions as

defined for the use of Comprehensive Leave in the Personnel Rules.

2. Work Out of Class – Article 4, section 4.8 of Personnel Rules:
 3. Late Night Premium Pay: Shifts that are scheduled to work beyond 10:00 pm shall be paid a \$2.00 premium for all hours worked for the shift. For example, a Mammoth Night Trolley route that is scheduled to work from 5:10 pm until 2:20 am will be paid an additional \$2.00 for all of the shift hours (8.5 hours assuming a 40 minute meal break).
- H. Holiday Premium Pay. Any benefitted or non-benefitted employee who performs work on a designated ESTA holiday shall be paid at the rate of time and one-half the employee's hourly wage for all hours worked on the holiday.
- I. Incentive Pay. Beginning with the 2015/2016 fiscal year, annual off-salary-schedule compensation will be paid to eligible employees based on the financial performance of the Authority for the preceding fiscal year. Incentive Pay will be based upon the following factors:
1. The Authority's Net Revenues minus Expenses and Transfers is greater than the adopted annual budget after all revenues, expenses, and transfers have been accounted for as evidenced by ESTA's acceptance of the Audited Financial Statements. For these purposes, this amount shall be referred to as Net Income. Net Income must be positive.
 2. 40% of the Net Income that is greater than budgeted Net Income amount will be paid out to Eligible EEA employees, up to a total of \$50,000 per fiscal year. This amount shall be referred to as the Incentive Pay Pool.
 3. For purposes of this Incentive Pay, Eligible EEA employees shall be all employees hired prior to the effective date of this MOU and who were at the "E" step or higher for at least 12 months prior to, and are on payroll at the time the Incentive Pay is calculated following acceptance of the Audited Financial Statements.
 4. The payout formula for Eligible EEA employees shall be that proportion of each Eligible EEA employee's payroll hours worked divided by the total payroll hours for all eligible employees. For example, an employee who worked 1,500 hours in the fiscal year in which the total payroll hours for all eligible employees was 60,000 hours would receive 2.5% of the Incentive Pay Pool (1,500/60,000). Provided, however, that no employee shall receive more than \$2,000 in Incentive Pay in any given fiscal year.
 5. The Incentive Pay will be paid out within 30-days of the acceptance of the Audited Financial Statements for each fiscal year.

- J. Training Wage. A training wage of \$12.50 per hour shall be paid for all hours worked from hire date through completion of commercial driver licensing, route training and assignment to route. Following completion of commercial driver licensing, route training and assignment to route, new drivers shall be paid the applicable Driver or Lead Driver wage.
- K. Mammoth Premium Pay. Shifts that originate from the Mammoth Lakes location shall be paid an additional fifty cents (\$ 0.50) per hour.

Article IX. Seniority

- A. **Defined –**
 - 1. Continuous Employment – employment by the County of Inyo prior to the formation of ESTA, and/or ESTA with service breaks no longer than one (1) year.
 - 2. Seniority - the original date of hire of continuous employment by the County of Inyo and/or the original hire date of continuous employment by ESTA, which ever occurred first.
 - 3. Classification Seniority – the original date of continuous employment in the current classification by the County of Inyo and/or by ESTA whichever occurred first.
 - 4. Category Seniority - the original date of continuous employment in the current employment category by the County of Inyo and/or by ESTA whichever occurred first.
- B. Application – Seniority and Classification Seniority as defined shall be applied to all Articles and/or Sections of this Agreement where seniority is identified as a qualifying and/or eligibility factor.

Article X. Layoff and Recall

As addressed in Article II and Article XI of the Personnel Rules.

Article XI. Filling of Vacancies

As addressed in Article IV and Article VI of the Personnel Rules.

Article XII. Discipline and Discharge

Letter of Reprimand, Warning or Counseling: Any employee who receives a letter of reprimand, warning, or counseling shall be entitled to submit a written response thereto, which shall be placed in such employee’s personnel file, along with the written reprimand. While the employee may discuss a reprimand with the Executive Director, who shall have the authority to remove the letter, there shall be no right to grieve or appeal any reprimand, warning or counseling nor shall there be any formal hearings or review procedures concerning any reprimand, warning, or counseling. An employee shall not be prohibited from arguing and presenting evidence to the validity of the letter of reprimand, warning or counseling if said action(s) are used to justify a subsequent greater disciplinary action.

Article XIII. Personnel Records

As addressed in Article III of the Personnel Rules.

Article XIV. Performance Evaluation

As addressed in Article VIII of the Personnel Rules.

Article XV. Holidays

As addressed in Article X of the Personnel Rules.

Article XVI. Leaves

- A. EEA Leave – EEA members shall be allowed to use comprehensive leave for the purpose of attending EEA trainings, workshops, conferences and/or conventions.
- B. As addressed in Article X of the ESTA Personnel Rules.

Article XVII. Benefits

The benefits are defined in the following matrix:

EASTERN SIERRA TRANSIT AUTHORITY – Benefits Matrix

EMPLOYMENT CATEGORY →	100%	75%	50%	Non-Benefitted
<p>PARS Retirement:</p> <ul style="list-style-type: none"> • ESTA shall contribute 2% into the PARS program for non-benefitted members • Non-benefitted employees shall pay the balance of the PARS contribution (6%). This payment is a substitute for the Social Security 6.2% contribution. • Employer shall pay the employer required tax for Medicare as required by the IRS. 				▲
<p>PERS Retirement:</p> <ul style="list-style-type: none"> • ESTA provides 2.5% at 55 formula PERS retirement for miscellaneous members hired and promoted to a benefitted position prior to December 1, 2011. Employees hired into a benefitted position, or promoted from a non-benefitted position to a benefitted position on or after December 1, 2011 shall be eligible for a 2% at 55 formula retirement. Employees hired into a benefitted position, or promoted from a non-benefitted position to a benefitted position on or after January 1, 2013 shall be eligible for a 2% at 62 formula retirement. • ESTA agrees to pay the members contribution for PERS retirement (8%) for employees hired into a benefitted position, or promoted from a non-benefitted position to a benefitted position on or before December 31, 2012. • Employer shall pay the employer required tax for Medicare as required by the IRS • Unless countermanded by the Public Employees’ Pension Reform Act of 2013 (PEPRS), PERS Benefit to consist of: <ul style="list-style-type: none"> ○ Final compensation based on average monthly pay rate during the last (or highest) consecutive 36 months of employment ○ Post retirement survivor benefit of \$500 (one time) ○ Sick leave carryover from Inyo County will be converted to service credit upon retirement ○ ESTA shall report the value of Employer Paid Member Contributions as additional compensation upon retirement 	▲	▲	▲	
<p>Holiday Pay: Straight time pay for official Authority holidays.</p>	8 hours	6 hours	4 hours	
<p>Holiday Premium Pay: Wages for an official Authority holiday to be paid to benefitted and non-benefitted employees at the rate of time and one-half the employee’s current hourly wage for all hours worked on the holiday.</p>	▲	▲	▲	▲

EMPLOYMENT CATEGORY →	100%	75%	50%	Non-Benefitted
Short Term Disability Protection: Provided through State SDI Program. Employee pays the premium (currently 0.8%)	▲	▲	▲	▲
Flexible Benefit Program: ESTA shall provide a Section 125 plan, which provides a pre-tax benefit to employees for qualifying medical and/or dependent care expenses. ESTA shall pay the administration fee for each employee who participates in the flexible benefits program	▲	▲	▲	
Deferred Compensation: ESTA will provide a deferred compensation program 457(b) for benefitted employees.	▲	▲	▲	▲
Health Insurance: ESTA will contract with the California Public Employees Retirement System (PERS) for medical benefits during the term of this Agreement. An Employee will receive a benefit stipend that may be used to pay for the PERS medical premium. ESTA will pay 83% of the premium for employees selecting PERS Choice, and 87% of the premium for employees selecting PERS Select. ESTA's contribution shall be prorated for 75% and 50% employment category employees. For example, the 2017 PERS Choice monthly premium for employee-only coverage is \$714.43. ESTA would pay \$592.98 for a 100% employee ($\$714.43 * 83\%$); \$444.73 for a 75% employee ($\$714.43 * 75% * 83\%$); and \$296.49 for a 50% employee ($\$714.43 * 50% * 83\%$). The employee would be responsible to pay the balance of the monthly premium. Employees who select a lower level of coverage than they are eligible for will not receive any additional compensation. For example, an employee who selects employee-only coverage because their spouse has insurance from another source will not receive additional compensation. Benefitted employees who elect not to participate in the CalPERS health insurance program but who provide ESTA with proof of medical coverage under an insurance plan providing at least the same level of benefits available from ESTA above, shall receive as cash payment a monthly amount equal to \$408.00 which accounts for the minimum employer deduction as defined by state statute, which shall also be adjusted and earned by the employee based on the percentage of the monthly benefit stipend identified at right based upon the employee's employment category level (i.e. \$306.00 for 75% employees and \$204.00 for 50% employees).	▲ 100%	▲ 75%	▲ 50%	

EMPLOYMENT CATEGORY →	100%	75%	50%	Non-Benefitted
<p>Health Insurance Deductible Reimbursement: ESTA will reimburse 50% of one family member CalPERS health insurance annual deductible following attainment of the annual deductible by the employee or employee's family member, and following submission of a medical explanation of benefits statement evidencing the payment of the deductible. The annual deductible period shall be the calendar year.</p>	▲	▲	▲	
<p>Vision/Dental Reimbursement: ESTA shall reimburse employees for professional services and prescription eye products and/or frames, and for dental care and vision correction according to dollar amounts identified to the right. Reimbursement amounts are per fiscal year. Reimbursement will be made following submittal of receipt(s) evidencing the service and the payment of the professional service and/or qualified products. Reimbursement for professional services and qualified products shall be made pre-tax. Maximum amounts available to employees through the Vision/Dental Reimbursement program shall be prorated for employees hired (or promoted to 50%, 75% or 100% status) during the fiscal year. The Vision/Dental Reimbursement program runs from July 1 through June 30. Reimbursement receipts must be submitted by July 25 following the end of the program year on June 30.</p>	▲ \$1,000 plus \$400 for one or more dependents	▲ \$750 plus \$300 for one or more dependents	▲ \$500 plus \$200 for one or more dependents	
<p>Comprehensive Leave: Benefitted employees shall accrue hours of comprehensive leave according to the following monthly accrual rates based upon number of years of continuous employment:</p> <p style="text-align: right;">Through the first 3 years After 3 years and through the 10th year After 10 years and through the 15th year After the 15th year</p>	▲ 14.6667 18.6667 20.6667 22.6667	▲ 11.0000 14.0000 15.5000 17.000	▲ 7.3334 9.3334 10.3334 11.3334	
<p>Life Insurance: ESTA shall provide a \$50,000 life insurance policy for benefitted employees. ESTA shall pay the percentage of the premium identified at right based upon employment category level. Employees over the age of 65 shall have a reduced life insurance policy amount, based upon the requirements of the insurer.</p>	▲ 100%	▲ 75%	▲ 50%	
<p>Employee Assistance Plan: ESTA shall offer an Employee Assistance Plan (EAP) to help employees deal with personal problems that might adversely impact their work performance, health and well-being. ESTA shall authorize and pay for a maximum of six (6) visits with the psychologist/counselor of the employee's choice. Employees may contact the Transit Analyst in order to avail themselves of the EAP.</p>	▲	▲	▲	▲

Article XVIII. Health and Safety

- A. ESTA shall comply with all applicable Federal and State safety laws.
- B. ESTA and EEA shall establish a Joint Health and Safety Committee to be comprised of two (2) management employees chosen by ESTA and two (2) employees chosen by the represented employees. The Committee shall address health and safety issues related to the operation.
- C. Service Cancellation:
 - 1) Prior to the beginning of a start time, management may from time to time, due to road closures, hazardous weather and/or road conditions, determine that in the interest of safety it is necessary to suspend or cancel service. If management does not have any other work for the employee to perform in this instance and the employee is released from duty, the employee may use comprehensive leave time to make up any hours lost due to the service cancellation.
 - 2) If after the beginning of an employee's start time, management for said above reasons suspends and/or cancels service, the employee shall be paid a minimum of two (2) hours for the day.
- D. Emergency Travel and Lodging Expenses: ESTA shall pay motel and meal reimbursement for expenses incurred by employees when forced to stay away from home due to road or weather conditions.

Article XIX. Drug and Alcohol Testing

ESTA shall enforce the Eastern Sierra Transit Authority Drug and Alcohol Policy as adopted by the Authority’s Board of Directors.

Article XX. Employee Assistance Program

ESTA will offer an Employee Assistance Program (EAP) to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. The EAP counseling sessions are completely confidential and free of charge to the employee. An employee desiring assistance should either contact the Transit Analyst directly, or request a EEA representative to request a confidential referral on the employee’s behalf in order to arrange for EAP counseling. ESTA will authorize and pay for a maximum of six (6) visits with the psychologist/counselor of the employee’s choice.

Article XXI. Uniforms

A. ESTA shall provide uniforms to employees according to the following schedule:

OTHER THAN MAMMOTH LAKES EMPLOYEES

- Transit Trainer – 5 shirts and 1 jacket
- 100% Driver – 5 shirts and 1 jacket
- 75% Driver – 4 shirts and 1 jacket
- 50% Driver – 3 shirts and 1 jacket
- Non-benefitted Driver – 2 shirts and 1 jacket
- 100% Dispatcher – 5 shirts and 1 jacket

MAMMOTH LAKES EMPLOYEES

Winter:

Drivers and Dispatcher – 1 jacket, 1 down vest, 1 baseball cap, 1 beanie

Summer:

- 100% Driver – 5 shirts and 1 jacket
- 75% Driver – 4 shirts and 1 jacket
- 50% Driver – 3 shirts and 1 jacket
- Non-benefitted Driver – 2 shirts and 1 jacket
- 100% Dispatcher – 5 shirts

B. Employees are responsible for the cleaning of their uniforms. Upon termination of employment, employees must return uniform shirts and jackets to ESTA. ESTA shall replace uniform shirts and jackets as necessary through normal and appropriate wear and tear.

C. Cold/Wet Coveralls

ESTA shall provide a total of twenty (20) Cold/Wet Coveralls to be used by drivers and dispatchers on inclement weather days. The coveralls will not be issued to individual employees but, rather, will be available for drivers or dispatchers to use for the day on inclement weather days. A variety of sizes will be available. ESTA will be responsible for the cleaning of coveralls.

Article XXII. Mistaken Overpayments

Should any employee be overpaid due to any mistake or inadvertence, ESTA may recover the amount of overpayment by subsequent deductions after the employee has been given notice and five (5) days to meet with ESTA. The employee shall be provided a copy of all of the supporting

documents. Not more the twenty-five percent (25%) of any such employee's net pay shall be deducted from any one (1) paycheck for this purpose.

Article XXIII. No Strike / No Lockout

- A. The EEA, its officers, agents, representatives, and/or members agree that during the term of this MOU, they will not cause or condone any strike, walkout, slowdown, sickout, or any other job action by withholding or refusing to perform services.
- B. ESTA agrees that it shall not lockout its employees during the term of this MOU. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall or failure to return to work of ESTA employees in the exercise of its rights as set forth in any of the provision of the MOU or applicable ordinance or law.

Article XXIV. Severability of Provisions

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect. In the event of such invalidation, the parties agree to meet and confer concerning substitute provisions.

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Article XXV. Total Agreement

Sole and Entire Memorandum of Understanding: It is the intent of the parties hereto that the provisions of this Memorandum of Understanding, which has been negotiated in conjunction with the ESTA Personnel Rules (dated May 1, 2013 and amended December 2016, shall supersede all prior agreements, oral or written, expressed or implied, between the parties. Unless specifically modified by this MOU or the Personnel Rules (dated December 2016), all policies, procedures, resolutions, and ordinances adopted by ESTA relating to all matters of wages, benefits, hours and other terms and conditions of employment shall be incorporated herein by this reference into this Agreement and shall remain in full force and effect during the term of this Agreement. This Memorandum of Understanding is not intended to conflict with Federal or State law. The parties acknowledge that ESTA's Board of Directors will adopt this Agreement by Resolution and that said Resolution shall remain in full force and effect during the life of this Memorandum of Understanding

Article XXVI. Term of Agreement

The terms and conditions of this Agreement shall be effective December 26, 2016 following ratification by all parties and remain in full force and effect for the three following years.

For ESTA:

For EEA:

Date: _____

Date: _____

PERSONNEL RULES MODIFICATIONS

2.43

<p>2.43 <u>Management Employee</u>. An employee who is engaged in developing, implementing or recommending policy, or who has authority to administer discipline to subordinates, including but not limited to ESTA Executive Director, Transit Analyst, Transit Operation Supervisor, Administrative Assistant<u>Analyst</u>/Board Clerk, <u>Account</u></p> <p style="text-align: center;">7</p> <p>ESTA Personnel Rules Revised 07/01/16</p>	
<p>Clerk II<u>Transportation Operations Assistant</u>, and others who recommend or otherwise significantly affect ESTA policy as defined in the Employer/Employee Resolution.</p>	

3.15

<p>3.15 <u>Smoking Policy</u>. Smoking and chewing tobacco is prohibited in all ESTA facilities and ESTA vehicles. Smoking means inhaling, exhaling, burning or carrying a lighted cigar, pipe, cigarette, <u>e-cigarette</u>, or other plant.</p>	
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5.4.d

<p>(d) <u>Separation</u>. When an employee leaves is involuntarily terminated from ESTA employment for any reason (dismissed), his or her supervisor should immediately prepare a special payroll, certify it as provided in this section and submit it to the Auditor<u>Administrative Analyst</u>, who shall issue a warrant<u>process the employee's final pay</u>. Such warrant-final pay shall include all compensation due to the employee up to and including the employee's final workday, including all accrued but unused leave time and any other amounts due to the employee. <u>Employees who leave ESTA employment for all other reasons shall receive their final pay with the next regularly scheduled payroll cycle.</u></p>	
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6.1

<p>6.1 <u>Employment Goals and Policies</u>. In adopting these rules, it is the goal of ESTA to employ the most qualified individuals and to achieve excellence in serving the needs of ESTA <u>stakeholders</u>. Employment and promotions in the ESTA shall be based upon merit and shall be free from political influence and discrimination based upon religious creed, age, sex, marital status, race, color, national origin, ancestry, medical condition, physical or mental disability, sexual orientation and political affiliation.</p>	
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10.4.G

<p>G. <u>No Accrual of Comprehensive Leave</u>. <u>Comprehensive Leave</u> and other paid leaves will not be earned during an unpaid leave of absence. Holidays with pay will not be given. Contributions to monthly premium costs for medical insurance will be suspended after one (1) calendar month. After one (1) month the employee must make arrangements to continue to pay his/her normal monthly premium costs for insurance under COBRA provisions or lose coverage.</p>	<p>Formatted: No underline</p>
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10.11

<p>10.121 Family or Medical Care Leave Leave under this rule shall only be available to persons employed by ESTA for at least one year who have worked at least 1,250 hours within the twelve (12) months immediately preceding the commencement of the leave time. Employees who qualify shall be entitled to family or medical care leave as provided by state and federal law. <u>When receiving State government-provided cash benefits for FMLA leave, employees required use of Comprehensive and/or Sick Leave, if any is available, shall be limited to that amount</u></p> <p style="text-align: center;">45</p> <p>ESTA Personnel Rules Revised 07/01/16</p>	
<p><u>required may utilize their Comprehensive Leave to make their paycheck whole. Employee is responsible for providing ESTA with official documentation to show what amount of Comprehensive and/or Sick Leave will be utilized for each pay period so that in conjunction with any State government-provided cash benefits, the employee attains their employment category minimum compensation.</u></p>	

10.11.d

<p>(d) Status While on Leave/Pay and benefits. Such leave shall be without pay, subject to the following:</p> <ol style="list-style-type: none">1. The employee may<u>must, at his/her option</u>, use accrued leave during the period of family or medical leave. All ESTA benefits will continue during the use of accrued leave.2. Where the leave is taken pursuant to subsection (a)(1), the employee shall use both accrued vacation leave and accrued sick leave.	
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STAFF REPORT

Subject: Approval of Calendar Year 2017 CalPERS Medical
Contribution Rates for Eastern Sierra Transit Employees
Association (EEA)

Initiated by: John Helm, Executive Director

BACKGROUND:

The Public Employees Medical and Hospital Care Act (PEMHCA) directs the administration of the CalPERS health program. The Authority has contracted with CalPERS for employee health benefits

ANALYSIS/DISCUSSION:

PEMHCA regulations require that a resolution, adopted by the governing body of a contracting agency, be filed with CalPERS establishing new contribution rates as they may change each year. CalPERS health program premiums for 2017 were recently released and the accompanying resolution contains the Authority's contribution rates consistent with PEMHCA as applicable to EEA employees.

The Authority provides medical benefits through the CalPERS health system as a result of agreement with CalPERS, and collective bargaining. The Authority's contribution to active employees medical premiums is determined through negotiations with the employees' exclusive representatives (Cal Gov't Code §22892(b)). Earlier this year, during the course of negotiations with the ESTA Employees Association (EEA), the parties agreed to adjust the Authority's employer contribution for PERS Choice to 83% for 100% employment category employees, 62.25% for 75% employment category employees, and 41.5% for 50% employment category employees, and for PERS Select medical plan premiums to 87% for 100% employment category employees, 65.25% for 75% employment category employees, and 43.5% for 50% employment category employees.

FINANCIAL CONSIDERATIONS

The financial impact of the new employer contribution rates, if any, will be determined through the course of the fiscal year and, if necessary, be

addressed through a subsequent budget amendment to the FY2016/17 budget at mid-year.

RECOMMENDATION

The Board is requested to adopt and approve Resolution 2016-06 fixing the Authority's 2017 contribution rates to the CalPERS Health program under the Public Employees' Medical and Hospital Care Act (PEMHCA) for all eligible members of the Eastern Sierra Transit Employees Association (EEA).

RESOLUTION 2016 - 06

A RESOLUTION OF THE BOARD OF DIRECTORS, EASTERN SIERRA TRANSIT AUTHORITY (ESTA), FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT FOR EASTERN SIERRA TRANSIT AUTHORITY EMPLOYEES ASSOCIATION (EEA)

WHEREAS, Government Code Section 22922(a) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees' Retirement System on proper application by a local agency; and

WHEREAS, Section 22892(a) of the Act provides that a local contracting agency shall fix the amount of the employer's contribution; and

WHEREAS, Eastern Sierra Transit Authority is a local agency contracting with the Public Employees' Retirement System; and

WHEREAS, the Authority desires to obtain for its employees the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Sierra Transit Authority, that it does hereby elect to be subject to the provisions of the Act; and

BE IT FURTHER RESOLVED, that the employer's contribution for each employee shall be the amount detailed in Attachment A to this resolution, which is the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, minus the employee's contribution; and

BE IT FURTHER RESOLVED, that Eastern Sierra Transit Authority has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and

BE IT FURTHER RESOLVED, that the Board of Directors does hereby appoint and direct the Executive Director to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of the Authority all functions required of it under the Act and Regulations of the Board of Administration; and

BE IT FURTHER RESOLVED that the fixed rates defined in this Resolution be effective on December 26, 2016.

PASSED AND ADOPTED this 5th day of January 2017, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Jill Batchelder
Acting Secretary of the Board

By: _____
Jill Batchelder

ATTACHMENT A

to Resolution 2016-06

Fixed Employer Contribution Percentages for CalPERS Health Plans – 2017

Employment Category	50%	75%	100%
<u>PERS CHOICE</u>	Employer Contribution Percent		
employee only	41.50%	62.25%	83.00%
employee + 1	41.50%	62.25%	83.00%
family	41.50%	62.25%	83.00%
<u>PERS SELECT</u>	Employer Contribution/Mo.		
employee only	43.50%	65.25%	87.00%
employee + 1	43.50%	65.25%	87.00%
family	43.50%	65.25%	87.00%

STAFF REPORT

Subject: Reds Meadow Road Rehabilitation Project Update

Initiated by: John Helm, Executive Director

BACKGROUND:

The U.S Forest Service and Federal Highways Administration were awarded a planning grant in 2014 to address rehabilitation of the road providing access to the Reds Meadow Valley, including Devils Postpile National Monument. As a result of this grant, the U.S. Forest Service and the Federal Highway Administration are currently conducting a Planning and Environmental Linkage (PEL) study to evaluation options to improve Reds Meadow Road. A presentation was made to the ESTA Board earlier this year by USFS District Ranger, Jon Regelbrugge, regarding the planning effort and suggesting that a financial contribution from ESTA to help fund the long-term maintenance of the rehabilitated road would be very beneficial to the success of the grant for the construction of the project. Subsequent to that presentation, multiple meetings have taken place involving a number of stakeholders of the road.

At this time, a plan is being developed which would have the Forest Service grant an easement for the road to the Town of Mammoth Lakes. Under this scenario, the Town would be responsible for the long-term maintenance of the rehabilitated roadway. Town staff has approached ESTA staff regarding the conceptual feasibility of the provision of a portion of the funding for the road maintenance through augmentation of the current Reds Meadow fare structure. A representative from the Town of Mammoth Lakes is slated to make a presentation to the ESTA Board at today's meeting regarding this concept. It is important to note that, at this time, the Town of Mammoth Lakes has not formally approved the easement arrangement with the Forest Service and Town Council action would be necessary before any arrangement was finalized.

This item is presented solely for the information of the ESTA Board at this time, and to provide an opportunity for the Board to ask questions of Town staff regarding the concept. Any action taken by the ESTA Board, if any, would be anticipated later this winter prior to the grant application deadline at the end of March.

STAFF REPORT

Subject: Mammoth Lakes Service Changes Update

Initiated by: John Helm, Executive Director

BACKGROUND:

At the ESTA October Board meeting, information was presented to the Board regarding a number of planned service changes in Mammoth Lakes. The Board provided direction to staff supporting the proposed service changes.

ANALYSIS:

Since the October ESTA Board meeting, the proposed service changes in Mammoth Lakes were presented to the Mammoth Lakes Town Council. Council approved additional funding and recommended that the changes be implemented. The changes were fully implemented by December 17, 2017. The implementation dates was planned to coordinate with the full start of the MMSA routes, particularly the Green Line, and with the winter break period for the Mammoth Unified School District. The service changes, summarized by route, are listed below:

Purple Line:

- Change the entrance/exit from Main Street to the frontage road from Lupin/Joaquin to Manzanita to improve safety. (effective 11.15.16)
- Expand the route to include service by Cerro Coso College, then returning on Meridian providing service to stop #62 at the elementary school. (effective 12.17.16)

Town Trolley:

- Expand the route to include service along Meridian Boulevard between Old Mammoth Road and Juniper Springs Resort (effective 12.14.16)

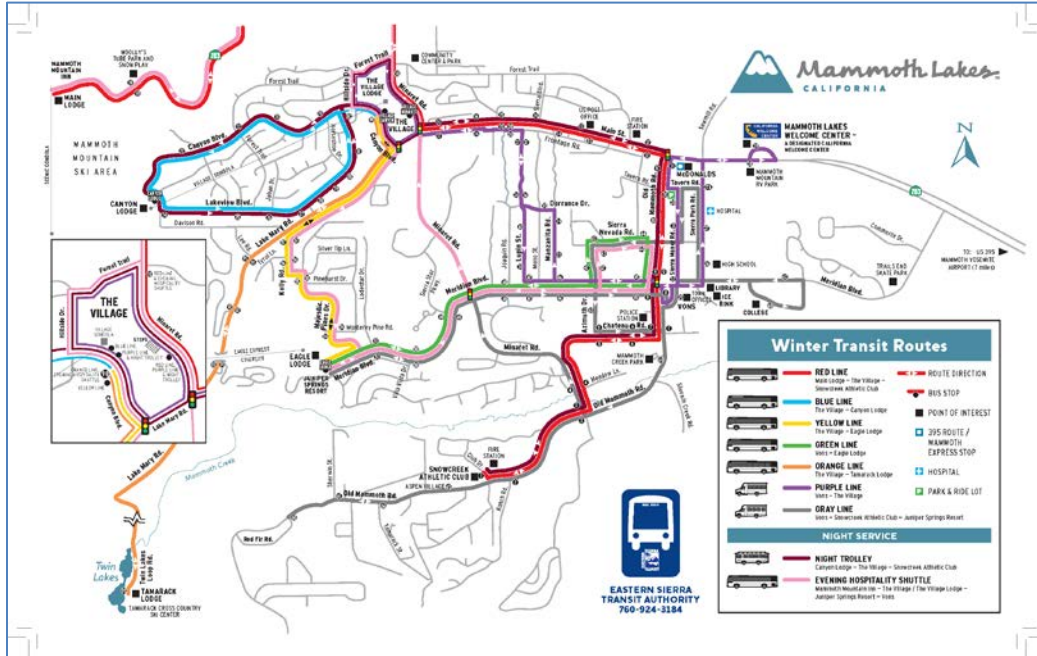
Gray Line:

- Discontinue the route and use the monies that had funded this route to pay for the expanded trolley route. The combination of the newly expanded trolley route, the minor modification of the Purple Line to serve the college and elementary school, and the start of the Green Line, provides service to all of the Gray line service area, with the exception of Old Mammoth Road beyond Snowcreek Athletic Club. Specifically, the Gray Line service along Meridian, Minaret, Sierra Nevada and Azimuth

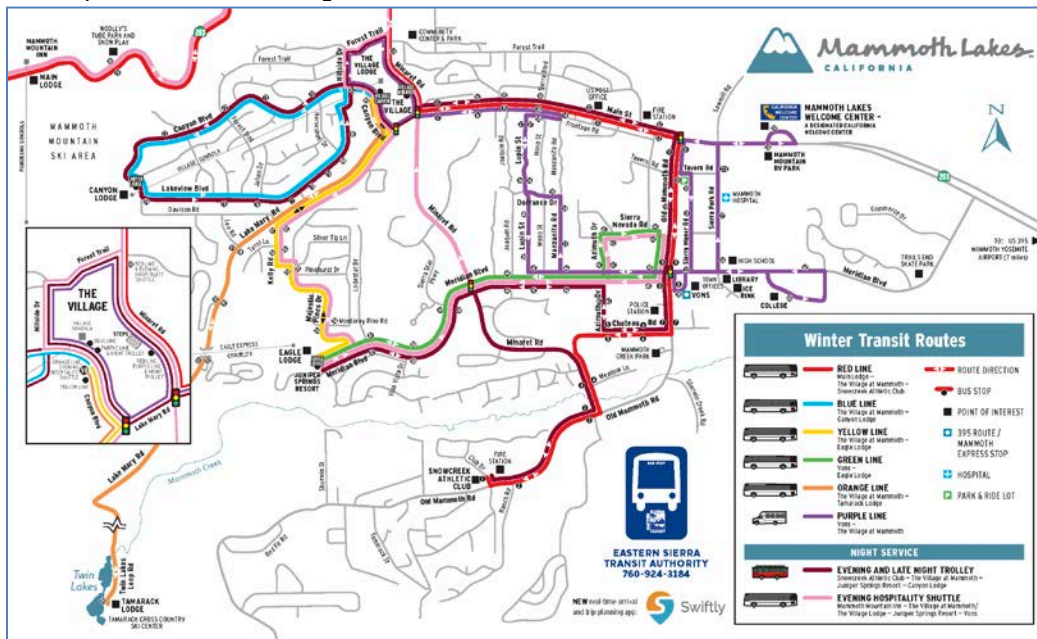
is replaced with service by the Green Line or the expanded trolley route (effective 12.17.16, which is the first day of the winter break for MUSD)

A map of the service routes last winter, and the new service routes for this winter are depicted below to illustrate the route structure.

2015/16 Service Map



2016/17 Service Map



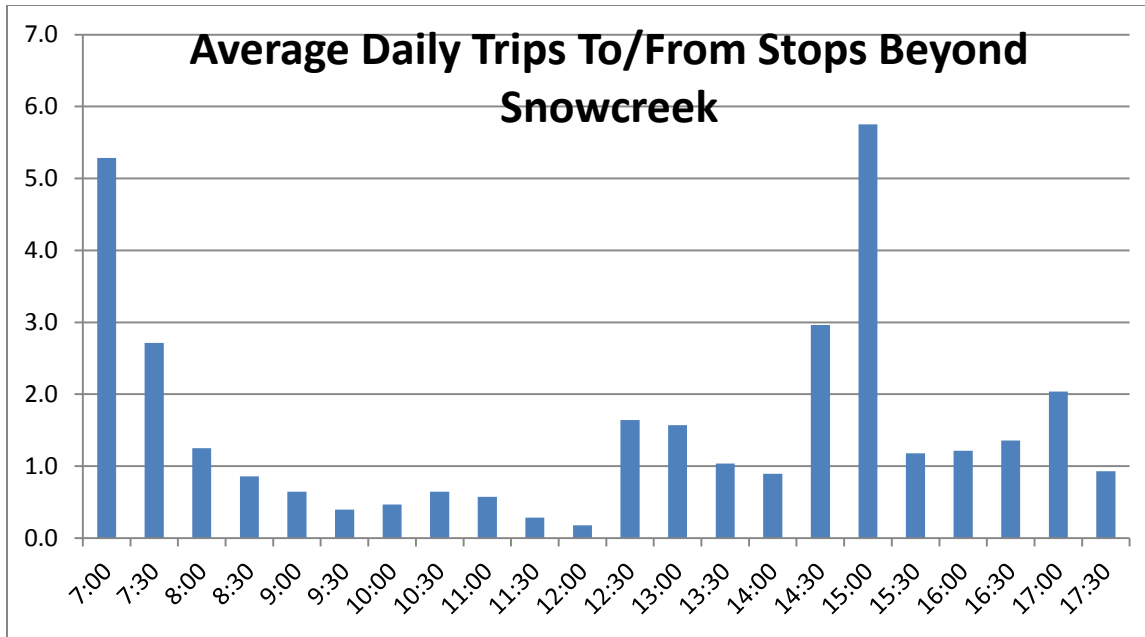
Comments have been received at ESTA's offices and by Mammoth Town Council from residents who are concerned about the cessation of the Gray Line. The comments indicate the value of the Gray Line and criticize the lack of outreach that has taken place regarding the change. A summary of the outreach process that has taken place regarding the service changes is listed below:

- October 12: presentation to Mammoth Lakes PEDC: Winter transit workshop discussed a number of proposed service changes, including the expansion of the trolley route. The agenda write-up mentioned that it could be funded by merging the Gray Line into the new Trolley route, as much of the routes would be duplicative
- October 19: Presentation to ESTA Board about proposed service changes. Mentioned to ESTA Board that PEDC had indicated support for all proposed service changes. ESTA Board indicated support for the proposed changes
- November 2: Presentation to Town Council regarding proposed service changes. The agenda handout included the handout from the October 9, PEDC meeting. Council approved the funding for the service changes (including using funds from the Gray Line for the expanded trolley service) at this meeting.
- November 23: Emailed MUSD Superintendent Klein about the cessation of the Gray Line and options that students could use to get to/from school. Invited her to contact me if she had any further questions/concerns.
- November 29: Notices posted in Gray Line and Purple Line buses notifying of Gray Line service end effective December 17, 2016
- December 9 – December 16: flyer (English/Spanish) distributed to all children riding on the Gray and Purple Lines indicating that the Gray Line would end effective December 17 and indicating that service to most all areas could be provided using the Red, Green, or Purple Lines. Children requested to share the flyer with their parents
- December 10 – Notices (English/Spanish) posted at the Gray Line bus stops indicating that service would end effective December 17
- December 13 – Press release sent to local media (radio and newspaper) advising of end of service effective December 17. Newspaper notices should published 12/15 and 12/16.

The concerns that have been voiced center around transportation of students to and from school, and the absence of transportation for individuals further out Old Mammoth Road. A discussion of the impact of the service changes and the concerns that have been received is scheduled for the Town of Mammoth Lakes Council meeting on January 4th. A recap of Council discussion and/or action will be provided to the ESTA Board.

The vast majority of students who use the Gray Line for transportation to and from school board the bus at Aspen Village, which is directly adjacent to the Snowcreek Athletic Club bus stop. These students can walk (approximately 1,000') to the Snowcreek bus stop, board the 7:20am Red Line departure to the Vons shopping center, then transfer to the 7:30am Purple Line departure, which stops in front of the elementary school and in front of the high school. An additional early morning Green Line run down Meridian from Juniper Springs Resort (departing 7:15am) is planned and will give students an opportunity to transfer to the Purple Line for direct transport to the bus stops in front of the schools. Individuals who wish to use transit to and from destinations further out Old Mammoth Road beyond Aspen Village can call dial-a-ride from 8:00am until 5:00pm, Monday through Friday for service into town.

ESTA does not record ridership information by individual stop, only by route. Anecdotally from the Gray Line drivers, ridership beyond Aspen Village has been very low, and this played into the decision to transfer service hours from the under-utilized Gray Line to an expanded Trolley line, which is expected to generate much greater ridership. During fall of 2016, counts were maintained of passengers who travelled to or from stops beyond Snowcreek Athletic Club. The graph below illustrates these counts. Again, definitive information by specific stop is not available, however, based upon driver feedback, the vast majority of these trips were to or from the Aspen Village stop, which is approximately 1,000 feet from the Snowcreek Athletic Club stop.



RECOMMENDATION:

This item is presented for the Board’s information. Direction can be provided to ESTA staff regarding any desired response to the concerns that have been voiced, and the results of the discussion at the January 4 Mammoth Lakes Town Council meeting.

STAFF REPORT

Subject: Equal Employment Opportunity Program
Initiated by: John Helm, Executive Director

BACKGROUND:

In October 2013, the Eastern Sierra Transit Authority established a policy statement defining the Authority's commitment as an equal opportunity employer and to an active Nondiscrimination Program (EEO Policy). At this time it is necessary to update the Authority's EEO Policy to comply with FTA Circular 4701.1A, Equal Employment Opportunity Program Guidelines for Grant Recipients.

ANALYSIS/DISCUSSION:

As a subrecipient of Federal funds, ESTA is required to comply with FTA Circular 4701.1A, Equal Employment Opportunity Program Guidelines for Grant Recipients. The EEO Program being presented is similar to the previous policy. Under the updated Circular agencies with fewer than 100 employees are no longer required to provide utilization Analysis and Goals & Actions that were previously included. The updated EEO Program is for four years, July 1, 2016 through June 30, 2020.

ESTA's EEO Program is attached for the Board's review and approval.

FINANCIAL CONSIDERATIONS

The reaffirmation of ESTA's EEO Program will not result in any financial impact.

RECOMMENDATION

The Board is requested to pass and adopt Resolution 2016-07, the approval of Eastern Sierra Transit Authority Equal Employment Opportunity Program.

RESOLUTION NO. 2016-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EASTERN
SIERRA TRANSIT AUTHORITY APPROVING THE EQUAL
EMPLOYMENT OPPORTUNITY PROGRAM**

WHEREAS, the Eastern Sierra Transit Authority established a program defining the Authority's commitment as an equal opportunity employer and to an active Nondiscrimination Program (the EEO Program); and

WHEREAS, the EEO Policy states that the Policy shall be updated and reaffirmed every four years; and

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that:

1. The ESTA Board approves the Eastern Sierra Transit Authority Equal Employment Opportunity Policy Program (EEO Program) dated July 1, 2016 through June 30, 2020

PASSED AND ADOPTED this 5th day of January 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Jill Batchelder
Acting Secretary of the Board

By: _____
Jill Batchelder

STAFF REPORT

Subject: Election of Chairperson and Vice Chairperson for 2017
Initiated by: John Helm, Executive Director

BACKGROUND:

At the July 2016 ESTA Board Meeting, Vice-Chair Schwartz was selected to serve as Chair for the balance of 2016 due to the fact that Chair Bacon was no longer a Town Council member and, accordingly, was no longer a member of the ESTA Board. In October 2016, Director Stapp was selected to serve as Vice-Chair for the balance of 2016.

ANALYSIS/DISCUSSION:

Technically, the actions approving Director Schwartz to serve as Chair and Director Stapp to serve as Vice-Chair were for the balance of 2016. If it is the desire of the Board for these individuals to continue in these roles in 2017, action should be taken to formalize this decision. Had Director Schwartz not been selected to serve as Chair mid-year in 2016, following past practice, she would have been selected to serve as Chair for 2017.

RECOMMENDATION

The Board is requested to elect a Chair and Vice-Chair for 2017.

STAFF REPORT

Subject: Regular Meeting Calendar
Initiated by: John Helm, Executive Director

BACKGROUND:

Section 1.5 of the Joint Powers Agreement provides that the Board of Directors shall provide for at least one regular meeting each month.

ANALYSIS/DISCUSSION:

The Board has historically met on the third Friday of each month, alternating the meetings between Bishop and Mammoth.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDATION

It is recommended the Board approve a schedule of dates for the regular meetings of the Board for 2017. It is suggested that the meetings be held on the third Friday of each month alternating between Bishop and Mammoth at 10:00am and at 11:30am when coordinating with the Eastern Sierra Council of Governments (ESCOG) meetings. The dates for the third Friday of the month are listed below.

February 17 in Bishop
March 17 in Mammoth
April 21 in Bishop
May 19 in Mammoth
June 16 in Bishop

July 21 in Mammoth
August 18 in Bishop
September 15 in Mammoth
October 20 in Bishop
November 17 in Mammoth
December 15 in Bishop

STAFF REPORT

Subject: Financial Report – FY 2016/17
 Initiated by: John Helm, Executive Director

Year to date financial reports for FY 2016/17 were prepared on January 4, 2017, which is 51% through the fiscal year.

The reports reflect typical revenues and expenses early in the fiscal year where limited revenues have been received, with the exception of fare revenue for the Reds Meadow shuttle. In general, revenues and expenses are consistent with, or better than budget. Fuel cost continues to be realized at lower than budgeted amounts. Expenses for fuel and maintenance from the Town of Mammoth Lakes are reflected only through September.

The table below summarizes the year-to-date revenue and the expenses by major expense category.

ESTA Operating Expenses FY16/17			
	Percent of the fiscal year		51.2%
Category	Budget	Actual as of 01.04.17	% of Budget
Total Revenue	4,735,967	1,755,160	37.1%
EXPENSES			
Total Salaries	1,723,310	700,841	40.7%
Total Benefits	759,746	257,162	33.8%
Total Insurance	337,020	295,935	87.8%
Total Maintenance	581,720	171,102	29.4%
Facilities	229,570	77,399	33.7%
Total Services	161,400	46,441	28.8%
Fuel	630,910	134,473	21.3%
Other	119,700	54,532	45.6%
Total Expenses	4,543,376	1,737,886	38.3%

The roll-up, the budget unit summary, and the fund balance report for FY 2016/17 as prepared on January 4, 2017, are included on the following pages.

COUNTY OF INYO
Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,234,781.00	475,641.15	0.00	759,139.85	38.52
4065	STATE TRANSIT ASST	226,218.00	78,260.00	0.00	147,958.00	34.59
4301	INTEREST FROM TREASURY	10,000.00	7,862.25	0.00	2,137.75	78.62
4499	STATE OTHER	58,000.00	75,792.18	0.00	(17,792.18)	130.67
4555	FEDERAL GRANTS	560,512.00	31,538.62	0.00	528,973.38	5.62
4599	OTHER AGENCIES	801,556.00	384,150.23	0.00	417,405.77	47.92
4819	SERVICES & FEES	1,839,900.00	701,311.08	0.00	1,138,588.92	38.11
4959	MISCELLANEOUS REVENUE	5,000.00	604.07	0.00	4,395.93	12.08
	Revenue Total:	<u>4,735,967.00</u>	<u>1,755,159.58</u>	<u>0.00</u>	<u>2,980,807.42</u>	<u>37.06</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,151,800.00	482,967.18	0.00	668,832.82	41.93
5003	OVERTIME	26,500.00	26,821.95	0.00	(321.95)	101.21
5005	HOLIDAY OVERTIME	96,740.00	49,306.80	0.00	47,433.20	50.96
5012	PART TIME EMPLOYEES	448,270.00	141,744.89	0.00	306,525.11	31.62
5021	RETIREMENT & SOCIAL SECURITY	40,880.00	16,579.12	0.00	24,300.88	40.55
5022	PERS RETIREMENT	239,166.00	80,865.30	0.00	158,300.70	33.81
5031	MEDICAL INSURANCE	302,770.00	82,715.81	0.00	220,054.19	27.31
5043	OTHER BENEFITS	32,910.00	10,828.04	0.00	22,081.96	32.90
5045	COMPENSATED ABSENCE EXPENSE	140,820.00	64,972.13	0.00	75,847.87	46.13
5047	EMPLOYEE INCENTIVES	3,200.00	1,201.79	0.00	1,998.21	37.55
5111	CLOTHING	4,300.00	6,929.91	0.00	(2,629.91)	161.16
5152	WORKERS COMPENSATION	97,243.00	97,245.00	0.00	(2.00)	100.00
5154	UNEMPLOYMENT INSURANCE	45,000.00	8,857.00	0.00	36,143.00	19.68
5158	INSURANCE PREMIUM	194,777.00	189,833.00	0.00	4,944.00	97.46
5171	MAINTENANCE OF EQUIPMENT	545,920.00	165,169.01	0.00	380,750.99	30.25
5173	MAINTENANCE OF	22,800.00	4,883.80	0.00	17,916.20	21.42
5191	MAINTENANCE OF STRUCTURES	13,000.00	1,049.65	0.00	11,950.35	8.07
5211	MEMBERSHIPS	1,850.00	100.00	0.00	1,750.00	5.40
5232	OFFICE & OTHER EQUIP < \$5,000	9,900.00	6,166.35	0.00	3,733.65	62.28
5238	OFFICE SUPPLIES	8,100.00	2,666.53	0.00	5,433.47	32.92
5253	ACCOUNTING & AUDITING SERVICE	40,190.00	6,750.00	0.00	33,440.00	16.79
5254	AUDITING SERVICE	11,080.00	0.00	0.00	11,080.00	0.00
5260	HEALTH - EMPLOYEE PHYSICALS	6,400.00	263.00	0.00	6,137.00	4.10
5263	ADVERTISING	49,330.00	13,199.98	0.00	36,130.02	26.75
5265	PROFESSIONAL & SPECIAL SERVICE	54,400.00	26,227.78	6,900.00	21,272.22	60.89
5291	OFFICE, SPACE & SITE RENTAL	180,070.00	70,000.00	0.00	110,070.00	38.87
5311	GENERAL OPERATING EXPENSE	44,630.00	31,546.32	0.00	13,083.68	70.68
5331	TRAVEL EXPENSE	2,100.00	1,218.69	0.00	881.31	58.03
5332	MILEAGE REIMBURSEMENT	21,020.00	5,904.62	0.00	15,115.38	28.09
5351	UTILITIES	49,500.00	7,398.81	0.00	42,101.19	14.94
5352	FUEL & OIL	630,910.00	134,473.46	0.00	496,436.54	21.31
5901	CONTINGENCIES	27,800.00	0.00	0.00	27,800.00	0.00
	Expenditure Total:	<u>4,543,376.00</u>	<u>1,737,885.92</u>	<u>6,900.00</u>	<u>2,798,590.08</u>	<u>38.40</u>
NET OPERATING		<u>192,591.00</u>	<u>17,273.66</u>	<u>(6,900.00)</u>	<u>182,217.34</u>	
CAPITAL ACCOUNT						
Revenue						

COUNTY OF INYO
Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
4066	PTMISEA	297,000.00	0.00	0.00	297,000.00	0.00
4495	STATE GRANTS - CAPITAL	51,700.00	0.00	0.00	51,700.00	0.00
4557	FEDERAL GRANTS - CAPITAL	<u>6,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,400.00</u>	<u>0.00</u>
Revenue Total:		355,100.00	0.00	0.00	355,100.00	0.00
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	120,000.00	4,350.00	10,975.00	104,675.00	12.77
5650	EQUIPMENT	79,640.00	0.00	0.00	79,640.00	0.00
5655	VEHICLES	<u>177,000.00</u>	<u>81,302.35</u>	<u>0.00</u>	<u>95,697.65</u>	<u>45.93</u>
Expenditure Total:		376,640.00	85,652.35	10,975.00	280,012.65	25.65
NET CAPITAL ACCOUNT		<u>(21,540.00)</u>	<u>(85,652.35)</u>	<u>(10,975.00)</u>	<u>75,087.35</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	<u>183,140.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,140.00</u>	<u>0.00</u>
Expenditure Total:		183,140.00	0.00	0.00	183,140.00	0.00
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>(12,089.00)</u>	<u>(68,378.69)</u>	<u>(17,875.00)</u>	<u>74,164.69</u>	

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance
Key: 153200 - EASTERN SIERRA TRANSIT FUND					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 153201 - ESTA ADMINISTRATION					
Revenue					
4060	TAXES - SALES	0.00	124,763.66	0.00	(124,763.66)
4350	REV USE OF MONEY & PROPERTY	0.00	4,865.86	0.00	(4,865.86)
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		0.00	129,629.52	0.00	(129,629.52)
Expenditure					
5000	SALARIES & BENEFITS	0.00	36,372.98	0.00	(36,372.98)
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	36,372.98	0.00	(36,372.98)
Key Total:		0.00	93,256.54	0.00	(93,256.54)
Key: 153202 - INYO TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	353,629.00	75,551.73	0.00	278,077.27
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	588.60	0.00	70,994.40
4600	CHARGES FOR CURRENT SERVICES	55,060.00	25,242.51	0.00	29,817.49
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
Revenue Total:		484,272.00	101,474.64	0.00	382,797.36
Expenditure					
5000	SALARIES & BENEFITS	306,240.00	118,496.42	0.00	187,743.58
5100	SERVICES & SUPPLIES	126,391.00	49,494.33	0.00	76,896.67
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	0.00	0.00	43,590.00
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
Expenditure Total:		505,705.00	179,659.75	0.00	326,045.25
Key Total:		(21,433.00)	(78,185.11)	0.00	56,752.11
Key: 153203 - MONO TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	219,745.00	94,973.64	0.00	124,771.36
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	31,862.00	130.80	0.00	31,731.20
4600	CHARGES FOR CURRENT SERVICES	17,840.00	4,481.58	0.00	13,358.42

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
Revenue Total:		271,947.00	99,677.82	0.00	172,269.18
Expenditure					
5000	SALARIES & BENEFITS	116,990.00	45,501.40	0.00	71,488.60
5100	SERVICES & SUPPLIES	80,055.00	18,537.15	0.00	61,517.85
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	81,302.35	0.00	(81,302.35)
5800	OTHER FINANCING USES	5,350.00	0.00	0.00	5,350.00
5900	RESERVES	2,800.00	0.00	0.00	2,800.00
Expenditure Total:		212,002.00	152,147.90	0.00	59,854.10
Key Total:		59,945.00	(52,470.08)	0.00	112,415.08
Key: 153204 - BISHOP TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	353,629.00	75,551.76	0.00	278,077.24
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	588.60	0.00	70,994.40
4600	CHARGES FOR CURRENT SERVICES	63,440.00	35,972.67	0.00	27,467.33
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
Revenue Total:		492,652.00	112,204.83	0.00	380,447.17
Expenditure					
5000	SALARIES & BENEFITS	323,280.00	115,535.74	0.00	207,744.26
5100	SERVICES & SUPPLIES	122,971.00	54,580.05	0.00	68,390.95
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	0.00	0.00	43,590.00
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
Expenditure Total:		519,325.00	181,784.79	0.00	337,540.21
Key Total:		(26,673.00)	(69,579.96)	0.00	42,906.96
Key: 153205 - MAMMOTH TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	303,458.00	121,215.36	0.00	182,242.64
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	1,000,418.00	280,310.64	0.00	720,107.36
4600	CHARGES FOR CURRENT SERVICES	12,690.00	3,902.73	0.00	8,787.27
4900	OTHER REVENUE	1,500.00	236.87	0.00	1,263.13
Revenue Total:		1,320,566.00	405,665.60	0.00	914,900.40
Expenditure					
5000	SALARIES & BENEFITS	603,340.00	285,160.74	0.00	318,179.26
5100	SERVICES & SUPPLIES	488,412.00	171,956.74	0.00	316,455.26
5200	INTERNAL CHARGES	24,311.00	24,311.00	0.00	0.00
5600	FIXED ASSETS	191,000.00	0.00	0.00	191,000.00
5800	OTHER FINANCING USES	32,160.00	0.00	0.00	32,160.00
5900	RESERVES	12,000.00	0.00	0.00	12,000.00
Expenditure Total:		1,351,223.00	481,428.48	0.00	869,794.52
Key Total:		(30,657.00)	(75,762.88)	0.00	45,105.88
Key: 153206 - 395 ROUTE					
Revenue					
4060	TAXES - SALES	172,739.00	42,394.00	0.00	130,345.00
4400	AID FROM OTHER GOVT AGENCIES	267,688.00	31,407.95	0.00	236,280.05
4600	CHARGES FOR CURRENT SERVICES	169,380.00	128,012.85	0.00	41,367.15

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
Revenue Total:		609,807.00	201,906.60	0.00	407,900.40
Expenditure					
5000	SALARIES & BENEFITS	327,720.00	112,890.43	0.00	214,829.57
5100	SERVICES & SUPPLIES	265,871.00	81,051.05	0.00	184,819.95
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
Expenditure Total:		605,260.00	205,610.48	0.00	399,649.52
Key Total:		4,547.00	(3,703.88)	0.00	8,250.88
Key: 153207 - SPECIALS					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	8,000.00	4,000.00	0.00	4,000.00
Revenue Total:		8,000.00	4,000.00	0.00	4,000.00
Expenditure					
5000	SALARIES & BENEFITS	2,570.00	2,753.34	0.00	(183.34)
5100	SERVICES & SUPPLIES	3,700.00	0.00	0.00	3,700.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
Expenditure Total:		6,270.00	2,753.34	0.00	3,516.66
Key Total:		1,730.00	1,246.66	0.00	483.34
Key: 153208 - COMMUTER VANPOOL					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 153209 - REDS MEADOW					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	375,630.00	475,885.75	0.00	(100,255.75)
4900	OTHER REVENUE	500.00	0.00	0.00	500.00
Revenue Total:		376,130.00	475,885.75	0.00	(99,755.75)
Expenditure					
5000	SALARIES & BENEFITS	176,470.00	159,820.71	0.00	16,649.29
5100	SERVICES & SUPPLIES	175,355.00	158,632.44	0.00	16,722.56
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	24,000.00	0.00	0.00	24,000.00
5900	RESERVES	3,000.00	0.00	0.00	3,000.00
Expenditure Total:		385,632.00	325,260.15	0.00	60,371.85
Key Total:		(9,502.00)	150,625.60	0.00	(160,127.60)
Key: 153210 - MMSA-MAMMOTH MT SKI AREA					

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	146,625.49	0.00	(146,625.49)
4600	CHARGES FOR CURRENT SERVICES	1,085,440.00	0.00	0.00	1,085,440.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		1,085,440.00	146,625.49	0.00	938,814.51
Expenditure					
5000	SALARIES & BENEFITS	480,670.00	37,999.14	0.00	442,670.86
5100	SERVICES & SUPPLIES	502,506.00	97,643.64	0.00	404,862.36
5200	INTERNAL CHARGES	18,477.00	18,479.00	0.00	(2.00)
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	96,000.00	0.00	0.00	96,000.00
5900	RESERVES	0.00	0.00	0.00	0.00
Expenditure Total:		1,097,653.00	154,121.78	0.00	943,531.22
Key Total:		(12,213.00)	(7,496.29)	0.00	(4,716.71)
Key: 153299 - EASTERN SIERRA TRANSIT					
Revenue					
4060	TAXES - SALES	1,460,999.00	553,901.15	0.00	907,097.85
4350	REV USE OF MONEY & PROPERTY	10,000.00	7,862.25	0.00	2,137.75
4400	AID FROM OTHER GOVT AGENCIES	1,775,168.00	491,481.03	0.00	1,283,686.97
4600	CHARGES FOR CURRENT SERVICES	1,839,900.00	701,311.08	0.00	1,138,588.92
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	5,000.00	604.07	0.00	4,395.93
Revenue Total:		5,091,067.00	1,755,159.58	0.00	3,335,907.42
Expenditure					
5000	SALARIES & BENEFITS	2,487,356.00	964,932.92	0.00	1,522,423.08
5100	SERVICES & SUPPLIES	1,930,977.00	675,708.00	6,900.00	1,248,369.00
5200	INTERNAL CHARGES	97,243.00	97,245.00	0.00	(2.00)
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	376,640.00	85,652.35	10,975.00	280,012.65
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	183,140.00	0.00	0.00	183,140.00
5900	RESERVES	27,800.00	0.00	0.00	27,800.00
Expenditure Total:		5,103,156.00	1,823,538.27	17,875.00	3,261,742.73
Key Total:		(12,089.00)	(68,378.69)	(17,875.00)	74,164.69
Key: 153211 - ESTA ACCUMULATED CAPITAL OUT					
Revenue					
4350	REV USE OF MONEY & PROPERTY	0.00	1,440.27	0.00	(1,440.27)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	1,440.27	0.00	(1,440.27)
Key Total:		0.00	1,440.27	0.00	(1,440.27)
Key: 153212 - ESTA GENERAL RESERVE					
Revenue					
4350	REV USE OF MONEY & PROPERTY	0.00	1,116.41	0.00	(1,116.41)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	1,116.41	0.00	(1,116.41)
Key Total:		0.00	1,116.41	0.00	(1,116.41)
Key: 153213 - ESTA-BUDGET STABILIZATION RESER					
Revenue					

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
4350	REV USE OF MONEY & PROPERTY	0.00	444.98	0.00	(444.98)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Revenue Total:		<u>0.00</u>	<u>444.98</u>	<u>0.00</u>	<u>(444.98)</u>
Key Total:		<u>0.00</u>	<u>444.98</u>	<u>0.00</u>	<u>(444.98)</u>
Key: 612502 - SRTP TRANSPORT PLAN					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key: 612490 - ACIS-AUTOMATED CUSTOMER IS					
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
Expenditure Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key: 612491 - NIGHT RIDER					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
Expenditure Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key: 612493 - JARC-LONE PINE/BISHOP					
Revenue					
4060	TAXES - SALES	57,799.00	14,451.00	0.00	43,348.00
4400	AID FROM OTHER GOVT AGENCIES	67,800.00	10,029.54	0.00	57,770.46
4600	CHARGES FOR CURRENT SERVICES	24,410.00	13,688.64	0.00	10,721.36
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		<u>150,009.00</u>	<u>38,169.18</u>	<u>0.00</u>	<u>111,839.82</u>
Expenditure					
5000	SALARIES & BENEFITS	83,820.00	27,297.81	0.00	56,522.19
5100	SERVICES & SUPPLIES	63,268.00	21,829.24	0.00	41,438.76
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
Expenditure Total:		<u>150,005.00</u>	<u>52,044.05</u>	<u>0.00</u>	<u>97,960.95</u>
Key Total:		<u>4.00</u>	<u>(13,874.87)</u>	<u>0.00</u>	<u>13,878.87</u>
Key: 612494 - JARC-MAMMOTH EXPRESS					
Revenue					
4060	TAXES - SALES	0.00	5,000.00	0.00	(5,000.00)
4400	AID FROM OTHER GOVT AGENCIES	105,884.00	18,484.49	0.00	87,399.51
4600	CHARGES FOR CURRENT SERVICES	28,010.00	10,124.35	0.00	17,885.65
Revenue Total:		<u>133,894.00</u>	<u>33,608.84</u>	<u>0.00</u>	<u>100,285.16</u>
Expenditure					
5000	SALARIES & BENEFITS	60,640.00	20,913.15	0.00	39,726.85
5100	SERVICES & SUPPLIES	69,878.00	16,078.74	0.00	53,799.26
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
Expenditure Total:		<u>133,435.00</u>	<u>39,908.89</u>	<u>0.00</u>	<u>93,526.11</u>

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance
Key Total:		459.00	(6,300.05)	0.00	6,759.05
Key: 612496 - MONO COUNTY BUS SHELTERS					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612497 - GOOGLE TRANSIT PHASE 2					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	12,500.00	0.00	0.00	12,500.00
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		12,500.00	0.00	0.00	12,500.00
Expenditure					
5000	SALARIES & BENEFITS	1,899.00	439.68	0.00	1,459.32
5100	SERVICES & SUPPLIES	10,930.00	0.00	6,900.00	4,030.00
Expenditure Total:		12,829.00	439.68	6,900.00	5,489.32
Key Total:		(329.00)	(439.68)	(6,900.00)	7,010.68
Key: 612498 - CAPP-CLEAN AIR PROJECT PROGRAM					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612499 - MOBILITY MANAGEMENT 14					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612489 - NON-EMERGENCY TRAN REIM					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	25,850.00	3,314.92	0.00	22,535.08
Revenue Total:		25,850.00	3,314.92	0.00	22,535.08
Expenditure					
5000	SALARIES & BENEFITS	3,717.00	1,751.38	0.00	1,965.62
5100	SERVICES & SUPPLIES	21,640.00	5,904.62	0.00	15,735.38
Expenditure Total:		25,357.00	7,656.00	0.00	17,701.00
Key Total:		493.00	(4,341.08)	0.00	4,834.08
Key: 612503 - BISHOP YARD-ESTA					
Revenue					
4060	TAXES - SALES	0.00	0.00	0.00	0.00

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/4/2017

Object	Description	Budget	Actual	Encumbrance	Balance
4350	REV USE OF MONEY & PROPERTY	0.00	(5.27)	0.00	5.27
4400	AID FROM OTHER GOVT AGENCIES	120,000.00	0.00	0.00	120,000.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		120,000.00	(5.27)	0.00	120,005.27
Expenditure					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	120,000.00	4,350.00	10,975.00	104,675.00
Expenditure Total:		120,000.00	4,350.00	10,975.00	104,675.00
Key Total:		0.00	(4,355.27)	(10,975.00)	15,330.27

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2017

		Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI											
1532	EASTERN SIERRA TRANSIT	2,075,805	221,407	28,378		49,355			2,276,235		2,276,235
1533	ESTA ACCUMULATED	648,797							648,797		648,797
1534	ESTA GENERAL RESERVE	503,720							503,720		503,720
1535	ESTA BUDGET STAB	201,486							201,486		201,486
6813	JARC-LONE PINE/BISHOP	15,488				715	8,500		6,273		6,273
6814	JARC-MAMMOTH EXPRESS	34,665				323			34,342		34,342
6817	GOOGLE TRANSIT PHASE 2	4,760					5,929		(1,169)	6,900	(8,069)
6818	CAPP-CLEAN AIR PROJECT	2,923							2,923		2,923
6819	MOBILITY MANAGEMENT 14	2,227							2,227		2,227
6820	NON-EMERGENCY TRAN REIM	3,733				426	8,206		(4,899)		(4,899)
6821	BISHOP YARD-ESTA	644					5,743		(5,099)	10,975	(16,074)
ESTA	Totals	3,494,248	221,407	28,378		50,819	28,378		3,664,836	17,875	3,646,961
Grand Totals		3,494,248	221,407	28,378		50,819	28,378		3,664,836	17,875	3,646,961

MONTHLY REPORT

NOVEMBER 2016

	Nov-16	Oct-16	Percent Change	Nov-15	Percent Change
PASSENGERS					
Adult	36,251	16,241	123.2%	43,351	-16.4%
Senior	1,562	1,602	-2.5%	1,364	14.5%
Disabled	905	916	-1.2%	1,126	-19.6%
Wheelchair	384	452	-15.0%	362	6.1%
Child	8,136	5,140	58.3%	8,150	-0.2%
Child under 5	412	385	7.0%	219	88.1%
Total Passengers	47,650	24,736	92.6%	54,572	-12.7%
FARES	\$25,337.10	\$26,959.08	-6.0%	\$24,223.01	4.6%
SERVICE MILES	62,231	55,918	11.3%	59,324	4.9%
SERVICE HOURS	3,608	3,197	12.8%	3,484	3.5%
PASSENGER PER HOUR	13.21	7.74	70.7%	15.66	-15.7%

RIDERSHIP COMPARISON

REPORT MONTH – THIS YEAR/LAST YEAR					FISCAL YEAR TO DATE				
Route	Nov-16	Nov-15	Variance	% Change	Route	FY 16/17	FY 15/16	Variance	% Change
Mammoth Express	335	251	84	33.5%	Mammoth Express	1,976	1,553	423	27.2%
Lone Pine to Bishop	291	263	28	10.6%	Lone Pine to Bishop	1,886	1,719	167	9.7%
Lone Pine DAR	333	226	107	47.3%	Lone Pine DAR	1,632	1,327	305	23.0%
Tecopa	0	14	-14	-100.0%	Tecopa	23	65	-42	-64.6%
Walker DAR	190	178	12	6.7%	Walker DAR	966	988	-22	-2.2%
Bridgeport to G'Ville	44	30	14	46.7%	Bridgeport to G'Ville	156	200	-44	-22.0%
Benton to Bishop	30	23	7	30.4%	Benton to Bishop	126	154	-28	-18.2%
Bishop DAR	3,181	3,183	-2	-0.1%	Bishop DAR	16,747	17,512	-765	-4.4%
Nite Rider	310	272	38	14.0%	Nite Rider	1,716	1,811	-95	-5.2%
Mammoth FR	18,654	21,557	-2,903	-13.5%	Mammoth FR	202,307	193,801	8,506	4.4%
Mammoth DAR	339	262	77	29.4%	Mammoth DAR	1,640	1,097	543	49.5%
Reno	373	321	52	16.2%	Reno	3,502	2,964	538	18.2%
Lancaster	274	300	-26	-8.7%	Lancaster	2,337	2,139	198	9.3%
MMSA	23,296	27,692	-4,396	-15.9%	MMSA	23,296	27,692	-4,396	-15.9%
TOTALS	47,650	54,572	-6,922	-12.7%	TOTALS:	422,254	394,914	27,340	6.9%

PASSENGERS PER SERVICE HOUR

REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/ SVC HOUR	FISCAL YEAR TO DATE				PAX MILES/ SVC HOUR	
Route	Nov-16	Nov-15	% Change		Route	FY 16/17	FY 15/16	% Change		
Mammoth Express	3.11	2.63	18.2%		Mammoth Express	3.15	2.52	25.0%		
Lone Pine to Bishop	2.39	2.66	-10.4%		Lone Pine to Bishop	3.25	3.06	6.2%		
Lone Pine DAR	2.50	1.79	39.9%		Lone Pine DAR	2.24	1.82	23.2%		
Tecopa	#DIV/0!	1.27	N/A		Tecopa	0.90	1.18	-24.2%		
Walker DAR	1.49	1.58	-5.8%		Walker (total)	1.53	1.59	-3.4%		
Bridgeport to G'Ville	1.27	1.41	-9.5%		Bridgeport to G'Ville	1.10	1.53	-28.0%		
Benton to Bishop	2.77	2.19	26.6%		Benton to Bishop	2.00	2.16	-7.6%		
Bishop DAR	3.82	4.04	-5.4%		Bishop DAR	3.73	4.09	-8.6%		
Nite Rider	5.12	4.61	11.1%		Nite Rider	5.06	5.28	-4.1%		
Mammoth FR	17.69	20.18	-12.4%		Mammoth FR	25.70	24.34	5.6%		
Mammoth DAR	1.71	1.39	23.5%		Mammoth DAR	1.80	1.21	49.3%		
Reno	1.76	1.55	13.7%		169.10	Reno	3.10	2.69	15.0%	368.93
Lancaster	1.99	2.16	-8.0%		193.62	Lancaster	3.38	3.11	8.5%	361.90
MMSA	40.40	49.58	-18.5%			MMSA	40.40	49.58	-18.5%	
Total	13.21	15.66	-15.7%		Total	18.19	17.49	4.0%		

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Nov-16																	
Mammoth Express	\$1,858.50	232	66	18	0	11	8	335	136	108	4,702	4,536	5.55	.41	3.11	43.7	0.07
Lone Pine to Bishop	\$1,392.00	201	44	32	1	7	6	291	142	122	5,543	5,337	4.78	.26	2.39	45.5	0.05
Lone Pine DAR	\$783.40	28	159	50	21	72	3	333	139	133	1,413	1,413	2.35	.55	2.50	10.6	0.24
Tecopa	\$0.00	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Walker DAR	\$572.10	0	14	175	0	1	0	190	136	128	1,026	885	3.01	.65	1.49	8.0	0.21
Bridgeport to G'Ville	\$366.75	7	29	8	0	0	0	44	40	35	1,057	723	8.34	.51	1.27	30.6	0.06
Benton to Bishop	\$160.00	15	8	5	0	0	2	30	23	11	1,025	511	5.33	.31	2.77	94.8	0.06
Bishop DAR	\$6,981.80	919	1,063	482	339	153	225	3,181	904	833	9,386	8,485	2.19	.82	3.82	11.3	0.37
Nite Rider	\$1,039.80	197	9	38	20	8	38	310	63	61	906	894	3.35	1.16	5.12	15.0	0.35
Mammoth FR	\$0.00	14,297	0	0	0	4,357	0	18,654	1,092	1,055	16,072	15,592	N/A	N/A	17.69	15.2	1.20
Mammoth DAR	\$620.00	158	13	40	0	4	124	339	202	198	712	624	1.83	.99	1.71	3.6	0.54
Reno	\$7,536.50	241	85	35	3	7	2	373	232	212	9,136	8,919	20.21	.84	1.76	43.2	0.04
Lancaster	\$4,026.25	170	72	21	0	7	4	274	153	138	6,651	6,542	14.69	.62	1.99	48.3	0.04
MMSA	\$0.00	19,786	0	1	0	3,509	0	23,296	624	577	8,235	7,770	.00	.00	40.40	14.3	3.00
Total	\$25,337.10	36,251	1,562	905	384	8,136	412	47,650	3,886	3,608	65,864	62,231	.53	.41	13.21	18.3	0.77
Nov-15																	
Mammoth Express	\$1,482.50	206	22	8	0	7	8	251	122	95	4,180	4,066	5.91	.36	2.63	43.9	0.06
Lone Pine to Bishop	\$1,233.41	164	54	26	2	4	13	263	116	99	4,427	4,259	4.69	.29	2.66	44.8	0.06
Lone Pine DAR	\$559.60	35	71	42	13	57	8	226	132	126	1,041	1,031	2.48	.54	1.79	8.2	0.22
Tecopa	\$68.50	0	14	0	0	0	0	14	11	11	177	177	4.89	.39	1.27	16.1	0.08
Walker DAR	\$457.00	6	37	130	0	5	0	178	120	113	1,003	913	2.57	.50	1.58	8.9	0.19
Bridgeport to G'Ville	\$211.00	6	24	0	0	0	0	30	25	21	592	392	7.03	.54	1.41	27.8	0.08
Benton to Bishop	\$100.00	8	4	6	0	0	5	23	24	11	1,052	498	4.35	.20	2.19	100.2	0.05
Bishop DAR	\$7,024.40	796	1,026	774	318	141	128	3,183	844	788	9,616	8,777	2.21	.80	4.04	12.2	0.36
Nite Rider	\$1,068.60	197	11	30	25	2	7	272	60	59	865	865	3.93	1.24	4.61	14.7	0.31
Mammoth FR	\$0.00	17,554	0	0	0	4,003	0	21,557	1,105	1,068	16,240	15,784	N/A	N/A	20.18	15.2	1.37
Mammoth DAR	\$617.00	152	14	43	0	10	43	262	193	189	835	748	2.35	.82	1.39	4.4	0.35
Reno	\$6,505.25	237	43	27	1	12	1	321	228	207	9,116	8,844	20.27	.74	1.55	44.0	0.04
Lancaster	\$4,895.75	203	44	36	3	8	6	300	154	139	6,515	6,423	16.32	.76	2.16	47.0	0.05
MMSA	\$0.00	23,787	0	4	0	3,901	0	27,692	589	559	6,933	6,547	N/A	N/A	49.58	12.4	4.23
Total	\$24,223.01	43,351	1,364	1,126	362	8,150	219	54,572	3,723	3,484	62,592	59,324	.44	.41	15.66	18.0	0.92

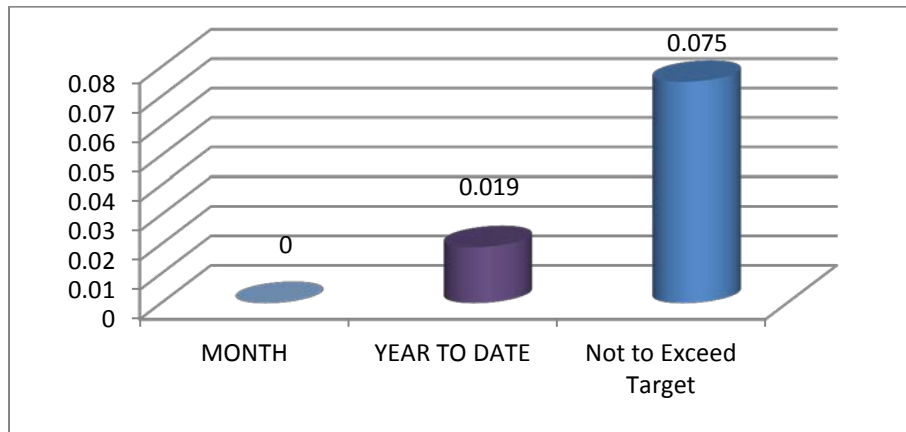
VARIANCE BY ROUTE (RAW NUMBERS) – November 2016 to November 2015																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$376.00	26	44	10	0	4	0	84	14	12	522	470	-0.36	0.05	0.48	-0.15	0.01
Lone Pine to Bishop	\$158.59	37	-10	6	-1	3	-7	28	25	23	1116	1078	0.09	-0.03	-0.28	0.65	-0.01
Lone Pine DAR	\$223.80	-7	88	8	8	15	-5	107	7	7	372	382	-0.12	0.01	0.71	2.38	0.02
Tecopa	-\$68.50	0	-14	0	0	0	0	-14	-11	-11	-177	-177	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Walker DAR	\$115.10	-6	-23	45	0	-4	0	12	16	15	23	-28	0.44	0.15	-0.09	-0.87	0.02
Bridgeport to G'Ville	\$155.75	1	5	8	0	0	0	14	15	13	465	331	1.30	-0.03	-0.13	2.81	-0.02
Benton to Bishop	\$60.00	7	4	-1	0	0	-3	7	-1	0	-27	13	0.99	0.11	0.58	-5.43	0.01
Bishop DAR	-\$42.60	123	37	-292	21	12	97	-2	60	44	-230	-292	-0.01	0.02	-0.22	-0.93	0.01
Nite Rider	-\$28.80	0	-2	8	-5	6	31	38	3	2	41	29	-0.57	-0.07	0.51	0.31	0.03
Mammoth FR	\$0.00	-3257	0	0	0	354	0	-2903	-13	-13	-168	-192	N/A	N/A	-2.50	0.03	-0.17
Mammoth DAR	\$3.00	6	-1	-3	0	-6	81	77	9	9	-123	-124	-0.53	0.17	0.33	-0.82	0.19
Reno	\$1,031.25	4	42	8	2	-5	1	52	4	5	20	75	-0.06	0.11	0.21	-0.87	0.01
Lancaster	-\$869.50	-33	28	-15	-3	-1	-2	-26	0	-1	136	119	-1.62	-0.15	-0.17	1.32	0.00
MMSA	\$0.00	-4,001	0	-3	0	-392	0	-4,396	35	18	1,302	1,223	N/A	N/A	-9.18	1.87	-1.23

VARIANCE BY ROUTE (PERCENTAGE) – November 2016 to November 2015																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	25%	13%	200%	125%		57%	0%	33%	11%	13%	12%	12%	-6%	12%	18%	0%	20%
Lone Pine to Bishop	13%	23%	-19%	23%	-50%	75%	-54%	11%	22%	23%	25%	25%	2%	-10%	-10%	1%	-12%
Lone Pine DAR	40%	-20%	124%	19%	62%	26%	-63%	47%	6%	5%	36%	37%	-5%	2%	40%	29%	8%
Tecopa	-100.0%		-100.0%					-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Walker DAR	25%	-100%	-62%	35%		-80%		7%	13%	13%	2%	-3%	17%	29%	-6%	-10%	10%
Bridgeport to G'Ville	74%	17%	21%					47%	59%	62%	79%	84%	19%	-6%	-10%	10%	-20%
Benton to Bishop	60%	88%	100%	-17%			-60%	30%	-3%	3%	-3%	3%	23%	56%	27%	-5%	27%
Bishop DAR	-0.6%	15.5%	3.6%	-37.7%	6.6%	8.5%	75.8%	-0.1%	7.2%	5.6%	-2.4%	-3.3%	-0.5%	2.8%	-5.4%	-7.6%	3.4%
Nite Rider	-3%	0%	-18%	27%	-20%	300%	443%	14%	4%	3%	5%	3%	-15%	-6%	11%	2%	10%
Mammoth FR		-19%				9%		-13%	-1%	-1%	-1%	-1%	N/A	N/A	-12%	0%	-12%
Mammoth DAR	0%	4%	-7%	-7%		-60%	188%	29%	5%	5%	-15%	-17%	-22%	20%	24%	-19%	55%
Reno	16%	2%	98%	30%	200%	-42%	100%	16%	2%	2%	0%	1%	0%	15%	14%	-2%	15%
Lancaster	-18%	-16%	64%	-42%	-100%	-13%	-33%	-9%	0%	-1%	2%	2%	-10%	-19%	-8%	3%	-10%
MMSA		-17%		-75%		-10%		-16%	6%	3%	19%	19%	N/A	N/A	-19%	15%	-29%

Comments

There were no comments received during the month of November 2016.

COMPLAINTS PER 1,000 PASSENGERS

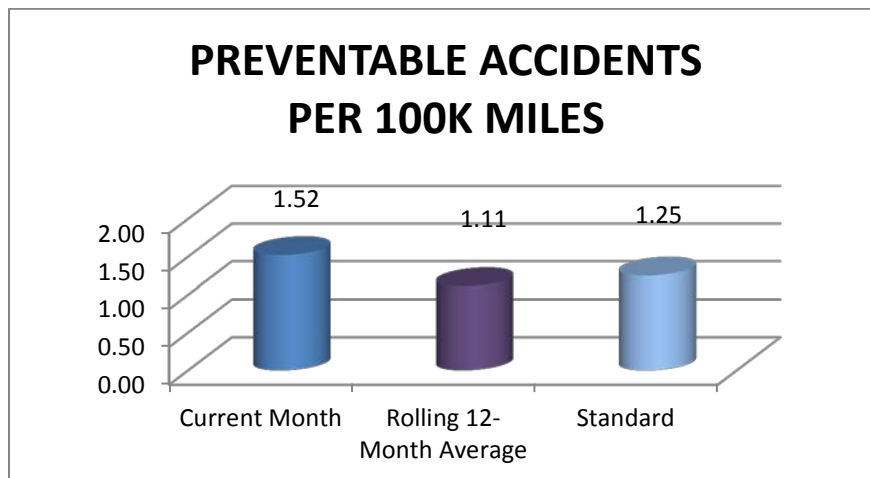


Accident/Incidents

There was one preventable accident in November 2016.

- November 6th – The driver approached the bus stop too close to snow pole and scraped right rear wheel-well causing minor damage.

PREVENTABLE ACCIDENTS PER 100K MILES



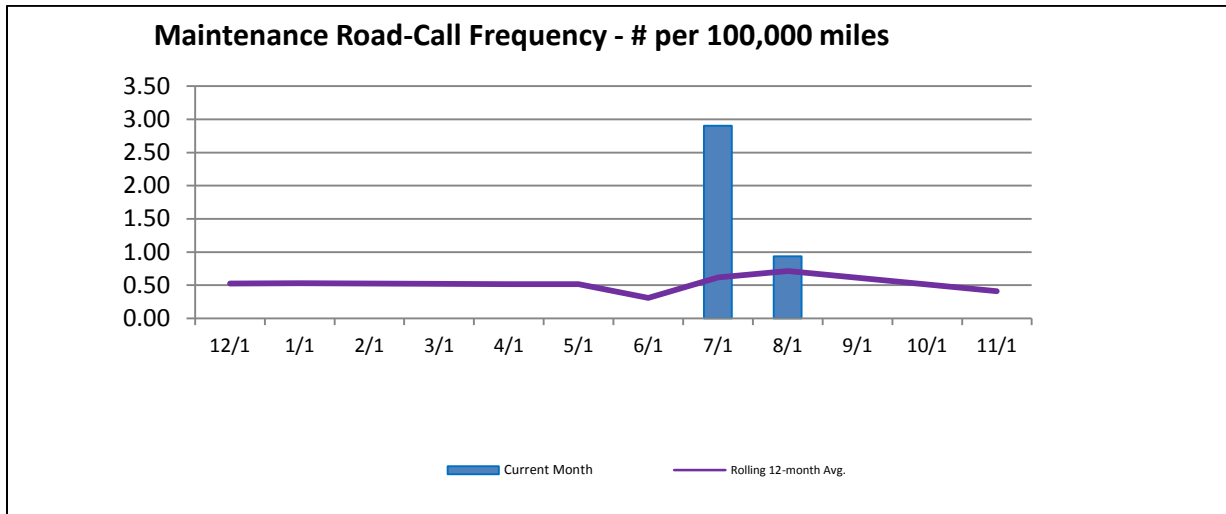
Missed Runs

There were four missed runs in November 2016, all due to maintenance.

- November 1st – Trolley bus Exchange, missed 3:30pm run
- November 11th – Purple Line bus Exchange, missed the 11:30am & 12:00pm runs
- November 11th – Trolley bus Exchange, missed 10:30am run

Road Call Frequency

There were no Road Calls during the month of November 2016. The rolling 12-month road call frequency is 0.41 per 100,000 miles traveled.



Bishop Area Dial-A-Ride Wait Times

Wait times for the Bishop Area Dial-A-Ride (Mon. through Fri., 7:00 a.m. – 6:00 p.m.)

NOVEMBER 2016

		Percent	Goal
IMMEDIATE RESPONSE TRIPS			
Total Trips:	1,536	68% of trips	
Average Wait Time (min.):	13		< 20 minutes
# > 30 minute wait:	85	5.5%	< 5%
ADVANCE RESERVATION TRIPS			
Total Trips:	724	32% of trips	
On Time Trips (± 10 min.)	650	90%	
TOTAL SCHEDULED TRIPS			
No-Shows	194 / 101	7.7% / 4.0%	Incl / Excl Ckpts
Cancellations	61	2.4%	

