



ESTA BOARD AGENDA

Special Meeting

Friday, June 26, 2020 at 11:00am

In accordance with Executive Order N-29-20 the June 26, 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. 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 by 4pm Thursday, June 25, 2020 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 669-900-9128 enter meeting code: 760-871-1901#, password: 753752. Remember, to eliminate feedback, use only one source of audio for the meeting, not both the phone and the computer.

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 Budget and OPEB Policies

B. Action Agenda

B-1 FY20-21 Budget

C. Consent Agenda

The following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the ESTA or public wishes an item removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by ESTA Board members, without the removal of the item from the Consent Agenda.

C-1 Approval of Regular Meeting Minutes of June 12, 2020

D. Board Member Comments

E. Adjournment

The next regularly scheduled meeting is July 10, 2020. Check ESTA website for details on attending the meetings.

STAFF REPORT

Subject: Budget and OPEB Policy
Presented by: Phil Moores, Executive Director

Background

The Budget and OPEB Funding Policies are attached for your consideration in reviewing the FY20-21 ESTA Budget.

Analysis

The Budget Policy provides general guidelines with sufficient leeway to accommodate the unusual circumstances of next years budget. The only questionable guidance is in the reserve section. 20% operational reserve is more appropriate than 10%.

The OPEB Funding Policy is a more recent document. Points to consider are the restrictive nature of funds deposited in the trust. Once a deposit is made, only OPEB expenses can be paid with withdrawals. Here is the Policy deposit section:

ESTA adopts the following requirement for contributions in any given year:

Minimum - The equivalent of 10% of each fiscal year's budget surplus shall be put into the OPEB Trust Fund. The surplus will be calculated from the prior year's budget roll-up before the Employee Association Incentive Bonus is determined. The contribution will be paid annually at the start of the fiscal year and drawn as a deficit from the general fund balance.

Recommendation

Information item only.

EASTERN SIERRA TRANSIT AUTHORITY

BUDGET POLICY

INTRODUCTION

A Budget Policy is an adopted guideline that establishes goals for allocation of public resources in the manner best suited to the efficient provision of services to residents and visitors. While not all of the goals may be achievable in the current year, the existence of such goals will serve to guide the Board of Directors in its decision-making.

The Eastern Sierra Transit Authority has forged its budget policy recognizing that maintaining a conservative budget approach and funding unfunded liabilities, whether maintenance of capital infrastructure or employee commitments, are vital to sound fiscal management

I. GENERAL RESERVE

- A. Establish a general reserve in the amount of 10% to 20% of the average annual operating and administrative expenditures.
- B. When the fiscal year budget permits, the Board may consider placing remaining contingencies and a portion of the prior year fund balances in the general reserve until the maximum reserve of 20% of general fund expenditures is met.
- C. The general reserve will be carried forward in the budget from year to year.

II. CONTINGENCIES

Establish a budgeted appropriation for contingencies at a minimum level of 1% of the budgeted operating expenditures (but not to exceed 10% of total expenditures) in each fiscal year for opportunities and unanticipated expenditures. All expenditures from the contingency line item are at the discretion of the Executive Director.

III. FISCAL MANAGEMENT

- A. Maintain a conservative budgeting approach.
- B. Establish the level of cost recovery required from the provision of various services
- C. Review cost of services annually, establish actual costs and adjust and establish cost structure as needed
- D. Plan and budget for future capital needs, both replacement and expansion, as well as maintenance and operation of existing assets and infrastructure.

IV. NEW SERVICES

Add new services only when a need has been identified and when adequate resources for staffing and funding are demonstrably available in multi-year financial plans.

V. INFRASTRUCTURE

- A. Plan for new facilities only if operating and maintenance costs for those facilities are fully recognized and taken into account in multi-year financial plans.
- B. Provide adequate routine maintenance each year to avoid the higher cost of deferred maintenance.

VI. OPERATIONAL EFFICIENCIES

- A. Provide ESTA services in the most cost-efficient manner
- B. When program funding is cut or eliminated, reduce or eliminate the program accordingly unless mandated otherwise.
- C. Provide staffing levels that take into account multi-year needs, reasonable workload per employee, and minimize the possibility of layoffs resulting from inadequate revenues.
- D. For special projects or certain expertise in the short-term, utilize temporary employees (not to exceed 1,000 hours in a 12 month period) and consultants
- E. Utilize community expertise on a voluntary basis as appropriate.
- F. Work through partnerships and regional relationships to share costs for local programs whenever possible.

VII. EMPLOYEE DEVELOPMENT

Attract and retain competent employees for the ESTA work force by compensating employees fairly (consistent with smaller rural counties), providing adequate training opportunities, ensuring safe working conditions, and maintaining a professional work environment.

VIII. BUDGET FORMATION

- A. The Executive Director is responsible for developing revenue projections, an operating budget and a capital budget to be presented to the Board of Directors each year.
- B. ESTA will utilize a "base-year" operating budget. A base year budget is defined as follows:
 - 1. The same staffing levels and the same allocated classifications as prior year's adopted budget. Note: This includes budgeting for promotions within an allocated classification series.

2. The same level of supplies, materials and services as purchased in prior years, increased to account for known price increases.
 3. Replacement, in-kind, of capital equipment not to exceed \$10,000.
- C. ESTA will utilize a process to approve additions over and above the "base year" operating budget by considering a list of policy items. Policy items are defined as follows:
1. Addition of service
 2. Additional allocation of staff.
 3. Reclassification of existing staff to higher classifications or salary range (other than promotions within approved series classifications).
 4. Supplies, materials or services, \$1,000 above base year budget, excluding known price increases.
- D. Any new capital equipment in excess of \$5,000 that are not replacement items.
- E. Any capital improvement projects identified in the capital improvement project budget.
- F. The Board and the Executive Director will consider both resources and priorities in determining which policy items will be funded.
- G. The Authority will strive to develop, consider and approve the fiscal year operating and capital budgets prior to the commencement of the fiscal year.

IX. BUDGET AMENDMENT

- A. It is recognized that the budget is a working document subject to revisions and modifications as the fiscal year progresses. In order to have the budget reflect current and realistic line item appropriations and expenditures, during the course of the fiscal year the Executive Director shall have the Authority to transfer funds between line items, not to exceed \$5,000 or 20% for any one line item, whichever is greater, within the limits of the overall budget. The Executive Director shall report, on a regular basis, any such transfers to and from budgeted line items.
- B. Budget amendments in excess of \$5,000 or 20% of a line item, whichever is greater, shall require Board approval.
- C. It is the goal of the Authority that revenue received during the fiscal year that was unanticipated in the adopted budget, as practicable, supplement the General Reserve. The Executive Director shall report receipt of such unanticipated revenue to the Board and shall indicate if the revenue is tied to specific expenditure or whether the revenue can be expected to supplement the General Reserve.



Eastern Sierra Transit Authority

Other Post-Employment Benefits (OPEB) Funding Policy

Effective February 14, 2020

Purpose and Introduction

The purpose of this Other Post-Employment Benefits (OPEB) Funding Policy ("Policy") is to establish a methodology and a process for funding current and future costs associated with ESTA's obligations to provide retiree medical benefits as set forth in the personnel rules.

Adoption and Implementation

The ESTA Board is responsible for adopting the Other Post-Employment Benefits (OPEB) Funding Policy and for approving any significant revision. The Executive Director, or his/her designee, is responsible for developing administrative procedures, as needed, to implement the Policy. In this role, the Executive Director, or his/ her designee, is authorized to make minor administrative changes in the Policy as long as they are intended to carry out the purpose of this Policy and will not have any significant policy impact. The ESTA Board will review and approve this policy via resolution, as needed, to ensure it meets the current and future needs of ESTA.

Initial Set Up

ESTA shall establish an Internal Revenue Service Code Section 115 approved irrevocable trust to achieve a higher rate of return on investments than that earned with the Treasurer's accounts. Once ESTA transfers funds into such a trust, they can only be utilized for payment of employee OPEB costs.

The following outlines the governance and administration of the OPEB Trust:

- ESTA Board has the authority to establish the Trust and define policies for the administration of the Trust funds.
- Executive Director and staff have overall responsibility for the Trust funds and will develop and manage procedures in accordance with the ESTA adopted policies.
- Trust Administrator, PARS, keeps plan documents current to ensure that they reflect the substantive plan and provides ongoing consulting, reporting and plan accounting records.
- Trustee, currently U.S. Bank, will be the plan's trustee and custodian and will safeguard the assets in the Trust, hold the investment securities for safekeeping and make disbursements on request.
- Investment Manager, currently U.S. Bank and its sub-advisor, Highmark Capital Management, will recommend investment portfolio allocations based upon the OPEB Trust Funds' adopted investment policies and manage those assets accordingly.

Trust Administrator

Public Agency Retirement Services (PARS) has established a multi-employer irrevocable trust in compliance with the requirements of Section 115 of the Internal Revenue Code. While it is a multi-employer trust, each employer's contributions

benefit only its own employees. There is no sharing of either liability or investment earnings, and separate employer accounts are maintained. PARS serves as the administrator of the Trust.

Trustee

Any contributions made to the program are held and invested by a trustee. The trustee duties include:

1. Safeguarding assets for the benefit of retirees;
2. Providing oversight protection of the investments;
3. Custodian of the assets; and
4. Disbursing funds to pay for pension costs and/or retiree healthcare premiums.

Investment Manager

As needed, the Investment Manager assists ESTA with selecting investment strategy depending on what rate of return ESTA expects to earn and level of risk tolerance ESTA is willing to take. The Investment Manager provides annual review of the investment portfolio and asset allocation as well as takes on fiduciary responsibility for the ESTA's OPEB assets management.

Asset Allocation Investment Strategy

PARS provides flexibility to ESTA in the selection of the investment strategy for its funds in the Trust, giving ESTA control on target yield and level of risk on its investments. Within the Trust, ESTA has the option of pre-funding the OPEB account. ESTA has the ability to select one of five Investment Options that best suits its desired or expected return on its investments in the Trust. Each Investment Option allocates the assets in varying investment combinations of equity, fixed income, and cash. With each Investment Option, as the expected rate of return increases so does the assumed risk. The Asset Allocation Strategies and the corresponding Investment Options currently available are:

	Equity	Fixed Income	Cash
Conservative	5% - 20%	60% - 95%	0% - 20%
Moderately Conservative	20% - 40%	50% - 80%	0% - 20%
Moderate	40% - 60%	40% - 60%	0% - 20%
Balanced	50% - 70%	30% - 50%	0% - 20%
Capital Appreciation	65% - 80%	10% - 30%	0% - 20%

The ESTA Board will select the most appropriate investment option for the Trust. Generally, as the Trust balance increases and approaches fully funded status, the investment strategy should tend toward investments with less risk.

This Policy recognizes that there will be investment market place volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic and financially sound manner.

Annual Contributions

In order to establish realistic and appropriate thresholds for annual contributions,

ESTA adopts the following requirement for contributions in any given year:

Minimum - The equivalent of 10% of each fiscal year's budget surplus shall be put into the OPEB Trust Fund. The surplus will be calculated from the prior year's budget roll-up before the Employee Association Incentive Bonus is determined. The contribution will be paid annually at the start of the fiscal year and drawn as a deficit from the general fund balance.

Maximum - Unlimited

Refer to the ESTA Funding Study (attached) for the optimal deposit strategy. Shorter term funding strategies such as the Lump Sum scenario promise to achieve the goal of fully funding the Trust in the shortest period of time.

Annual Withdrawals

In order to establish realistic and appropriate thresholds for annual withdrawals, ESTA adopts the following limitations on the withdrawals:

Minimum - \$0

Maximum - Annual Required Contribution (ARC) for two years. This is the Trust's maximum withdrawal period which allows the withdrawal of two years of Normal Costs.

Actuarial Terms Definition:

Normal Cost

ESTA incurs an annual OPEB retirement obligation for current employees. The ongoing cost for OPEB earned by current employees during the current year is referred to as the "normal" cost.

Unfunded Actuarial Accrued Liability (UAAL)

The actuarial valuation calculates an unfunded actuarial accrued liability (UAAL) as of the valuation date. The UAAL represents the difference between assets available in the trust fund and the liability related to prior employment service for former and existing employees.

Annual Required Contributions (ARC)

The ARC to fund OPEB, as determined by the actuarial valuation, reflect the normal cost, plus amortization of the UAAL, until such time as the UAAL is fully amortized.

STAFF REPORT

Subject: Eastern Sierra Transit Authority FY 2020/21 Budget

Presented by: Phil Moores, Executive Director
Karie Bentley, Administration Manager

BACKGROUND:

The Eastern Sierra Transit Authority's Budget Policy states that the Authority will strive to develop, consider and approve the fiscal year operating and capital budgets prior to the commencement of the fiscal year. A proposed FY 20/21 budget is presented here.

ANALYSIS:

The proposed 2020/21 fiscal year budget is included on the following pages. Some factors used in the development of the budget include:

OPERATING REVENUE

- Local Transportation Fund (LTF) revenue derives from ¼ cent of the general sales tax. This revenue is projected to decrease 22.5% due to poor economic factors (\$286K). Typically, some of this funding is used as a "local match" for our 395 Routes. This budget assumes 5311(f) CARES funding will cover those expenses instead this year leaving the LTF to fund local service.
- State Transit Assistance (STA) revenue reflects a 30% reduction to the State Controller's Office estimate issued in January of each year as reductions to this funding source are expected. The budgeted amount represents a 36.2% decrease from FY 19/20 (\$182K). ESTA did not meet the efficiency standard which limits .67% of the original estimate (\$3,113) of the STA to capital expenditure.
- Interest income is expected to decrease and is budgeted at a 50% reduction (\$12K).
- Low Carbon Transit Operation Project (LCTOP) operating revenue is expected to increase 25.9% (\$9K).
- State of Good Repair (SGR) estimates show a 4.2% increase over last year (\$3K), it is unknown if current economic factors will impact this funding.
- Federal operating revenue is expected to increase 146.2%, (\$753K) and is comprised of the following:

- 5311 Apportionment for operating expenses in Inyo & Mono - \$198,250
- 5311(f) 395 Intercity Routes - \$290,000
- 5304 Planning Grant for Short Range Transit Plan and Coordinated Human Service Plan- \$113,372.
- 5310 Non-Emergency Medical Program (NEMT) - \$35,000.
- 5311 CARES - \$324,660 this is an estimate, there may be more or less funding as program details are figured out, funds may be used for operating or capital for any project eligible under 5311 and requires no match.
- 5311(f) CARES - \$307,974 this is an estimate, there may be more or less funding as program details are figured out. This funding can only be use on our 395 Routes. Preliminary information indicates that funds can be used in lieu of the LTF funds typically used as local match. This budget assumes this is the case and local match has not been budgeted from the LTF for 5311(f) projects. Amounts in excess of operational needs can be used for capital purchases.
- Other Agency Contributions include funding from Kern Regional (\$24K) that supports ESTA's Lancaster Routes. The Town of Mammoth Lakes (TOML) contract (\$937K) which includes a 1% increase to their hourly rate, and an additional \$83K in matching funds to be used towards the capital purchase of two trollies.
- Fare revenue was budgeted with these assumptions:
 - Mammoth Mountain Ski Area (MMSA) revenue anticipates the same service level as was operated in FY18/19 and assumes a 2% fee increase (pending approval by MMSA).
 - Reds Meadow fare revenue is for the second half of June 2021 .
 - 395 Routes 70% decrease in fare revenue.
 - All other routes 50% decrease in fare revenue.

EXPENSES

Salary and benefit include:

- A full year of the wage and benefit costs associated with the new ESTA Employee's Association MOU.
- Reduction in overtime for supervisors, admin and dispatch.
- Supervisor/Dispatch will cover Mammoth Dial-A-Ride.
- Training for 25 new hires.
- PERS retirement employer contribution cost is projected for PEPR at 7.732% (up .747%) and at 18.13% to 20.38% for Classic members (up .92% to .96%) and unfunded liability of \$21K is also included.

- Medical Insurance is projected to go up around 8%. FY 19/20 an increase was budgeted for, but overall prices decreased. This explains the 18% reduction to this line item.
 - Compensated Absence Expense includes \$50K of COVID Paid Time Off
- Insurance
- Worker's Compensation increased 18.8%.
 - Liability increased 22.3%.
 - Unemployment is expected to be much higher this year due to not running Reds Meadow.
 - Maintenance is expected to be relatively flat. Although maintenance costs per mile increase with vehicle age, there will be less service mile this year due to the cancelation of Reds this summer.
 - Accounting and Auditing service includes our contract with Inyo County Auditor's Office, our contract with Clifton Larson Allen for outside auditing services including a single audit and cash flow analysis. The budget also includes a new Other Post Employment Benefit (OBEB) Auctorial Valuation.
 - Advertising has been cut due to less available funding.
 - Professional & Special Service includes funds to contract for a new Short-Range Transit Plan & Coordinated Human Services Plan, legal, board stipends, Pahump Contract, MMSA Ticket & Line service for June 2021, Drug & Alcohol testing, website upkeep, Swiftly, graphic design services for maps and brochures, Trillium Information Technology services and other services.
 - Office Space and Site Rental has decreased as there will be no revenue-based payment to the Forest Service for Red's Meadow since it's not running this summer.
 - General Operating Expense is up due to the need for additional cleaning supplies.
 - Fuel cost is assumed to be \$3.50 per gallon for both gasoline and diesel. This down \$.50 per gallon from what was budgeted for FY 19/20. In FY 19/20 the highest monthly gas price was \$3.40 per gallon, the average price was \$2.86 per gallon due to deep price drops when COVID restrictions were put into place. Although we expect for gas prices to remain low due to reduced demand during the ongoing pandemic, this budgeted amount will allow for a 22.4 % increase over the FY 19/20 average and a 2.9% increase over the highest monthly gas price of FY 19/20.
 - Other Agency Contributions include our OBEB Trust contribution (\$43K) and the Red's surcharge for June 2021 (\$9K).

CAPITAL

Capital assumptions are not definite, but are included because there are plans in place to make purchases. If those plans are executed the following capital purchases will take place:

- \$123,490 is budgeted to transfer from the general reserve for the 2015 Capital Replacement Plan. This money is needed to meet matching funds requirements for vehicle replacement. The current fund balance is \$1,385,368.
- \$52,959 in state capital grants (LCTOP) for electric vehicles. Infrastructure for this project could begin in FY 20/21. The current fund balance is \$89,506
- \$457,139 in 5339(b) federal grants towards the Bishop Admin office.
- \$90,319 in PTMISEA funds currently programed for Bishop Yard. These funds will likely be reprogramed for use on the Bishop Admin Office.
- \$1,627,416 in federal grants (5339(a)/5339 Savings/5310) for two new trollies and eight new buses
- \$83,210 in matching funds from TOML for the trollies, these funds are included in the operating budget under 4559 Other Agency Contributions.
- \$157,895 in Capital Restricted STA funds for bus match and Bishop Admin Building match.

FINANCIAL CONSIDERATIONS

The Authority's FY 2020/21 budget will define the agency's finances for the year. The budget has been developed in compliance with the Authority's Budget Policy.

RECOMMENDATION

The Board is requested to review and approve the proposed FY 2020/21 Operating and Capital budget, or to provide direction to staff regarding modification of the proposed budget.

BUDGET DETAIL:

Revenue Roll Up:

FY 2020/21 OPERATING & CAPITAL BUDGET						V-d
REVENUE	FY19/20 Budget	FY 20/21	Variance	Var. %	Comment	
4061 LOCAL TRANSPORTATION TAX	1,272,738	985,758	-286,980	-22.5%	Reduction due to poor economic factors	
4065 STATE TRANSIT ASST	503,314	321,219	-182,095	-36.2%	Reduced January estimate by 30% due to poor economic factors	
4301 INTEREST FROM TREASURY	24,000	12,000	-12,000	-50.0%	Interest income is expected to be reduced	
4498 STATE GRANTS	35,355	44,520	9,165	25.9%	LCTOP MMX exp and pass reduction	
4499 STATE OTHER (SGR)	70,940	73,910	2,970	4.2%	Newer funding thru SB1 (historically used as PM)	
4555 FEDERAL GRANTS	515,601	1,269,256	753,655	146.2%	Reno, Lancaster, NEMT, 5311 apportionment, 5304 Planning (SRTP), CA	
4599 OTHER AGENCIES	965,703	1,044,268	78,565	8.1%	TOML and Kern Regional service revenue, \$83,210 from TOML for Trolley	
4819 SERVICES & FEES	2,052,468	1,385,410	-667,058	-32.5%	Projecting MMSA at normal levels, No Reds in 2020, projecting 70% loss c	
4959 MISCELLANEOUS REVENUE	12,000	12,000	0	0.0%	Advertising Revenue, utility payments from TOML	
4998 OPERATING TRANSFERS IN	0	0	0			
Total	5,452,119	5,148,340	-303,779	-5.6%		
Less Trolley Match	41,605	83,210				
Total Revenue for Operating	5,410,514	5,065,130	-345,384	-6.4%		
4067 CAPITAL RESTRICTED STA	160,952	355,378	194,426	100.0%	Match for building and vehicles	
4066 PTMISEA	278,742	90,319	-188,423	-67.6%	Estimated \$93k bishop yard project	
4495 STATE GRANTS - CAPITAL	61,568	52,959	-8,609	-14.0%	LCTOP Electric Vehicle	
4557 FEDERAL GRANTS CAPITAL	705,957	2,084,555	1,378,598	195.3%	Admin Building, two trolleys, eight buses (5339(a), 5339(b), 5339 Savings,	
Total Capital Object Codes	1,207,219	2,583,211	1,375,992	114.0%		
Plus Trolley Match from above	41,605	83,210				
Total Revenue for Capital	1,248,824	2,666,421	1,375,992	110.2%		
Total Revenue Operating and Capital:	6,659,338	7,731,551	1,030,608			

Expense Roll Up:

EXPENSES	FY 19/20	FY 20/21	Variance	Var. %	
5001 SALARIED EMPLOYEES	1,510,603	1,467,779	-42,824	-2.8%	Dedicated MDAR Driver eliminated, not running Reds 202
5003 OVERTIME	83,106	65,684	-17,422	-21.0%	No Reds summer 2020
5005 HOLIDAY OVERTIME	137,696	124,696	-13,000	-9.4%	
5012 PART TIME EMPLOYEES	416,289	455,497	39,208	9.4%	No Reds summer 2020
5021 RETIREMENT & SOCIAL SECURITY	51,858	54,089	2,231	4.3%	
5022 PERS RETIREMENT	221,020	260,870	39,850	18.0%	PERS Rate Increases and Unfunded Liability
5031 MEDICAL INSURANCE	306,000	249,640	-56,360	-18.4%	FY19/20 budgeted number was high
5043 OTHER BENEFITS	39,398	33,350	-6,048	-15.4%	
5045 COMPENSATED ABSENCE EXPENSE	146,000	190,000	44,000	30.1%	Average PTO use over past 5 years Plus \$50K SPTO
5047 EMPLOYEE INCENTIVES	5,753	2,250	-3,503	-60.9%	
5111 CLOTHING	10,600	1,000	-9,600	-90.6%	
5152 WORKERS COMPENSATION	102,180	120,220	18,040	17.7%	Rates Increased
5154 UNEMPLOYMENT INSURANCE	43,000	75,000	32,000	74.4%	This is expected to be high due to not running Reds
5158 INSURANCE PREMIUM	178,580	219,580	41,000	23.0%	Rates Increased
5171 MAINTENANCE OF EQUIPMENT	613,789	611,000	-2,789	-0.5%	No Reds summer 2020
5173 MAINTENANCE OF EQUIPMENT-MATER	19,500	18,400	-1,100	-5.6%	No Reds summer 2020
5191 MAINTENANCE OF STRUCTURES	11,500	5,000	-6,500	-56.5%	
5211 MEMBERSHIPS	2,300	1,300	-1,000	-43.5%	
5232 OFFICE & OTHER EQUIP < \$5,000	15,500	12,050	-3,450	-22.3%	
5238 OFFICE SUPPLIES	8,000	7,000	-1,000	-12.5%	
5253 ACCOUNTING & AUDITING SERVICE	49,750	49,400	-350	-0.7%	
5260 HEALTH - EMPLOYEE PHYSICALS	5,890	5,890	0	0.0%	
5263 ADVERTISING	53,700	34,000	-19,700	-36.7%	
5265 PROFESSIONAL & SPECIAL SERVICE	104,534	219,694	115,160	110.2%	Tecopa service contract, Reds ticket sales contracted to
5291 OFFICE, SPACE & SITE RENTAL	194,648	174,844	-19,804	-10.2%	Expense is lower due to no 3% revenue payment for Reds
5311 GENERAL OPERATING EXPENSE	60,440	82,680	22,240	36.8%	Additional Cleaning Supplies needed due to COVID
5331 TRAVEL EXPENSE	14,600	3,225	-11,375	-77.9%	Minimal off-site training this FY
5332 MILEAGE REIMBURSEMENT	32,468	29,355	-3,113	-9.6%	NEMT mileage reimbursements
5351 UTILITIES	62,626	60,000	-2,627	-4.2%	
5352 FUEL & OIL	632,751	474,306	-158,445	-25.0%	Budgeted at \$3.50 gallon, also lower due to no 2020 Reds
5539 OTHER AGENCY CONTRIBUTIONS	60,000	52,334	-7,666	-12.8%	\$9K for 2021 Reds and \$43K OPEB Trust
5901 CONTINGENCIES	74,850	50,700	-24,150	-32.3%	Must be at least 1% of operating budget
operating transfers out					
Total Operating Expenses:	5,268,929	5,210,832	-58,097	-1.1%	
5789 CAPITAL REPLACEMENT	158,990	123,490	-35,500	-22.3%	Amounts per Feb 2015 Capital Replacement funding plan
Total Ops Exp and Capital Replace:	5,427,919	5,334,322	-93,597	-1.7%	
Adjusted Operating Revenue	5,410,514	5,065,130	-345,384	-6.4%	
Revenue Minus Operating Expenses:	-17,405	-269,192			
5640 STRUCTURES & IMPROVEMENTS	707,071	704,593	-2,478	-0.4%	Bishop Admin Building/Bishop Yard
5650 EQUIPMENT	101,568	0	-101,568	-100.0%	
5655 VEHICLES	432,672	1,961,828	1,529,156	353.4%	2 trollies, 8 buses
Total Capital Expenses	1,241,311	2,666,421	1,425,110	114.8%	
Total Capital Revenue	1,248,824	2,666,421	1,375,992	110.2%	Includes Trolley Match from Operating Revenue
Revenue Minus Capital Expenses	7,513	0			
TOTAL EXPENDITURES	6,669,230	8,000,743	1,331,513	20.0%	
NET REVENUE MINUS EXPENSES	-9,892	-269,192			
		-5.3%			

Revenue Budget Unit Detail:

		BUDGET UNIT DETAIL																
		153202	153203	153204	153205	153215	153216	153207	612502	153209	153210	612506	612489	614503	612504	153214	612507	
REVENUE		Ingo	Mono	Bishop	TOML	Reno	Lancaster	Special	SRTP	Reds	MMSA	LCTOP	MMX	NEMT	Yard	LCTOP Electric	Reds Road \$1	Building
4061	LOCAL TRANSPORTATION TAX	281,577	197,590	281,577	197,590	0	0	0	21,628	0	0	5,795	0	0	0	0	0	0
4065	STATE TRANSIT ASST	75,096	71,831	75,096	99,196	0	0	0	0	0	0	0	0	0	0	0	0	0
4301	INTEREST FROM TREASURY	3,000	3,000	3,000	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0
4498	STATE GRANTS	0	0	0	0	0	0	0	0	0	0	44,520	0	0	0	0	0	0
4499	STATE OTHER (\$GR)	17,279	16,528	17,279	22,824	0	0	0	0	0	0	0	0	0	0	0	0	0
4555	FEDERAL GRANTS	183,694	36,110	190,016	113,090	343,473	254,501	0	113,372	0	0	0	35,000	0	0	0	0	0
4599	OTHER AGENCIES	0	0	0	1,020,268	0	24,000	0	0	0	0	0	0	0	0	0	0	0
4819	SERVICES & FEES	37,340	7,925	44,060	6,850	48,000	28,500	4,000	0	90,000	1,107,034	2,701	0	0	0	0	9,000	0
4959	MISCELLANEOUS REVENUE	1,500	0	1,500	8,500	0	0	0	0	500	0	0	0	0	0	0	0	0
4998	OPERATING TRANSFERS IN																	
	TOTAL (includes Trolley Match)	599,486	332,984	612,528	1,471,318	391,473	307,001	4,000	135,000	90,500	1,107,034	53,016	35,000	0	0	9,000	0	
	Less Trolley Match				83,210													
	Total Revenue for Operating	599,486	332,984	612,528	1,388,108	391,473	307,001	4,000	135,000	90,500	1,107,034	53,016	35,000	0	0	9,000	0	
4067	CAPITAL RESTRICTED STA	35,835	76,091	26,102	60,215	0	0	0	0	0	0	0	0	0	0	0	0	157,135
4068	PTMISEA	0	0	0	0	0	0	0	0	0	0	0	0	90,319	0	0	0	0
4495	STATE GRANTS - CAPITAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52,959	0	0
4557	FEDERAL GRANTS CAPITAL	218,717	333,785	256,551	818,363	0	0	0	0	0	0	0	0	0	0	0	0	457,139
	Total (without trolley match)	254,552	409,876	282,653	878,578	0	0	0	0	0	0	0	0	90,319	52,959	0	614,274	
	Plus Trolley match from above				83,210													
	Total Revenue for Capital	254,552	409,876	282,653	961,788	0	0	0	0	0	0	0	0	90,319	52,959	0	614,274	
	Total Revenue Operating and Capital:	854,038	742,860	895,182	2,349,896	391,473	307,001	4,000	135,000	90,500	1,107,034	53,016	35,000	90,319	52,959	9,000	614,274	
		12.96%	6.14%	13.17%	29.35%	9.29%	8.16%	0.09%	0.00%	3.57%	15.95%	1.04%	0.30%	0.00%	0.00%	0.00%	0.00%	

Expense Budget Unit Detail:

EXPENSES	Ingo	Mono	Bishop	TOML	Reno	Lancaster	Special	SRTP	Reds	MMSA	LCTOP	MMX	NEMT	Terd	LCTOP Electric		
															Vehicle	Reds	Roa Building
5001 SALARIED EMPLOYEES	190,185	90,131	193,244	430,808	136,335	119,754	1250		52,369	234,050	15,270	4,383	0	0	0	0	0
5003 OVERTIME	2,799	10,871	1,374	28,819	1,612	1,592	0		1,726	16,750	100	41	0	0	0	0	0
5005 HOLIDAY OVERTIME	13,313	5,263	13,560	41,420	7,570	6,170	0		6,620	29,660	1,000	120	0	0	0	0	0
5012 PART TIME EMPLOYEES	48,115	22,262	55,262	119,322	10,037	8,648	270		35,317	149,208	7,056	0	0	0	0	0	0
5021 RETIREMENT & SOCIAL SECURITY	6,212	4,041	6,522	14,915	3,775	3,339	50		2,897	11,605	661	71	0	0	0	0	0
5022 PERS RETIREMENT	37,690	12,690	38,220	74,490	21,040	18,720	100		15,610	39,150	2,610	550	0	0	0	0	0
5031 MEDICAL INSURANCE	43,930	13,730	42,560	69,890	21,000	17,680	200		10,660	27,010	2,500	480	0	0	0	0	0
5043 OTHER BENEFITS	4,338	1,748	4,691	11,757	1,895	1,549	0	0	604	6,484	285	0	0	0	0	0	0
5045 COMPENSATED ABSENCE EXPENSE	24,712	19,958	26,728	66,982	10,794	8,824	0		3,440	26,938	1,623	0	0	0	0	0	0
5047 EMPLOYEE INCENTIVES	275	325	275	475	75	75	0	0	200	550	0	0	0	0	0	0	0
5111 CLOTHING	100	100	100	100	100	100	0	0	200	200	0	0	0	0	0	0	0
5152 WORKERS COMPENSATION	14,590	6,030	14,870	36,360	8,150	7,490	450		8,370	23,050	860	0	0	0	0	0	0
5154 UNEMPLOYMENT INSURANCE	2,000	1,000	2,000	15,000	0	0	0	0	30,000	25,000	0	0	0	0	0	0	0
5158 INSURANCE PREMIUM	24,040	9,830	25,310	55,910	13,250	11,790	600	0	23,350	54,350	1,150	0	0	0	0	0	0
5171 MAINTENANCE OF EQUIPMENT	51,500	21,450	56,530	164,090	60,550	54,570	80		14,890	177,360	9,980	0	0	0	0	0	0
5173 MAINTENANCE OF EQUIPMENT-MATER	1,600	500	1,600	5,000	530	470	0		500	8,000	200	0	0	0	0	0	0
5191 MAINTENANCE OF STRUCTURES	800	800	800	800	500	500	0	0	0	800	0	0	0	0	0	0	0
5211 MEMBERSHIPS	182	205	208	205	125	125	0	0	120	130	0	0	0	0	0	0	0
5232 OFFICE & OTHER EQUIP < \$5,000	1,570	1,820	1,570	1,820	1,650	1,650	0	0	500	1,470	0	0	0	0	0	0	0
5238 OFFICE SUPPLIES	900	900	900	1,200	400	400	0	0	1,000	1,050	250	0	0	0	0	0	0
5253 ACCOUNTING & AUDITING SERVICE	6,250	6,050	6,250	10,000	4,500	3,200	0	0	4,000	9,100	50	0	0	0	0	0	0
5260 HEALTH - EMPLOYEE PHYSICALS	780	490	780	1,470	210	190	0	0	740	1,230	0	0	0	0	0	0	0
5263 ADVERTISING	3,980	3,980	3,980	3,980	7,740	7,840	0	0	1,250	1,250	0	0	0	0	0	0	0
5265 PROFESSIONAL & SPECIAL SERVICE	13,730	5,215	6,130	15,949	7,981	7,349	0	135,000	15,830	12,240	270	0	0	0	0	0	0
5291 OFFICE, SPACE & SITE RENTAL	5,358	2,400	4,548	32,072	5,488	4,868	0	0	40,110	80,000	0	0	0	0	0	0	0
5311 GENERAL OPERATING EXPENSE	13,500	14,000	13,500	14,000	7,000	7,000	0	0	3,500	10,180	0	0	0	0	0	0	0
5331 TRAVEL EXPENSE	440	440	440	425	440	440	0	0	200	400	0	0	0	0	0	0	0
5332 MILEAGE REIMBURSEMENT	0	0	0	0	0	0	0	0	0	0	0	29,355	0	0	0	0	0
5351 UTILITIES	2,175	1,020	2,955	29,650	1,220	1,180	0	0	940	20,530	330	0	0	0	0	0	0
5352 FUEL & OIL	52,769	28,074	55,968	120,343	57,507	11,488	1000		11,488	126,850	8,820	0	0	0	0	0	0
5539 OTHER AGENCY CONTRIBUTIONS	7,233	21,633	7,233	7,233	0	0	0	0	0	0	0	0	0	0	0	9,000	0
5901 CONTINGENCIES	10,000	20,000	10,000	10,000						700	0						
operating transfer out																	
Total Operating Expenses	585,066	326,954	598,108	1,384,488	391,473	307,001	4,000	135,000	286,431	1,095,296	53,015	35,000	0	0	0	9,000	0
5798 CAPITAL REPLACEMENT	14,420	6,030	14,420	3,620	0	0	0	0	17,000	68,000	0	0	0	0	0	0	0
Total Ops Exp and Capital Replace:	599,486	332,984	612,528	1,388,108	391,473	307,001	4,000	135,000	303,431	1,163,296	53,015	35,000	0	0	0	9,000	0
Total Revenue for Operating	599,486	332,984	612,528	1,388,108	391,473	307,001	4,000	135,000	90,500	1,107,034	53,016	35,000	0	0	0	9,000	0
Revenue Minus Operating Expenses:	0	0	0	0	0	0	0	0	-212,931	-56,262	0	0	0	0	0	0	0
5640 STRUCTURES & IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	90,319	0	0	0	614,274
5650 EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5655 VEHICLES	254,552	409,876	282,653	961,788	0	0	0	0	0	0	0	0	0	0	52,959	0	0
Total Capital Expenses	254,552	409,876	282,653	961,788	0	0	0	0	0	0	0	0	90,319	52,959	0	614,274	0
Total Capital Revenue	254,552	409,876	282,653	961,788	0	0	0	0	0	0	0	0	90,319	52,959	0	614,274	0
Revenue Minus Capital Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	854,038	742,860	895,181	2,349,895	391,473	307,001	4,000	135,000	303,431	1,163,296	53,015	35,000	90,319	52,959	9,000	614,274	0
Net Revenue minus Expense	0	0	0	0	0	0	0	0	-212,931	-56,262	0	0	0	0	0	0	0

EASTERN SIERRA TRANSIT AUTHORITY

**Minutes of Friday, June 12, 2020
 Regular Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:00 a.m. on Friday, June 12, 2020, via Zoom. The following members were present: Jennifer Kreitz, Bob Gardner, Dan Tothoroh, Jim Ellis, and Jeff Griffiths. Bill Sauser joined the meeting at 11:09. Director Karen Schwartz was absent.

Public Comment	None
Executive Director Report	Mr. Moores reported on ESTA activities and performance.
Financial Report 2019-20	Ms. Bentley presented the Financial Report for the 2019/20 fiscal year as of June 5, 2020.
Operations Report	Mr. Moores presented the Monthly Operations Report for April 2020.
Covid -19 Worksite Plan	Mr. Moores presented Covid-19 Worksite Plan
2020 Reds Meadow Shuttle Cancellation	Moved by Director Hoff and seconded by Director Sauser to approve 2020 Reds Meadow Shuttle Cancellation. Roll call vote taken. Motion passes 7-0 with Director Schwartz absent.
Walker Dial-A-Ride	Moved by Director Griffiths and seconded by Director Kreitz to eliminate Walker Dial-A-Ride on Tuesdays and approve the institution of a new route from Walker to Mammoth Lakes on Tuesdays. Roll call vote taken. Motion passes 7-0 with Director Schwartz absent.
FY20-21 Emergency Budget Measures Report	Mr. Moore presented a preliminary FY 20-21 Budget for Board input. Moved by Director Sauser and seconded by Director Hoff to approve the following as needed: <ul style="list-style-type: none"> • Sell old property such as vehicles.

	<ul style="list-style-type: none"> • Schedule and shift trimming. Evaluate the schedule and shift hours to find excess pay hours. Dictate pre-trip times, deadheads, and shift hours precisely. • Eliminate overtime as much as possible. • Reduce Covid-19 SPTO to four weeks. • Postpone OPEB trust payment. Shores up our reserves. • Postpone Capital Replacement contribution. • Cover Mammoth DAR with dispatch, Supervisor, or other drivers. <p>Roll call vote taken.</p> <p>Motion carried 7-0 with Director Schwartz absent.</p>
<p>Consent Agenda:</p> <p>Approval of Meeting Minutes: April 10, 2020</p> <p>Financial Audit Services Contract and Engagement Letter</p>	<p>Moved by Director Kreitz and seconded by Director Sauser to approve the Consent Agenda Consisting of:</p> <p>Approval of Regular Meeting Minutes of April 10, 2020</p> <p>Approve Financial Audit Services Contract and Engagement Letter</p> <p>Roll call vote taken.</p> <p>Motion carried 7-0 with Director Schwartz absent.</p>
<p>Board Member Comments</p>	<p>Director Ellis complemented ESTA staff.</p> <p>Director Gardner said Tioga Pass opens Monday, June 15th and YARTS starts up on the 22nd.</p>
<p>Adjournment</p>	<p>The Chairperson adjourned the meeting at 12:13 p.m.</p> <p>The next special meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for June 26, 2020 to approve the FY20-21 Budget. The next regularly scheduled meeting is July 10, 2020. Check ESTA website for details on attending the meetings.</p>

Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved: