



ESTA BOARD AGENDA

Regular Meeting

Friday, December 11, 2020 at 11:00am

In accordance with Executive Order N-29-20 the 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, December 10th. 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, December 10th 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 ATTEND THE ESTA BOARD MEETING:

Listen to the meeting via phone by calling 669-900-9128 enter meeting code: 760-871-1901#, if prompted, use password 753752. Join the ZOOM meeting on your computer or mobile device by using this link:

<https://us02web.zoom.us/j/7608711901?pwd=VS9TeE4rU0NleWFCY0JTOVhzaiEyQT09>

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 Executive Director Report
 - Reporting on ESTA activities and performance
- A-2 Financial Report FY 19/20
- A-3 Financial Report FY 20/21
- A-4 Ridership Report
- A-5 Strategic Business Plan Report

B. Action Agenda

- B-1 Election of 2021 Board Chair and Vice-Chair
- B-2 2021 Board Meeting Calendar
- B-3 Short-Range Transit Plan/Coordinated Human Services Plan RFP
- B-4 ADA Transition Plan and CJPIA Funding

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 October 16, 2020
- C-2 Approve Additional Employee Leave

D. Board Member Comments

E. Adjournment

The next regularly scheduled meeting is January 8, 2021, 9am. Check ESTA website for details on attending the meeting.

STAFF REPORT

Subject: Executive Director's Report
Presented by: Phil Moores, Executive Director

Safety:

ESTA staff remains primarily Covid free at this time, and cleaning regimens continue. A driver who has not worked for ESTA in several months was hospitalized, and she is now home recovering. A driver barrier was installed to improve driver safety. More barrier purchases are being considered. Handheld sanitizing misting guns were purchased for driver use in service.

Administration:

ESTA Community Involvement

ESTA held a successful Stuff-a-Bus event in Bishop, collecting food and clothing for the Salvation Army. Staffers Linda Robinson, Dawn Vidal, Karie Bentley, and Shawn Baron organized the event.

ESTA has found a potential Stuff-a-Bus partner in Mammoth. Stuff-a-Bus is a nationwide transit tradition where agencies work with non-profits to collect toys, food, and clothing for those in need. A bus is parked and donors fill the bus with goods. Wild Orchid Director, Mathew O'Connor contacted us to plan a partnership next year.

Recruitment

Like most employers, 2020 has been a unique year for recruiting at ESTA. Because of the shutdown which included the cancellation of Red's Meadow service this summer, our winter recruitment was our only major recruitment for drivers. In addition to our winter recruitment, we had 3 in-house recruitments that led to promotions for existing employees.

2020 Recruitment Summary

Position	Yard	Market	Recruitment Dates	# Of Applicants	# Positions Filled
Temp. Dispatcher	Mammoth	In House	6/15/20-7/8/20	3	1
100% Benefitted Driver	Mammoth	In House	6/29/20-7/29/20	1	1
Transit Trainer	All	In House	1/2/19-10/15/20	2	1
Winter Drivers	Mammoth	All	8/31/20-10/9/20	14	10

Finding the best, diverse applicants who will meet and exceed our passenger's expectations for customer service and safety is our highest priority. Because of Covid-19 we were unable to participate in job fairs and other community events where we have been quite successful in recruiting candidates. Panel interviewing was completed while observing social distancing and wearing masks. Zoom interviews and follow-up was utilized when needed. We now have a presentation for on line job fairs and we will continue to look for creative ways to reach new candidates and educate our communities that we are an employer of choice. The following page includes advertising outlets we utilized to find candidates.

Recruitment Outlets

Print:

Inyo Register
The Sierra Reader
Mammoth Times
El Sol
The Sheet- Mammoth

Radio:

KIBS/KBOV
KSRW/Sierra Wave
KMMT

Social Media and Internet:

Eastern Sierra Transit Facebook Page
Eastern Sierra Transit Webpage (estransit.com)
Indeed
Mammoth Chamber Website
Inyo Register Website
KSRW Website

Attrition Report:

Attrition Rate = (separated / total employees) * 100
2016, (18/94) * 100 = 19.1% attrition
2017, (24/103) * 100 = 23.3%
2018, (27/103) * 100 = 25.7%
2019, (27/111) * 100 = 24.3%
2020, (14/89) * 100 = 15.7% , YTD

Resignations and Retirements:

We have accepted Chris Usher's resignation effective December 24th. He has been the Bishop Operations Supervisor for over four years and he will be missed. He is moving his family to Idaho and taking on a new transit supervisor job in Lewiston. The Bishop Utility person also resigned for a job in Carson City. As luck would have it, his wife is long-time Bishop Dispatcher, Vanessa Baron, and she plans to follow him to Carson City. Finally, David Leonian, last quarters Employee of the Quarter winner, ESTA's only database expert, and part time dispatcher is retiring December 21st after 10 years of stellar performance. So, we are recruiting for four other positions in Bishop.

Grants and Planning

The Short-Range Transit Plan and the Coordinated Human Services Plan is set to begin. The FTA 5304 initial grant requirements were met and we received a notice to proceed. Item B-3 in today's agenda seeks approval to issue the planning RFP.

The Bishop Facility A&E solicitation is being repeated due to oversights in the RFQ. A second issuance is planned within the week.

We are considering a partnership with Calstart, a clean energy non-profit, to apply for planning grant funds. If successful, money for planning ESTA's zero emissions vehicles will be become available.

As you know, we were not successful with the recent FTA 5339 grant which was to provide the remaining funds for the Bishop facility. However, we were informed that some Program savings may become available to fund the project. If this is the case, neither high amounts of reserves nor loans will be necessary to complete the building. This is very exciting news! We could receive as much as \$500k.

The new Walker to Mammoth Route has begun as June Mountain operations get under way. This route operates on reservation only, and if there are no reservations, the Walker DAR will operate instead.

Tecopa service is still being planned, with a school bus company now the primary focus. The closure of our Sparks, NV bus stop has got me negotiating with Washoe RTC for a bay in the Centennial Plaza Transit Center.

Service

Mammoth services are continuing without difficulty. The Purple Tier designation in Mono County reduced Town Trolley hours from 2am to 12a

effective December 14th. If conditions worsen and manpower is reduced, there will be reductions in service similar to the Spring of this year. That includes reducing 395 North and South, DAR vehicles, and Express services.

Fleet

ESTA must use LCTOP funds on hand and I expect to purchase our first zero emissions vehicle sometime next calendar year. I am attempting to arrange both electric and hydrogen vehicle demonstrations this winter in Mammoth and Bishop.

Preventative Maintenance Inspections:

PMI Completion Performance			
PMI Type	# Due	# Completed	% Completed
3,000mi/45day	44	35	80%
5,000mi/60day	52	37	71%
5,000mi/180day	3	3	100%
7,500mi/90day	7	5	71%
10,000mi/120day	6	5	83%
Overall	112	85	76%
# Red Tagged =	27		

STAFF REPORT

Subject: Financial Report – FY 2019/20

Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up and fund balance reports and a yearend forecast for the 2019/20 fiscal year are included on the following pages. Reports are as of October 29, 2020, after the books had been closed. Our outside financial auditor, CliftonLarsonAllen LLP, is currently performing our FY 19/20 audit.

Please note this analysis only takes into account budget verses actual and other liability such as depreciation, valuations changes to retirement and other post-employment benefits (OBEB) are not reflected in this report. This information will be included in the financial report prepared by CliftonLarsonAllen LLP.

The main changes from my last report include:

ESTA received \$18.5K refund from the state on our unemployment insurance for the last quarter of FY 19/20. This refund was to help offset the financial impact of COVID related layoffs.

The Compensated Absence Expense line item now includes the accrual for the year (additional liability on the books for PTO accrued).

Operating Revenue is forecasted to be just under \$5.3 million.

Operating Expenses are forecasted to be \$4.54 million.

ESTA's forecasted revenue, less Operating Expenses and Capital Replacement Contributions is around \$595K This was due primarily due to unexpected Mono LTC funding (\$177K), Heath Insurance premiums costs decreased (\$83K), availability of toll credits on the Reno Route (\$44K), unused contingency (\$75K) and low fuel prices (\$223K).

Capital revenue and expenses were far less than budgeted due to replacement vehicle purchases falling in other fiscal years and the fact that the Bishop Administration Building Project has not yet incurred any costs.

Description
 153299 - EASTERN SIERRA TRANSIT

OPERATING Revenue		FY19/20 Budget	YTD Actual	Balance	100% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,272,738	1,450,367	(177,629)	114%	1,450,367	177,629	Received \$177K unexpected Revenue from Mono LTC
4065	STATE TRANSIT ASST	503,314	441,437	61,877	88%	441,437	(61,877)	STA fund came in 12.2% below initial estimates. Inyo STA Q4 payment is pending.
4301	INTEREST FROM TREASURY	24,000	88,931	(64,931)	371%	88,931	64,931	Higher Interest than expected
4498	STATE GRANTS	35,355	24,496	10,860	69%	24,496	(10,860)	Although all expected State Grant Funds (\$35,355) were received, \$10,860 was not properly relieved in FY 17/18 so the reduction of revenue was recorded here.
4499	STATE OTHER	70,940	72,680	(1,740)	102%	72,680	1,740	SGR, came in 2.4% over initial estimates.
4555	FEDERAL GRANTS	515,601	517,195	(1,594)	100%	517,195	1,594	Toll Credits were available and increased our Federal Grant funding. CARES funds will be claimed in FY to aid serious budgetary shortfalls.
4599	OTHER AGENCIES	965,703	875,693	90,010	91%	875,693	(90,010)	Ran less hours COVID, LB, Trolley Match (\$43K) was not collected as trolley has not arrived.
4747	INSURANCE PAYMENTS	-	2,510	(2,510)		2,510	2,510	
4819	SERVICES & FEES	2,052,468	1,808,606	243,862	88%	1,808,606	(243,862)	Fare Revenue is down due to COVID. Change to MMSA Fixed fee.
4959	MISCELLANEOUS REVENUE	12,000	17,350	(5,350)	145%	17,350	5,350	
	Revenue Total:	5,452,119	5,299,265	152,854	97%	5,299,265	(152,854)	
Expenditure				-				
5001	SALARIED EMPLOYEES	1,510,603	1,361,712	148,891	90%			
5003	OVERTIME	83,106	55,020	28,086	66%			
5005	HOLIDAY OVERTIME	137,696	100,133	37,563	73%			
5012	PART TIME EMPLOYEES	416,289	421,002	(4,713)	101%			
	Wages subtotal	2,147,694	1,937,867	209,827	90%	1,937,867	209,827	MMSA closed early, no REDS
5021	RETIREMENT & SOCIAL SECURITY	51,858	40,610	11,248	78%	40,610	11,248	
5022	PERS RETIREMENT	221,020	199,392	21,628	90%	199,392	21,628	Less Classic PERS employees
5031	MEDICAL INSURANCE	306,000	222,619	83,381	73%	222,619	83,381	Rates were lower than expected
5043	OTHER BENEFITS	39,398	34,375	5,023	87%	34,375	5,023	

5045	COMPENSATED ABSENCE EXPENSE	146,000	146,672	(672)	100%	146,672	(672)	Includes Compensated Absence Accrual
5047	EMPLOYEE INCENTIVES	5,753	3,486	2,267	61%	3,486	2,267	
5111	CLOTHING	10,600	20,911	(10,311)	197%	20,911	(10,311)	New Uniforms
5152	WORKERS COMPENSATION	102,180	101,122	1,058	99%	101,122	1,058	
5154	UNEMPLOYMENT INSURANCE	43,000	37,412	5,588	87%	37,412	5,588	Received \$18.5K refund from the state on our EDD claims for the last quarter of FY 19/20
5158	INSURANCE PREMIUM	178,580	178,541	39	100%	178,541	39	
5171	MAINTENANCE OF EQUIPMENT	613,789	603,534	10,255	98%	662,534	(48,745)	Included \$59k of maintenance shown below in "Vehicles" which will be capitalized.
5173	MAINTENANCE OF EQUIPMENT-MATER	19,500	5,926	13,574	30%	5,926	13,574	
5191	MAINTENANCE OF STRUCTURES	11,500	-	11,500	0%	-	11,500	
5211	MEMBERSHIPS	2,300	1,239	1,061	54%	1,239	1,061	
5232	OFFICE & OTHER EQUIP < \$5,000	15,500	8,696	6,804	56%	8,696	6,804	
5238	OFFICE SUPPLIES	8,000	7,196	804	90%	7,196	804	
5253	ACCOUNTING & AUDITING SERVICE	49,750	43,790	5,960	88%	43,790	5,960	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	5,999	(109)	102%	5,999	(109)	
5263	ADVERTISING	53,700	31,193	22,507	58%	31,193	22,507	
5265	PROFESSIONAL & SPECIAL SERVICE	104,534	76,138	28,396	73%	76,138	28,396	
5291	OFFICE, SPACE & SITE RENTAL	194,648	184,846	9,802	95%	184,846	9,802	
5311	GENERAL OPERATING EXPENSE	60,440	56,524	3,916	94%	56,524	3,916	
5326	LATE FEES & FINANCE CHARGES	-	(27)	27		(27)	(27)	
5331	TRAVEL EXPENSE	14,600	6,523	8,077	45%	6,523	8,077	Training cancelled do to COVID Fewer NEMT Reimbursement Requests
5332	MILEAGE REIMBURSEMENT	32,468	13,590	18,878	42%	13,590	18,878	
5351	UTILITIES	62,626	55,748	6,878	89%	55,748	6,878	
5352	FUEL & OIL	632,751	409,337	223,414	65%	409,337	223,414	Low gas prices, sort MMSA season and COVID reductions to 395 routes.
5539	OTHER AGENCY CONTRIBUTIONS	60,000	-	60,000	0%	52,437	7,563	This amount was transferred to the Reds Meadow Road Maintenance Fund. It will not show up on the attached reports as an expense but it is funded with operating revenue. (Surcharge on Reds Fares)
5901	CONTINGENCIES	74,850	-	74,850	0%	-	74,850	Unspent contingency
	Expenditure Total:	5,268,929	4,433,259	835,670	84%	4,544,696		

TRANSFERS Expenditure		FY19/20 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance
5798	CAPITAL REPLACEMENT	158,990	158,990	-	100	158,990	-
Expenditure Total:		158,990	158,990	-	100	158,990	-
NET	TRANSFERS	-	158,990	(158,990)			

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

595,579

Note, not all revenue is available on all expenses. Actual balance will be subject to funding limits. Includes engine rebuild cost shown on the Equipment Line item below

CAPITAL ACCOUNT Revenue		FY19/20 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	
4066	PTMISEA	278,742	-	278,742	0%	-	(278,742)	Didn't start building project or make improvement to the yard
4067	STATE TRANSIT ASST-CAPITAL	160,952	17,068	143,884	11%	17,068	(143,884)	Didn't start building project, projection is for server upgrade.
4495	STATE GRANTS - CAPITAL	61,568	61,568	-	100%	61,568	-	
4557	FEDERAL GRANTS - CAPITAL	705,957	-	705,957	0%	-	(705,957)	Didn't start building project/ trolley hasn't arrived
Revenue Total:		1,207,219	78,636	1,128,583	7%	78,636	(1,128,583)	
Expenditure								
5640	STRUCTURES & IMPROVEMENTS	707,071	-	707,071	0%	-	707,071	Didn't start building project
5650	EQUIPMENT	101,568	17,068	84,500	17%	17,068	84,500	Servers upgrade is complete, LCTOP Electric Vehicles not started
5655	VEHICLES	432,672	58,929	373,743	14%	58,929	373,743	\$59K expense shown was for engine rebuilds funds will come out of operating revenue. Budget amount was for a Trolley didn't arrive in FY 19-20 and a bus that arrived in FY 18/19
Expenditure Total:		1,241,311	75,996	1,165,315	6%	75,996	1,165,315	

Projected Capital Revenue less Expenses :

61,568

\$59K Maintenance cost will come out of operating funds. This balance is in ESTA's LCTOP fund for the electric vehicle purchase

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

Ledger: GL

As of 6/30/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
Expenditure						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,272,738.00	1,450,367.07	0.00	(177,629.07)	113.95
4065	STATE TRANSIT ASST	503,314.00	441,437.06	0.00	61,876.94	87.70
4301	INTEREST FROM TREASURY	24,000.00	88,930.64	0.00	(64,930.64)	370.54
4498	STATE GRANTS	35,355.00	24,495.50	0.00	10,859.50	69.28
4499	STATE OTHER	70,940.00	72,679.58	0.00	(1,739.58)	102.45
4555	FEDERAL GRANTS	515,601.00	517,195.15	0.00	(1,594.15)	100.30
4599	OTHER AGENCIES	965,703.00	875,693.42	0.00	90,009.58	90.67
4747	INSURANCE PAYMENTS	0.00	2,510.07	0.00	(2,510.07)	0.00
4819	SERVICES & FEES	2,052,468.00	1,808,606.47	0.00	243,861.53	88.11
4959	MISCELLANEOUS REVENUE	12,000.00	17,349.82	0.00	(5,349.82)	144.58
Revenue Total:		5,452,119.00	5,299,264.78	0.00	152,854.22	97.19
Expenditure						
5001	SALARIED EMPLOYEES	1,510,603.00	1,361,712.37	0.00	148,890.63	90.14
5003	OVERTIME	83,106.00	55,020.03	0.00	28,085.97	66.20
5005	HOLIDAY OVERTIME	137,696.00	100,132.57	0.00	37,563.43	72.72
5012	PART TIME EMPLOYEES	416,289.00	421,002.33	0.00	(4,713.33)	101.13
5021	RETIREMENT & SOCIAL SECURITY	51,858.00	40,609.52	0.00	11,248.48	78.30
5022	PERS RETIREMENT	221,020.00	199,392.10	0.00	21,627.90	90.21
5031	MEDICAL INSURANCE	306,000.00	222,618.63	0.00	83,381.37	72.75
5043	OTHER BENEFITS	39,398.00	34,374.84	0.00	5,023.16	87.25
5045	COMPENSATED ABSENCE EXPENSE	146,000.00	146,672.04	0.00	(672.04)	100.46
5047	EMPLOYEE INCENTIVES	5,753.00	3,485.51	0.00	2,267.49	60.58
5111	CLOTHING	10,600.00	20,911.34	0.00	(10,311.34)	197.27
5152	WORKERS COMPENSATION	102,180.00	101,122.00	0.00	1,058.00	98.96
5154	UNEMPLOYMENT INSURANCE	43,000.00	37,411.96	0.00	5,588.04	87.00
5158	INSURANCE PREMIUM	178,580.00	178,541.00	0.00	39.00	99.97
5171	MAINTENANCE OF EQUIPMENT	613,789.00	603,534.00	0.00	10,255.00	98.32
5173	MAINTENANCE OF EQUIPMENT-	19,500.00	5,926.29	0.00	13,573.71	30.39
5191	MAINTENANCE OF STRUCTURES	11,500.00	0.00	0.00	11,500.00	0.00
5211	MEMBERSHIPS	2,300.00	1,239.00	0.00	1,061.00	53.86
5232	OFFICE & OTHER EQUIP < \$5,000	15,500.00	8,696.42	0.00	6,803.58	56.10
5238	OFFICE SUPPLIES	8,000.00	7,196.25	0.00	803.75	89.95
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	43,790.00	0.00	5,960.00	88.02
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	5,998.50	0.00	(108.50)	101.84
5263	ADVERTISING	53,700.00	31,192.65	0.00	22,507.35	58.08
5265	PROFESSIONAL & SPECIAL SERVICE	104,534.00	76,137.89	0.02	28,396.09	72.83
5291	OFFICE, SPACE & SITE RENTAL	194,648.00	184,846.34	0.00	9,801.66	94.96

COUNTY OF INYO

December 11, 2020

Agenda Item #A-2

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 6/30/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	60,440.00	56,524.29	0.00	3,915.71	93.52
5326	LATE FEES & FINANCE CHARGES	0.00	(27.06)	0.00	27.06	0.00
5331	TRAVEL EXPENSE	14,600.00	6,523.07	0.00	8,076.93	44.67
5332	MILEAGE REIMBURSEMENT	32,468.00	13,589.53	0.00	18,878.47	41.85
5351	UTILITIES	62,626.00	55,748.15	0.00	6,877.85	89.01
5352	FUEL & OIL	632,751.00	409,337.13	0.00	223,413.87	64.69
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	74,850.00	0.00	0.00	74,850.00	0.00
Expenditure Total:		<u>5,268,929.00</u>	<u>4,433,258.69</u>	<u>0.02</u>	<u>835,670.29</u>	<u>84.13</u>
NET OPERATING		<u>183,190.00</u>	<u>866,006.09</u>	<u>(0.02)</u>	<u>(682,816.07)</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4066	PTMISEA	278,742.00	0.00	0.00	278,742.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	160,952.00	17,067.57	0.00	143,884.43	10.60
4495	STATE GRANTS - CAPITAL	61,568.00	61,568.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	705,957.00	0.00	0.00	705,957.00	0.00
Revenue Total:		<u>1,207,219.00</u>	<u>78,635.57</u>	<u>0.00</u>	<u>1,128,583.43</u>	<u>6.51</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	707,071.00	0.00	0.00	707,071.00	0.00
5650	EQUIPMENT	101,568.00	17,067.57	0.00	84,500.43	16.80
5655	VEHICLES	432,672.00	58,928.70	0.00	373,743.30	13.61
Expenditure Total:		<u>1,241,311.00</u>	<u>75,996.27</u>	<u>0.00</u>	<u>1,165,314.73</u>	<u>6.12</u>
NET CAPITAL ACCOUNT		<u>(34,092.00)</u>	<u>2,639.30</u>	<u>0.00</u>	<u>(36,731.30)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	158,990.00	0.00	(158,990.00)	0.00
4998	OPERATING TRANSFERS IN	0.00	70,491.85	0.00	(70,491.85)	0.00
Revenue Total:		<u>0.00</u>	<u>229,481.85</u>	<u>0.00</u>	<u>(229,481.85)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	158,990.00	158,990.00	0.00	0.00	100.00
5801	OPERATING TRANSFERS OUT	0.00	70,491.85	0.00	(70,491.85)	0.00
Expenditure Total:		<u>158,990.00</u>	<u>229,481.85</u>	<u>0.00</u>	<u>(70,491.85)</u>	<u>144.33</u>
NET TRANSFERS		<u>0.00</u>	<u>229,481.85</u>	<u>0.00</u>	<u>(229,481.85)</u>	
153299 Total:		<u>(9,892.00)</u>	<u>868,645.39</u>	<u>(0.02)</u>	<u>(878,537.37)</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

December 11, 2020
Agenda Item #A-2

AS OF 06/30/2020

	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	2,605,996	878,565		294,671	261,567			3,517,665		3,517,665
1533 ESTA ACCUMULATED	1,385,368	5,590						1,390,958		1,390,958
1534 ESTA GENERAL RESERVE	528,609	2,320						530,929		530,929
1535 ESTA BUDGET STAB	211,442	928						212,370		212,370
1536 REDS MEADOW ROAD	111,481	489						111,970		111,970
6814 JARC-MAMMOTH EXPRESS	(1,986)			1,986						
6820 NON-EMERGENCY TRAN REIM	(3,439)	4,066			987			(360)		(360)
6821 BISHOP YARD-ESTA	(4,877)	(21)						(4,898)		(4,898)
6822 LCTOP-ELECTRIC VEHICLE	89,506	393						89,899		89,899
6824 ESTA-LCTOP	4,696	240		200	1,434			3,702		3,702
6825 BISHOP ADMIN BUILDING	68,505							68,505		68,505
ESTA Totals	4,995,301	892,570		296,857	263,988			5,920,740		5,920,740
Grand Totals	4,995,301	892,570		296,857	263,988			5,920,740		5,920,740

STAFF REPORT

Subject: Financial Report – FY 2020/21

Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up, fund balance reports and year-end forecast for the 2020/21 fiscal year are included on the following pages. Reports are as of December 2, 2020.

State Transit Assistance (STA) continues to look like it will be \$131K less than budgeted. At the time of budget creation, only the pre-COVID January estimate was available. ESTA budgeted at 70% of the January number to account for COVID-19 related revenue loss. The August STA estimate was 58.3% of the January numbers. State of Good Repair estimates went up \$2.6K.

4599 Other Agencies, includes payment of \$41.6K for the local match on the trolley we received this summer.

All other revenue is coming in as expected.

Fuel cost per gallon has been running at about 31% below budget, however, the low actual expense on the financial reports for fuel and maintenance is primarily a result of not yet being in receipt of billings from the Town of Mammoth Lakes for the months of September, October and November.

The table below details the year-to-date revenue and expenses by budget line item and includes a year-end forecast.

Financial information as of: 12/2/2020

% of Fiscal Year: 42%

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	985,757	280,514	705,243	28%	985,757		
4065	STATE TRANSIT ASST	321,219	-	321,219	0%	189,699	(131,520)	Budgeted at 70% of January Estimate. August Estimate came in at 58.3%, \$131,520 less than budgeted.
4301	INTEREST FROM TREASURY	12,000	-	12,000	0%	12,000	-	
4498	STATE GRANTS	44,520	44,520	-	100%	44,520	-	Paid in advance.
4499	STATE OTHER	73,910	-	73,910	0%	76,569	2,659	August estimate came in a bit higher than the January estimate.
4555	FEDERAL GRANTS	1,269,256	-	1,269,256	0%	1,269,256	-	
4599	OTHER AGENCIES	1,044,268	374,081	670,187	36%	1,044,268	-	\$83,210 of budget/forecast is Capital for Trolley Match, 1/2 of this has been received.
4747	INSURANCE PAYMENTS	-	-	-		-	-	
4819	SERVICES & FEES	1,385,410	109,204	1,276,206	8%	1,385,410	-	
4959	MISCELLANEOUS REVENUE	12,000	2,930	9,070	24%	12,000	-	
	Revenue Total:	5,148,340	811,250	4,337,090	16%	5,019,479	(128,861)	

Operating Expenditure:		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,467,779	488,858	978,921	33%			
5003	OVERTIME	65,684	5,888	59,796	9%			
5005	HOLIDAY OVERTIME	124,696	26,930	97,766	22%			
5012	PART TIME EMPLOYEES	455,497	123,435	332,062	27%			
	Wages subtotal	2,113,656	645,112	1,468,544	31%	2,113,656	-	
5021	RETIREMENT & SOCIAL SECURITY	54,088	13,054	41,034	24%	54,088	-	
5022	PERS RETIREMENT	260,870	83,246	177,624	32%	260,870	-	Includes unfunded liability payments for the year.
5031	MEDICAL INSURANCE	249,640	71,770	177,870	29%	249,640	-	December not yet paid
5043	OTHER BENEFITS	33,351	16,379	16,972	49%	33,351	-	
5045	COMPENSATED ABSENCE EXPENSE	189,999	51,119	138,880	27%	189,999	-	
5047	EMPLOYEE INCENTIVES	2,250	550	1,700	24%	2,250	-	
5111	CLOTHING	1,000	89	911	9%	1,000	-	
5152	WORKERS COMPENSATION	120,220	120,000	220	100%	120,220	220	Insurance is prepaid for the year.

Operating Expenditure:		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5154	UNEMPLOYMENT INSURANCE	75,000	15,728	59,272	21%	75,000	-	
5158	INSURANCE PREMIUM	219,580	206,124	13,456	94%	219,580	13,456	Insurance is prepaid. Property insurnce less than estimated.
5171	MAINTENANCE OF EQUIPMENT	611,000	127,281	483,719	21%	611,000	-	
5173	MAINTENANCE OF EQUIPMENT-MATER	18,400	709	17,691	4%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	294	4,706	6%	5,000	-	
5211	MEMBERSHIPS	1,300	740	560	57%	1,300	-	
5232	OFFICE & OTHER EQUIP < \$5,000	12,050	4,927	7,123	41%	12,050	-	
5238	OFFICE SUPPLIES	7,000	1,691	5,309	24%	7,000	-	
5253	ACCOUNTING & AUDITING SERVICE	49,400	2,363	47,038	5%	49,400	-	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	1,942	3,948	33%	5,890	-	
5263	ADVERTISING	34,000	11,999	22,001	35%	34,000	-	
5265	PROFESSIONAL & SPECIAL SERVICE	219,694	24,945	194,749	11%	219,694	-	
5291	OFFICE, SPACE & SITE RENTAL	174,844	9,297	165,547	5%	174,844	-	
5311	GENERAL OPERATING EXPENSE	82,680	19,936	62,744	24%	82,680	-	
5326	LATE FEES & FINANCE CHARGES	-	39	(39)	0%	(39)	39	
5331	TRAVEL EXPENSE	3,225	225	3,000	7%	3,225	-	
5332	MILEAGE REIMBURSEMENT	29,355	5,159	24,196	18%	29,355	-	
5351	UTILITIES	60,000	6,363	53,637	11%	60,000	-	
5352	FUEL & OIL	474,307	80,884	393,423	17%	474,307	-	
5539	OTHER AGENCY CONTRIBUTIONS	52,332	-	52,332	0%	52,332	-	
5901	CONTINGENCIES	50,700	-	50,700	0%	50,700	-	
Expenditure Total:		5,210,831	1,521,964	3,688,867	29%	5,210,792		

TRANSFERS Expenditure		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	123,490	-	123,490	-	123,490	-	
Expenditure Total:		123,490	-	123,490	-	123,490	-	

NET TRANSFERS -

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

(398,013) Budget was approved with a **\$269,191 deficit.**
(128,822) Unbudgeted Deficit

CAPITAL ACCOUNT Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	90,319	-	90,319	0%	90,319	-	Needs to be reprogramed for the building.
4067	STATE TRANSIT ASST-CAPITAL	355,378	-	355,378	0%	355,378	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	52,959	52,959	-	100%	52,959	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	2,084,555	235,761	1,848,794	11%	2,084,555	-	Building (5339b) and vehicles(5310, 5339a)
Revenue Total:		2,583,211	288,720	2,294,491	11%	2,583,211	-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	704,593	-	704,593	0%	704,593	-	Bishop Admin Building
5650	EQUIPMENT	-	-	-	0%	-	-	
5655	VEHICLES	1,961,828	277,366	1,684,462	0%	1,961,828	-	New Vehicles (5310, 5339(a)/savings)
Expenditure Total:		2,666,421	277,366	2,389,055	10%	2,666,421	-	

Projected Capital Revenue Less Projected Expenses : -

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

December 11, 2020
 Agenda Item #A-3

Ledger: GL

As of 12/2/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	985,757.00	280,513.83	0.00	705,243.17	28.45
4065	STATE TRANSIT ASST	321,219.00	0.00	0.00	321,219.00	0.00
4301	INTEREST FROM TREASURY	12,000.00	0.00	0.00	12,000.00	0.00
4498	STATE GRANTS	44,520.00	44,520.00	0.00	0.00	100.00
4499	STATE OTHER	73,910.00	0.00	0.00	73,910.00	0.00
4555	FEDERAL GRANTS	1,269,256.00	0.00	0.00	1,269,256.00	0.00
4599	OTHER AGENCIES	1,044,268.00	374,081.38	0.00	670,186.62	35.82
4819	SERVICES & FEES	1,385,410.00	109,203.86	0.00	1,276,206.14	7.88
4959	MISCELLANEOUS REVENUE	12,000.00	2,930.47	0.00	9,069.53	24.42
Revenue Total:		5,148,340.00	811,249.54	0.00	4,337,090.46	15.75
Expenditure						
5001	SALARIED EMPLOYEES	1,467,779.00	488,857.60	0.00	978,921.40	33.30
5003	OVERTIME	65,684.00	5,888.24	0.00	59,795.76	8.96
5005	HOLIDAY OVERTIME	124,696.00	26,930.44	0.00	97,765.56	21.59
5012	PART TIME EMPLOYEES	455,497.00	123,435.47	0.00	332,061.53	27.09
5021	RETIREMENT & SOCIAL SECURITY	54,088.00	13,054.13	0.00	41,033.87	24.13
5022	PERS RETIREMENT	260,870.00	83,246.06	0.00	177,623.94	31.91
5031	MEDICAL INSURANCE	249,640.00	71,769.72	0.00	177,870.28	28.74
5043	OTHER BENEFITS	33,351.00	16,378.59	0.00	16,972.41	49.10
5045	COMPENSATED ABSENCE EXPENSE	189,999.00	51,119.04	0.00	138,879.96	26.90
5047	EMPLOYEE INCENTIVES	2,250.00	549.82	0.00	1,700.18	24.43
5111	CLOTHING	1,000.00	88.75	0.00	911.25	8.87
5152	WORKERS COMPENSATION	120,220.00	120,000.00	0.00	220.00	99.81
5154	UNEMPLOYMENT INSURANCE	75,000.00	15,728.00	0.00	59,272.00	20.97
5158	INSURANCE PREMIUM	219,580.00	206,124.00	0.00	13,456.00	93.87
5171	MAINTENANCE OF EQUIPMENT	611,000.00	127,281.24	0.00	483,718.76	20.83
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	708.73	0.00	17,691.27	3.85
5191	MAINTENANCE OF STRUCTURES	5,000.00	293.96	0.00	4,706.04	5.87
5211	MEMBERSHIPS	1,300.00	740.00	0.00	560.00	56.92
5232	OFFICE & OTHER EQUIP < \$5,000	12,050.00	4,926.51	0.00	7,123.49	40.88
5238	OFFICE SUPPLIES	7,000.00	1,691.16	0.00	5,308.84	24.15
5253	ACCOUNTING & AUDITING SERVICE	49,400.00	2,362.50	0.00	47,037.50	4.78
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	1,942.00	0.00	3,948.00	32.97
5263	ADVERTISING	34,000.00	11,998.78	0.00	22,001.22	35.29
5265	PROFESSIONAL & SPECIAL SERVICE	219,694.00	24,945.15	0.02	194,748.83	11.35
5291	OFFICE, SPACE & SITE RENTAL	174,844.00	9,297.00	0.00	165,547.00	5.31
5311	GENERAL OPERATING EXPENSE	82,680.00	19,936.29	0.00	62,743.71	24.11
5326	LATE FEES & FINANCE CHARGES	0.00	39.00	0.00	(39.00)	0.00

User: LROBINSON - Linda Robinson

Page

Date: 12/02/2020

Report: GL8006: Fin Stmt Budget to Actual with Encumbrance

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Time: 13:25:12

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

December 11, 2020
 Agenda Item #A-3

Ledger: GL

As of 12/2/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
5331	TRAVEL EXPENSE	3,225.00	225.00	0.00	3,000.00	6.97
5332	MILEAGE REIMBURSEMENT	29,355.00	5,158.84	0.00	24,196.16	17.57
5351	UTILITIES	60,000.00	6,363.38	0.00	53,636.62	10.60
5352	FUEL & OIL	474,307.00	80,884.25	0.00	393,422.75	17.05
5539	OTHER AGENCY CONTRIBUTIONS	52,332.00	0.00	0.00	52,332.00	0.00
5901	CONTINGENCIES	50,700.00	0.00	0.00	50,700.00	0.00
Expenditure Total:		<u>5,210,831.00</u>	<u>1,521,963.65</u>	<u>0.02</u>	<u>3,688,867.33</u>	<u>29.20</u>
NET OPERATING		<u>(62,491.00)</u>	<u>(710,714.11)</u>	<u>(0.02)</u>	<u>648,223.13</u>	
NON-OPERATING						
Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT						
Revenue						
4066	PTMISEA	90,319.00	0.00	0.00	90,319.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	355,378.00	0.00	0.00	355,378.00	0.00
4495	STATE GRANTS - CAPITAL	52,959.00	52,959.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	2,084,555.00	235,761.38	0.00	1,848,793.62	11.30
Revenue Total:		<u>2,583,211.00</u>	<u>288,720.38</u>	<u>0.00</u>	<u>2,294,490.62</u>	<u>11.17</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	704,593.00	0.00	0.00	704,593.00	0.00
5655	VEHICLES	1,961,828.00	277,366.33	0.00	1,684,461.67	14.13
Expenditure Total:		<u>2,666,421.00</u>	<u>277,366.33</u>	<u>0.00</u>	<u>2,389,054.67</u>	<u>10.40</u>
NET CAPITAL ACCOUNT		<u>(83,210.00)</u>	<u>11,354.05</u>	<u>0.00</u>	<u>(94,564.05)</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	123,490.00	0.00	0.00	123,490.00	0.00
Expenditure Total:		<u>123,490.00</u>	<u>0.00</u>	<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>(269,191.00)</u>	<u>(699,360.06)</u>	<u>(0.02)</u>	<u>430,169.08</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

December 11, 2020
Agenda Item #A-3

AS OF 12/02/2020

	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	2,694,158	39,415	13,400		35,077			2,711,896		2,711,896
1533 ESTA ACCUMULATED	1,390,958							1,390,958		1,390,958
1534 ESTA GENERAL RESERVE	530,929							530,929		530,929
1535 ESTA BUDGET STAB	212,370							212,370		212,370
1536 REDS MEADOW ROAD	111,970							111,970		111,970
6820 NON-EMERGENCY TRAN REIM	803				558	8,000		(7,755)		(7,755)
6821 BISHOP YARD-ESTA	2					4,900		(4,898)		(4,898)
6822 LCTOP-ELECTRIC VEHICLE	142,858							142,858		142,858
6824 ESTA-LCTOP	31,356				245	500		30,611		30,611
6825 BISHOP ADMIN BUILDING	70,490							70,490		70,490
ESTA Totals	5,185,894	39,415	13,400		35,880	13,400		5,189,429		5,189,429
Grand Totals	5,185,894	39,415	13,400		35,880	13,400		5,189,429		5,189,429

STAFF REPORT

Subject: Ridership Report October 2020
Presented by: Phil Moores, Executive Director

Executive Summary

Overall ridership decreased by 56% October compared to last year. The normally strong Mammoth Fixed Routes are the cause for the bulk of the reduced ridership.

October 2020

	Oct-20	Sep-20	Percent Change	Oct-19	Percent Change
PASSENGERS					
Adult	8,245	11,065	-25.5%	18,423	-55.2%
Senior	1,261	1,310	-3.7%	2,041	-38.2%
Disabled	390	309	26.2%	803	-51.4%
Wheelchair	135	166	-18.7%	287	-53.0%
Child	541	968	-44.1%	2,515	-78.5%
Child under 5	111	98	13.3%	282	-60.6%
Total Passengers	10,683	13,916	-23.2%	24,351	-56.1%
FARES	\$17,185.30	\$23,250.40	-26.1%	\$32,106.55	-46.5%
SERVICE MILES	59,415	60,756	-2.2%	64,675	-8.1%
SERVICE HOURS	3,190	3,609	-11.6%	3,626	-12.0%
Passengers per Hour	3.35	3.86	-13.1%	6.72	-50.1%

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	Oct-20	Oct-19	Variance	% Change
Mammoth Express	187	369	-182	-49.3%
Lone Pine Express	158	289	-131	-45.3%
Lone Pine DAR	312	473	-161	-34.0%
Tecopa	0	22	-22	-100.0%
Walker DAR	12	27	-15	-55.6%
Bridgeport to G'Ville	10	19	-9	-47.4%
Benton to Bishop	6	54	-48	-88.9%
Bishop DAR	2,439	3,792	-1,353	-35.7%
Nite Rider	134	322	-188	-58.4%
Mammoth FR	6,795	15,620	-8,825	-56.5%
Mammoth DAR	124	266	-142	-53.4%
Reno	289	591	-302	-51.1%
Lancaster	217	476	-259	-54.4%
Reds Meadow	0	1,836	-1,836	-100.0%
Bishop Creek	0	0	0	#DIV/0!
TOTALS	10,683	24,351	-13,668	-56.1%

STAFF REPORT

Subject: Strategic Business Plan Report

Initiated by: Phil Moores, Executive Director

BACKGROUND:

In August 2020, the ESTA Board approved a Strategic Business Plan for the agency. The document is scheduled for review in 2023. The Plan refreshed the organizations mission, vision, and performance goals.

ANALYSIS/DISCUSSION:

Several goals are under development, such as staff evaluations, a formal succession plan, zero emissions plan, and preventative maintenance measurement. On-time performance is not meeting goals, but with training this can be improved.

With the pending completion of the financial audit, the way is clear for an annual report in January or February.

Attached is the current ESTA performance dashboard and full Strategic Business Plan.

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	1.74	1.74	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	0,1	0,1	
	Customer Perception	Annual	90%	completed		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR- 17, IFR-2, DAR-3, LL-4	1st quarter	8.9,1.8,2.2,.06	
	Service Delivery	Quarterly	99%	1st quarter	99.00%	
	On Time Performance	Quarterly	DAR- 90%, IFR-80%,FR- 90%	1st quarter	89,44,73	
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075	0.043	0.043	
REVENUE AND RESOURCES	Constrained Budget	Monthly	At or Under Budget	yes	yes	
	Audit Findings	Annual	No Findings	0	0	
	Capital Purchase	Annual	Subjective	yes	yes	
HUMAN RESOURCES	Recruiting	Biannual	Subjective	yes	yes	
	Training	Annual	Annual Hours	yes	yes	
	Performance	Annual	Evaluations*	under construction		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	under construction		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet- 75%	89%		
	Road Calls	Quarterly	3 per 100,000 miles	1.31	1.31	
	Attractiveness	Annual	90%			
	Maintenance	Quarterly	various	76%*	76%*	
	Optimal Fleet Size	Annual	Dispose of Excess	no	no	
INNOVATION AND DESIGN	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	under construction		
	Zero Emissions	Quarterly	Plan Completion	under construction		
LEADERSHIP	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

Eastern Sierra Transit Authority **FY2021-23 STRATEGIC BUSINESS PLAN**

Executive Summary

This Eastern Sierra Transit Authority (ESTA) FY2021-23 Strategic Business Plan is a guiding document intended to define goals and objectives, and to measure and track ESTA's performance. It is a three fiscal year Plan incorporating both new and revised standards. It is anticipated that this Plan will be reviewed and revised again (as necessary) in mid-2023 to reflect changing conditions.

Background

In February 2020, members of the ESTA Board and ESTA staff held a workshop to craft the elements of the first ESTA Strategic Business Plan. The major components of the Plan are the ESTA Vision Statement, Mission Statement, Business Direction, and Goals and Objectives. Staff uses the Standards of Excellence in the Plan to help guide the organization toward meeting goals and objectives through measurable Key Performance Indicators. The goals and objectives are premised on the following components:

Vision Statement

ESTA is providing high quality regional transportation to the residents and visitors while creating the most enjoyable and productive employment experience possible. All this is accomplished while providing good stewardship of public funds and demonstrating a deep respect for those we serve.

Mission Statement

The Mission of ESTA is to provide safe, reliable, and customer friendly transportation services to the Eastern Sierra Region. This improves and enhances the quality of life for the residents and visitors of the area by reducing greenhouse gases, reducing traffic congestion, providing much needed mobility, supporting the economy, and helping the environment.

Business Conditions

COVID-19, Employee attraction and retention, vehicle maintenance and replacement, and sustainable revenue define the challenges of the current business environment for ESTA in the coming years.

Creating housing for residents and employees has become a critical challenge for community leaders as home prices have risen and available land decreases. Attracting and retaining ESTA employees is directly connected to the scarcity and high cost of housing.

ESTA vehicles are aging at an alarming rate. The majority of our vehicles are beyond their useful life. This means the costs of repair and maintenance will rise, making the accumulation of reserves for vehicle purchasing difficult. Compounding this challenge is California's Innovative Clean Transit (ICT) Rule which requires ESTA to purchase 25% zero emissions vehicles in 2026, and 100% zero emissions vehicles in 2029. Currently, the ICT limits the requirement to vehicles over 14,000 lbs. Only the smallest vans and cutaways are less than 14,000 lbs.

The transit revenue landscape is ever changing and uncertain. Each political administration brings its own values and priorities to the highest office of the nation and the state. Gasoline fuel tax revenues are dropping as vehicles become more efficient and technology introduces new fuel sources to the market. A vehicle miles tax, based on individual road usage, is being discussed as an alternative to inject life back into the much-needed transportation revenue stream. How transit benefits from this new revenue source will be an important mission for transit leaders and voters.

The Bishop Airport commercialization is a big unknown with many leaders in both counties discussing the best plan. Rental cars, rideshare, luxury buses, and shuttles will evolve into a mix of services determined by price and passenger choices. ESTA's role in providing air passengers with ground transportation will need to be considered carefully.

Finally, the outbreak of the COVID-19 virus has decimated transit ridership and it is unknown when the full return of passengers to public transit will occur. New measures to keep vehicles and passengers safe is playing a part in building public confidence. Ultimately, a vaccine would have the greatest positive effect on ridership.

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Business Direction

1. Safety

"Safety First" is more than a cliché. Our most valuable asset is our personnel. Second are our investments including vehicles, office

equipment, software, security systems, and structures. The preservation of all this is our most important goal.

2. Ridership

Without our passengers we have no business. We will approach our customer service with an attitude of dignity and respect toward all we serve. We will look for opportunities to increase ridership and better serve all the communities within our service area.

3. Image and Partnership

ESTA's image and reputation is a hard-earned commodity that pays dividends in employment and credibility. This, in turn, supports our partnerships which enable us to conduct our business. Our riders and partners depend on us to deliver services with integrity and respect. Communication is another key aspect of good image and partnership.

4. Finance

Financial responsibility is necessary to achieve all of ESTA's business goals. Good stewardship of the public funds includes transparency and honesty in every transaction.

5. Fleet and Facility

We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

6. Innovation and Design

Exploring new technologies and accepting new methods of conducting business is critical to growth and being competitive.

7. Human Resources

Employees are the heart and soul of ESTA. Professional development, communication, and adherence to laws and policies is critical to maintaining an excellent workplace.

Focused 2021-23 Strategic Business Plan Goals and Objectives

Goal 1: Safety

Objective:

1. Protect ESTA's employees, customers, and assets through careful and safe delivery of services.

Goal 2: Increase Ridership

Objectives:

1. Ensure that persons with disabilities, low income, and seniors have adequate mobility.
2. Implement service alternative recommendations from ESTA's Short Range Transit Plan, the Regional Transportation Plan and other technical studies completed in each region in the Counties.
3. Continue to explore alternative transit routes and modes using emerging technologies to address underperforming and rural needs.
4. Evaluate route scheduling to maximize the convenience of transfers between the various transit services in the region.

Goal 3: Improve Image and Partnership

Objectives:

1. Build ESTA's reputation as a premier employer.
2. Develop a well-executed image-building campaign with a recognizable brand for public transportation.
3. Continue successful partnerships with communities, cities and counties, other public agencies, businesses and schools.
4. Complete an annual Community Survey to address current and potential customer needs.
5. Complete an annual Employee Survey to address workplace needs.

6. Improve public communications and information about ESTA services, and seek input through public outreach.

Goal 4: Ensure Financial Success

Objectives:

1. Oversee the budget with a constrained and sustainable approach, while maintaining healthy reserves.
2. Secure reliable funding.
3. Secure capital improvements such as facilities and vehicles to insure the long-term viability of ESTA.
4. Ensure fair compensation for employees and communicate ESTA's employment benefits clearly.

Goal 5: Conduct Planning and Improve Efficiency

Objectives:

1. Consolidate and streamline operations and administrative policies to improve efficiency and effectiveness of public transportation throughout the region.
2. Promote public transportation as part of the lifestyle evolution needed to confront climate change.
3. Develop a Short Range Transit Plan that covers the region and addresses transportation issues.
4. Develop a Coordinated Human Services Plan targeting people with disabilities, older adults, and people with low incomes that addresses any gaps in service or underserved populations.
5. Meet or exceed KPIs that include the following Standards Categories: Service Quality and Efficiency, Resources and Revenue, Safety, Human Resources, Fleet and Facilities, Leadership.
6. Begin the engineering and design phase for a long-term operations facility in Bishop. Secure grant funding and other financing to construct the facility by the Fall of 2021.

Goal 6: Explore Innovation and Design

Objectives:

1. Sustain and continue to improve the Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.
2. Begin planning for a zero emissions fleet at Mammoth, Bishop, Walker, and Lone Pine Bus Yards. Develop site infrastructure plans in coordination with The Town of Mammoth Lakes, Inyo and Mono Counties, and The City of Bishop.
3. Identify and secure funding to sustain and expand the ITS Program.
4. Track and manage zero emission vehicle maintenance, expenses, performance, and replacement.

Goal 7: Improve Operations and Measurement

Objectives:

1. Achieve ESTA Key Performance Indicators (KPIs) to improve existing service (On Time Performance, Customer Comments, Service Interruptions, Vehicle Collision Rate, etc.).
2. Continue to analyze data to improve service efficiencies and effectiveness.

Focused 2021-23 Strategic Business Plan

Standards of Excellence

Section 1: Safety

We recognize the tremendous importance of safety in the operation of ESTA service to our customers and communities. Therefore, the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

Standard 1: Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.

Measurement: Objective.

- Rate shall be tracked monthly and reported quarterly to the ESTA Board.

Standard 2: Address all safety hazards identified by the Safety Committee.

Measurement: Objective.

- List shall be compiled with action items and timelines and reported quarterly by the Executive Director to the Board.

Standard 3: Preventable workers compensation lost-time claims will not exceed 3 annually, and preventable medical-only claims will not exceed 3 annually.

Measurement: Objective.

- All work comp claims shall be duly investigated and immediately reported by the Administration Manager to our carrier. Measured and reported quarterly by the Executive Director to the Board.

Standard 4: Customer and community perception of system safety will be at least 90%.

Measurement: Objective.

- As measured in an annual Community Perception Survey and reported by the Executive Director to the Board.

Section 2: Service Quality and Efficiency

We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

Standard 1: The Productivity (passengers per vehicle service hour) standards are presented below for regularly-scheduled services:

- A. Regional intercity fixed-route services shall be 2.0 or greater.
 - 395 Reno
 - 395 Lancaster
 - Mammoth Express
 - Lone Pine Express

- B. Local fixed-route shall be 17.0 or greater.
 - Mammoth Lakes fixed routes (Summer and Winter)

- C. Dial-a-Ride services will be 3.0 or greater.

- D. Life-Line services will be 4.0 or greater.
 - Tecopa
 - Bridgeport to Carson City
 - Benton to Bishop
 - Walker to Mammoth

- E. Market Development routes will be assessed on a three-year schedule.
 - Year one is to be considered a marketing year with efforts to communicate the existence and purpose of the service.
 - Year two will indicate the potential of the service with ridership either increasing or decreasing from year one.
 - Year three will be the final year of the pilot designation of the service. This year may not be delivered if year two experiences declines in ridership without obvious and significant reasons for the decline.

Measurement: Objective.

- Reviewed monthly and reported quarterly by Executive Director to the Board.

Standard 2: The Service Delivery rate for all regularly-scheduled services shall be 99% or greater.

Measurement: Objective.

- Reviewed monthly and reported quarterly by Executive Director to the Board.

Standard 3: On-Time Performance (OTP) – Where technology is not available for measuring OTP, manual observations may be conducted. “On Time” for Fixed Route (Intercity 395 Routes and Express Routes) is defined as less than one minute early and no later than 6 minutes after any published time.

- Dial-a-Ride services shall be 90% or greater with trips less than 30-minute wait time.
- Express and Intercity Regional Fixed Route services shall be 80% or better.
- Local fixed route services shall be 90% or better.

Measurement: Objective.

- Reviewed monthly and reported quarterly by Executive Director to the Board.

Standard 4: ESTA will make consistent efforts to explore new service and service delivery options as well as work with regional efficiencies in the delivery of transportation to the jurisdictions.

Measurement: Subjective.

- Reported annually by the Executive Director to the Board.

Standard 5: ESTA will measure customer comments taken by phone, email, and verbal report. Compliments will not be included in the ratio, but will be reported separately. The standard is .075 comments per 1,000 boardings.

Measurement: Objective.

- Reviewed monthly and reported quarterly by the Executive Director to the Board.

Section 3: Revenue and Resources

While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers’ investment in ESTA.

Standard 1: The annual operating budget will be based upon projected revenue and the total operating cost will not exceed the budget adopted by the Board.

Measurement: Objective.

- Tracked monthly in financial statements and reported monthly by the

Administrative Manager to the Board.

Standard 2: No significant annual fiscal and compliance audit findings.

Measurement: Objective.

- Administrative Manager will report any negative audit findings to the ESTA Board as they occur and take measures to correct them.

Standard 3: Ensure that all capital procurements provide good value to our customers and our employees.

Measurement: Subjective.

- Evaluated through annual Community Perception Survey, feedback from communities and review of the 5-year capital program by the ESTA Board.

Section 4: Human Resources

Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity.

Standard 1: Recruit, promote and retain highly qualified employees to achieve our service standards.

Measurement: Subjective.

- Biannual assessment by Administrative Clerk and reported to the Board.

Standard 2: Provide continuous development of skills and capabilities through ongoing training and development programs that foster personal and professional growth. Training plans are developed as part of annual budget-making process, according the following minimum standards:

- A. Utility: 8 Hours per Utility person annually.
- B. Operations Supervisors: 24 Hours annually.
- C. Bus Operators: 8 Hours Annually.
- D. Administration: 24 Hours per employee annually.

Measurement: Objective.

- Supervisor evaluates annually for achievement of training objectives and reporting to the Board.

Standard 3: Support employees through creating a work environment which promotes professional development and encourages performance.

Measurement: Objective.

- Provide annual performance evaluations to administrative staff.
Conduct annual Employee Survey and report to the Board.

Standard 4: Continue to develop ESTA policies, contracts, and procedures.

Measurement: Objective.

- Measured by completion and development of policies, contracts, and procedures. Reported annually by the Executive Director to the Board.

Standard 5: Develop Succession Plan to smooth staff changes and provide cross training for more efficient operations.

Measurement: Objective.

- Measured by development and progress of a Succession Plan.
Reported annually by the Executive Director to the Board.

Section 5: Fleet and Facility

We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

Standard 1: If funding permits, ESTA will replace revenue vehicles when they reach the useful life minimums in terms of service years or miles. We will strive for 75% of the active fleet within their useful life years. Maintain a Five-year Capital Replacement Plan and Transit Asset Management Plan.

Measurement: Objective.

- Measured annually by the Executive Director and reported to the Board.

Standard 2: Road calls will not exceed 3 per 100,000 revenue service miles. A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

Measurement: Objective.

- Measured monthly and reported quarterly by the Executive Director to the Board.

Standard 3: Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

Measurement: Subjective.

- Measured annually by Employee and Customer Perception Surveys. Reported annually by the Executive Director to the Board

Standard 4: Achieve all federal and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. The following standards apply:

- A. No negative CHP Annual Terminal Inspection or TDA Triennial Performance Audit findings.
- B. Preventative maintenance schedules for all equipment shall be done on a timely basis
 - 3,000-mile intervals or 45 days for GPPV vehicles
 - 5,000-mile/60-day intervals for Mammoth fleet and Bishop Cutaways.

Measurement: Objective.

- As tracked by the Operations Supervisors, and reported quarterly by the Executive Director to the Board.

Standard 5: Optimize fleet size by disposing of excess vehicles as new vehicles are obtained.

Measurement: Objective.

- Reported annually by the Executive Director to the Board.

Section 6: Innovation and Design

Standard 1: Sustain and continue to improve the Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.

Measurement: Subjective.

- Measured by efforts to explore new technologies. Reported annually by the Executive Director to the Board.

Standard 2: Construct a new administration facility in Bishop by fall of 2021.

Measurement: Objective.

- Measured by the completion of the facility. Progress reported quarterly by Executive Director to the Board.

Standard 3: Begin planning for a zero emissions fleet at Mammoth, Bishop, Walker, and Lone Pine Bus Yards. Develop site infrastructure plans in coordination with The Town of Mammoth Lakes, Inyo and Mono Counties, and The City of Bishop.

Measurement: Objective.

- Measured by the completion of the Zero Emissions Plan.

Section 7: Leadership

We will strive to be one of the nation's leading small transit operators. We will work to maintain collaborative relationships within the industry, within our community, and with our stakeholders. We will develop future leaders from within our organization.

Standard 1: Maintain cooperative relationships with federal, state and local funding agencies.

Measurement: Subjective.

- Will be reviewed by staff and ESTA Board through Executive Director's evaluation.

Standard 2: Develop partnerships with stakeholders, community leaders and decision makers, while keeping them well informed of the integral role of ESTA and contributions to the communities that we serve.

Measurement: Subjective.

- Will be reviewed by staff and ESTA Board through Executive Director's evaluation.

Standard 3: Promote effective internal communications and promote the vision, mission, and values of the organization.

Measurement: Subjective.

- Will be reviewed by staff and ESTA Board through Executive Director's evaluation.

RECOMMENDATION

The Board is requested to accept the Strategic Business Plan report as information only.

STAFF REPORT

Subject: Election of 2021 Chairperson and Vice-Chairperson

Presented By: Phil Moores, Executive Director

Background:

Section 2.1 of the Joint Powers Agreement provides that the Board of Directors shall elect a Chair and Vice-Chair from among its members. The ESTA By-Laws specify that the representative elected to the Chair position shall alternate between Inyo and Mono Counties each year, and that the persons elected to the Chair and Vice-Chair positions shall not be from the same county.

Analysis/Discussion:

In keeping with the provisions outlined in the ESTA By-Laws, the Chair for the 2021 year should be from Inyo County. Past practice has been that the Vice-Chair has been elected to the position of Chair in the year following their term as Vice-Chair. Director Ellis from the city of Bishop was elected to the position of Vice-Chair last year. Also, in keeping with the By-Laws, the Vice-Chair for 2021 should be from either Mono County or the Town of Mammoth Lakes.

Financial Considerations:

None

Recommendation:

It is recommended the Board elect a Chairperson and Vice Chairperson for 2021.

STAFF REPORT

Subject: 2021 Board Meeting Calendar

Presented By: Phil Moores, 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 second Friday of each month, alternating the meetings between Bishop and Mammoth two at a time. Virtual meetings will likely continue for a while. Both the ESCOG and League of Cities calendars were consulted. The California League of Cities conference is scheduled for September 22-24, 2021, in Sacramento. Anticipated ESCOG meeting dates are indicated in bold.

Financial Considerations:

None

Recommendation:

It is recommended the Board approve a schedule of dates for the regular meetings of the Board for 2020.

January 8 in Bishop, 9am

July 9 Bishop, 9am

February 12 in Mammoth, 11am

August 13 in Bishop, 11am

March 12 in Bishop, 9am

September 10 in Mammoth, 11am

April 9 in Bishop, 11am

October 8 in Mammoth, 11am

May 14 in Mammoth, 9am

November 12 in Bishop, 9am

June 14 in Mammoth, 11am

December 10 in Bishop, 11am

STAFF REPORT

Subject: Planning Grant RFP & Contract

Initiated by: Phil Moores, Executive Director, ESTA

FISCAL IMPLICATIONS:

ESTA was successful in our application and was awarded \$113,372 toward our Short-Range Transportation Plan and our Coordinated Human Services Plan. The Sustainable Communities Grant requires an 11.47% match in cash or in-kind contribution for approved planning projects. Eastern Sierra Transit will provide cash contributions for the grant. ESTA will appeal to the Mono and Inyo Local Transportation Commissions (LTC) for the matching funds which total \$21,628. The total project is expected to cost around \$135,000.

ANALYSIS/DISCUSSION:

The Sustainable Transportation Planning Grant funds public transportation planning studies in rural or small urban areas of California (transit service area with population of 100,000 or less). Regional Transportation Planning Agencies (RTPA) are eligible to apply for these funds as a direct applicant with the transit agency applying as the sub-applicant. As in years past, Mono LTC is the lead RTPA for the project.

This grant will fund a Short Range Transit Plan (SRTP) and Coordinated Human Services Plan for ESTA. The SRTP, which is required for federal transit funding, has been a valuable resource in guiding ESTA's development and is now due for an update. An updated short-range transit plan will be supportive of the Regional Transportation Improvement Program (RTIP), establish a five-year strategic plan for ESTA, serve as justification for federal and state funding, and demonstrate ESTA's stewardship of public funds. In addition, the updated SRTP will provide essential information, analysis and recommendations regarding operations, contracts, capital planning, and marketing.

The Coordinated Human Services Plan is essential for maximizing the limited transit funding at both the state and federal level. This plan is required for agencies receiving FTA 5310 funding. Coordinating transit services in our area will maximize mobility for residents and eliminate duplication of services. The primary focus of the plan is to develop and refine strategies that increase mobility for individuals with disabilities, older adults, and people with low incomes.

RECOMMENDATION:

Approve the Executive Director to issue a Request for Proposals in an effort to contract a company to conduct the planning for the Short-Range Transit Plan and the Coordinated Human Services Plan. Also, to authorize the Executive Director to negotiate the contract with the selected company.

STAFF REPORT

Subject: ADA Transition Plan and CJPIA Funding

Initiated by: Phil Moores, Executive Director, ESTA

BACKGROUND

The Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 (Section 504) were landmark laws requiring access for persons with disabilities to all places where the general public has access. This includes bus stops, transit facilities, and buses. The ADA requires public agencies with more than 50 employees to make a transition plan. 28 CFR §35.150(d).

The transition plan must include a schedule for providing access features, including curb ramps for walkways. 28 CFR §35.150(d)(2). The schedule should first provide for pedestrian access upgrades to State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas. 28 CFR §35.150(d)(2). The transition plan should accomplish the following four tasks:

1. identify physical obstacles in the public agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
2. describe in detail the methods that will be used to make the facilities accessible;
3. specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA and Section 504 requirements in each year following the transition plan; and
4. indicate the official responsible for implementation of the plan. 28 CFR §35.150(d)(3). (9-12-06)

FISCAL IMPLICATIONS:

An investigation into the ESTA JPA member's (Mono and Inyo County, Mammoth Lakes and Bishop) compliance and established Transition Plans is underway. It is hoped that if ESTA's bus stops are included in their plans then the cost of our plan will be reduced.

There are two primary costs associated with the ADA Transition Plan. First, the plan itself must be written. This involves the evaluation of all ESTA's bus stops (around 400), buses, and facilities. Ownership of the facilities is only a partial consideration, since if ESTA serves a bus stop it is at least partially responsible for its accessibility

and subsequent liability. The evaluation process involves multiple measurements and observations of each location. The second cost associated with Transition Plan involves barrier removal. Once a Plan is established and priorities are set, improvements should be made. Current locations out of compliance do not need immediate improvement, but if significant changes are made to a location, then ADA law requires that full compliance be achieved simultaneously. This is not a license to ignore inaccessible locations indefinitely. Thus, the plan is designed to highlight a road to full compliance.

We are currently investigating the California Joint Powers Insurance Authority (CJPIA) funding program to pay for a contractor to write the Transition Plan. The Program includes \$16,500 in free assistance, plus the opportunity to apply for a loan to complete the Plan. Interest is 1.91% on the loan. The full cost of writing the plan is not yet known, but the long overdue and required plan must be completed. Federal audits will include inspection of a plan and ESTA is currently not in compliance.

While ESTA may have sufficient reserves to pay for the Plan outright, it seems prudent to use the program initially to benefit from the \$16,500 and experience the Program offers. The Programs loan requires five years of equal annual payments to repay the loan with no early payoff penalty.

RECOMMENDATION:

Authorize the Executive Director to apply for the California Joint Powers Insurance Authority ADA Transition Plan loan program. Also, to authorize the Executive Director to sign any necessary contracts.

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, October 16, 2020 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, October 16, 2020, via Zoom. The following members were present: Bob Gardner, Jennifer Kreitz, Dan Totheroh, Jim Ellis, Bill Sauser and Cleland Hoff. Jeff Griffiths joined the meeting at 11:17 a.m. Karen Schwartz joined the meeting at 11:20 a.m.

Public Comment	Mr. Moores read a public comment.
Executive Directors Report	Mr. Moores reported on ESTA activities and performance.
Financial Report FY 2019/20	Ms. Bentley presented the 2019-20 financial report as of October 8, 2020.
Financial Report FY 2020/21	Ms. Bentley presented the 2020-21 financial report as of October 8, 2020.
Ridership Report	Mr. Moores presented the Ridership Report for September and August, 2020.
Triennial Audit	Ms. Bentley presented the Triennial Performance Audit for FY 2016-19.
LeFever Marketing Contract	Moved by Director Sauser and seconded by Director Hoff to authorize the Executive Director to sign the amendment extending the agreement and amendment with LeFever Marketing. Roll call vote taken. Motion carried 8-0
MMSA Contract	Moved by Director Sauser and seconded by Director Totheroh to approve Amendment No. 9 to the Agreement between ESTA and MMSA for the provision of transit services for the 2020/21 winter season, and authorize the Executive Director to sign the agreement. Roll call vote taken. Motion carried 8-0
MMSA Mammoth Express Fare-Free agreement	Moved by Director Kreitz and seconded by Director Sauser to approve the ESTA MOU with MMSA for free MMSA employee transit travel on certain routes at specific times, and authorize the Executive Director to sign and execute the agreement. Roll call vote taken. Motion carried 8-0

<p>Update to ESTA's Bylaws</p>	<p>Moved by Director Kreitz and seconded by Director Sauser to approve the revisions in the Bylaws of the Eastern Sierra Transit Authority.</p> <p>Roll call vote taken. Motion carried 8-0</p>
<p>Six-Month Review - Winter</p>	<p>Moved by Director Griffith and seconded by Director Kreitz to approve Eastern Sierra Transit's planned operations through April 2021 with the understanding that the Tecopa to Pahrump route may not be operational.</p> <p>Roll call vote taken. Motion carried 8-0</p>
<p>Bishop Facility Architectural and Engineering Contract</p>	<p>Moved by Director Griffith and seconded by Director Ellis to authorize the Executive Director to negotiate and sign the contract for an Architectural and Engineering firm to plan the Bishop Operations Facility.</p> <p>Roll call vote taken. Motion carried 8-0</p>
<p>Consent Agenda: Approval of Meeting Minutes: August 14, 2020 Medical Leave Extension</p>	<p>Moved by Director Sauser and seconded by Director Kreitz to approve the Consent Agenda Consisting of:</p> <p>Approval of Meeting Minutes of August 14, 2020. Medical Leave Extension</p> <p>Roll call vote taken. Motion carried 8-0</p>
<p>Board Member Comments</p>	<p>Director Sauser commented on the difficulties of the year and wondered how will we be able to operate in Mammoth at 50% capacity.</p> <p>Director Griffiths hoped there would be enough snow to worry about.</p> <p>Director Schwartz commented that Bishop has been hit hard by COVID-19 and there is a proposal to increase sales tax by 1% to provide funding for the city. At a meeting she recently attended there was a suggestion for ESTA to be free everywhere.</p> <p>Director Hoff said she would not be running for reelection and thanked everyone on the ESTA board.</p>

Adjournment	The Chairperson adjourned the meeting at 12:07 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for November 13, 2020 at 9:00 am. Check ESTA website for details on attending the meeting.
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Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:



Staff Report

Subject: Medical Leave Extension
Prepared By: Phil Moores, ESTA Executive Director

BACKGROUND

ESTA's personnel rule 10.4 E requires Board approval for leave extensions beyond 30 calendar days. Leaves may not exceed one year.

DISCUSSION

Mammoth Dispatcher Ray Sewing has exhausted his FMLA that began August 17, 2020 and is requesting an extension for medical reasons. His expected return date is unknown at this time. He is a benefited fulltime employee in good standing and hired May 2012.

RECOMMENDATION

Approve leave extension request for Ray Sewing up to, but not over one year.