



ESTA BOARD AGENDA

Special Meeting

Friday, March 27, 2020 at 9:00am

In accordance with Executive Order N-29-20 the March 27, 2020 meeting will be held virtually.

The Agenda is available at www.estransit.com

Chairperson: Bob Gardner

Vice-Chairperson: Jim Ellis

Board Members:

Cleland Hoff (Mammoth Lakes)
Karen Schwartz (Bishop)
Jim Ellis (Bishop)
Dan Totheroh (Inyo County)

Jeff Griffiths (Inyo County)
Jennifer Kreitz (Mono County)
Bill Sauser (Mammoth Lakes)
Bob Gardner (Mono County)

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)

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 12 by 4pm Thursday, March 26th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played at the appropriate time during the board meeting.

Email public comment: To submit an emailed public comment to the Board please email pmoores@estransit.com and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

HOW TO LISTEN TO THE ESTA SPECIAL BOARD MEETING:

Listen to the meeting via phone by calling 213-226-1066 enter meeting code: 245-603-003#.

Call to Order

Roll Call

Public Comment: The Board reserves this portion of the agenda for members of the public to address the Eastern Sierra Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. The Board will listen to all

communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

A. Information Agenda

- A-1 Executive Director Report
 - Reporting on ESTA's response to recent events

B. Action Agenda

- B-1 Coronavirus (COVID-19) PTO and Benefits
 - Temporary Special PTO for employees affected by COVID-19 is recommended.
- B-2 Emergency Service Reduction and Restoration
 - Authorization for the Executive Director to reduce, alter, and restore service in response to COVID-19 events is recommended.

D. Board Member Comments

E. Adjournment

The next scheduled regular meeting will be April 10, 2020 City of Bishop Council Chambers 301 West Line St., Bishop, CA at 11:00 am.

STAFF REPORT

Subject: Executive Directors Report
Initiated by: Phil Moores, Executive Director

ESTA remains operating and available to the public during these uncertain times. Our presence in the community is an important symbol of our willingness and readiness to serve. As COVID-19 diminishes and restrictions are lifted, ESTA is poised to provide important transportation to the recovering public.

Our employees are taking every precaution possible to protect ourselves and the public from the spread of COVID-19.

1. Buses and offices are being wiped down,
2. Sanitizer is being made available,
3. A few face masks are available,
4. Communication is being distributed,
5. Self-isolation is being supported for vulnerable employees,
6. Office work hours are being altered,
7. Off-site computer access has been established,
8. Thirty-five and forty-foot buses are being used instead of trolleys to allow more space and rear door passenger boarding. Where possible, driver areas have been taped off to keep adequate distance from the public.
9. Drivers discontinue handling money and credit cards

I am working closely with our many partners to insure vital ESTA business continues and the services we provide meet the needs of each of them. Just as Inyo and Mono County Health Officers and the Governor initiated the recent emergency restrictions, I expect them to eventually lift the restrictions and encourage us to resume business as normal. Or perhaps partially and cautiously lift restrictions to open a path to recovery.

Financial Considerations

Loss of fare revenue due to decreased ridership is the most immediate result of the COVID-19 outbreak. ESTA is somewhat insulated from poor ridership through our fare-free contracts with the Town and MMSA. But if the restrictions are not lifted and the public hesitance to venture out does not subside, then Reds Meadow revenue will be affected. Transportation Development Act (TDA) funds in the form of sales tax and gasoline tax will be reduced and adjusted later this year.

It is generally accepted that a loss of fare revenue will negatively impact transit agencies. There is discussion of public transit relief funds, and we will keep an eye out for possible resources to apply for.

STAFF REPORT

Subject: COVID-19 PTO
Initiated by: Phil Moores, Executive Director

BACKGROUND:

There is a potential for adverse financial impact to staff resulting from the spread of COVID-19. Self-isolation of employees 65+ years of age, caring for vulnerable family members, and illness may exhaust PTO and sick hours. Additionally, use of PTO to ensure the continuation of benefits may be threatened.

ANALYSIS:

Following Inyo County's example of providing Special PTO (SPTO) balances to employees to shore up their ability to weather COVID-19's spread is recommended. The SPTO balance would be tracked in ESTA's payroll system and requested via timesheet. The SPTO will expire at a point in time when it is determined the threat of the virus is sufficiently reduced. SPTO would be used according the Attachment A. The following points apply to the program:

- Only active employees who have worked in the previous 30 days are eligible for SPTO.
- SPTO is not bankable beyond the termination of the SPTO program.
- SPTO has no monetary value for cash-out purposes.
- The SPTO program is subject to change.
- SPTO cannot be used retroactively.

SPTO balances would be defined accordingly:

- 100% benefitted – 80 hours
- 75% benefitted – 65 hours
- 50% benefitted – 40 hours
- Non-benefitted – 24 hours

FINANCIAL CONSIDERATIONS

Exact fiscal impact is unknown, however, there are sufficient reserves to cover even the most extensive use of the special benefit.

RECOMMENDATION

Board is requested to approve the Special PTO and authorize the Executive Director to manage the program. Future cancellation of the SPTO program will be presented to the ESTA Board for consideration.

Attachment A

SPECIAL PAID TIME OFF DECISION GRID						
Reason	SPTO	PTO	Med. Cert.	FMLA	Disability Available	After FMLA Exhausted
65+ or over /Self Isolation	Yes	Yes	No	No	No	After SPTO and PTO/Floating Holiday exhausted can get Medicare . Unpaid leave should be requested to hold position
Caring for Vulnerable Family Member or Family Member with COVID	Yes	Yes	Yes	Yes	Contact EDD for more info	Use SPTO can apply for family leave, PTO can be used, after 12 week FMLA period, cash out PTO if any remaining and request an unpaid leave to hold benefited position. Unpaid leave should be requested to keep benefited position after the FMLA period.
Self-Isolation (e.g. compromised immune systems, lung disease, heart disease, diabetes)	Yes	Yes	Yes	Yes	May be available With Doctors orders. Contact EDD	Can file for disability, can use PTO, benefits are held through FMLA period. Should be eligible for State insurance after the 12 weeks. Unpaid leave should be requested to keep benefited position after the FMLA period. Can File for disability.
Employee had COVID-19 , or instructed to Quarantine by a doctor	Yes	Yes	Yes	Yes	May be available With Doctors orders. Contact EDD	Can file for disability, Put on FMLA. Benefits held through FMLA period.
Employee has other illness	Yes	Yes	Based on length of time out	Based on length of time out	May be available With Doctors orders. Contact EDD	If out for extended time. Can file for disability, can use SPTO, PTO, benefits are held through FMLA period. Should be eligible for State insurance after the 12 weeks. Unpaid leave should be requested to keep benefited position after the FMLA period.

STAFF REPORT

Subject: COVID-19 Service Plan
Initiated by: Phil Moores, Executive Director

BACKGROUND:

Service reduction and alteration has been necessary in response to the COVID-19 outbreak. Mammoth Mountain Ski Area (MMSA) has closed its operation and cancelled all supporting transit services effective April 1, 2020. The Town of Mammoth Lakes (Town) and MMSA have agreed to transition to an early shoulder season with ESTA. Here are the services effective April 1, 2020:

ESTA TOWN OF MAMMOTH LAKES SERVICES EFFECTIVE APRIL 1, 2020						
ALL ROUTES SERVE MAMMOTH HOSPITAL						
Route	Service Area	Service	Frequency	Time Past Hour	Last Bus	Cost
Town Trolley			30 minutes	1st bus in bold		
	Snow Creek, Canyon Lodge,	7:00am -	Snow Creek	:00 :30	8:30:pm	
	Juniper Springs, Mammoth Hospital	9:00pm	Canyon Lodge	:20 :50	8:50pm	Free
			Juniper Springs	:05 :35	8:35pm	
	Route deviates to Mammoth Hospital Upon Request					
Purple Line			30 Minutes	1st bus in bold		
	Vons, The Village,	7:00am -	Vons Stop #25	:00 :30	8:30pm	Free
	Mammoth Hospital	9:00pm	The Village	:19 :49	8:49pm	
Dial-a-Ride	Town of Mammoth Lakes	7:00am -				\$3 - \$4.20
	including Mammoth Hospital	9:00pm				
All Other Services	All other ESTA services outside of Mammoth Lakes are currently operating. Call 760-872-1901 for information.					

ESTA's presence on the streets and highways of Inyo and Mono Counties represents normalcy and readiness as the inevitable recovery from COVID-19 approaches. The Town generously agreed to the above level of service to support ESTA drivers and provide sufficient public transportation coverage for the Town. Ongoing discussion about the level of service is expected between the Town and ESTA to determine any future adjustments. The primary difference between a regular shoulder season and this special schedule is the extension of the Purple Line and Dial-a-Ride.

All services operated from the Bishop Yard, Lone Pine, and Walker are expected to continue as driver availability allows. One exception is the Night Rider service which was shifted to finish at 10:00pm instead of 2:00am.

ANALYSIS:

As of the writing of this report, Bishop has four drivers self-isolating. No illness related isolations are being taken. Staff is maintaining social distance as best as can be

expected and office work schedules are being adjusted to assist with this. As stated above, ESTA service will continue as driver availability allows.

MOU's for the Employee Associations include an Advanced Notice article regarding service changes and they have been notified accordingly.

FINANCIAL CONSIDERATIONS

As the MMSA contract revenue for service hours comes to a close, the Town is increasing their support with an expanded and early shoulder season service. The MMSA contract with ESTA includes a flat fee in addition to the hourly service fee. The flat fee is paid November through May each year. An adjusted monthly flat fee from MMSA is being negotiated. The flat monthly fee covers ESTA rent, insurance, maintenance, utilities, benefits, and training which continue despite the service cancellation.

RECOMMENDATION

Board is requested to approve ESTA service reductions, alterations, and eventual restoration and authorize the Executive Director to make the necessary changes.