



ESTA BOARD AGENDA

Regular Meeting

Friday, May 13, 2022 at 9:00am

The Agenda is available at www.estransit.com

Chairperson: Bill Sauser

Vice-Chairperson: Dan Totheroh

Board Members:

Kirk Stapp (Mammoth Lakes)
Karen Schwartz (Bishop)
Jim Ellis (Bishop)
Dan Totheroh (Inyo County)

Jeff Griffiths (Inyo County)
Rhonda Duggan (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, May 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 shared 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, May 12 and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be shared with all attending Board members.

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=VS9TeE4rU0NleWFCY0JTOVhzaEYQT09>

Remember, to eliminate feedback, use only one source of audio for the meeting, not both the phone and the computer.

Call to Order (Begin recording meeting)

Roll Call

Pledge of Allegiance

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.

*Check meeting attendees. Read emails and/or phone calls submitted.

A. Closed Session

- A-1 CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)
- A-2 Report on Closed session as required by law.

B. 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.

- B-1 Approval of Regular Meeting Minutes of April 8, 2022
- B-2 CJPIA Authorized Representative

C. Information Agenda

- C-1 Executive Director Report
 - Reporting on ESTA activities and performance
- C-2 Financial Report for 2021/22

D. Action Agenda

Open Public Hearing for the discontinuatiomn of Bishop Creek Shuttle and Reds Meadow Fares.

- D-1 Public Hearing – Bishop Creek Shuttle and Reds Meadow Shuttle

Close Public Hearing

- D-2 Six-month Service Recommendations
- D-3 Executive Director Contract Amendment
- D-4 Vehicle Purchase Approval

E. Board Member Comments

F. Adjournment

The next regularly scheduled meeting is June 10, 2022 at 11:00 am. Check ESTA website for details on attending the meeting.

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, April 8, 2022 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, April 8, 2022, via Zoom. The following members were present: Directors Bill Sauser, Dan Tothoroh, Kirk Stapp, Bob Gardner, Rhonda Duggan Jim Ellis, Jeff Griffiths and Karen Schwartz. Phil Moores led the Pledge of Allegiance.

Approval of Bill 361 – Virtual Public Meeting	<p>Moved by Director Gardner and seconded by Director Griffiths to adopt findings pursuant to AB 361 that: A) the Board reconsider the circumstances of the existing State of Emergency issued on March 4, 2020, and in response to the COVID-19 pandemic; and B) local officials continue to recommend measures to promote social distancing, and/or the state of emergency continues to directly impact the ability of the members to meet safely in person.</p> <p>Roll call vote taken.</p> <p>Motion carried 8-0.</p>
Public Comment	None
ESTA SRTP Alternatives Presentation	<p>Mr. Gordon R. Shaw presented the Inyo – Mono Counties Coordinated Public Transit – Human Services Transportation Plan and Short Range (5-year) Transit plan 2021 update.</p> <p>Chairperson Bill Sauser closed the public hearing at 12:05</p>
Consent Agenda:	<p>Moved by Director Sauser and seconded by Director Gardner to approve the consent agenda consisting of:</p> <ul style="list-style-type: none">• Approval of Regular Meeting Minutes of February 4, 2022• To authorize the Executive Director to sign the Federal Fiscal Year 2022 Certifications and Assurances binding ESTA’s compliance with these certifications and assurances for Federal Transit Administration assistance programs.• To approve the agreement with Mammoth Mountain Ski Area for the sale of Reds Meadow Shuttle tickets and line hosting for the 2022 season and to authorize the Executive Director to negotiate and execute the Agreement.• 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.

- Approving Resolution 2022-02 allocating \$125,243 of FY 2021-22 Low Carbon Transit Operations Program (LCTOP) funds for the expansion of Mammoth Express 2.0 fixed route service, The Mammoth Express reduced 10 punch pass program and the purchase of an electric vehicle and infrastructure, and to authorize the Eastern Sierra Transit Authority's Executive Director or Administration Manager to complete and execute all documents for the Low Carbon Transit Operations Program submittal, allocation requests, and required reporting.

Roll call vote taken.

Motion carried 8-0

Executive Directors
Report

Mr. Moores reported on ESTA activities and performance. Ridership report for February 2022.

Financial report FY
2021/22

Mrs. Vidal presented Eastern Sierra Transit Authority's Financial Report for FY 2021/22 as of April 2, 2022.

Preliminary
FY2022/23 Budget

Mr. Moores presented the Preliminary FY 2022/23 Budget

Swiftly Agreement

Mr. Moores reported on the Swiftly agreement.

Closed Session

Open session was recessed at 12:30 pm to convene in closed session to consider:

CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)

Report on closed
session

Closed session was recessed at 12:38 pm. Chairperson Sauser stated there was nothing to report from the closed session.

Board Member
Comments

Director Stapp stated there a lot of people using the bus service at old Mammoth Road.

Director Griffiths thanks ESTA for getting his kids home safely from college.

Director Gardner took Dial-A-Ride to the Bishop Airport and was impressed, thanked ESTA and said it was amazing.

May 13, 2022
Agenda Item B-1

Adjournment

The Chairperson adjourned the meeting at 12:40 pm

The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for May 13, 2022 in the town of Mammoth Lakes Council Chambers, 2520 Main St., Ste. Z, Mammoth Lakes, CA at 9:00 am

Recorded & prepared by:



Linda Robinson

Board Clerk

Eastern Sierra Transit Authority

Minutes approved: *May 13, 2022*

STAFF REPORT

Subject: Authorization of Representatives for the California Joint Powers Insurance Authority

Initiated by: Phil Moores, Executive Director

BACKGROUND:

ESTA's insurer, the California Joint Powers Insurance Authority (CJPIA) requires an annual certification from its member agencies identifying the persons authorized to represent the agencies to CJPIA. These persons are authorized to vote on ESTA's behalf at the CJPIA Board of Director's Meeting.

ANALYSIS/DISCUSSION:

Staff received correspondence from CJPIA requesting that a certification form identifying ESTA's authorized representatives be completed and approved. This certification is an annual requirement of all of the agencies insured through CJPIA. The CJPIA requires members of the Board be the Primary Voting Delegate. Historically, ESTA has identified the Executive Director, and the Administration Manager as alternates. Annually, ESTA endeavors to send a representative to the CJPIA Board of Director's Meeting in La Palma, CA to help insure they have a quorum to vote at their business meeting. Typically, the Executive Director or Administration Manager attend this meeting.

RECOMMENDATION:

Direct that the following individuals and/or positions be authorized to represent ESTA to CJPIA and that a Minute Order 22-01 from this Board Meeting document the authorization.

Jim Ellis	ESTA Board Member
Karen Schwartz	ESTA Board Member
Phil Moores	Executive Director
Dawn Vidal	Administration Manager



AGENCY: _____

**2022 ANNUAL BOARD OF DIRECTORS MEETING
VOTING DELEGATE/ALTERNATE FORM**

On an annual basis, the California JPIA asks members to update their information in order that we may better serve you. If you have had a reorganization, please forward us your Notice of Reorganization with your current governing body and your list of Appointments for the California JPIA Director and Alternate(s), along with this form. In accordance with the Authority’s Bylaws, your governing body must designate **one voting delegate and at least one alternate**. You may designate additional alternates. The voting delegate **must** be a member of the governing body. Alternate(s) may be from the governing body or from staff.

Please note: In order to vote at the Annual Board of Directors Meeting, voting delegates and alternates must be designated by your governing body. Please attach either your appointment list or minute action as proof of designation. As an alternative, your agency may sign this form, affirming that the designation reflects the action taken by the governing body.

1. VOTING DELEGATE - PRIMARY

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

If you have more than two alternates, please attach a separate sheet.

PLEASE ATTACH APPOINTMENT LIST DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the governing body to designate the voting delegate and alternate(s).

Name: _____

Title: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Please complete and return to:

By Mail:

California JPIA

ATTN: Veronica Ruiz

8081 Moody Street

La Palma, CA 90623

By Email:

E-mail: vruiz@cjpia.org

If you have questions or need assistance with the Board of Directors Certification or updating your governing body information, please contact Agency Clerk Veronica Ruiz at (562) 467-8736 or vruiz@cjpia.org.

**BOARD OF DIRECTORS
EASTERN SIERRA TRANSIT AUTHORITY
P.O. BOX 1357, BISHOP, CA 93515**

**Regular Meeting of
May 13, 2022**

**MINUTE ORDER
M22-01
Agenda Item B-2**

TO: CJPIA
SUBJECT: Authorization of Representatives to CJPIA

The Board has authorized the following individuals and / or positions to represent ESTA to CJPIA:

Jim Ellis	ESTA Board Member
Karen Schwartz	ESTA Board Member
Phil Moores	Executive Director
Dawn Vidal	Administration Manager

Director Duggan moved; Director Griffiths seconded

Voted yes: Directors Totheroh, Gardner, Griffiths, Duggan, Stapp, Ellis.

Voted no: NONE.

with Directors Sauser + Schwartz absent.

Linda Robinson
760.872.1901 ext. 17
lrobinson@estransit.com
Board Clerk

Linda Robinson
Date: May 13, 2022

Dawn Totheroh
DAWN TOTNEROH
VICE CHAIR
Date: 5-13-22

STAFF REPORT

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

Shawn Edwards EOQ

Shawn works from the Bishop office and regularly drives the Night Rider on Friday and Saturday nights. It’s not easy to find a driver willing to work till after 2am! Shawn’s willingness to work these difficult shifts makes him a valuable asset. Please join me in congratulating Shawn as the Employee of the Quarter.

Recruitment

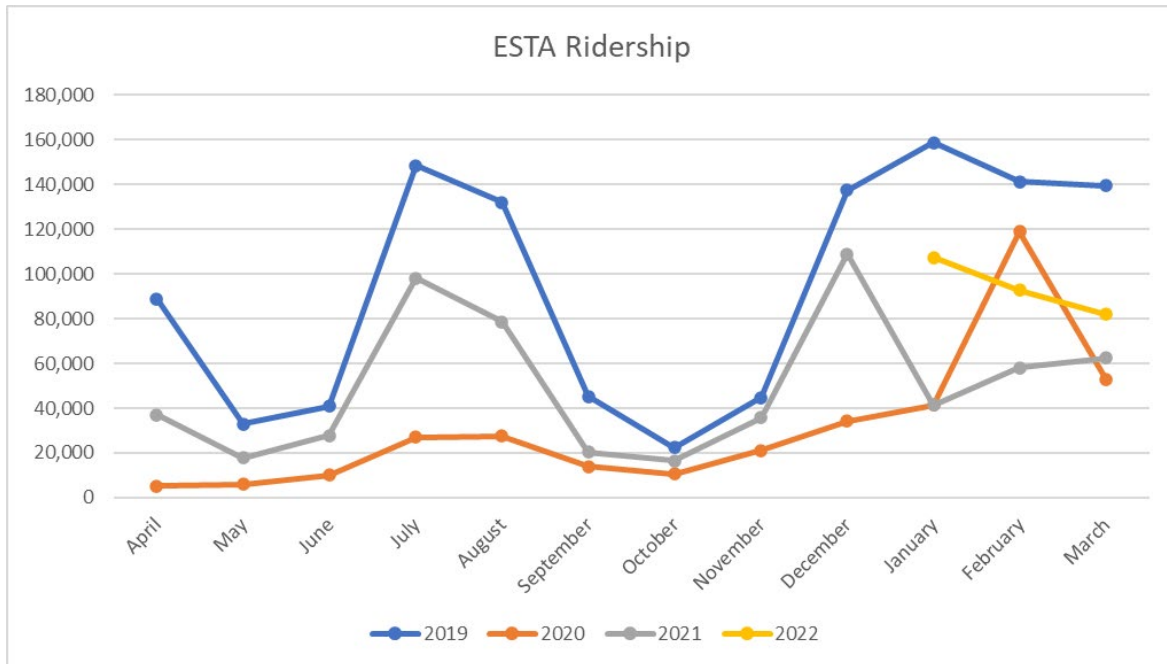
ESTA’s is fully staffed on the administrative front. Bus drivers and Utility are the only positions needed. As of this writing, we are still 5-6 drivers short in Mammoth. The hiring window closes end of May due to the time needed to hire and train new drivers.

Ridership

Unsurprisingly, overall ridership increased in March compared to last year. Compared to pre-Covid, March was still 39% down. Of note, are Lifeline services Benton and Walker DAR which have not recovered since Covid.

March Ridership Report						
Route	Pre-Covid 2019	2020	2021	2022	Change Current vs. Last year	% Change Current vs Pre-Covid
BEN	22.00	27.00	15.00	0.00	-15	-100.00%
BISDAR	3,686.00	2,555.00	2,449.00	2,721.00	272	-26.18%
BPTCAR	14.00	20.00	6.00	14.00	8	0.00%
LANC	451.00	254.00	217.00	390.00	173	-13.53%
LP/BIS	241.00	182.00	236.00	235.00	-1	-2.49%
LPDAR	367.00	402.00	417.00	418.00	1	13.90%
MAMFR	28,120.00	11,839.00	8,707.00	16,772.00	8,065	-40.36%
MDAR	605.00	105.00	239.00	174.00	-65	-71.24%
MMSA	104,470.00	36,261.00	49,339.00	62,975.00	13,636	-39.72%
MXP	534.00	318.00	268.00	435.00	167	-18.54%
NRIDER	373.00	159.00	88.00	244.00	156	-34.58%
RENO	524.00	426.00	462.00	671.00	209	28.05%
WLK	98.00	34.00	14.00	2.00	-12	-97.96%
Total	139,505	52,582	62,457	85,051	22,594	-39%

The chart below shows the ridership by month since pre-Covid.



Vehicles

We are awaiting the arrival of twelve new vehicles, but delivery is slow. With six large cutaway buses still to order, the purchasing cooperative issued a moratorium on dealer quotes. The reason for the moratorium is manufacturer's complaining about losing money on existing prices. Rumors of 10%-50% price increases are circulating. This large increase in vehicle cost will decrease ESTA's purchasing power on existing grant contracts, and may necessitate another Board action.

Strategic Business Plan Report

ESTA's Strategic Business Plan defines key performance indicators and calls for quarterly and annual reporting. The May report describes ESTA's performance for the third quarter (Jan-Mar). The following table contains both current quarter and year-to-date figures.

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	1.3	1.3	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	0,1	0,1	
	Customer Perception	Annual	90%	95.2%		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR- 17, IFR-2, DAR-3, LL-4	33,2.4,2.4,.01	27.5,2.2,2.8,.1	
	Service Delivery	Quarterly	99%	100%	99.00%	
	On Time Performance	Quarterly	DAR-90%, IFR-80%,FR-90%	under construction		
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075	0.026	0.064	
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	no	no	
	Training	Annual	Annual Hours	no	no	
	Performance	Annual	Evaluations*	yes		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	ongoing		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet- 75%	89%		
	Road Calls	Quarterly	3 per 100,000 miles	4.2	2.9	
	Attractiveness	Annual	90%	yes		
	Maintenance	Quarterly	various	92%	89%	
INNOVATION AND DESIGN	Optimal Fleet Size	Annual	Dispose of Excess	yes		
	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	Temporary facility completed		
LEADERSHIP	Zero Emissions	Quarterly	Plan Completion	under construction		
	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

STAFF REPORT

Subject: Financial Report – FY 2021/22
Initiated by: Dawn Vidal, Administration Manager

The year-to-date roll-up and year end forecast for the 2021/22 fiscal year are included on the following pages. Reports are as of May 6, 2022.

Revenue is coming in as expected. Much of ESTA’s revenue is claimed on a reimbursement basis so it is normal to see low revenue amounts.

5232 Office & Other Equip <\$5,000 is over budget as expected, due to unexpected purchases consisting in part of employee lockers and furniture for new office.

As expected, 5291 Office Space & Site Rental will be over budget. This is primarily due to the Bishop mobile office rent being more than anticipated.

5640 Structures & Improvements is over budget. These are items related to the Bishop Mobile Office. All items relating to the office were coded there upon the advice of the Inyo County Auditor’s office to keep them out of the operating budget. At least some of this will be re-classified at the end of the fiscal year.

Gas was budgeted at \$4.50 per gallon and averaged \$5.15 per gallon in April, with a fiscal year average of \$3.99 per gallon (11% below budget). Since March 1st we have seen a 27.10% increase in fuel prices. We will continue to monitor closely.

Overall maintenance and fuel costs are low due to not yet having the invoices for Mammoth base expenses for March and April.

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

Financial information as of: **5/6/2022** % of Fiscal Year: **85%**

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,802,209	1,643,697	158,512	91%	1,802,209	-	\$50,134 will fund Site Improvement in capital budget
4065	STATE TRANSIT ASST	338,363	212,840	125,523	63%	338,363	-	
4301	INTEREST FROM TREASURY	25,000	10,422	14,578	42%	25,000	-	
4498	STATE GRANTS	34,142	34,142	-	100%	34,142	-	LCTOP paid in advance.
4499	STATE OTHER	76,449	31,915	44,534	42%	76,449	-	
4555	FEDERAL GRANTS	1,466,345	16,961	1,449,384	1%	1,466,345	-	
4599	OTHER AGENCIES	1,147,731	609,509	538,222	53%	1,147,731	-	\$69K of budget is Capital for Trolley
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	1,861,192	1,754,766	106,426	94%	1,861,192	-	
4959	MISCELLANEOUS REVENUE	12,000	25,144	(13,144)	210%	12,000	-	Bus Ads
4999	PRIOR YEARS REIMBURSEMENTS	-	10,738	0	-	-	-	
	Revenue Total:	6,763,431	4,350,134	2,424,035	64%	6,763,431	-	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,577,789	1,199,738	378,051	76%			
5003	OVERTIME	125,662	125,021	641	99%			More OT due to less drivers
5005	HOLIDAY OVERTIME	124,726	96,426	28,300	77%			
5012	PART TIME EMPLOYEES	488,243	349,260	138,983	72%			
	Wages subtotal	2,316,420	1,770,445	545,975	76%	2,316,420	-	EEA Rate increase 1/31/22-
5021	RETIREMENT & SOCIAL SECURITY	57,216	36,426	20,790	64%	57,216	-	
5022	PERS RETIREMENT	261,870	157,856	104,014	60%	261,870	-	
5025	RETIREE HEALTH BENEFITS	2,640	-	2,640	0%	2,640	-	
5031	MEDICAL INSURANCE	259,790	159,791	99,999	62%	259,790	-	Does not include March payment
5043	OTHER BENEFITS	37,999	20,195	17,804	53%	37,999	-	
5045	COMPENSATED ABSENCE EXPENSE	161,501	111,824	49,677	69%	161,501	-	
5046	OPEB EXPENSE	59,539	59,539	-	100%	59,539	-	Lump sum payment made.
5047	EMPLOYEE INCENTIVES	6,300	4,066	2,234	65%	6,300	-	
5111	CLOTHING	1,500	2,723	(1,223)	182%	2,723	(1,223)	
5152	WORKERS COMPENSATION	105,500	105,033	467	100%	105,500	-	Paid in advance.
5154	UNEMPLOYMENT INSURANCE	45,000	2,066	42,934	5%	45,000	-	
5158	INSURANCE PREMIUM	202,770	202,297	473	100%	202,770	-	Paid in advance.
5171	MAINTENANCE OF EQUIPMENT	789,673	459,074	330,600	58%	789,673	-	Haven't received bills for March & April from TOML
5173	MAINTENANCE OF EQUIPMENT-M	18,400	12,173	6,227	66%	18,400	-	

5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	
Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5211	MEMBERSHIPS	1,320	1,294	26	98%	1,320	-	
5232	OFFICE & OTHER EQUIP < \$5,000	16,015	21,321	(5,306)	133%	21,321	(5,306)	Unbudgeted purchases due to office move
5238	OFFICE SUPPLIES	9,500	7,688	1,812	81%	9,500	-	
5253	ACCOUNTING & AUDITING SERVIC	49,750	40,663	9,088	82%	49,750	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	3,571	3,430	51%	7,001	-	
5263	ADVERTISING	43,202	39,329	3,873	91%	43,202	-	Trending to go over- Recruiting
5265	PROFESSIONAL & SPECIAL SERVICE	447,593	195,746	251,847	44%	447,593	-	
5291	OFFICE, SPACE & SITE RENTAL	208,297	192,369	15,928	92%	212,101	(3,804)	Bishop Admin office rent is more than budgeted. Reds permit was more than expected.
5311	GENERAL OPERATING EXPENSE	104,716	57,087	47,629	55%	104,716	-	
5326	LATE FEES & FINANCE CHARGES	300	115	185	38%	300	-	
5331	TRAVEL EXPENSE	16,499	5,366	11,133	33%	16,499	-	
5332	MILEAGE REIMBURSEMENT	32,355	10,558	21,797	33%	32,355	-	
5351	UTILITIES	68,204	53,408	14,796	78%	68,204	-	
5352	FUEL & OIL	686,902	389,447	297,455	57%	686,902	-	Haven't received bills for March & April for Mammoth Lakes
5539	OTHER AGENCY CONTRIBUTIONS	30,000	31,837	30,000	106%	31,837	(1,837)	\$31,837 contribution has been made to the Reds Road Fund. Note this is a transfer, rather than an actual report and does not show on the budget to actual report.
5901	CONTINGENCIES	80,000	-	80,000	0%	80,000	-	
	Expenditure Total:	6,132,772	4,153,305	2,011,304	68%	6,144,942		

TRANSFERS Expenditure		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	185,780	-	185,780	-	185,780	-	
5801	OPERATING TRANSFERS OUT	319,511	-	319,511	-	319,511	-	Excess LTF for new building
	Expenditure Total:	185,780	-	185,780	-	185,780	-	

NET TRANSFERS

Projected Revenue less Projected Expenses:	618,489
Less Capital Trolley Match:	69,000
Less Capital Replacement Transfers:	185,780
Less Capital Structures & Improvements:	76,419
Operating Balance:	287,290

CAPITAL ACCOUNT		FY21/22			% of	Year End	YE Forecast	
Revenue		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
4066	PTMISEA	92,000	-	92,000	0%	92,000	-	
4067	STATE TRANSIT ASST-CAPITAL	383,698	-	383,698	0%	383,698	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	19,188	19,118	70	100%	19,188	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	-	1,376,575	0%	1,376,575	-	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	50,136	76,419	(26,283)	152%	76,419	(26,283)	Bishop Admin Office Related, may be reclassified at a later date. Funded with operating revenue.
5650	EQUIPMENT	16,240	10,880	5,360	67%	16,240	-	Reds Radios & Electric Charger
5655	VEHICLES	2,074,119	-	2,074,119	0%	2,074,119	-	New Vehicles (5310, 5339(a))
	Expenditure Total:	2,140,495	87,300	2,053,195	4%	2,166,778	(26,283)	

Projected Capital Revenue Less Projected Expenses :	(295,317)
Plus Trolley Funding in Operating Revenue:	69,000
Plus Reds Radio Funding in Operating Revenue:	6,240
Plus Structures & Improvements in Operating Revenue:	50,136
Plus LCTOP fund balance for Electric Vehicle:	143,871
Capital Balance:	(26,070)

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	896,130
Red's Revenue	531,847
All Other Passenger Fares	326,789
Total 4819	1,754,766

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

Ledger: GL

As of 5/6/2022

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	1,802,209.00	1,643,697.47	0.00	158,511.53	91.20
4065	STATE TRANSIT ASST	338,363.00	212,840.00	0.00	125,523.00	62.90
4301	INTEREST FROM TREASURY	25,000.00	10,421.85	0.00	14,578.15	41.68
4498	STATE GRANTS	34,142.00	101,969.16	0.00	(67,827.16)	298.66
4499	STATE OTHER	76,449.00	31,915.07	0.00	44,533.93	41.74
4555	FEDERAL GRANTS	1,466,345.00	16,961.03	0.00	1,449,383.97	1.15
4599	OTHER AGENCIES	1,147,731.00	609,509.28	0.00	538,221.72	53.10
4819	SERVICES & FEES	1,861,192.00	1,754,765.57	0.00	106,426.43	94.28
4959	MISCELLANEOUS REVENUE	12,000.00	25,144.11	0.00	(13,144.11)	209.53
4999	PRIOR YEARS REIMBURSEMENTS	0.00	10,738.07	0.00	(10,738.07)	0.00
Revenue Total:		6,763,431.00	4,417,961.61	0.00	2,345,469.39	65.32
Expenditure						
5001	SALARIED EMPLOYEES	1,577,789.00	1,199,738.44	0.00	378,050.56	76.03
5003	OVERTIME	125,662.00	125,020.76	0.00	641.24	99.48
5005	HOLIDAY OVERTIME	124,726.00	96,426.05	0.00	28,299.95	77.31
5012	PART TIME EMPLOYEES	488,243.00	349,259.75	0.00	138,983.25	71.53
5021	RETIREMENT & SOCIAL SECURITY	57,216.00	36,426.15	0.00	20,789.85	63.66
5022	PERS RETIREMENT	261,870.00	157,855.91	0.00	104,014.09	60.28
5025	RETIREE HEALTH BENEFITS	2,640.00	0.00	0.00	2,640.00	0.00
5031	MEDICAL INSURANCE	259,790.00	159,790.68	0.00	99,999.32	61.50
5043	OTHER BENEFITS	37,999.00	20,194.74	0.00	17,804.26	53.14
5045	COMPENSATED ABSENCE EXPENSE	161,501.00	111,823.62	0.00	49,677.38	69.24
5046	OPEB EXPENSE	59,539.00	59,539.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	6,300.00	4,065.81	0.00	2,234.19	64.53
5111	CLOTHING	1,500.00	2,722.60	0.00	(1,222.60)	181.50
5152	WORKERS COMPENSATION	105,500.00	105,033.00	0.00	467.00	99.55
5154	UNEMPLOYMENT INSURANCE	45,000.00	2,065.63	0.00	42,934.37	4.59
5158	INSURANCE PREMIUM	202,770.00	202,297.00	0.00	473.00	99.76
5171	MAINTENANCE OF EQUIPMENT	789,673.00	459,073.50	0.00	330,599.50	58.13
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	12,172.81	0.00	6,227.19	66.15
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,320.00	1,294.00	0.00	26.00	98.03
5232	OFFICE & OTHER EQUIP < \$5,000	16,015.00	21,321.45	0.00	(5,306.45)	133.13
5238	OFFICE SUPPLIES	9,500.00	7,688.46	0.00	1,811.54	80.93
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	40,662.50	0.00	9,087.50	81.73
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	3,571.45	0.00	3,429.55	51.01
5263	ADVERTISING	43,202.00	39,328.64	0.00	3,873.36	91.03
5265	PROFESSIONAL & SPECIAL SERVICE	447,593.00	195,746.08	0.02	251,846.90	43.73

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

Ledger: GL

As of 5/6/2022

Object	Description	Budget	Actual	Encumbrance	Balance	%
5291	OFFICE, SPACE & SITE RENTAL	208,297.00	192,368.88	0.00	15,928.12	92.35
5311	GENERAL OPERATING EXPENSE	104,716.00	57,087.43	0.00	47,628.57	54.51
5326	LATE FEES & FINANCE CHARGES	300.00	115.03	0.00	184.97	38.34
5331	TRAVEL EXPENSE	16,499.00	5,366.10	0.00	11,132.90	32.52
5332	MILEAGE REIMBURSEMENT	32,355.00	10,557.86	0.00	21,797.14	32.63
5351	UTILITIES	68,204.00	53,408.29	0.00	14,795.71	78.30
5352	FUEL & OIL	686,902.00	389,446.77	0.00	297,455.23	56.69
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	80,000.00	0.00	0.00	80,000.00	0.00
	Expenditure Total:	<u>6,132,772.00</u>	<u>4,121,468.39</u>	<u>0.02</u>	<u>2,011,303.59</u>	<u>67.20</u>
NET OPERATING		<u>630,659.00</u>	<u>296,493.22</u>	<u>(0.02)</u>	<u>334,165.80</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	92,000.00	0.00	0.00	92,000.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	383,698.00	0.00	0.00	383,698.00	0.00
4495	STATE GRANTS - CAPITAL	19,188.00	19,118.00	0.00	70.00	99.63
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	0.00	0.00	1,376,575.00	0.00
	Revenue Total:	<u>1,871,461.00</u>	<u>19,118.00</u>	<u>0.00</u>	<u>1,852,343.00</u>	<u>1.02</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	50,136.00	76,419.40	0.00	(26,283.40)	152.42
5650	EQUIPMENT	16,240.00	10,880.36	0.00	5,359.64	67.00
5655	VEHICLES	2,074,119.00	0.00	0.00	2,074,119.00	0.00
	Expenditure Total:	<u>2,140,495.00</u>	<u>87,299.76</u>	<u>0.00</u>	<u>2,053,195.24</u>	<u>4.07</u>
NET CAPITAL ACCOUNT		<u>(269,034.00)</u>	<u>(68,181.76)</u>	<u>0.00</u>	<u>(200,852.24)</u>	
TRANSFERS Revenue						
4998	OPERATING TRANSFERS IN	319,511.00	0.00	0.00	319,511.00	0.00
	Revenue Total:	<u>319,511.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,511.00</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	185,780.00	0.00	0.00	185,780.00	0.00
5801	OPERATING TRANSFERS OUT	319,511.00	0.00	0.00	319,511.00	0.00
	Expenditure Total:	<u>505,291.00</u>	<u>0.00</u>	<u>0.00</u>	<u>505,291.00</u>	<u>0.00</u>
NET TRANSFERS		<u>319,511.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,511.00</u>	
153299 Total:		<u>175,845.00</u>	<u>228,311.46</u>	<u>(0.02)</u>	<u>(52,466.44)</u>	

COUNTY OF INYO
UNDESIGNATED FUND BALANCES

AS OF 05/06/2022

	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	4,055,380		64,535	18,523	44,779			4,093,659		4,093,659
1533 ESTA ACCUMULATED	1,527,710							1,527,710		1,527,710
1534 ESTA GENERAL RESERVE	535,831							535,831		535,831
1535 ESTA BUDGET STAB	214,331							214,331		214,331
1536 REDS MEADOW ROAD	144,906							144,906		144,906
6809 SRTP TRANSPORT PLAN	52,669					47,208		5,461		5,461
6820 NON-EMERGENCY TRAN REIM	4,739				435	11,335		(7,031)		(7,031)
6821 BISHOP YARD-ESTA	80					5,008		(4,928)		(4,928)
6822 LCTOP-ELECTRIC VEHICLE	163,261							163,261		163,261
6824 ESTA-LCTOP	12,889			301	74	985		12,131		12,131
6825 BISHOP ADMIN BUILDING	71,134							71,134		71,134
ESTA Totals	6,782,930		64,535	18,824	45,288	64,536		6,756,465		6,756,465
Grand Totals	6,782,930		64,535	18,824	45,288	64,536		6,756,465		6,756,465

PUBLIC HEARING STAFF REPORT

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

1. Reds Meadow Shuttle Fares

In 2021, The Reds Meadow Shuttle operated under passenger load restrictions. To ensure the shuttles success, a temporary fare increase was instituted. The change was a success and the shuttle revenue covered expenses by a small margin. Over the last year critical expenses increased and threaten the viability of the service. Therefore, it is proposed that the fare increase remain permanent. It is worth noting, ESTA did not receive a single complaint about the new fare during operation last year.

Recommendation

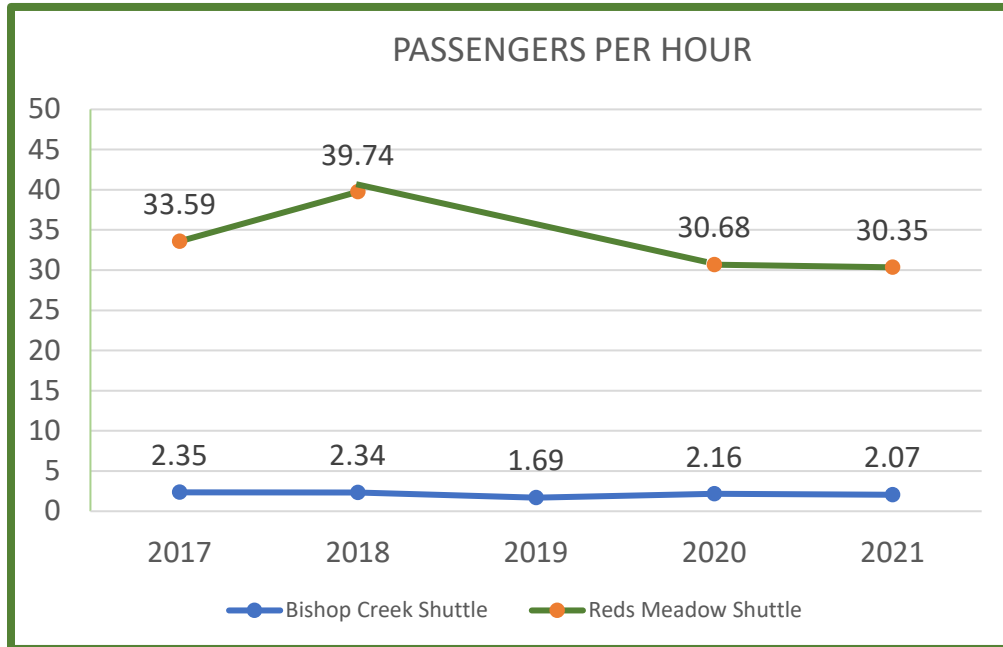
It is recommended that the fare increase from the 2021 season be made permanent.

2. Bishop Creek Shuttle Discontinuation

In 2017, the Bishop Creek Shuttle (BCS) was implemented as a way for visitors and residents to access the Bishop Creek area without impacting parking. It was also meant to increase access to public lands for those without vehicles. Despite some passionate support from backcountry hikers, since inception, the BCS has not experienced any significant growth from its humble beginnings. At just over 2 passengers per hour, the service has stalled. In contrast, the Reds Meadow Shuttle averages over 30 passengers per hour and pays for itself.

Poor productivity is not the only reason the service is no longer viable. The driver shortage, harsh road conditions damaging the aging vehicles, and the need for funding other more productive services strengthens the argument for discontinuation. For example, the newly added evening service on the Bishop Dial-a-Ride quickly reached 4.5 passengers per hour, and is expected to double this summer. The grant that pays for this service ends at the end of this year, and we are expected to continue to pay for the service going forward.

The chart below illustrates the contrasting performance of the two services.



On a financial basis, the BCS cost \$33,785 annually which translates to \$116.50 per hour. The system average is \$83.50 per hour. This makes the subsidy per passenger trip on BCS \$49.27 compared to the system average of \$2.57. The farebox ratio (fare revenue to expenses) of the BCS is 7.7%, where the Reds Meadow Shuttle earns 99%+.

Public Comment as of May 9, 2022:

1. I am writing in opposition to the recommendation to discontinue the Bishop Creek Shuttle.

The shuttle provides a welcome reliable and safe service to visitors, such as hikers, who would otherwise not be able to visit the area and invest in local businesses for food, shopping and lodging. In fact, should this shuttle be discontinued, my family will not be visiting Bishop because of the inconvenience. Oppose the recommendation.

Signed, North Lake South Lake loop hiker.

2. Sent from my iPhone. I'll do my best to attend. PLEASE DO NOT discontinue shuttle ! We need it. !
3. I just recently spoke with the young lady at Eastern Sierra Transit and she advised me that there is consideration for stopping the shuttle. I would like to comment on this and disagree with this decision. While the specifics were not disclosed, this decision would greatly affect the

hikers and fisherman that visit these lakes and lodge in Bishop. This service is in fact what attracts people to visit the area. I am a JMT hiker hosting a group of 14 anticipating to utilize this service to the hike the trails and return back to the area for lodging and other tourist activity. This service would allow my group to park their vehicle safely in Bishop and not negotiate the limited parking availability at the trail heads already. The price is also very reasonable, but I am willing to pay more to ensure that the service continues and/or even consider a reservation based system (similar to YART). It is bonus to the overall community of recreation use. Please do not discontinue.

4. Is there any information that you could provide, or point me to, that would help me advocate for ESTA services?? Or, are there any suggestions as to how to convince the board not to discontinue the Bishop Creek service?
5. This is sad news for the backpacking community, though understandable from a logistical and operating expense perspective. Do you recommend alternative options available in the Bishop area for public transit from Bishop up to the South Lake trailhead?
6. I noticed that the page for the Bishop Creek Shuttle information has been removed from the site. Will there be a shuttle available this summer between Bishop and south lake (Bishop Pass trailhead)?
7. I was looking to get to the South Lake/Bishop Pass trailhead on 8/2. I was originally going to use the EST shuttle, but it looks like that might not be running this summer? Would dial-a-ride be an option? I checked with some of the other companies licensed through USFS and they're asking \$300 for the 35-minute drive from Bishop.

Recommendation

Request that the Board approve discontinuation of the Bishop Creek Shuttle.

STAFF REPORT

Subject: Six-Month Service Recommendations

Presented by: Phil Moores, Executive Director

BACKGROUND:

ESTA's Service Change Policy includes a plan for bi-annual service planning sessions to allow the Board an opportunity to review and approve the services proposed to be operated for the coming six months.

ANALYSIS/DISCUSSION:

The following pages detail the specific routes that are planned to be operated by Eastern Sierra Transit for what is considered the summer season, from April through October of 2022.

Transit services are defined as follows and categorized in Table 1:

Fixed Route – This type of bus service follows a defined route and stops only at designated stops.

Demand Response – This service runs on scheduled trips assigned to vehicles after a call in from a passenger.

Core (Cor) – A core service carries the majority of passengers and serves higher population areas with a fixed route approach.

Commuter (Com) – A commuter route operates during peak travel periods and is designed to deliver passengers to and from work on a fixed route.

Dial-a-Ride (DAR) – This demand response service is a door-to-door service that fits nicely in small communities that do not have sufficient population density to support a fixed route.

ADA Paratransit (Par) – Also a demand response service, this is a federally mandated service designed to serve the disabled community. The Americans with Disabilities Act of 1990 requires a transit agency to provide a service that compliments the regularly schedule fixed routes that a disabled person cannot use.

Market Development (MD) – This is an experimental service that tests a previously unserved area for potential. The prescribed method for introducing new service is a three-year schedule. Year one is considered a marketing

outreach, and year two is a telling year where ridership either increases, stays flat, or declines. In cases where ridership increases in the second year, a third year is recommended. In cases where ridership declines or remains flat in the second year, a third year is not recommended without significant changes to attempt improvement.

Lifeline (LL) – This service is designed to connect remote low-density populations to important services in higher density cities. Typically, it runs infrequently, but provides citizens access to medical, government, and other services not available otherwise.

Charter (Chr) – Charters are bus trips not part of regular services. They are requested and paid for to provide exclusive service outside the regular routes of a transit system. They are irregularly scheduled and sometimes exclude the general public. ESTA is required to evaluate, track, and report on all charter services through a federal website.

Table 1

Planned ESTA Services May 2022 through October 2022											
Route	Type	Days of Week							Hours	Service Period	Description
		S	M	T	W	T	F	S			
Walker DAR	DAR		X	X	X				8am-4:30pm	year-round	1 bus, Carson Wed., Mammoth Tue.
Bridgeport - Carson	LL				X				11am-6:30pm	year-round	1 roundtrip on Wednesday
Walker to Mammoth	LL		X	X	X	X	X		8am-5pm	Tuesdays	Operated by Walker DAR driver. Res. Only
Mammoth DAR	Par		X	X	X	X	X		8am-5pm	year-round	Provides ADA paratransit backup
Purple Line	Cor	X	X	X	X	X	X	X	7am-6pm	year-round	1 bus with 30-minute headways
Mammoth Winter Trolley	Cor	X	X	X	X	X	X	X	5:40p-2am	Through April 21	2 buses with 30-minutes service till 2am
Mammoth Shoulder Season Trolley	Cor	X	X	X	X	X	X	X	7am-10pm	mid-April to mid-June Labor Day till Nov.	2 buses with 30-minutes service till 2am
Mammoth Summer Trolley	Cor	X	X	X	X	X	X	X	7am-2am	May 26-Nov 16	3 buses with 30-minutes service until 10pm. Reduced till 2am
Mammoth Lakes Basin Trolley	Cor	X	X	X	X	X	X	X	8am-6pm	after Labor Day till Oct. 1	2 buses with 30-minutes service, 3 on Sat. 1 bus with 60-minute service and 2 on Sat.
Red Line	Cor	X	X	X	X	X	X	X	7am-5:30pm	Thru April	3 buses with 20-minute service As many as 6 buses on busy days
Blue Line	Cor	X	X	X	X	X	X	X	7am-5:20pm	Thru April	1 bus with 15-minute service
Green Line	Cor	X	X	X	X	X	X	X	7:30am-5:30pm	Thru April	1 bus with 15-minute service
Yellow Line	Cor	X	X	X	X	X	X	X	7:30am-5:30pm	Thru April	1 bus with 20-minute service
Mammoth Express	Com	X	X	X	X	X	X	X	see schedule	year-round	8 trips daily
395 Reno	Cor	X	X	X	X	X	X	X	see schedule	year-round	1 roundtrip daily
395 Lancaster	Cor	X	X	X	X	X	X	X	see schedule	year-round	1 roundtrip daily
Benton - Bishop	LL			X				X	8:30am leave 2:30pm return	year-round	1 roundtrip daily, 2 days per week
Bishop DAR	DAR	X	X	X	X	X	X	X	7am-6:30pm (M-F) 8:30am-6pm (Sat) 8am-1pm (Sun)	year-round	Door-to-door service in Bishop
Nite Rider	DAR							X	6pm-2am	year-round	Friday and Saturday nights (and New Years Eve & Tri-county Fair Sunday)
Bishop Creek Shuttle	MD	X	X	X	X	X	X	X	8am-9:45a 4pm-5:45pm	Weather permitting June 16-Labor Day	RECOMMEND DISCONTINUATION
Lone Pine - Bishop	Com	X	X	X	X	X	X	X	see schedule	year-round	6 trips daily
Lone Pine DAR	DAR	X	X	X	X	X	X	X	7:30am-3:30pm	year-round	1 bus - door-to-door service
Reds Meadow Shuttle	Cor	X	X	X	X	X	X	X	7am-8pm	June 16-Labor Day	6-11 buses with 20-minute service

Legend: Cor=Core, Chr=Charter, DAR=Dial-a-Ride, Par=Paratransit Required, MD=Market Development, LL=Lifeline, Com=Commuter

The proposed services and changes for the coming six months include the following:

- Summer seasonal shuttle service to **Bishop Creek Recreation Area** is proposed to be discontinued. Support for this recommendation is driver shortage, low ridership (3 pax/hr), funds needed for extra hour of Bishop Dial-a-Ride, and vehicle wear and tear on the mountain roads.
- Reduce Walker DAR to Monday thru Friday. Assign driver to Reds Meadow Thursday and Friday.
- Reds Meadow service is expected to begin July 1.
- Lakes Basin Trolley – The trolley will circulate within the Lakes Basin serving the Lake Mary Loop and Horseshoe Lake.
- All other services approved for operation in FY21-22 are proposed to continue in FY22-23.

FINANCIAL CONSIDERATIONS

The transit service detailed on the preceding pages are included in the ESTA FY 2021-22 budget and are consistent with the revenues included in the budget. The revenues and expenses for the routes that are approved to operate beyond June 30, 2022 will be included in the FY 22-23 budget.

RECOMMENDATION

It is recommended that the proposed services be approved for the 2022 summer.

STAFF REPORT

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

Background

The current Executive Director's employment contract was initiated and approved by the Board in October of 2018. The contract called for annual reviews and consideration of compensation adjustments. Pursuant to your Board's direction, attached for your consideration is a contract amendment that provides a 5% salary increase effective April 8, 2022.

Required Board Action

If your Board intends to change the salary and/or benefits provided to Mr. Moores, Government Code Section 54953(c)(3) requires the following:

"Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive... during the open meeting in which the final action is to be taken..."

In other words, if your Board decides to adjust Mr. Moores' salary and/or benefits, you are required to summarize the package deal during this open session. There is no exact way that the report is required to be made, so you may simply read out the Mr. Moores' title, salary, any other direct monetary benefits, and a brief list of non-monetary benefits like health insurance, vacation, etc. That information is set forth in the proposed revisions to "Attachment B" to Mr. Moores' employment agreement with ESTA.

Recommendation

Approve the submitted amendment to the employment contract for the Executive Director, which includes a 5% salary increase effective April 8, 2022. Attachment B summarizes the adjusted salary and benefits.

**AMENDMENT NUMBER 2 TO
AGREEMENT BETWEEN THE EASTERN SIERRA TRANSIT AUTHORITY
AND
PHIL MOORES
FOR THE PROVISION OF PERSONAL SERVICES
AS THE ESTA EXECUTIVE DIRECTOR**

WHEREAS, the Eastern Sierra Transit Authority (hereinafter referred to as "ESTA") and Phil Moores (hereinafter referred to as "Contractor"), have entered into an Agreement to provide personal services contractor services dated October 19, 2018.

WHEREAS, ESTA and Contractor do desire and consent to amend such Agreement as set forth below.

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written form, and executed with the same formalities as such Agreement, and attached to the original Agreement to maintain continuity.

ESTA and Contractor hereby amend such Agreement via a revised ATTACHMENT B, which is attached hereto and incorporated herein.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS 8th DAY OF APRIL, 2022.

ESTA

By: 
signature

Phil Moores
Print name

Dated: 5/13/22

CONTRACTOR

By: 
signature

Dan Tatcherson
print name

Dated: 5-13-22

The effective date of this Amendment to the Agreement is April 8, 2022. All the other terms and conditions of the Agreement are unchanged and remain the same.

ATTACHMENT B

AGREEMENT BETWEEN THE EASTERN SIERRA TRANSIT AUTHORITY
AND PHIL MOORES
FOR THE PROVISION OF PERSONAL SERVICES
AS THE ESTA EXECUTIVE DIRECTOR

TERM:

FROM: April 8, 2022 TO: Termination

SCHEDULE OF FEES:

- Salary: \$128,244 annually
 - Retirement: If Classic -CalPERS 2% at 55 formula, classic member 100% paid by ESTA
If PEPR CalPERS 2% at 62 formula, employer contribution only.
 - Health Insurance: PERS Choice (employee contribution = 17%, currently, \$118.82/mo.),
PERS Select (employee contribution = 13%, \$85.12/mo.), or monthly stipend of \$408 if
no health coverage is elected, and employee provides proof of health insurance
coverage comparable to ESTA's.
 - Vision/Dental Reimbursement: \$1,000 per year plus \$400/year for one or more
qualifying dependents
 - Comprehensive Leave: Employee will start accruing at the 4 – 10 (year) ; 31 days/year
for years 11-15 and 34 days/year for years 16+
 - Paid Holidays: 11 per year
 - Deferred Compensation: ESTA provided 457(b) plan. No ESTA contribution
 - Life Insurance: \$50,000 paid by ESTA
 - Relocation allowance (one time): \$7,500
- I. ESTA will make the same adjustment to the Executive Director's salary, benefits, allowances
and other forms of compensation as for other administrative employees except as provided in
paragraph II below.
 - II. The ESTA Board will review the performance of the Executive Director at least annually and
may at that time adjust compensation as determined to be fair and reasonable. Should any
adjustment be made at this time, the date of such adjustment will become the anniversary date
for any subsequent compensation changes subject to paragraph I. above.

**AGREEMENT BETWEEN THE EASTERN SIERRA TRANSIT AUTHORITY
AND
FOR THE PROVISION OF PERSONAL SERVICES
AS THE EXECUTIVE DIRECTOR**

INTRODUCTION

WHEREAS, Phil Moores (hereinafter referred to as "Executive Director") has been duly appointed as EXECUTIVE DIRECTOR for the Eastern Sierra Transit Authority; and

WHEREAS, The Eastern Sierra Transit Authority (hereinafter referred to as "ESTA") and Executive Director desire to set forth the manner and means by which Executive Director will be compensated for performance of duties;

NOW THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, ESTA and Executive Director hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK.

The Executive Director shall furnish to ESTA, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein.

Services and work provided by the Executive Director under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, and resolutions.

2. TERM.

The term of this Agreement shall be from November 5, 2018 until terminated as provided below.

3. CONSIDERATION.

A. Compensation. ESTA shall pay Executive Director in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A which are performed by Executive Director.

B. Travel and Per Diem. ESTA shall reimburse Executive Director for the travel expenses and per diem which Executive Director incurs in providing services and work under this Agreement. Travel and per diem expenses will be reimbursed in accordance with ESTA's Expense and Use of Public Resources Policy, however, the Executive Director will not be reimbursed for intra-region travel by private automobile to destinations less than seventy-five (75) miles from Bishop, California.

C. No Additional Consideration. Except as expressly provided in this Agreement, Executive Director shall not be entitled to, nor receive, from ESTA, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement.

D. Manner of Payment. Executive Director will be paid in the same manner and on the same schedule of frequency as other ESTA employees.

ESTA
EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT

Page 1

E. Federal and State Taxes. From all payments made to Executive Director by ESTA under the terms and provisions of this Agreement, ESTA shall withhold all appropriate federal and state income taxes (resident and non-resident).

4. WORK SCHEDULE.

Executive Director's obligation is to perform the services and work identified in Attachment A which are needed within ESTA. It is understood by Executive Director that the performance of these services and work will require a varied schedule. Executive Director, in arranging his schedule, will coordinate and make arrangements to fulfill the requirements of the services and work which is necessary.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.

Any licenses, certificates, or permits required by the federal, state, county, or municipal governments for Executive Director to provide the services and work described in Attachment A must be procured by Executive Director and be valid at the time Executive Director enters into this Agreement. Further, during the term of this Agreement, Executive Director must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, and professional licenses or certificates. ESTA will pay the cost of the licenses, certificates, and permits necessary for Executive Director to obtain and maintain a commercial driver's license and associated certificates in accordance with ESTA's Commercial Driver's License Reimbursements Policy. All other licenses, certificates, and permits will be procured and maintained in force by Executive Director at no expense to ESTA unless pre-authorized by the Board of Directors. Executive Director will provide ESTA, at ESTA's request, with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in Attachment A. Where there is a dispute between Executive Director and ESTA as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, ESTA reserves the right to make such determinations for purposes of this Agreement.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.

ESTA shall provide Executive Director with such supplies, reference materials, telephone service, and staff as is deemed necessary by ESTA for Executive Director to provide the services identified in Attachment A to this Agreement.

7. ESTA PROPERTY.

A. Supplies, Equipment, etc. All supplies, equipment, tools, protective or safety devices, badges, identification cards, keys, uniforms, vehicles, reference materials, furniture, appliances, etc. provided to Executive Director by ESTA pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of ESTA. Executive Director will use reasonable care to protect, safeguard and maintain such items while they are in Executive Director's possession.

B. Products of Executive Director's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result or product of, Executive Director's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of ESTA. At the termination of the Agreement, Executive Director will convey possession and title to all such properties to ESTA.

8. WORKERS' COMPENSATION.

ESTA shall provide workers' compensation coverage to Executive Director for all acts performed in the course and scope of providing the services described in Attachment A to this Agreement. In the event a claim is made by Executive Director for injuries received in the course and scope of providing such services, ESTA's liability shall be limited to workers' compensation benefits payable under the California Labor Code.

9. STATUS OF EXECUTIVE DIRECTOR.

All acts of Executive Director relating to the performance of this Agreement shall be performed by Executive Director as an employee of ESTA. Executive Director has no authority to bind, incur any obligation on behalf of, or exercise any right or power vested in, ESTA, except as expressly provided by law, defined in the ESTA Joint Powers Agreement, or set forth in Attachment A.

10. DEFENSE AND INDEMNIFICATION.

In the event the Executive Director is sued for acts performed within the course and scope of providing services and work described in Attachment A of this Agreement, ESTA shall defend, indemnify, and hold the Executive Director harmless from any and all liability arising from such acts as required by law.

11. TERMINATION AND DISCIPLINE.

Executive Director's services under this Agreement may be terminated by ESTA without cause, and at will, for any or no reason by giving to Executive Director ninety (90) days written notice of such intent to terminate.

Executive Director may terminate this Agreement without cause, and at will, for any reason whatsoever by giving thirty (30) days written notice of such intent to terminate to ESTA.

12. ASSIGNMENT.

This is an agreement for the personal services of Executive Director. ESTA has relied upon the skills, knowledge, experience, and training of Executive Director as an inducement to enter into this Agreement. Executive Director shall not assign or subcontract this Agreement, or any part of it, without the express written consent of ESTA.

13. NONDISCRIMINATION.

Executive Director agrees to comply with various provisions of the federal, state, and county statutes, laws, and ordinances applicable to ESTA, and providing that no person in the United States shall, on the grounds of race, color, religion, ancestry, sex, age, physical handicap, or national origin, be subjected to discrimination.

14. CONFIDENTIALITY.

Executive Director agrees to comply with various provisions of the federal, state, and county laws and ordinances providing that information and records kept, maintained, or accessible by ESTA, shall be privileged, restricted, or confidential. Disclosure of such confidential, privileged, or protected information shall be made by Executive Director only as allowed by law.

15. CONFLICTS.

Executive Director agrees that he has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement. Executive Director agrees to complete and file appropriate conflict of interest statements.

16. POST AGREEMENT COVENANT.

Executive Director agrees not to use any confidential, protected, or privileged information which is gained from ESTA in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Executive Director agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with ESTA, or who has been an adverse party in litigation with ESTA, and concerning such, Executive Director by virtue of this Agreement has gained access to ESTA's confidential, privileged, protected, or proprietary information.

17. AMENDMENT.

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

18. NOTICE.

Any notice, amendments, or additions to this Agreement, including change of address of either party during the term of this Agreement, which Executive Director or ESTA shall be required, or may desire, to make shall be in writing and shall be sent by prepaid first-class mail to the respective parties as follows:

ESTA
Chairperson – Board of Directors
P.O. Box 1357
Bishop, CA 93515

Executive Director:
Phil Moores
191 Alpine Drive
Aspendell, CA 93514

19. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

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**AGREEMENT BETWEEN EASTERN SIERRA TRANSIT AUTHORITY
AND PHIL MOORES
FOR THE PROVISION OF PERSONAL SERVICES
AS THE ESTA EXECUTIVE DIRECTOR**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS
19 DAY OF October, 2018.

ESTA

By: Kirk A. Stapp
Print or Type Name

Kirk A. Stapp
Signature

Dated: 10/19/18

EXECUTIVE DIRECTOR

By: Phil Moores
Print or Type Name

Phil Moores
Signature

Dated: 10/8/18

ATTACHMENT A

**AGREEMENT BETWEEN THE EASTERN SIERRA TRANSIT AUTHORITY
AND PHIL MOORES
FOR THE PROVISION OF PERSONAL SERVICES
AS THE ESTA EXECUTIVE DIRECTOR**

TERM:

FROM: November 5, 2018 **TO: Termination**

SCOPE OF WORK:

The Executive Director shall have all of the authority and shall fulfill all of the obligations of the position as defined in the Joint Powers Agreement establishing the Eastern Sierra Transit Authority.

ATTACHMENT B

**AGREEMENT BETWEEN THE EASTERN SIERRA TRANSIT AUTHORITY
AND PHIL MOORES
FOR THE PROVISION OF PERSONAL SERVICES
AS THE ESTA EXECUTIVE DIRECTOR**

TERM:

FROM: November 5, 2018

TO: Termination

SCHEDULE OF FEES:

- Salary: \$ 118,600 annually
 - Retirement: If Classic -CalPERS 2% at 55 formula, classic member 100% paid by ESTA
If PEPRA CalPERS 2% at 62 formula, employer contribution only.
 - Health Insurance: PERS Choice (employee contribution = 17%, currently, \$118.82/mo.),
PERS Select (employee contribution = 13%, \$85.12/mo.), or monthly stipend of \$408 if
no health coverage is elected, and employee provides proof of health insurance
coverage comparable to ESTA's.
 - Vision/Dental Reimbursement: \$1,000 per year plus \$400/year for one or more
qualifying dependents
 - Comprehensive Leave: Employee will start accruing at the 4 – 10 (year) ; 31 days/year
for years 11-15; and 34 days/year for years 16+
 - Paid Holidays: 11 per year
 - Deferred Compensation: ESTA provided 457(b) plan. No ESTA contribution
 - Life Insurance: \$50,000 paid by ESTA
 - Relocation allowance (one time): \$7,500
- I. ESTA will make the same adjustment to the Executive Director's salary, benefits, allowances
and other forms of compensation as for other administrative employees except as provided in
paragraph II below.
- II. The ESTA Board will review the performance of the Executive Director at least annually and
may at that time adjust compensation as determined to be fair and reasonable. Should any
adjustment be made at this time, the date of such adjustment will become the anniversary date
for any subsequent compensation changes subject to paragraph I. above.

STAFF REPORT

Subject: Vehicle Purchase Approval

Initiated by: Phil Moores, Executive Director

BACKGROUND:

The Trolley fleet of 9 vehicles is very old. We are still running vehicles from 2006. We have had a grant award for a new trolley for nearly a year, but cannot find a trolley eligible for federal funding. We received an email from a dealer with a demo trolley for sale, and the price is discounted accordingly.

FINANCIAL CONSIDERATIONS:

The Town of Mammoth Lakes (Town) recently bought a diesel trolley for \$336,000. The trolley is a gasoline trolley and discounted to \$236,000 (before options). It has about 15,000 miles, and needs some options added. The Town has agreed to share the cost 50/50. ESTA's capital replacement reserve balance is \$1,528,000, and there is \$312,000 in State Capital Restricted funds in reserve with Mono County Local Transportation Commission.

RECOMMENDATION

Board approval is requested to approve the purchase of a 2022 Hometown Trolley using State Transit Capital Restricted funds in the amount of \$145,000, plus an additional 10% if necessary.



Hometown Trolley/Coach Price Quote 2022

P.O. Box 185 Crandon, WI 54520
P. 715-301-0149
www.hometowntrolley.com

Price Quote 2022 Created For: 4/28/2022

CUSTOMER NAME:		QUOTE #	3012022.3
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Year	Model	VL208GG - Village 32' FORD F53 V-8 7.3L GASOLINE	GVW	Passengers
2022	Villager		26k	30

Date Requested:	No Specification	Totals
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Body and Chassis Base Price see page 2	\$	171,589.00
Options see page 2	\$	84,554.50
Total Cost (HGAC-KIB)	\$	256,143.50
Factory Discount/DD		-\$20,000.00
DLV040 - DEALER SCHEDULED DELIVERY		
Total Cost		\$236,143.50
Quantity		1
Grand Total	\$	236,143.50

Payment Terms:

\$	236,143.50	Customer has secured in financing
\$	59,035.88	(25%) is due at time of Finishing stage
\$	177,107.63	is due at time of pick up or delivery.

****Customer is responsible for all taxes and licensing requirements****

Customer:			
Company		Address	
Contact Name		City, St, Zip	
Title		Phone	
Email		website	

Purchaser Signature	Double K, Inc. d/b/a Hometown Trolley Signature
Title	Title: President
Date:	Date: 4.28.22

Notes/Comments: All Red / White roof / Gold Pin Stripe / Demo Unit with 14,000 miles



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www.hometowntrolley.com

Price Quote 2022 Created For:		4/28/2022	
CUSTOMER NAME:		QUOTE #	3012022.3

Trolley Upgrades/Options in addition to base price (in some cases replaces what is listed as standard equipment)

Part # / Description	Each	QTY	Extension
CHASSIS OPTIONS			
CH0060 - BATTERY 8D IN PLACE OF 1300 cca	\$ 425.00	2	\$ 850.00
CH0360 - REAR AIR ASSIST FORD	\$ 3,550.00	1	\$ 3,550.00
CH0380 - HT HYBRID ELECTRIC SYSTEM	\$ 34,672.00	1	\$ 34,672.00
Electrical Options:			
Standard - STANDARD WIRING WITH PRINTED WIRE	\$ -	1	
EL0180 - ALTERNATOR UPGRADE 240 AMP ALTERNATOR (Ford)	\$ 837.00	1	\$ 837.00
EL0080 - DRIVER FAN, EACH	\$ 98.00	1	\$ 98.00
EL0200 - INVERTOR FOR 110v OUTLET FOR DECORATIVE LIGHTING	\$ 950.00	1	\$ 950.00
AUDIO VIDEO OPTIONS:			
Standard - AM/FM/CD/IPOD/USB WITH 4 SPEAKERS	\$ -	1	\$ -
AV0300 - PROVISION BUS WATCH 4 CAMERAS	\$ 2,550.00	1	\$ 2,550.00
AV0140 - REI MIC,HANDHELD	\$ 40.00	1	\$ 40.00
AV0080 - PAGE, JACK REMOTE	\$ 70.00	1	\$ 70.00
AV0100 - PAGE, SPEAKER EXTERIOR (EACH)	\$ 100.00	1	\$ 100.00
Flooring Options:			
Standard - Altro Transit One Piece Floor	\$ -	1	\$ -
HVAC OPTIONS:			
HC0020 - ACC (Split System) 120,000 BTU	\$ 7,800.00	1	\$ 7,800.00
HC0120 - HEAT CIRCULATION PUMP	\$ 240.00	1	\$ 240.00
HC0160 - PASSENGER AREA HEATER 45,000 BTU	\$ 235.00	2	\$ 470.00
Exterior Options:			
EX0040 - FRONT BUMPER COW CATCHER WOVEN WIRE - BLACK	\$ -	1	\$ -
EX0051 - 3 WINDOW PAIR OPEN AIR SECTION INSERT INCLUDES RAIN CURTAINS AND GUARD RAILS	\$ 2,200.00	1	\$ 2,200.00
EX0052 - 3 WINDOW PAIR ENCLOSURE INSERTS FOR OPEN AIR AREAS	\$ 2,800.00	1	\$ 2,800.00
EX0250 - RAMCO HEATED REMOTE MIRRORS	\$ 590.00	1	\$ 590.00
Paratransit Options:			
ADA020 - LIFT, PACKAGE BRAUN CENTURY, PLATFORM PRIORITY SEATING SIGNS, ADA LOCATION SIGNS, ADA LIGHTING, INTERLOCK, AUDIBLE	\$ 6,425.00	1	\$ 6,425.00
ADA200 - Q'STRAIT SLIDE-N-CLICK (EACH POSITION)	\$ 590.00	2	\$ 1,180.00
ADA210 - TOUCH TAPE STOP REQUEST	\$ 250.00	2	\$ 500.00
ADA235 - 2 POSITION FLIP SEAT PERIMETER FOLD UP FREEDMAN	\$ 325.00	2	\$ 650.00
ADA280 - STORAGE BOX FOR BELTS - HOLDS 1 SETS	\$ 40.00	2	\$ 80.00

Safety Options:



Hometown Trolley/Coach Price Quote 2022

P.O. Box 185 Crandon, WI 54520
 P. 715-301-0149
 www.hometowntrolley.com

Price Quote 2022 Created For:			4/28/2022		
CUSTOMER NAME:	QUOTE #	3012022.3			
SA0020 - ESCAPE HATCH STANDARD MODEL	\$ 480.00	1	\$	480.00	
SA0230 - BACK UP CAMERA- COLOR MONITOR	\$ 680.00	1	\$	680.00	
Interior Options:					
Standard - NATURAL OAK INTERIOR WITH TRIM	\$ -		\$	-	
IN0015 - SPRIAL BRASS UPGRADE	\$ 1,267.00	1	\$	1,267.00	
IN0040 - WALLS FINISHED IN FLOORING UP 12"	\$ 850.00	9	\$	7,650.00	
IN0340 - NEW VIEW ROLLUP BLINDS FOR DRIVER AREA (EACH)	\$ 285.00	1	\$	285.00	
IN0090 - METAL STORAGE BOX WITH METAL LID AND OAK SLATS	\$ 567.00	1	\$	567.00	
Graphics Options:					
Standard - 2 Tone PPG Paint and HT Stripe Package (stock vinyl colors only)	\$ -	1	\$	-	
GR220 - WINDOW ETCHINGS (EACH)	\$ 36.50	19	\$	693.50	
Fare Collection Options:					
FCD120 - TRANSIGN LED DESTINATION SIGN W/SOFTWARE AND CONTROL (SYSTEM INCLUDED FRONT LED SIGN , PROGRAMING CONTROLLER PAD, SOFTWARE)	\$ 2,350.00	1	\$	2,350.00	
FCD130 - TRANSIGN LED EXTRA DESTINATION SIGN	\$ 1,250.00	1	\$	1,250.00	
Passenger Seating Options:					
Standard - Vintage style seats with oak slats (per double seat) TROLLEY	\$ -	1	\$	-	
SE0100 - VINYL SEAT CUSHIONS BOTTOMS ONLY	\$ 110.00	13	\$	1,430.00	
Driver Seating Options:					
DRS - SEATS INC AIR SUSPENSION BLACK FAUX LEATHER	\$ 1,250.00	1	\$	1,250.00	
Extended Warranty Options					
Delivery Options					
DLV040 - DEALER SCHEDULED DELIVERY	\$ -	1	\$	-	

Total Options					\$ 84,554.50
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INCLUDES STANDARD ITEMS:

- Ford stripped chassis
- 26,000 GVW
- 19.5" Tires
- Front End Alignment
- Marine Plywood Sub Floor
- Stainless Steel Roll Out Battery Tray
- Engine Alarm System for Hi Water Temp
- Low Oil Pressure - Low Water Pressure Guage /Alarm
- Standard Rear Bumper
- Rear and Front Tow Hooks
- Rear Wheel Extended Valve Stems
- Front and Rear Wheel Well Flares
- Aluminum locking fuel door
- Dash Defroster/ Heat
- A & M Electric Entry Door 32" w x 92" high with Header Access
- Entry door angled handrailings both sides
- Entry Key lock with exterior toggle switch with cover located under passenger side headlight bucket



Hometown Trolley/Coach Price Quote 2022

P.O. Box 185 Crandon, WI 54520
 P. 715-301-0149
 www.hometowntrolley.com

Price Quote 2022 Created For:		4/28/2022
CUSTOMER NAME:	QUOTE #	3012022.3

- Front Driver Area Windows Clear no Tint
- Arch Top windows with Egress compliant with FMVSS
- Master Disconnect in sealed battery compartment
- Interlock Brake and Transmission
- Vintage Oak Passenger Seating
- Interior Rear Mirror and Convex Mirror
- 12v Chrome Center Headlight
- Clearance Light Chrome Guards
- LED Exterior Lighting DOT approved
- LED Interior ADA Light , Door Light, Driver Light and Step Well Lighting
- All Required Signage
- Altro Transit Flooring
- Black Barymat Accousitc driver mat
- White Step Edges
- White Standee Line
- Engine Cover
- Stainless Steel Handrailings including entry railings and Driver's Guard
- Oak Panel Interior
- Back Up Alarm
- Fire Extinguisher 5lb
- Triangle Reflector Kit
- Saftey Kit
- Exterior Interior PA
- 12 Volt power outlet
- Undercoating
- Gong Bell with electrical switch and pull cord, continues rings or pull ding
- LED Lighting as requested
- Cupola Windows with Etchings
- Paint: I TBD by Customer