



**BOARD OF DIRECTORS
OF THE
EASTERN SIERRA TRANSIT AUTHORITY**

Special Meeting
Monday August 14, 2017
8:30 a.m.

Meeting Location:
City of Bishop Council Chambers
301 West Line St
Bishop, California

Teleconference Location:
Eastern Sierra Transit Mammoth Office
210 Commerce Drive
Mammoth Lakes, California

Board Members may participate from the teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the public comment opportunities provided on the agenda.

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)

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 June 16, 2017

6. BISHOP OPERATIONS AND ADMINISTRATION FACILITY GRANT FUNDING APPLICATION ACTION

Staff recommendation: The Board is requested to approve Resolution 2017-05 authorizing submittal of a grant application for Section 5339 funding to construct an Operations and Administration Facility at the Bishop Airport, and approving expenditure of up to \$200,000 in matching funds.

7. REPORTS INFORMATION

- a. Board Members
- b. Executive Director

8. FUTURE AGENDA ITEMS

9. 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-MCEA.

10. REPORT ON CLOSED SESSION AS REQUIRED BY LAW

11. ADJOURNMENT ACTION

The next regular meeting will be September 15th in Mammoth Lakes.

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, June 16, 2017 Regular Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:38 a.m. on Friday, June 16, 2017 at the Town of Mammoth Lakes Council Chambers, Mammoth Lakes, California. The following members were present: Karen Schwartz, Jeff Griffiths, Cleland Hoff, Mark Tillemans, Kirk Stapp and Joe Pecsí. Bob Gardner and Bill Sauser were absent. Director Pecsí led the pledge of allegiance.

Public Comment	None.
Approval of Minutes	Moved by Director Pecsí and seconded by Director Hoff to approve the minutes of the regular meeting of April 21, 2017. Motion carried 5-0, with Director Griffiths abstaining and Directors Sauser and Gardner absent.
Operations Report	Mr. Helm presented the Operations Report for the month of May 2017.
Financial Report	Mr. Helm presented the Financial Report for the period ending June 14, 2017.
Fare Promotion Continuation	Moved by Director Pecsí and seconded by Director Griffiths to approve the continuation of the promotional 10-ride fares for the Mammoth Express and Lone Pine Express routes through June 30, 2018. Motion carried 6-0 with Directors Sauser and Gardner absent.
Joint Powers Agreement Amendment	Moved by Director Griffiths and seconded by Director Pecsí to approve and adopt Resolution 2017-04 amending the ESTA Joint Powers Agreement extending the provision through December 31, 2018 which permits member entities to fill one of the two positions on the ESTA Board with a member of the public at large rather than a member of the governing body. Motion carried 6-0 with Directors Sauser and Gardner absent.
Fiscal Year 2017/18 Budget	Moved by Director Pecsí and seconded by Director Stapp to approve the proposed FY 2017/18 Operating and Capital budget. Motion carried 5-0 with Directors Sauser, Gardner and Tillemans absent.
Board Member Reports	Director Stapp reported that motocross begins in Mammoth this weekend. Director Hoff reported that the public is interested in addressing issues of the discontinuation of the Gray Line.

Executive Director Report	Mr. Helm reported that the Mammoth Half Marathon is this weekend and that ESTA will be providing transportation. Bishop Creek Route begins tomorrow. The last day the Mammoth Old Limited Route will run is June 23 rd . Funding for the June Lake Shuttle is in place and will begin July 1. ESTA will be having a get together to mark its 10-year anniversary on June, 30 th in Bishop City Park.
Future Agenda Items	None.
Adjournment	The Chairperson adjourned the meeting at 12:32 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for July 21, 2017, in the City of Bishop.

Recorded & Prepared by:

 Karie Bentley
 Board Clerk
 Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Grant Funding Opportunity – Bishop Operations and Administrative Facility

Initiated by: John Helm, Executive Director

BACKGROUND:

A Notice of Funding Opportunity (NOFO) was published in the Federal Register on July 12, 2017 advising of Federal Transit Administration (FTA) funding availability for Bus and Bus Facility Infrastructure Investment Program projects (Section 5339(b)).

ANALYSIS:

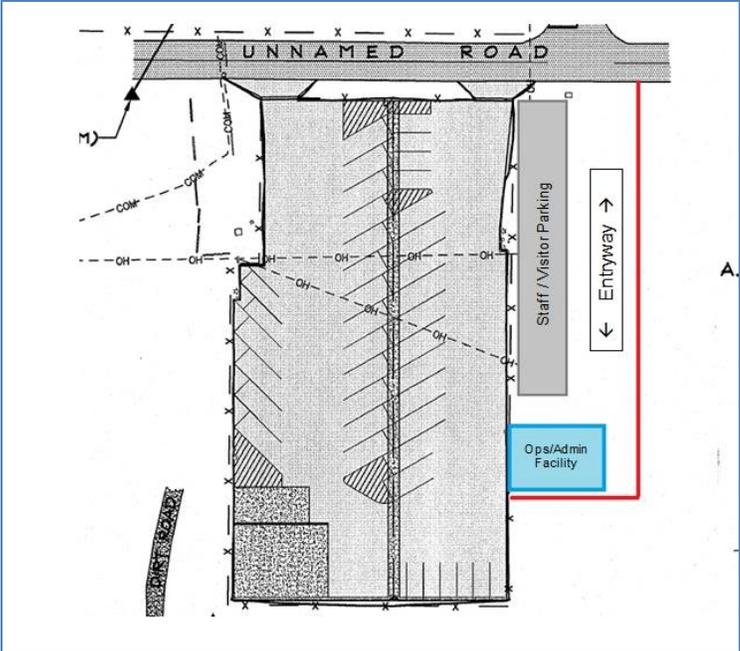
The Bus and Bus Facility Infrastructure Investment Program makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. Funding is provided through formula allocations and competitive grants. The NOFO announced on July 12th is a competitive program that will provide approximately \$226 million for eligible projects. Caltrans is an eligible recipient, as it allocates funding to fixed route bus operators. ESTA is an eligible subrecipient of this Caltrans funding in that it is a rural operator that receives grant funding under federal formula or discretionary programs (e.g. Section 5311) and is a public agency engaged in fixed route public transportation. A grant application by ESTA would be submitted to Caltrans, which would then submit it to the FTA as part of the state, rural operator package. Although the deadline for submittal of applications identified in the NOFO is August 25, 2017, Caltrans has indicated that rural transit operators wishing to apply for grant funding through this program must submit their completed applications to the state by August 18th.

This grant funding opportunity is of considerable interest to ESTA as these funds could be used to develop an Operations and Administration facility for the Authority in Bishop. Currently, ESTA leases office space in the Eastern Sierra Regional Airport from Inyo County for these purposes. ESTA has outgrown the office space available at the airport terminal and has had a long-term goal to develop an operations and administration facility adjacent to the recently completed bus parking, cleaning and light maintenance yard on the airport grounds.

Inyo-Mono Transit (IMT), the predecessor of the Eastern Sierra Transit Authority occupied the office space in the terminal currently serving as ESTA's Bishop Operations and Administration facility when the new terminal was completed in 2002. Since that time, the scope of public transit services operated and administered has grown dramatically. In 2002, IMT operated a fleet of 32 buses, had 34 employees and provided 29,900 annual service hours. In FY 2017/18, ESTA is budgeted to operate a fleet of 68 vehicles, provided 60,600 vehicle service hours, and employed 80 individuals to deliver these services. From 2002 until present, the combined scope of operations has more than doubled, while operating from the same primary operations and administration facility in Bishop. Although ESTA also utilizes an operations facility in Mammoth Lakes, all of ESTA's services (Mammoth, Walker, Lone Pine) are administered from the Bishop facility.

ESTA staff has discussed this grant funding opportunity with the County's Public Works Department and both parties agree that developing an operations and administration facility with this funding would be beneficial for both ESTA and the County. Inyo County is in the process of upgrading the capabilities of the Eastern Sierra Regional Airport to allow the facility to potentially support or provide commercial air service to the region on some level. These plans indicate that additional space is needed in the airport terminal to support these expanded services, which would include security (TSA capabilities) and expanded customer services (baggage, ticketing, etc.).

John Pinckney with the Inyo County Public Works Department has provided design comments and preliminary cost estimates that could be used in a grant application. It has been determined that a 2,500 square foot single-story facility would effectively meet ESTA's needs and enhance certain current shortcomings such as the absence of a meeting/training room. Mr. Pinckney has indicated that, based on recent similar projects undertaken by the County, the total development costs for such a facility would be approximately \$900,000. Adding a contingency factor of 10% would increase the total project cost to approximately \$1 million. A depiction of the location of the proposed project is included at right.



Discussions with Inyo County have also included arrangements for a long term ground lease for the property that would be developed through this project. ESTA staff has met with Airport staff to approve the proposed project location and it has been acknowledged that this portion of the airport property is not planned for any current or future airport need.

The Section 5339 grant funding requires a 20% match for bus facilities. Using a maximum project cost of \$1 million, \$200,000 would be required in matching funds. These funds currently exist in the following program funding accounts.

Funding Source	Available Funding	Comments
PTMISEA	\$90,000	Remaining funding held by Inyo County Local Transportation Commission (LTC) for Bishop Transit Facility enhancements
State Transit Assistance	\$147,000	Funds held by Inyo County LTC that are restricted to transit capital projects

FINANCIAL:

Submittal and award of Section 5339(b) grant funding for the development of an Operations and Administration Facility in Bishop would entail an approximate \$1 million expenditure, of which up to \$200,000 would be provided by ESTA as matching funds. ESTA currently has these matching funds available and approximately 50% of the available funds for the match are restricted to a capital project to bring about enhancements to the Bishop transit facility (PTMISEA).

LEGAL:

ESTA is an eligible recipient of these Section 5339(b) grant funds and has demonstrated through previous federal grant funding projects that the Authority possesses the required legal, financial, and technical capabilities to receive and administer the federal funding.

RECOMMENDATION:

The Board is requested to pass and approve Resolution 2017-05 authorizing submittal of an application for grant funding under the Federal Transit Administration’s Bus and Bus Facilities Infrastructure Investment Program, and to approve the use of up to \$200,000 in existing PTMISEA, STA, and General Fund Balance funds as matching funds for the grant.

RESOLUTION 2017 - 05

A RESOLUTION OF THE EASTERN SIERRA TRANSIT AUTHORITY BOARD OF DIRECTORS, AUTHORIZING SUBMITTAL OF A GRANT APPLICATION FOR SECTION 5339(B) FUNDING FOR A BISHOP OPERATIONS AND ADMINISTRATION FACILITY, AND APPROVING REQUIRED MATCH FUNDING FOR THE GRANT

WHEREAS, pursuant to Section 26002 of the Government Code, the Counties of Inyo and Mono are authorized to establish and operate transit systems, and pursuant to Section 39732 of the Government Code the Town of Mammoth Lakes and the City of Bishop are authorized to operate transit systems; and

WHEREAS, pursuant to the Transportation Authority Joint Powers Agreement dated October 10, 2006, the County of Inyo, County of Mono, City of Bishop and Town of Mammoth Lakes, created the Eastern Sierra Transit Authority to provide public transportation service within the jurisdiction and boundaries of the member entities and surrounding areas; and

WHEREAS, Section 4.6 of the Eastern Sierra Transit Authority Joint Powers Agreement states that the Authority's Executive Director is authorized to prepare, submit, and execute grant applications for the use of Federal Transit Administration operating, planning, and capital funds; and

WHEREAS, the U. S. Department of Transportation (USDOT) is authorized to make grants directly to eligible recipients and to states where such states administer the applicable federal transit assistance programs; and

WHEREAS, the California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer Section 5339(b) Bus and Bus Facilities Infrastructure Investment Program projects for rural transit operators; and

WHEREAS, the Eastern Sierra Transit Authority desires to apply for federal financial assistance through Section 5339(b) to develop an Operations and Administration Facility in Bishop, California; and

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Authority, and will require the Authority to provide the local share of the project cost; and

WHEREAS, the Eastern Sierra Transit Authority has or will provide all annual certifications and assurances required for the project.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that:

1. the Board of Directors of the Eastern Sierra Transit Authority does hereby authorize the Executive Director, to file and execute an application on behalf of the Eastern Sierra Transit Authority with the USDOT and Caltrans to aid in the financing for development

of an Operations and Administration Facility in Bishop, California pursuant to Sections 5339 of the Federal Transit Act, as amended

2. the Eastern Sierra Transit Authority possesses the requisite legal, technical, and financial capabilities required for the project
3. the Executive Director is authorized to provide additional information as requested by the USDOT or Caltrans and to execute and file certification of assurances, contracts, agreements, or any other document required in connection with the application for the Section 5339 project, and
4. the Eastern Sierra Transit Authority has up to \$200,000.00 available for the required 20% match for this project and that, if selected by the FTA Administrator for project funding, these funds will be expended on the project.

PASSED AND ADOPTED by the Board of Directors of the Eastern Sierra Transit Authority, State of California, at a regular meeting of said Board held on the 11th day of August, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Karen Schwartz, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest: Karie Bentley
Board Clerk

By: _____
Karie Bentley