

# BOARD OF DIRECTORS OF THE EASTERN SIERRA TRANSIT AUTHORITY



Regular Meeting  
Friday March 17, 2017  
City of Bishop Council Chambers  
301 West Line St  
Bishop, California  
8:30 a.m.

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)

## DISPOSITION

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. PUBLIC COMMENT

INFORMATION

### 5. APPROVAL OF MINUTES:

ACTION

- a. Regular meeting of February 17, 2017

### 6. REDS MEADOW ROAD REHABILITATION FUNDING UPDATE

DISCUSSION/ POSSIBLE ACTION

Staff recommendation: An update will be provided regarding further developments concerning a cooperative arrangement between the U.S. Forest Service and the Town of Mammoth Lakes to address needed improvements to the Reds Meadow Road, and ESTA's involvement to help fund the long term maintenance of the improved road.

### 7. LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

ACTION

Staff Recommendation: It is recommended that the Board approve Resolution #2017-01 allocating FY 2016-17 Low Carbon Transit Operations Program (LCTOP) funds for the continued expansion of the Mammoth Express, and Lone Pine Express fixed route services, and authorizing the Executive Director to complete and execute all necessary documents for the grant's submittal, allocation requests, and required reporting.

**8. TITLE VI PROGRAM** ACTION

Staff recommendation: The Board is requested to pass and adopt Resolution 2017-02, approving the Eastern Sierra Transit Authority's updated Title VI Program, including the incorporated Public Participation, and Language Assistance Plans.

**9. 2017 REDS MEADOW SHUTTLE SPECIAL USE PERMIT** ACTION

Staff recommendation: The Board is requested to approve the Special Use Permit application to be submitted to the U.S. Forest Service for the operation of the 2017 Reds Meadow Shuttle service, and to authorize the Executive Director to execute all associated documentation.

**10. BI-ANNUAL SERVICE REVIEW** ACTION

Staff recommendation: The Board is requested to approve the proposed Eastern Sierra Transit services to be operated from April through September 2017.

**11. ESTA GOVERNING BOARD** DISCUSSION/POSSIBLE ACTION

Staff recommendation: The Board is requested to provide direction to staff to address Section 1.2.2 of the ESTA Joint Powers Agreement permitting member entities to appoint a member at large, and which is scheduled to expire on June 30.

**12. FINANCIAL REPORT** RECEIVE AND FILE

- a. FY 2016/17 report for the period ending March 15, 2017
- b. Operating cost by route update

**13. PRELIMINARY 2017/18 BUDGET** ACTION

Staff recommendation: The Board is requested to receive the preliminary FY 2017/18 budget estimate of revenues and expenditures, and to provide any desired direction to staff in preparation for the final FY 17/18 budget, which is scheduled to be approved in June 2017.

**14. OPERATIONS REPORT** RECEIVE AND FILE

February 2017

**15. REPORTS** INFORMATION

- a. Board Members
- b. Executive Director

**16. FUTURE AGENDA ITEMS**

**17. ADJOURNMENT** ACTION

The next regular meeting will be April 21<sup>st</sup> in Bishop.

# EASTERN SIERRA TRANSIT AUTHORITY

## Minutes of Friday, February 17, 2017 Regular Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:45 a.m. on Friday February 17, 2017 at the Town of Mammoth Lakes Council Chambers, Mammoth Lakes, California and by videoconference from the City of Bishop Council Chambers, Bishop California. The following members were present at the Town of Mammoth Lakes Council Chambers: Jeff Griffiths, Cleland Hoff, Bill Sauser and Kirk Stapp. The following members were present at the City of Bishop Council Chambers: Karen Schwartz, Joe Pecsí and Bob Gardner. Director Mark Tillemans was absent. Director Schwartz led the pledge of allegiance.

Public Comment	The Chairperson opened the public comment period at 11:47 a.m. Mono County Supervisor, Stacy Corless, addressed the Board thanking ESTA for a quick, interim solution for people impacted by the elimination of the Gray Line. Public comment was closed.
Approval of Minutes	Moved by Director Stapp and seconded by Director Schwarz to approve the minutes of the regular meeting of January 5, 2017. Motion carried 6-0, with Director Hoff abstaining and Director Tillemans absent.
Reds Meadow Road Rehabilitation Funding	<p>Mammoth Lakes Town Manager, Dan Holler, addressed the board regarding TOML's progress on an application for the Federal Lands Access Program (FLAP) grant for the Reds Meadow Road Rehabilitation program. Town Manager Holler was also seeking input on the concept of a surcharge to the Reds Meadow fare to help to fund the long-term maintenance of the road.</p> <p>The Board's consensus was that ESTA would be willing to collect a surcharge to contribute to the long-term maintenance of Reds Meadow Road but would wait for more detailed financial information before voting on the surcharge amount.</p> <p>(This item was taken after Item #7 at the request of John Helm to accommodate Dan Holler's schedule)</p>

<p>Bishop Creek Recreation Area Summer Service</p>	<p>Mr. Helm presented a plan for a pilot program to service Bishop Creek Recreation Area. Service to this area was identified as a need in the 2016 Short Range Transit Plan. The pilot program would provide 7-day service from June 17<sup>th</sup> – August 20<sup>th</sup> then weekends through October 15<sup>th</sup> with two round trips per day. Operating costs would be covered through fares and other anticipated operating cost savings in FY 2016/17 as a result of moderate fuel prices.</p> <p>Moved by Director Sauser and seconded by Director Hoff to approve Bishop Creek Recreation Pilot Service and to include it in the bi-annual service review. Motion carried 7-0 with Director Tillemans absent.</p>
<p>June Lake Summer Shuttle</p>	<p>Mr. Helm reviewed the June Lake Summer Shuttle program and reported that, although there was disappointing ridership, the June Lake Community Advisory Committee (CAC) indicated they would like to continue the shuttle service in 2017. The CAC was interested in looking at cost savings in the form of a shortened service period and perhaps a financial contribution to the service.</p> <p>In addition to a shortened service season, the board directed staff to present the following options to the CAC:</p> <ol style="list-style-type: none"> <li>1) A request that the community provide 10% of the operating costs, estimated at \$2,100, to achieve the state-mandated 10% farebox return.</li> <li>2) A suggestion that the community provide additional funding equal to the estimated fare revenue from the service (approximately \$400) and then offer the services as a free shuttle to riders. The benefits of a free shuttle would likely greatly increase ridership.</li> </ol>
<p>2017 Board Meeting Calendar – ESCOG Dates</p>	<p>Moved by Director Griffiths and seconded by Director Pecsí to start ESTA Board meetings at 11:00a.m. on days that ESCOG meets. Non-ESCOG meeting dates will start at 8:30a.m. Motion carried 7-0 with Director Tillemans absent.</p>
<p>2017 Federal Certifications and Assurances Approval</p>	<p>Moved by Director Sauser and seconded by Director Griffiths to have Mr. Helm sign the 2017 Federal Certifications and Assurances. Motion carried 7-0 with Director Tillemans absent.</p>
<p>Revised Title VI Program</p>	<p>This item was rescheduled for the March 17, 2017 meeting of the ESTA Board of Directors.</p>
<p>Fiscal Year 2015/16 Audited Financial Report</p>	<p>The financial audit for fiscal year 2015/16, prepared by Fechter and Company, was presented by Mr. Helm and received by the board.</p>

Financial Report	Mr. Helm presented the Financial Report for the period ending February 15, 2017.
Operations Report	Mr. Helm presented the Operations Report for the month of January 2017.
Board Member Reports	None.
Executive Director Report	<p>Mr. Helm reported on Old Mammoth Limited service to address concerns related to the elimination of the Gray Line.</p> <p>Mr. Helm reported on cuts to funding of the 5311(f) Grant Program, which funds the Reno and Lancaster routes. The reductions are not anticipated to result in any service reductions for the 2017/18 fiscal year.</p>
Future Agenda Items	Director Sauser would like to address issues related to the loss of Gray Line and a possible turnaround spot out Old Mammoth Road. Director Hoff would like to reach out to residents of Red Fir Road about interest in transit service.
Adjournment	The Chairperson adjourned the meeting at 1:13 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for March 17, 2017, in the City of Bishop

Recorded & Prepared by:

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Karie Bentley  
Board Clerk  
Eastern Sierra Transit Authority

Minutes approved:

## **STAFF REPORT**

Subject: Reds Meadow Road Rehabilitation Funding

Initiated by: John Helm, Executive Director

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Materials for this item will be distributed at the meeting.

## **STAFF REPORT**

Subject: Low Carbon Transit Operations Program FY 2016-17 Funds  
Initiated by: Jill Batchelder, Transit Analyst

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### **BACKGROUND:**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in the LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

This program is administered by Caltrans in coordination with Air Resource Board (ARB) and the State Controller's Office (SCO). The California Department of Transportation (Caltrans) is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reduction, disadvantaged community benefit, and other requirements of the law.

### **ANALYSIS/DISCUSSION:**

Eastern Sierra Transit is requesting FY 2016-17 LCTOP funds from both the Inyo and Mono County LTCs to fund two projects: continued expansion of the Mammoth Express fixed route service, and the continued expansion of the Lone Pine Express fixed Route service.

The funding project for the Mammoth Express route is a continuation from the prior year and would continue to provide an additional northbound run

departing Bishop at 6:50am, which permits passengers to arrive in Mammoth in time for a Monday through Friday 8:00am to 5:00pm work shift, and an additional southbound run departing Mammoth at 7:00pm to permit passengers who work later shifts (beyond 5:00pm), or who wish to stay in Mammoth for the early evening hours for shopping, dining or socializing, to travel back to the communities of Crowley Lake, Tom’s Place or Bishop.

The funding project for the Lone Pine Express fixed route bus service would continue to provide an additional northbound run departing Lone Pine mid-day (11:45a.m.) on Mondays, Wednesdays, and Fridays. The additional mid-day run permits passengers to spend a half day in Bishop for medical appointments, social services, shopping, and recreation opportunities. The need for a mid-day Lone Pine to Bishop run has been a request received through on-board surveys and public meetings. The expanded mid-day route is coordinated with the 1:00pm departure of the Mammoth Express making it possible to travel directly from Lone Pine to Mammoth.

There are no areas within Inyo or Mono County that are designated through this program as a disadvantaged community. Therefore, the goal for our region under this program is to reduce greenhouse gases.

**FINANCIAL CONSIDERATIONS:**

The (LCTOP) provides formula funding for approved operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The allocation of funding from the State Controller’s office for the Eastern Sierra Region totals \$26,189.

Mono County (99313)	\$ 6,051
Eastern Sierra Transit Authority (99314)	\$ 11,913
Inyo County (99313)	\$ 8,225
<b>Total</b>	<b>\$ 26,189</b>

The 99314 funds allocated to Eastern Sierra Transit are based primarily on ridership and fares received during the previous fiscal year and are divided between Inyo and Mono County projects with a 30%/70% split. This split provides total funding of \$11,799 to Inyo County and \$14,390 to Mono County.

It should be noted that the FY 2016/17 LCTOP funding has been reduced by \$31,848 (-55%), from the \$58,037 available in FY 2015/16 funds.



**Project costs:**

Continued expansion of the Mammoth Express Route

- The operating cost for additional fixed route service is \$30,389
- Expected fare revenue at 1,300 annual passenger trips at an average fare of \$5.64 = \$7,332
- Required funding

LCTOP	\$ 14,390
Fares	\$ 7,332
LTF	\$ 8,667
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Total	\$ 30,389

Continued expansion of the Lone Pine Express Route

- The operating cost for additional fixed route service is \$16,357
- Expected fare revenue at 607 annual passenger trips at an average fare of \$5.12 = \$3,132
- Required funding

LCTOP	\$ 11,799
Fares	\$ 3,132
LTF	\$ 1,426
<hr/>	
Total	\$ 16,357

**RECOMMENDATION**

It is recommended that the Board approve Resolution #2017-01 allocating \$26,189 of FY 2016-17 Low Carbon Transit Operations Program (LCTOP) funds for the continued expansion of the Mammoth Express, and Lone Pine Express fixed route services, and authorizing the Executive Director to complete and execute all documents for the Low Carbon Transit Operations Program submittal, allocation requests, and required reporting.

**RESOLUTION 2017-01**  
**AUTHORIZATION FOR EXECUTION OF THE LOW-CARBON TRANSIT**  
**OPERATIONS PROGRAM (LCTOP) PROJECT: EXPANSION OF THE MAMMOTH**  
**EXPRESS FIXED-ROUTE SERVICE IN THE AMOUNT OF \$14,390 AND**  
**EXPANSION OF THE LONE PINE EXPRESS FIXED-ROUTE SERVICE**  
**IN THE AMOUNT OF \$11,799**

**WHEREAS**, the Eastern Sierra Transit Authority (ESTA) is an eligible contributing project sponsor and may receive state funding from the Low-Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, Eastern Sierra Transit Authority wishes to implement the LCTOP projects listed above.

**NOW, THEREFORE, BE IT RESOLVED** by the Eastern Sierra Transit Authority Board of Directors that ESTA agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects, and that the Board hereby authorizes the submittal of the following project nominations and allocation requests to the Department for FY 2016-17 LCTOP funds:

Project Name: Expansion of the Mammoth Express fixed-route service

Amount of LCTOP funds requested: \$14,390

Short description of project: The continued expansion of the Mammoth Express will provide two additional runs, one departing Bishop at 6:50 am and another departing Mammoth at 7:00 pm.

Contributing Sponsors: Eastern Sierra Transit Authority and Mono County Local Transportation Commission

Project Name: Expansion of the Lone Pine Express fixed-route service

Amount of LCTOP funds requested: \$11,799

Short description of project: The expansion of the Lone Pine Express will provide an additional northbound run departing Lone Pine midday, three days per week.

Contributing Sponsors: Eastern Sierra Transit Authority and Inyo County Local  
Transportation Commission

**PASSED AND ADOPTED** this 17<sup>th</sup> day of March 2017, by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Karen Schwartz, Chairperson  
Eastern Sierra Transit Authority Board of Directors

Attest: Karie Bentley  
Secretary of the Board

By: \_\_\_\_\_  
Karie Bentley

## **STAFF REPORT**

Subject: Title VI Program

Initiated by: Jill Batchelder, Transit Analyst

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### **BACKGROUND:**

The U.S. Department of Transportation's Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients" details the requirements in order for agencies to comply with Title VI of the Civil Rights Act of 1964.

The requirements in the Circular mean that ESTA must update its Title VI, Public Participation, and Language Assistance Plans in order to continue to be eligible for federal grant funding.

### **ANALYSIS/DISCUSSION:**

The proposed, updated Title VI Program remains largely unchanged from ESTA's previously adopted Title VI Plan and has been reviewed by Caltrans and meets the criteria for approval.

The FTA requires all fixed route transit providers of public transportation to develop quantitative standards for Vehicle Load Standards, Vehicle Headway Standards, On-Time Performance, Service Availability, Vehicle Assignment Policy and Transit Amenities for the fixed routes that it operates.

The Vehicle Load Standard measure the maximum number of passengers on buses during peak operational periods. ESTA's proposed policy is to not exceed the vehicles' gross vehicle weight and axle ratings.

Vehicle Headway Standard is the base and peak period frequencies of the fixed routes. The frequencies of the current fixed routes being operated are identified as the standard.

On-Time Performance follows ESTA's current practice. ESTA's standard is that a vehicle is considered on time if it arrives at a scheduled time point no more than five minutes late and the vehicle may not depart prior to the scheduled time.

Service Availability is a measurement of the community's population that resides within ¼ of a mile either side of the fixed route. In Mammoth where ESTA operates fixed route service, 98.7% of the population is within ¼ mile of a fixed route.

ESTA's proposed Vehicle Assignment Policy is to first assign vehicles based on funding source requirements. After funding requirements are satisfied, bus assignments take into account the operating characteristics of the buses, which are matched to the operating characteristics of the route. Additionally the carrying capacity of the vehicle is matched with the ridership volume of the route.

Eastern Sierra Transit Authority coordinates with the local and state jurisdictions on transit amenities in the fixed route area. All agencies work together to ensure compliance with Title VI of the Civil Rights Act of 1964.

## **FINANCIAL CONSIDERATIONS**

The ESTA Title VI Program, including the Public Participation, and Language Assistance for Persons with Limited English Proficiency Plans will result in a cost to the Authority for public notices, printing, and translation and interpretation services. The estimated cost to the Authority is \$5,000.00 per year and is included in the current budget.

## **RECOMMENDATION**

The Board is requested to pass and adopt Resolution 2017-02, approving the Eastern Sierra Transit Authority's updated Title VI Program, including the incorporated Public Participation and Language Assistance Plans.

**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EASTERN SIERRA TRANSIT AUTHORITY APPROVING THE AUTHORITY'S TITLE VI PROGRAM, INCLUDING THE PUBLIC PARTICIPATION, AND LANGUAGE ASSISTANCE PLANS**

**WHEREAS**, the Eastern Sierra Transit Authority has updated its Title VI Program, which incorporates a Public Participation Plan, and a Language Assistance Plan for Persons with Limited English Proficiency defining the Authority's commitment to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200d, et seq., and Executive Order 13166, and the provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients", and

**WHEREAS**, as a sub-recipient of federal transit funding, the Eastern Sierra Transit Authority's Title VI Program must be reviewed, approved and submitted to the California Department of Transportation every three years.

**NOW, THEREFORE, BE IT RESOLVED** by the Eastern Sierra Transit Authority Board of Directors that: The Board approves the updated Eastern Sierra Transit Authority Title VI Program presented and reviewed on the date written below, which incorporates a Public Participation Plan, and a Language Assistance for Persons with Limited English Proficiency Plan.

**PASSED AND ADOPTED** this 17th day of March, 2017 by the following vote:

AYES: Directors

NOES:

ABSENT:

ABSTAIN:

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**Karen Schwartz, Chair**  
**Eastern Sierra Transit Authority Board of Directors**

Attest: Karie Bentley  
Secretary of the Board

By: \_\_\_\_\_  
Karie Bentley

**EASTERN SIERRA  
TRANSIT AUTHORITY'S  
TITLE VI PROGRAM**

**Approved by Eastern Sierra Transit Authority's  
Board of Directors:**

**INTRODUCTORY:**

This document was prepared by Eastern Sierra Transit Authority and approved by its Board of Directors to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."



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## Eastern Sierra Transit Authority's Title VI Notice to the Public

ESTA hereby gives public notice that it is the policy of the Eastern Sierra Transit Authority to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which ESTA receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with ESTA. Any such complaint must be in writing and filed with ESTA's Transit Analyst within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, call ESTA at 760.872.1901.

### List of Locations Where Title VI Notice Is Posted

Eastern Sierra Transit Authority's Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
Bishop Office	703 Airport Road	Bishop, CA
Mammoth Office	210 Commerce	Mammoth Lakes, CA
Stops and Vehicles	Inyo & Mono County	

The Title VI notice and program information is also provided on Eastern Sierra Transit Authority's website at:  
[www.estransit.com](http://www.estransit.com)

## Title VI Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by ESTA or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Transit Analyst may be utilized for resolution, at any stage of the process. The Transit Analyst will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with ESTA's Transit Analyst. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements.
  - a. Complaint shall be in writing and signed by the complainant(s).
  - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
  - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or e-mail transmittal for ESTA to be able to process it.
  - e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to ESTA for processing.
2. Upon receipt of the complaint, the Transit Analyst will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint.
3. In order to be accepted, a complaint must meet the following criteria: The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

- a. The allegation(s) must involve a covered basis such as race, color, or national origin.
- b. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor.
- c. The complainant(s) must accept reasonable resolution based on ESTA's administrative authority (reasonability to be determined by ESTA).
4. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
  - c. The complainant cannot be located after reasonable attempts.
5. Once ESTA decides to accept the complaint for investigation, the complainant will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged into ESTA's records identifying its basis and alleged harm, and the race, color, and national origin sex, age, genetic information, veteran status or retaliation of the complainant.
6. In cases where ESTA assumes the investigation of the complaint, ESTA will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of ESTA's written notification of acceptance of the complaint to furnish his/her response to the allegations.
7. In cases where ESTA assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, ESTA's Transit Analyst will prepare an investigative report for review by the ESTA Board of Directors and the Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
8. The investigative report and its findings will be sent to ESTA's Counsel for Review. After 10 days, Counsel will render a recommendation.
9. Any comments or recommendations from the Counsel will be reviewed by ESTA's Transit Analyst. The Transit Analyst will discuss the report and recommendations with the Executive Director within 10 calendar days. The report will be modified as needed and made final for its release.
10. ESTA's final investigative report and a copy of the complaint will be forwarded to the Federal Transit Administration, Region IX, within 60 calendar days of the acceptance of the complaint.
11. ESTA will notify the parties of its final decision.
12. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the Federal Transit Administration, Office of Civil Rights Region IX, 201 Mission Street (Suite 1560) San Francisco, CA 94105. The complainant has 180 days after ESTA's final resolution to appeal to FTA. Unless the facts not previously considered come to light, reconsideration of appeal to ESTA will not be available.

## Eastern Sierra Transit Authority Title VI Complaint Form

### TITLE VI COMPLAINT FORM

<b>Section I: Please write legibly</b>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone ( <i>Optional</i> ):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
<b>Section III:</b>		
11. I believe the discrimination I experienced was based on ( <i>check all that apply</i> ):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: ( <i>mm/dd/yyyy</i> )		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

## Eastern Sierra Transit Authority Title VI Complaint Form, Page 2

<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with Eastern Sierra Transit Authority?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [ ] YES*    [ ] NO		
If yes, check all that apply:		
[ ] Federal Agency _____	[ ] State Agency _____	
[ ] Federal Court _____	[ ] Local Agency _____	
[ ] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:	Email:	
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Submit form and any additional information to:**

Jill Batchelder, Transit Analyst  
EASTERN SIERRA TRANSIT AUTHORITY  
P.O. Box 1357  
Bishop, CA 93515  
Phone: 760.872.1901 x11  
Fax: 760.784-9566  
Email: jbatchelder@estransit.com

## List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. none				
2.				
Lawsuits				
1. none				
2.				
Complaints				
1. none				
2.				

## **Public Participation Plan**

Eastern Sierra Transit Authority is committed to providing an open and visible decision-making process to which Inyo and Mono County residents have equal access. It is the policy of Eastern Sierra Transit Authority to actively solicit the involvement of citizens in the public decision-making process, through public notification, media exposure, local meetings, and public hearings.

Further, it is the policy of Eastern Sierra Transit Authority to offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. This includes seeking out and considering the viewpoints of minority, low-income, and limited English proficiency (LEP) populations (as well as older adults and people with limited mobility) in the course of conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B (“Title VI Requirements and Guidelines for Federal Transit Administration Recipients”).

Attachment A – Public Participation Plan

## **Summary of Outreach Efforts Made Calendar Years 2014, 2015 & 2016**

Eastern Sierra Transit Authority is an active member in the Inyo County Social Service Transportation Advisory Committees and attends meetings annually. Unmet Needs Workshops are held annually in Bishop, the county’s population center, and in the southern section of the county.

In Mono County, Eastern Sierra Transit Authority is an active member in the Mono County Social Service Transportation Advisory Committees and attends meetings annually. Additionally, Eastern Sierra Transit is scheduled annually on the agenda of all Mono County Regional Planning Advisory Committee meetings that are held in Wheeler Crest, Antelope Valley, June Lake, Bridgeport, Crowley Lake, Lee Vining, Benton and Chalfant in order to solicit transportation needs directly from the community



Eastern Sierra Transit’s Board of Directors receive a semi-annual service review to determine if any service adjustments are needed. No fare increases or major service adjustments were made in calendar years 2014, 2015 or 2016.

**Outreach Activities**

The following is a list of outreach activities.

**2014 OUTREACH ACTIVITIES**

<b>Date</b>	<b>Event</b>
02/26/14	Inyo County Social Services Transportation Advisory Council
03/12/14	Mono Basin RPAC
03/20/14	Bridgeport RPAC
03/26/14	Long Valley RPAC
04/01/14	June Lake RPAC
04/03/14	Antelope Valley RPAC
04/14/14	Mono Social Services Transportation Advisory Council
04/16/14	Inyo South County Unmet Needs
04/21/14	Chalfant / Benton RPAC
05/21/14	Inyo North County Unmet Needs
04/16/14	Coordinated Plan Public Out Reach Meeting – Bishop, CA
04/16/14	Coordinated Plan Public Out Reach Meeting – Mammoth Lakes, CA

**2015 OUTREACH ACTIVITIES**

<b>Date</b>	<b>Event</b>
02/23/15	Inyo County Social Services Transportation Advisory Council
03/02/15	Chalfant RPAC
03/05/15	Antelope Valley RPAC

03/11/15	Mono Basin RPAC
03/16/15	Benton/Hammil RPAC
03/19/15	Bridgeport RPAC
03/25/15	Long Valley RPAC
04/13/15	Mono County Social Services Transportation Advisory Council

### 2016 OUTREACH ACTIVITIES

Date	Event
02/22/16	Chalfant RPAC
02/25/16	Inyo County Social Services Transportation Advisory Council
02/29/16	Benton/Hammil RPAC
03/03/16	Antelope Valley RPAC
03/09/16	Mono Basin RPAC
03/22/16	Bridgeport RPAC
03/23/16	Long Valley RPAC

All public meeting and workshops are widely notice through multiple media outlets in the community in both English and Spanish.

## Language Assistance Plan

The Limited English Proficiency Plan has been prepared to address Eastern Sierra Transit Authority's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including Eastern Sierra Transit Authority, which receives Federal grant funds.

Attachment B - Limited English Proficiency Plan

## Membership of Non-Elected Committees and Councils

Eastern Sierra Transit Authority's Board of Director's is made up of eight officials from each of the member entities; City of Bishop, Town of Mammoth Lakes, Inyo County and Mono County. Seven of the eight current Directors are elected officials. One Director was appointed from the public at large in keeping with Section 1.2.2 of the ESTA Joint Powers Agreement.

## Service Standards

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators: vehicle load, vehicle headway, on-time performance and service availability.

### 1. Vehicle Load Standards

The average of all loads during the peak operating period should not exceed the vehicles' achievable capacities. As defined below.

Vehicle Type	Average Passenger Capacities			Maximum Load Factor
	Seated	Standing	Total	
22' Mini-Bus	15	0	15	1.0
25' Mini-Bus	18	0	18	1.0
33' Trolley	33	9	42	1.27
35' bus	37	14	51	1.38
40" bus	37	21	58	1.57

## 2. Vehicle Headway Standards

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent populations and activities, relationship to the Town of Mammoth Lakes Transportation Plan, relationship to major transportation developments and land use connectivity and transportation demand.

Winter/Summer Peak Season	Peak	Base	Evening	Night
Red's Meadow Shuttle	10	20	45	--
Ski Area Routes	10	15	--	--
Lakes Basin Trolley	15	30	--	--
Trolley	20	20	20	20
Town Routes	30	30	--	--

Spring /Fall Off Season	Peak	Base	Evening	Night
Trolley	30	30	30	--
Town Routes	30	30	--	--

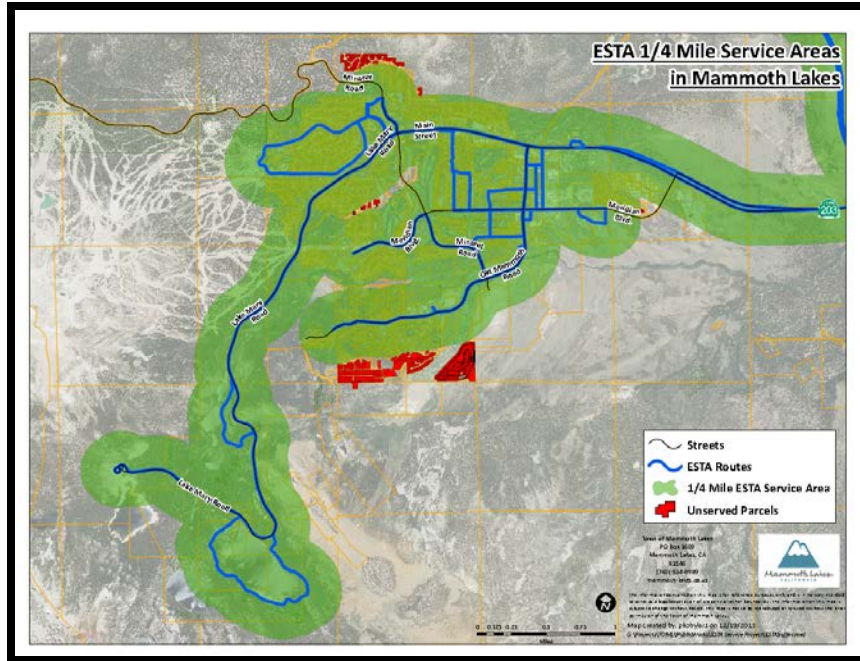
## 3. On-Time Performance

A vehicle is considered on time if it arrives at a scheduled time point no more than 5 minutes late and the vehicle may not depart prior to the schedule time. Eastern Sierra Transit's on-time performance objective is 95% or greater on a particular route. On-time performance is periodically sampled to monitor performance

## 4. Service Availability

The standard set by Eastern Sierra Transit for service availability is to serve 80% of the community within ¼ of a mile either side of the fixed route.

Eastern Sierra Transit utilized intersecting census blocks when calculating the population served by the fixed routes. At this time, fixed route service is only offered in the Town of Mammoth Lakes. The total population in the Town based on the 2010 census Blocks is 8,205. The population served by the fixed route is 8,100. This calculates to 98.7% of the population that is within ¼ mile of a fixed route.



See Attachment C for the Census Block populations.

## 5. Vehicle Assignment Policy

Vehicle assignments are first based on funding source requirements. Eastern Sierra Transit's 35' and 40' vehicles were purchased with FTA Transit in the Parks Section 5320 funding that intends that these vehicles to be operated on routes to and from federal lands.

After funding requirements are satisfied, bus assignments take into account the operating characteristics of the buses of the various lengths, which are matched to the operating characteristics of the route. Additionally, the carrying capacity of the vehicle is matched with the ridership volume of the route.

The Vehicle/Capital Replacement Policy for each of the routes allows for all vehicles to be replaced when they reach their useful life in years and /or miles.

## 6. Transit Amenities Policy

Eastern Sierra Transit Authority coordinates with the local and state jurisdictions on transit amenities in the fixed route area. All agencies work together in ensure compliance with Title VI of the Civil Rights Act of 1964.

## **Board of Directors Approval of Eastern Sierra Transit Authority's Title VI Program**

**Attach Board Resolution**

## Appendices

# Eastern Sierra Transit Authority's Public Participation Plan

**Approved:**



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# 1. Introduction

Eastern Sierra Transit Authority is committed to providing an open and visible decision-making process to which Inyo and Mono County residents have equal access. It is the policy of Eastern Sierra Transit Authority to actively solicit the involvement of citizens in the public decision-making process, through public notification, media exposure, local meetings, and public hearings.

Further, it is the policy of Eastern Sierra Transit Authority to offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. This includes seeking out and considering the viewpoints of minority, low-income, limited English proficiency (LEP) populations, older adults, and persons with limited mobility in the course of conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B (“Title VI Requirements and Guidelines for Federal Transit Administration Recipients”).

# 2. Public Participation Process

## Public Involvement Plan

When Eastern Sierra Transit has a project, program or issue that may have an identifiable impact on a neighborhood or citizen group, a Public Involvement Plan shall be submitted to the Executive Director at the beginning of the project or program. The Plan shall be designed to:

1. Ensure responsiveness to the level of interest and concern expressed by the public;
2. Ensure visibility and understanding by the agencies, groups and individuals who may participate; and
3. Ensure that public involvement is carefully and systematically included as part of the decision-making process.

The Public Involvement Plan will be included as part of staff reports for Eastern Sierra transit’s Board of Directors.

## **Approach to Public Participation**

The following principles will be used to develop the Public Involvement Plan for transit projects and programs:

- When a project (e.g., construction activity) may affect a community, special community meetings will be scheduled early in the project planning process. Notices will be sent to organized community groups and any individual who has requested notification.
- All public hearing notices shall be written in clear, concise and understandable language and will incorporate graphics when it aids the message. The notices will clearly be identified as an Eastern Sierra Transit notice.
- The Public Involvement Plan will reflect Eastern Sierra Transit's policy to provide early and continuous opportunities for the public to be involved in the identification of the impacts of proposed decisions. It will also reflect the Transit Authority's policy to seek out the viewpoints of minority, low-income, and Limited English Proficiency (LEP) populations, as well as older adults and people with limited mobility, in the course of conducting public outreach and involvement activities, consistent with the Authority's Title VI Program, Executive Order 13166 on access for individuals with Limited English Proficiency, and U.S. Department of Transportation (DOT) LEP Guidance.
- The Public Involvement Plan will be tailored to the populations affected and the type of plan, program, or service under consideration.
- Public meetings will be held in locations that are accessible to transit riders and people with disabilities, and will be scheduled at times that are convenient for members of the public.
- Public meetings and hearings will be broadly advertised in the community in both English and Spanish (e.g., website [www.estransit.com](http://www.estransit.com), local print media, social media, and email notification to Eastern Sierra Transit's outreach mailing list) and notification will be provided regarding the availability of language assistance.

## **Targeted Public Outreach to Minority and Limited English Proficient (LEP) Populations**

During development of the Public Involvement Plan and/or planning for public engagement in general, the Eastern Sierra Transit Authority will incorporate strategies intended to promote involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

At a minimum, staff will implement the strategies identified in the section below, *Outreach Requirements and Activities*, including holding public meetings in locations that are accessible to transit riders and people with disabilities, scheduling meetings at times that are convenient for members of the public, advertising meetings and hearings in English and Spanish, and providing notice of the availability of language assistance.

In addition, Eastern Sierra Transit staff will consider implementing the following public engagement strategies to complement the minimum requirements, as appropriate to the plan, project, or service:

- Using supplemental outreach strategies such as surveys regarding projects or proposed service changes.
- Partnering with community organizations to engage members of the public who are less likely to attend traditional public meetings (including LEP populations) through means such as surveys and focus groups. Eastern Sierra Transit maintains a list of current and potential future community partners.
- Attending community events and meetings of neighborhood associations, faith-based organizations, advocacy groups, and other groups to solicit feedback from diverse members of the public.

Eastern Sierra Transit staff may consult FTA Circular 4703.1 (“Environmental Justice Policy Guidelines for Federal Transit Administration Recipients”) for additional strategies that may be incorporated into the Public Involvement Plan.

## **Outreach Requirements and Activities**

### **Public Comment for Fare Increases and Major Service Changes**

It is the policy of Eastern Sierra Transit to solicit public opinion and consider public comment before raising fares or implementing a major service change.

A public hearing is required prior to implementation of a fare increase or a major service change. A “major” service change is defined as a modification that affects 25% or more of a single route, or 25% or more of all routes. Additional public involvement strategies, such as public meetings, community meetings, or other outreach to affected individuals will be implemented as appropriate to solicit public comment for consideration in advance of the public hearing. Public comments received will be compiled and considered prior to finalizing the recommendation to the Board of Director’s regarding a fare increase or major service change. A summary of the public comments received will be provided as part of the staff report submitted to the Board of Director’s for the fare increase or major service reduction in question.

The public hearing will be scheduled as part of a regular Board of Director’s meeting, and advertised broadly through the Eastern Sierra Transit website [www.estransit.com](http://www.estransit.com), outreach mailing lists, and poster and flyers on the buses, and at bus stops. The hearing will also be advertised through targeted outreach to community groups or other organizations and individuals, as appropriate to the proposed change. Notices regarding the public hearing will be provided in both English and Spanish. Additionally, notice of the public hearing will be posted in the Inyo Register and/or Mammoth Times as appropriate.

Any interested individual is invited to make comments. Comments may be submitted in person at the public informational meetings and public hearings. They may also be submitted by mail, over the phone to Eastern Sierra Transit administrative staff, via email, and online via the Eastern Sierra Transit website.

The public hearing will consist of a staff report before the Board of Director's, followed by public testimony.

All comments received are reviewed by Eastern Sierra Transit staff and the Board of Directors and will be considered in the final decisions. The goal of the Eastern Sierra Transit Authority is to provide consistently excellent transit services to meet the needs of the region's diverse population including residents and visitors, young and old, and transit-dependent and choice riders.

# **Eastern Sierra Transit Authority's Language Assistance Plan**

**Approved:**

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## **I. Introduction**

The Language Assistance Plan for Persons with Limited English Proficiency has been prepared to address Eastern Sierra Transit Authority's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including Eastern Sierra Transit Authority, which receives Federal grant funds.

## **II. Plan Summary**

Eastern Sierra Transit Authority is the operator of public transit in Inyo and Mono Counties, providing dial-a-ride, fixed route, commuter routes and inter-regional bus service. Eastern Sierra Transit Authority has developed this Language Assistance Plan for Persons with Limited English Proficiency to help identify reasonable steps for providing language assistance to persons who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, Eastern Sierra Transit used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by Eastern Sierra Transit.
2. The frequency with which LEP persons come in contact with Eastern Sierra Transit services.



3. The nature and importance of services provided by Eastern Sierra Transit to the LEP population.
4. The interpretation services available to Eastern Sierra Transit and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section

### **III. Meaningful Access: Four-Factor Analysis**

#### **Factor 1**

##### **The Number or proportion of LEP persons in the service area who may be served or are likely to require Eastern Sierra Transit Services**

Eastern Sierra Transit staff reviewed the U.S. Census Report B16001 Language Spoken at Home By Ability To Speak English For the Population 5 Years and Over and determined that 5,748 persons in the Eastern Sierra Transit service area or (18.7%) of the population speak a language other the English. Of those, 2,294 persons have limited English proficiency; that is they speak English less than “very well” This is 7.5% of the overall population in the service area. Of those persons with limited English proficiency in Eastern Sierra Transit’s service area, 2,047 (6.7%) speak Spanish or Spanish Creole. No other languages account for more than 5% of the total population.

Appendix A – Census Data

#### **Factor 2**

##### **The frequency with which LEP persons come in contact with Eastern Sierra Transit Services**

Eastern Sierra Transit staff reviewed the frequency with which the Board of Directors, office/dispatch staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. Since the inception of the Authority in 2007, Eastern Sierra Transit has had no requests for interpreters and no request for translated program documents.

#### **Factor 3**

##### **The Nature and Importance of Services Provided by Eastern Sierra Transit to the LEP Population**

There is no large geographic concentration of any type of LEP individuals in the service area of Eastern Sierra Transit. The overwhelming majority of the population, 92.5%, speaks only English or speaks English very well. As a result, there are few service, professional and leadership organizations within Eastern Sierra Transit’s service area

that focus on outreach to LEP individuals. The Eastern Sierra Transit Board of Directors, office/dispatch staff and drivers are most likely to encounter LEP individuals through transit rides, office visits, phone conversations, and interactions at Board meetings.

## Factor 4

### The resources available to Eastern Sierra Transit and overall cost to provide LEP assistance.

Eastern Sierra Transit reviewed available resources that could be used for providing LEP assistance. Authority documents will be translated if the need should arise and reasonable notice given. Other language translation if needed would be provided through a telephone interpreter line. Eastern Sierra Transit would pay the fee for this service.

How Eastern Sierra Transit staff will identify LEP persons who need language assistance:

1. Post notice of Language Assistance Plan and the availability of interpretation or translation services free of charge in a language that LEP persons would understand.
2. All Eastern Sierra Transit staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
3. Eastern Sierra Transit staff will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year.
4. When Eastern Sierra Transit sponsors a public hearing, meeting or workshop, the public notice will include a statement that interpreter services are available with seven day advance notice. Additionally, staff person will make an effort to identify any LEP persons at public meetings by informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be available to be provided at the event, it will help identify the need for such services at future events.

Specific Element	Cost	Estimated Annual Cost
Title VI Notice to the Public	\$300	\$300
Vital Document translation	\$100 minimum per document	\$2,000
“I Speak” cards	\$100 per 50 cards	\$200
Interpretive services	\$100 per hour	\$2,300

Phone translation service	\$3.95 per minute	\$200

## IV. Implementation Plan

### Language Assistance Measures

Although there are a very low percentage of LEP individuals in the service area who speak English “not well” or “not at all”, Eastern Sierra Transit will offer the following measures:

1. Staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
  - a. A list of volunteer Spanish Language interpreters will be maintained and will be provided within a reasonable time period.
  - b. Language interpretation will be accessed for all languages through a telephone interpretation service for critical need situations.
3. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information about the transit program and services.
4. Include “Spanish a plus” on all Eastern Sierra Transit job recruitment notices.
5. Continue to provide a phone tree at Eastern Sierra Transit’s headquarters in Bishop that includes Spanish options.
6. Maintain Eastern Sierra Transit’s website ([www.estransit.com](http://www.estransit.com)) that includes an option for translation into multiple languages.

### Staff Training

The following training will be provided to Eastern Sierra Transit Staff:

1. Information on the Eastern Sierra Transit Title VI procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of “I Speak Cards”
4. Documentation of language assistance requests
5. How to handle a Potential Title VI / LEP complaint

### Outreach Techniques

When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, the documents, meeting notices, flyers, and

agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as requested.

## **Monitoring**

Eastern Sierra Transit will update the Language Assistance Plan as required. At a minimum, the plan will be reviewed and updated when data for the US Census is updated or when it is clear that higher concentrations of LEP individuals are present in the service area. Updates will include the following:

1. The number of contacts with documented LEP person encountered annually.
2. How the needs of LEP persons have been addressed.
3. Determination of the current LEP population in the service area.
4. Determination as to whether the need for translation services has changed
5. Determine whether local language assistance programs have been effective and sufficient to meet the need.
6. Determine whether Eastern Sierra Transit's financial resources are sufficient to fund language assistance resources needed.
7. Determine whether the Eastern Sierra Transit fully complies with the goals of this Language Assistance Plan.
8. Determine whether complaints have been received concerning the failure to meet the needs of LEP individuals
9. Maintain a Title VI complaint log, to include LEP issues and basis of complaints.

## **Dissemination of the Eastern Sierra Transit Authority Language Assistance Plan**

A link to the Eastern Sierra Transit Language Assistance Plan and the Title VI Procedures is on the agency's website at [www.estransit.com](http://www.estransit.com) .

Any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation.

Questions or comment regarding the Language Assistance Plan may be submitted to Eastern Sierra Transit's, Transit Analyst:

Jill Batchelder, Transit Analyst  
Eastern Sierra Transit Authority  
PO Box 1357

Bishop, CA 93515

Phone: 760-872-1901 Ext. 11

Fax: 760-784-3566

Email: [jbatchelder@estransit.com](mailto:jbatchelder@estransit.com)

# Appendix

B16+A1:G55001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over

2010-2014 American Community Survey 5-Year Estimates

	Inyo County	Mono County	Inyo / Mono Total	
	Estimate	Estimate	Estimate	Percent
<b>Total:</b>	17,336	13,351	30687	100.0%
Speak only English	14,866	10,073	24939	81.3%
Spanish or Spanish Creole:	2,134	2,895	5029	16.4%
Speak English "very well"	1,420	1,562	2982	9.7%
Speak English less than "very well"	714	1,333	2047	6.7%
French (incl. Patois, Cajun):	2	0	2	0.0%
Speak English "very well"	2	0	2	0.0%
Speak English less than "very well"	0	0	0	0.0%
French Creole:	0	1	1	0.0%
Speak English "very well"	0	1	1	0.0%
Speak English less than "very well"	0	0	0	0.0%
Italian:	3	13	16	0.1%
Speak English "very well"	3	13	16	0.1%
Speak English less than "very well"	0	0	0	0.0%
Portuguese or Portuguese Creole:	4	55	59	0.2%
Speak English "very well"	4	55	59	0.2%
Speak English less than "very well"	0	0	0	0.0%
German:	13	120	133	0.4%
Speak English "very well"	13	82	95	0.3%
Speak English less than "very well"	0	38	38	0.1%
Yiddish:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Other West Germanic languages:	20	19	39	0.1%
Speak English "very well"	0	19	19	0.1%
Speak English less than "very well"	20	0	20	0.1%
Scandinavian languages:	4	0	4	0.0%
Speak English "very well"	4	0	4	0.0%
Speak English less than "very well"	0	0	0	0.0%
Greek:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Russian:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Polish:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Serbo-Croatian:	16	0	16	0.1%
Speak English "very well"	5	0	5	0.0%
Speak English less than "very well"	11	0	11	0.0%
Other Slavic languages:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Armenian:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Persian:	5	0	5	0.0%
Speak English "very well"	1	0	1	0.0%
Speak English less than "very well"	4	0	4	0.0%

Gujarati:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Hindi:	11	0	11	0.0%
Speak English "very well"	11	0	11	0.0%
Speak English less than "very well"	0	0	0	0.0%
Urdu:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Other Indic languages:	18	0	18	0.1%
Speak English "very well"	14	0	14	0.0%
Speak English less than "very well"	4	0	4	0.0%
Other Indo-European languages:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Chinese:	59	37	96	0.3%
Speak English "very well"	24	2	26	0.1%
Speak English less than "very well"	35	35	70	0.2%
Japanese:	5	0	5	0.0%
Speak English "very well"	1	0	1	0.0%
Speak English less than "very well"	4	0	4	0.0%
Korean:	43	0	43	0.1%
Speak English "very well"	13	0	13	0.0%
Speak English less than "very well"	30	0	30	0.1%
Mon-Khmer, Cambodian:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Hmong:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Thai:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Laotian:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Vietnamese:	6	1	7	0.0%
Speak English "very well"	4	0	4	0.0%
Speak English less than "very well"	2	1	3	0.0%
Other Asian languages:	12	0	12	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	12	0	12	0.0%
Tagalog:	10	127	137	0.4%
Speak English "very well"	8	127	135	0.4%
Speak English less than "very well"	2	0	2	0.0%
Other Pacific Island languages:	4	5	9	0.0%
Speak English "very well"	3	5	8	0.0%
Speak English less than "very well"	1	0	1	0.0%
Navajo:	10	0	10	0.0%
Speak English "very well"	7	0	7	0.0%
Speak English less than "very well"	3	0	3	0.0%
Other Native North American languages:	77	5	82	0.3%
Speak English "very well"	32	5	37	0.1%
Speak English less than "very well"	45	0	45	0.1%
Hungarian:	8	0	8	0.0%
Speak English "very well"	8	0	8	0.0%
Speak English less than "very well"	0	0	0	0.0%
Arabic:	0	0	0	0.0%

Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Hebrew:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
African languages:	0	0	0	0.0%
Speak English "very well"	0	0	0	0.0%
Speak English less than "very well"	0	0	0	0.0%
Other and unspecified languages:	6	0	6	0.0%
Speak English "very well"	6	0	6	0.0%
Speak English less than "very well"	0	0	0	0.0%

Speak only English	14866	10073	24939	81.3%
Speak English "very well"	1583	1871	3454	11.3%
Speak English less than "very well"	887	1407	2294	7.5%
				100.0%

Speak a language other than English	2,470	3,278	5,748	0.0%
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## **STAFF REPORT**

Subject: 2017 Reds Meadow Shuttle Special Use Permit  
Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

ESTA has operated or subcontracted the operation of the Reds Meadow shuttle service since 2009 through either a Challenge Cost Share Agreement or, beginning in 2012, a Special Use Permit with the U.S. Forest Service.

### **ANALYSIS/DISCUSSION:**

ESTA's operation of the Reds Meadow shuttle since 2012 has been governed by a Special Use Permit that is issued for each summer season's operation. The Forest Service issues a one-season permit to ascertain if the operation under a special use permit is appropriate and to defer the completion of required regulatory approvals necessary for a longer term permit. At this time, ESTA and the Forest Service continue to believe that the term Special Use Permit valid for one season's operation is the appropriate governing document for the service.

The Special Use Permit for the 2017 Reds Meadow season is based on, and includes all material aspects of the 2016 Permit. It is expected that the term of the Permit shall not exceed 180 days in length and will expire no later than December 1, 2017. Other provisions from previous years that are expected to be incorporated in the 2017 Permit include:

- Non-exclusive use: Other uses that do not materially interfere with ESTA's authorized use will be permitted.
- Description of applicable annual fees (3% of gross revenue)
- Requirement for Forest Service review of proposed fare pricing
- Requirement for submittal of annual operating plan

The proposed 2017 Special Use Permit Application and associated Annual Operating Plan are included for review by the Board. John

Vallejo, Inyo County Assistant Counsel, has previously reviewed the U.S. Forest Service Special Use Permit.

A copy of the 2017 season Special Use Permit application and the 2017 season Annual Operating Plan are attached for the Board's review.

### **FINANCIAL CONSIDERATIONS**

The operation of the Reds Meadow Shuttle service under a Forest Service Special Use Permit allows the Authority to apply excess program income to the Authority's fund balance in order to strengthen the Authority's financial position overall and to provide a financial cushion for the operation of the Shuttle service. In FY 2016/17, it is projected that the Reds Meadow Shuttle will generate \$440,000 in revenues. The revenues and expenses for the 2017 Reds Meadow Shuttle service will be included in the FY 2017/18 Budget.

### **RECOMMENDATION**

The Board is requested to authorize the Eastern Sierra Transit Authority to enter into a Special Use Permit to be issued by the U.S. Forest Service for the operation of the Reds Meadow Shuttle service in 2017, and to authorize the Executive Director to execute all required documents for the Permit.

Use Code:		FS-2700-3f (10/09)
Authorization ID:	<b>FOREST SERVICE USE</b>	OMB No. 0596-0082
Contact Name:		
Expiration Date:		

**SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING**  
**Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)**  
**(Ref.: FSH 2709.11, section 41.53)**

**PART I - APPLICATION**

**1. APPLICANT INFORMATION**

Applicant Name: EASTERN SIERRA TRANSIT AUTHORITY

Business Name: EASTERN SIERRA TRANSIT AUTHORITY

Applicant's Complete Address: P.O. Box 1357 (703B Airport Road), Bishop CA 93515

Telephone Number: 760.872.1901      Fax Number: 760.784.9566

E-mail Address: jhelm@estransit.com

Website: www.estransit.com

As an applicant, are you:

<input type="checkbox"/> Individual	If yes, are you a citizen of the United States?
<input type="checkbox"/> Corporation	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Limited Liability Company	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Partnership or Association	If yes, provide a copy of your partnership or association agreement.
<input type="checkbox"/> State Government or Agency	(Includes state universities)
<input checked="" type="checkbox"/> Local Government or Agency	(Includes high schools)
<input type="checkbox"/> Nonprofit	(Please attach a copy of your IRS Form 990)

Under the Regulatory Flexibility Act, a small entity is a firm that is "independently owned and operated" and "not dominant in its field of operation." The United States Small Business Administration has developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than \$6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small

government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity? **YES**

**2. DESCRIPTION OF PROPOSED ACTIVITY: OPERATION OF THE REDS MEADOW SHUTTLE  
SEE ATTACHED ANNUAL OPERATING PLAN**

Please include:

- . The number of service days requested (or quota equivalent).
- . The anticipated number of trips and party size.
- . Trip Itinerary with:
  - . Starting and ending dates of the proposed operations.
  - . Location of routes and starting and ending points for the proposed operations (include a map showing these locations).
  - . Services that will be offered to clients (identify any services that will be provided by a party other than the holder).
  - . A description of your client base or audience.
  - . A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead.
  - . A list of temporary improvements or signs that you propose to use.
  - . A statement of whether the proposed operations involve motorized equipment.
  - . A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested.
  - . A statement of whether an assigned site is requested.
  - . A description of cleanup and restoration during and after the proposed operations.

**3. ADVERTISING.** Provide a current brochure and current advertising materials or website address.  
**SEE ATTACHED ANNUAL OPERATING PLAN**

**4. CLIENT CHARGES.** Provide a description of client charges and fees and what they cover. Attach a current rate sheet. **SEE ATTACHED ANNUAL OPERATING PLAN**

**5. GUIDE IDENTIFICATION**

- . Attach a list of all guides who would be working under the permit.
- . Describe your requirements for employment and staff training programs.
- . Attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Please do not send copies of social security cards or passports. Send driver's licenses only if driving is part of the outfitting and guiding service.
- . If the state in which your activity would occur requires licensing for outfitters and guides, include a copy of relevant licenses.

N/A

**6. OPERATING PLAN.** Attach an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.  
**SEE ATTACHED ANNUAL OPERATING PLAN**

**7. LIABILITY INSURANCE.** The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

**8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM.** If you plan to use an acknowledgment of risk form, attach a copy.

**9. EXPERIENCE.** List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years. If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any performance evaluations received. List all citations or violations received in association with outfitting and guiding activities.

**ESTA has operated the Reds Meadow Shuttle service continuously under a Special Use Permit each summer season since 2012.**

**10. SIGNATURE.** I hereby certify that I am of legal age and am authorized to do business in the State of California. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.

Printed Name: **John Helm** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

**2017 Opertaing Plan**  
**Business Name: EASTERN SIERRA TRANSIT AUTHORITY**  
**Contact: JOHN HELM**  
**Phone Number: 760.872.1901**  
**Email: jhelm@estransit.com**

<u>JOHN HELM</u>	<u>March 17, 2017</u>
Prepared By	Date

_____	_____
Reviewed By-Special Use Permit Admin.	Date

_____	_____
Approved by District Ranger Mammoth & Mono Lake Ranger Districts JON C REGELBRUGGE	Date

**2017 OPERATING PLAN  
INYO NATIONAL FOREST**

**I. GENERAL OVERVIEW OF OPERATIONS**

**A. Business Name:**

1. Legal Business Entity (e.g. Non-profit Corporation, dba, Inc., LLC):

**EASTERN SIERRA TRANSIT AUTHORITY**

2. Holder Authorized Agent:

**JOHN HELM**

3. Address

**P.O. BOX 1357, BISHOP, CA 93515:**

4. Phone Number(s):

**760.872.1901**

5. Fax Number:

**760.784.9566**

6. e-mail:

**jhelm@estransit.com**

7. Web Address:

**www.estransit.com**

- B. Operating Season or Dates and Areas of Operations (including all days that clients are under your care and guidance):**

**Anticipated operating season for the 2017 Reds Meadow Shuttle is June 17 through September 6.**

- C. Total Estimated Revenue (for entire trip duration whether on Inyo NF land or not)**

**\$440,000.00**

- D. Total number of clients and total number of guides and client to guide ratio:**

**ESTIMATE OF 70,000 INBOUND TRIPS**

- E. Describe any Temporary Facilities to be used (portable shelters, rock hardware, etc.)**

**NONE**

- F. First Aid Training. List yourself and your employees and indicate the level of training and the expiration date of the certifications.**

**ESTA EMPLOYEES ARE NOT TRAINED IN FIRST AID AS THEY DO NOT USE THESE SKILLS ON A REGULAR BASIS. IF SOMEONE NEEDS MEDICAL ATTENTION, THE DRIVERS ARE TRAINED TO RADIO OR PHONE FOR ASSISTANCE. ALL BUSES ARE EQUIPPED WITH A BASIC FIRST AID KIT WHICH CAN BE USED BY A DRIVER (IF EXPERIENCED IN FIRST AID CARE) OR BYSTANDER.**

- G. Will you use any type of radio communication system for general operations or for emergencies? Describe system:**

**ESTA USES A 2-WAY RADIO SYSTEM EXTENSIVELY. THE REPEATER FOR THIS SYSTEM IS HOUSED IN THE MINARET VISTA STATION AND FOREST SERVICE STAFF HAVE ACCESS TO THE RADIO.**

H. Explain your emergency procedures in case of accidents or other emergencies:

- IN THE CASE OF ANY SHUTTLE COLLISIONS OR INCIDENTS REQUIRING MEDICAL ATTENTION, LAW ENFORCEMENT ASSISTANCE, OR ANY OTHER POTENTIALLY SERIOUS SITUATIONS, ESTA WILL FOLLOW THEIR ESTABLISHED PROTOCOL FOR SUCH INCIDENTS WHICH INCLUDES:
  - DRIVER SHALL IMMEDIATELY NOTIFY THE DISPATCHER VIA TWO-WAY RADIO OR CELL PHONE ADVISING OF THE SITUATION THAT HAS OCCURRED AND, SPECIFICALLY, IF THERE ARE ANY INJURIES, SIGNIFICANT PROPERTY DAMAGE OR ROADWAY OBSTRUCTION.
  - DISPATCHER OR OPERATIONS SUPERVISOR WILL COORDINATE APPROPRIATE RESPONSE DEPENDING UPON THE SITUATION.
  - IMMEDIATE CARE OF ANY INJURED PERSONS, AND PROTECTING AGAINST FURTHER INJURY OR DAMAGE SHALL TAKE PRIORITY
- ANY COLLISION OR INCIDENT REQUIRING MEDICAL ATTENTION OR INVOLVING A FATALITY WILL BE REPORTED TO THE FOREST SERVICE PROGRAM MANAGER IMMEDIATELY.
- ANY INCIDENT THAT WILL BLOCK OR DELAY TRAFFIC WILL BE COMMUNICATED AS SOON AS IS REASONABLE TO THE MINARET VISTA CHECKPOINT.
- THE FOREST SERVICE PROGRAM MANAGER WILL BE NOTIFIED OF ALL COLLISIONS OR INCIDENTS WITHIN 24 HOURS.
- ESTA OR ITS SURROGATE WILL PROVIDE COPIES OF ALL COLLISION OR INCIDENT REPORTS TO THE FOREST SERVICE PROGRAM MANAGER WITHIN 72 HOURS.

I. Explain in detail how operations will be run (describe use on Forest):

SEE APPENDIX B, C, AND D OF THE ANNUAL OPERATING PLAN FOR A DESCRIPTION OF THE ROUTE, MAP OF THE ROUTE, AND SCHEDULE

J. Provide basic, daily itineraries for each type of trip:

SEE APPENDIX B, C, AND D OF THE ANNUAL OPERATING PLAN FOR A DESCRIPTION OF THE ROUTE, MAP OF THE ROUTE, AND SCHEDULE

K. Explain methods for disposing of trash and waste (toilets, litter, etc.):

TRASH IS COLLECTED ABOARD THE BUSES IN A TRASH RECEPTACLE AND DISPOSED OF AT THE END OF THE DAY IN A DUMPSTER AT ESTA'S OPERATING FACILITY IN THE TOWN OF MAMMOTH LAKES

L. Describe Leave No Trace/Low Impact /Tread Lightly! Practices Used:

ESTA'S OPERATION OF THE REDS MEADOW SHUTTLE IS OPERATED ALL ON DEVELOPED, PAVED ROADWAYS AND HAS NO ASPECT THAT IS CONDUCTED IN THE WILDERNESS. NONETHELESS, AS PART OF OUR EDUCATION OUTREACH, DRIVERS INFORM PASSENGERS OF LOW IMPACT FRONT-COUNTRY PRINCIPLES:

- STICK TO TRAILS
- STASH YOUR TRASH AND PICK UP WASTE
- LEAVE IT AS YOU FIND IT
- KEEP WILDLIFE WILD
- SHARE THE TRAILS AND MANAGE YOUR PET

M. RESERVED SITES – NONE

THIS PERMIT DOES NOT INCLUDE RESERVED SITES.

N. DESCRIBE EDUCATION COMPONENT OF PERMITTED ACTIVITIES



- TO ENSURE ESTA OR ITS SURROGATE STAFF PROVIDE EXCELLENT CUSTOMER SERVICE AND ARE KNOWLEDGEABLE ABOUT THE AREA, IN CONJUNCTION WITH FOREST SERVICE AND/OR NATIONAL PARK SERVICE STAFF, ESTA PERSONNEL WILL PARTICIPATE IN UP TO FOUR (4) HOURS OF TRAINING ON THE HISTORY, RESOURCES AND RECREATIONAL OPPORTUNITIES IN THE REDS MEADOW VALLEY. THIS TRAINING IS INTENDED TO EMPOWER SHUTTLE DRIVERS, CUSTOMER SERVICE AGENTS AND TICKET SALES STAFF WITH BASIC, ACCURATE ANSWERS TO COMMON VISITOR QUESTIONS. ESTA, OR ITS SURROGATE, WILL MAKE EMPLOYEES WHO HAVE NOT PREVIOUSLY COMPLETED THIS ORIENTATION AVAILABLE FOR ORIENTATION TRAINING PRIOR TO THE INCEPTION OF SHUTTLE SERVICE.
- NATIONAL PARK SERVICE WILL PRODUCE AND PROVIDE COPIES OF A SHUTTLE DRIVER INFORMATIONAL TOOL OF THE HISTORY, RESOURCES AND RECREATIONAL OPPORTUNITIES IN THE REDS MEADOW VALLEY TO ESTA FOR DISTRIBUTION TO REDS MEADOW SHUTTLE STAFF.
- FOREST SERVICE AND/OR NATIONAL PARK SERVICE STAFF MAY PROVIDE ON-SHUTTLE INTERPRETATIVE DISCUSSION.

## II. FOREST SERVICE STANDARDS AND GUIDELINES AND AUTHORIZED USE

- A. This permit does not authorize use on other federal lands, private lands, wilderness areas or research natural areas. It is the permit holder's responsibility to know and inform participants of land line locations.
- B. Participants must remain on trail within the Schulman Grove and Patriarch Grove interpretive areas. Areas outside of these two interpretive sites/trails are open to cross country (unless posted otherwise). Travel so as to not create a visible path. Do not collect any materials from within the Ancient Bristlecone Pine Forest. (Prohibited by law)
- C. Remain on established trails and boardwalks at all Mono Lake destinations. Participants are encouraged to carpool. Do not park in the Navy Beach parking area.
- D. Do not climb on or otherwise disturb tufa towers.
- E. Do not block or prohibit the public's access to any location.
- F. Wilderness access is not authorized.**
- G. Do not disturb any amphibians or sage grouse.
- H. The District Ranger may withhold authorization for the holder to use all or part of an assigned amount of service days for reasons of resource protection, public health and safety, or because of permit violations.
- I. The permittee, as well as his or her employees, agents, guests, and customers, shall abide by all current Forest Service regulations. The permittee is wholly responsible for any actions of these persons. Clientele shall be informed of all regulations regarding National Forest regulations, as discussed in the Operating Plan.
- J. The permittee shall furnish a report of actual use and financial report within thirty (30) days of the close of the season's operations.**
- K. All advertising, including circulars, brochures, advertising, and other materials, or on its World Wide Web site, signs, or letterheads must be approved by the Forest Service prior to publication.**
- L. Motorized vehicle use shall be restricted to existing roads and trails designated on the 2015 Motorized Vehicle Use Map. Park vehicles so as not to block gates, driveways, travel ways.
- M. Take care to protect habitat by avoiding wet meadows, avoid disturbance to riparian habitat along lakeshores and by depositing human waste or other wastewater 200 feet or more from any surface water. Be aware that chemicals such as sunscreen or insect repellent on your skin can affect localized water quality along streams banks or lake shores. Amphibian species are directly affected by these chemicals. **California State Code 14 CCR § 40 instructs that you must not, among other things, capture, collect, intentionally kill or injure, possess, or transport any native amphibian species.** Be vigilant in your "Leave no Trace" practices, and ensure that your clients do the same. Careful use of the wilderness resource will protect the species and help to allow the continuance of commercial services.

- N. We expect our permittees to conduct their operations in a manner which protects not only the natural resources of the Inyo National Forest but also our rapidly disappearing cultural resources. The ethical treatment of archeological sites and sensitive cultural areas should clearly be a concern of everyone who uses our forests. This should be a particular concern of our permittees and their clients. Archeological sites may be observed, but artifacts of any kind are not to be disturbed, removed or destroyed.

**Indiscriminate dissemination of locational data; GPS coordinates, detailed maps or photographs revealing the presence of cultural resources will always result in the disappearance of archeological sites and violations of federal laws such as Archaeological Resources Protection Act, National Historic Preservation Act and Native American Graves and Repatriation Act.**

- O. The introduction and spread of non-native plant species and its potential for ecosystem impacts is one of the greatest threats currently facing public lands. Weeds can be spread to new areas in many ways, including in the clothing or shoes of unsuspecting hikers. In order to prevent the spread of weeds into undeveloped areas, outfitter/guide permittees and their clients will check boots, socks, and clothing, and vehicle tires, as applicable, for "hitch-hiking" seeds or other plant parts prior to entering permit areas. Any weeds will be disposed of in trash receptacles. The permit holder will take all steps necessary to prevent the introduction and spread of noxious weeds on National Forest System Lands, including:
- a. Check clothing and equipment for weed seeds prior to and upon leaving forest lands.
  - b. Stay on established roads and trails.
  - c. Wash vehicles, including undercarriage, prior to driving on forest lands to prevent establishing new weed populations.
  - d. Avoid traveling through or camping in weed infested areas.
  - e. Report only small or new infestations of weeds to the permit administrator.

### III. SAFETY AND ACCIDENT HANDLING

- A. **Incident Notification.** The holder shall be required to contact the authorized officer as soon as practicable after the following incidents that occur on National Forest System (NFS) lands within the authorized area:
1. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
  2. Any failure of a structural, mechanical, electrical component and its primary connection, or operator error, which impairs the operation or function of a passenger ropeway in a way that could affect public safety, or any ropeway incident that requires reporting to State authorities;
  3. A search and rescue operation to locate a person; or
- i. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.
- B. **Method of Notification.** The authorized officer shall determine protocol for how the notification must be made. Notification may be tailored to the unique characteristics of the permitted operation. Report incidents to the assigned permit administrator. All injuries or accidents of clients or employees occurring on National Forest Lands will be reported at the earliest opportunity to the Permit Administrator, White Mountain Ranger District Office (760-873-2510).
- C. **Contents of Notification.** When notifying the authorized officer of an incident, the holder shall be required to specify when, where, and how it occurred, and who was present or affected by the event.
- D. All guides who work alone with their clients will have, as a minimum, a current wilderness first responder card or equivalent first aid certificate..
- E. All major searches or rescue operations will involve the County Sheriff's Department. Emergency Dispatch numbers will be known by all employees.
- F. Requests for helicopter rescues will be coordinated through the Sheriff's Department. Forest Supervisor approval must be obtained prior to all flight for life rescue in any Wilderness area.

#### IV. TITLE VI COMPLIANCE

##### A. Non-discrimination policy

1. Permit Holder and employees shall not discriminate by segregation or otherwise against any person on the basis of race, color, sex (in educational activities), national origin, age or disability, by curtailing or by refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally and that the holder and employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments, and the Age Discrimination Act of 1975.
2. Holder shall include and require compliance with the above nondiscrimination provisions in any third party agreement made with respect to the operations under this permit.
3. Signs setting forth this policy of nondiscrimination to be furnished by the Forest Service will be conspicuously displayed at the public entrance to the premises, and at other exterior or interior locations as directed by the Forest Service.
4. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

##### B. Public notification of non-discrimination policy

1. The following **nondiscrimination statement shall be posted** in the Holder's office where visible to clients and employees. The nondiscrimination statement shall also be included (in full) on **all printed and electronic materials** that are produced for public distribution or information:

**"In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)"**

**Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.**

**To file a complaint alleging discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provided in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (a) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (b) fax: (202) 690-7442; or (c) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)."**

**"USDA is an equal opportunity provider, employer, and lender."**

2. If the size of printed material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text: **"This institution is an equal opportunity provider."** It is expected that the full text be included in all but the smallest print advertising.
3. Printed material also must include the following statement: **"Holder' operates under a permit from the Inyo National Forest."**

##### C. Equal Access To Federal Programs

In addition to the above non-discrimination policy, the holder agrees to insure that its program and activities are open to the general public on an equal basis and without regard to any non-merit factor.

**Appendix A - 2017 ANNUAL OPERATING PLAN**  
***Eastern Sierra Transit Authority, Reds Meadow Shuttle Service***

**I. GENERAL OVERVIEW OF OPERATIONS**

This operating plan outlines the expectations and requirements of Eastern Sierra Transit Authority (ESTA), the Inyo National Forest and the Devils Postpile National Monument National Park Service for the Reds Meadow Shuttle service.

**1. Shuttle Fees**

**a. Shuttle fares are as follows:**

Adult (over 15 years old) daily pass:	\$7.00
Child (aged 3 – 15 years old) daily pass:	\$4.00
Infant (< 2 years old):	no charge
Adult 3-day pass (good for 3 out of 5 days):	\$14.00
Child 3-day pass (good for 3 out of 5 days):	\$8.00
Adult season pass (good for all of 2016):	\$35.00
Child season pass (good for all of 2016):	\$20.00
Dog:	no charge

**b. ESTA or its surrogate will collect passenger fares during all hours of shuttle operations and provide sufficient staffing and/or ticket vending machines to minimize passenger wait time for ticket purchase.**

- i. ESTA, or its surrogate, will sell shuttle tickets from a dedicated ticket sales window at the Adventure Center or bus loading area from 8:00a.m. until 5:00p.m. Hours may be reduced on Reduced Schedule service days. Tickets may be purchased aboard the bus, or at MMSA outlets on these days.
- ii. When tickets are not being sold from the Adventure Center or loading area, passengers may purchase tickets from shuttle drivers.
- iii. ESTA, or its surrogate, will accept all major credit cards and cash for payment of shuttle fares at ticket sales outlets.
- iv. Shuttle drivers need only accept cash and need not guarantee correct change for tickets sold aboard the bus.

**c. Passengers boarding the shuttle within the Reds Meadow Valley will be charged fares as follows:**

- i. Passengers initiating shuttle transportation within the Reds Meadow Valley must pay the fare to use the shuttle. The fare is valid for a round-trip, including the trip back into the Valley, if desired.
- ii. Passengers who paid the exception vehicle fee to stay in Reds Meadow Valley must pay the fare to use the shuttle to travel out or into the Valley. The fare is valid for a round-trip.
- iii. All passengers who travel only to stops within the Reds Meadow Valley will be allowed to ride without paying a fare.

**d. ESTA or its surrogate will honor concessionaire or employee passes created by the Forest Service.**

- i. The Forest Service will limit distribution of concessionaire and employee passes to:
  - 1. Forest Service or National Park Service staff who live or work in Reds Meadow Valley,
  - 2. Red’s Meadow Resort staff who live or work in the Reds Meadow Valley,

3. Campground concessionaire staff that live or work in the Reds Meadow Valley, and
  4. Outfitters and guides with Special Use Permits to operate in Reds Meadow Valley (pass is not valid for their customers).
- ii. ESTA may document the use of Forest Service season passes to demonstrate the financial impact to revenues.
- e. On-duty Forest Service and National Park Service staff may ride the shuttle at no cost (including work related travel or travel to or from living quarters or duty stations), as room allows.
  - f. All adjustments to the Reds Meadow Shuttle fare structure shall be subject to review and approval by the Forest Service.

## 2. Shuttle Route

- a. Reds Meadow Shuttles will operate into and out of Reds Meadow Valley between the Mammoth Mountain Adventure Center or The Village depending on schedule, and the Red's Meadow Resort. Each trip will include stops, if requested by passengers or waiting passengers are present, at the following locations: Agnew Meadows, Starkweather Lake, Upper Soda Springs campground, Pumice Flats campground, Minaret Falls campground, Devils Postpile Ranger Station, Sotcher Lake, Reds Meadow campground, Rainbow Falls trailhead and the Red's Meadow Resort.
  - i. Designated shuttles will begin their route at The Village in the Town of Mammoth Lakes.
  - ii. All shuttles will stop at Devils Postpile Ranger Station.
  - iii. Inbound shuttles that are operating in addition to the scheduled times do not need to continue beyond the Devils Postpile Ranger Station and may return direct to the Adventure Center.
  - iv. Outbound shuttles departing from Reds Meadow Resort that are full and have no passengers wishing to disembark at the Devils Postpile Ranger Station need not stop at the Devils Postpile.
- b. The route name, "Reds Meadow-Devils Postpile," "Reds Meadow," or "Devils Postpile" shall be clearly displayed on the shuttle's intergral route sign, when the vehicle is so equipped, or alternatively on a sign placed on the front of the shuttle.
  - i. A sign indicating the route direction shall be clearly displayed on the front of the shuttle.

## 3. Shuttle Schedule

- a. ESTA or its surrogate will operate the Reds Meadow Shuttle service daily between the anticipated start date of, June 17, 2017 and scheduled end date, September 6, 2017.
- b. ESTA will, at a minimum, follow the shuttle schedule attached as Appendix D from June 17, 2017 through August 20, 2017, plus the 3-day Labor Day holiday weekend.
- c. ESTA or its surrogate will provide sufficient shuttle capacity to meet ridership demand to minimize passenger waiting time. Average passenger wait time greater than 30 minutes is considered excessive.
- d. The Forest Service and ESTA shall jointly develop any revised schedule to appropriately address increased or decreased demand during the operating season, if necessary. ESTA will coordinate any regular adjustments to the shuttle schedule with the Forest Service.

4. Promotional material
  - a. Forest Service will design informative /shuttle promotional material that includes, at a minimum:
    - Dates of operations,
    - Hours of operation and daily schedule,
    - Fare structure,
    - Ticket outlet locations and methods of payment,
    - Route map with boarding and alighting locations,
    - Dog ridership information, and
    - US Forest Service and National Park Service logos and any required verbiage.
  - b. ESTA will produce and distribute shuttle promotional material as provided by the Forest Service.
  - c. Forest Service and National Park Service will provide artwork, logos and any required verbiage, in an acceptable format, to ESTA for use on all shuttle schedules, and promotional material.
  - d. Forest Service, National Park Service and ESTA will provide schedule, fare and pertinent rider information (information in Section 1.4.a.) about the Reds Meadow Shuttle service on agency websites.
  - e. Forest Service will distribute promotional media to Inyo National Forest welcome and visitor centers, campgrounds within the Reds Meadow Valley and the Red's Meadow Resort and pack station.
  - f. ESTA will distribute promotional material to Mammoth Mountain Ski Area, The Village, Chambers of Commerce, Yosemite Area Regional Transportation System (YARTS) and key information outlets in the greater Mammoth Mountain area.
  - g. Forest Service and National Park Service will be responsible for any interpretive or promotional material for display or distribution at shuttle stops or on shuttle vehicles.
    - i. ESTA will make available two interior advertising card spaces per bus for Forest Service or National Park Service interpretive or promotional information.
5. Employee education and public interaction
  - a. ESTA will ensure all ESTA staff and surrogate staff that interacts with the public is courteous and respectful to the visiting public.
  - b. To ensure ESTA or its surrogate staff provide excellent customer service and are knowledgeable about the area, Forest Service and/or National Park Service will provide personnel, for up to four (4) hours, for Reds Meadow Shuttle staff orientation training on the history, resources and recreational opportunities in the Reds Meadow Valley. This training is intended to empower shuttle drivers, customer service agents and ticket sales staff with basic, accurate answers to common visitor questions. ESTA, or its surrogate, will make employees who have not previously completed this orientation available for orientation training prior to the inception of shuttle service.
  - c. National Park Service will produce and provide copies of a shuttle driver informational tool of the history, resources and recreational opportunities in the Reds Meadow Valley to ESTA for distribution to Reds Meadow Shuttle staff.
  - d. Forest Service and/or National Park Service staff may provide on-shuttle interpretive discussion.
  - e. ESTA or its surrogate will solicit, document and respond to passenger inquires, comments, and complaints within 72 hours of receipt of such and provide a copy of each with response to the Forest Service Program Manager on a weekly basis. Serious

complaints, such as those involving safety or visitor injuries, must be addressed immediately and reported to the Forest Service Program Manager in the most expeditious manner.

- f. ESTA, Forest Service and National Park Service will share copies of all customer comments and complaints received.

## 6. Coordination

- a. Forest Service and ESTA will develop a program budget that provides the greatest level of service while maximizing the limited resources available for this program.
- b. All sub-contracts or sub-agreements to this agreement shall be coordinated between ESTA and the Forest Service.
- c. Forest Service and ESTA will coordinate shuttle operation beginning and ending dates.
- d. Forest Service will arrange and ESTA will attend a pre-season planning meeting, operating season meetings, as needed, and a post-season wrap-up meeting with appropriate agency staff and key stakeholders.
- e. Forest Service and National Park Service will direct groups requesting transportation into the Reds Meadow Valley to ESTA for proper handling.
- f. Forest Service will monitor shuttle service and coordinate any adjustments to schedule or route with ESTA.
- g. ESTA will provide any details about schedule changes or other pertinent information useful to the public to Mammoth Mountain Ski Area, The Village, Chambers of Commerce, Yosemite Area Regional Transportation System (YARTS) and key information outlets in the greater Mammoth Mountain area.
- h. The Minaret Vista Checkpoint will coordinate with ESTA or its surrogate to allow large RVs, vehicles towing trailers, tour buses and other large vehicles to follow Reds Meadow shuttle buses into and out of the Reds Meadow Valley.
- i. ESTA will provide two-way radio capability to the Minaret Vista Station to allow radio contact with shuttle drivers and supervisor.
- j. Forest Service will allow ESTA to house a 2-way radio repeater in the Minaret Vista Station.

## 7. Reporting

- a. ESTA will submit to the Forest Service Program Manager weekly and monthly operation's reports in the format prescribed in Appendix E. Reports shall be provided in electronic format.
  - i. A "week" shall mean Monday through Sunday. Weekly reports are due to the Forest Service Program Manager no later than 2:00pm Friday of the following week.
  - ii. A "month" shall mean a calendar month. Monthly reports are due to the Forest Service Program Manager no later than five (5) business days after the last day of the month or end of shuttle service.
  - iii. Weekly and Monthly reports are preliminary and may not include MMSA ticket sales, on-board ticket sales, and other information if this information has not yet been provided to or tabulated by ESTA.
- b. ESTA will submit a season-end report to the Forest Service Program Manager, within 30 days of cessation of shuttle service. The report shall include, at a minimum, a compilation of weekly and monthly performance statistics detailing the following:
  - Total Fare Revenue
  - Average Passenger Fare
  - Total Expenses

- Farebox Recovery Ratio
  - Total Vehicle Service Hours
  - Total Vehicle Service Miles
  - Passengers per Vehicle Service Hour
  - Average Number of Buses Utilized per Day
  - Peak Number of Buses Utilized per Day
  - Total Number of Missed Runs
  - Total Number of Maintenance Road Calls
  - General Review of the Season's Shuttle Service Including Proposed Improvements for Coming Seasons
- c. A report detailing net program income/loss; operating expense per shuttle trip; operating expense and revenue per passenger; farebox recovery ratio; comparison of actual to budgeted revenues and expenses with an explanation of discrepancies; year-to-year comparisons of key financial and operational statistics; and, a general review of the season's shuttle service including proposed improvements or amendments to future operations will be provided by December 31, 2017.
- d. Forest Service Program Manager will coordinate the distribution of reports to the National Park Service.
- e. Forest Service agrees to maintain passenger entrance and exit count data at the Minaret Vista Station (on a calculator, ESTA provided computer enabled with a data entry form, or other mutually agreeable equipment) and to provide information from this count data to ESTA's Dispatcher or Operation's Supervisor to assist with planning for daily service out of the Valley.
8. Emergency Procedures and Safety
- a. Standee passengers on shuttles shall be allowed. ESTA shall minimize the need for standee passengers through the provision of sufficient service capacity to meet demand. ESTA may permit a limited number of standees on shuttle vehicles, at its discretion, given the passenger is capable of properly restraining themselves and does not present a safety hazard to himself/herself or other passengers, will not block aisle ways with carry-on items and the vehicle meets federal regulations regarding standing passengers. No passenger will be required to stand.
- b. ESTA will provide Forest Service Program Manager a copy of insurance documentation to support coverage as required under the Special Use Permit.
- c. ESTA will provide written verification to the Forest Service Program Manager that a vehicle safety inspection has been performed on each bus and that each bus passed the inspection. The vehicle safety inspection must be performed prior to transporting passengers.
- i. The minimum requirements for passing the vehicle safety inspection shall be those specified by the California Highway Patrol for transit buses.
  - ii. Prior to operation each day, a vehicle inspection will be completed as required by law. Vehicle Inspection Reports will be carried in all vehicles at all times.
- d. ESTA will provide the Forest Service with copies of all collision and incident reporting protocol and forms that will be used in the event of a safety or security incident.
- e. In the case of any shuttle collisions or incidents requiring medical attention, law enforcement assistance, or any other potentially serious situations, ESTA will follow their established protocol for such incidents.



- i. Any collision or incident requiring medical attention or involving a fatality shall be reported to the Forest Service Program Manager immediately.
  - ii. Any incident that will block or delay traffic should be communicated as soon as is reasonable to the Minaret Vista Checkpoint.
  - iii. The Forest Service Program Manager shall be notified of all collisions or incidents within 24 hours.
  - iv. ESTA or its surrogate shall provide copies of all collision or incident reports to the Forest Service Program Manager within 72 hours.
  - f. Emergency dispatch numbers will be known by all employees.
    - i. Owens Valley Interagency Communications Center (Dispatch): **760-873-2488**
    - ii. Reds Meadow Shuttle supervisor: **760-920-3359**
    - iii. ESTA Mammoth Supervisor **760-914-0354**
    - iv. ESTA Executive Director **760-920-9486**
    - v. ESTA Administration: **760-872-1901**
  - g. Minor searches within Devils Postpile National Monument will be coordinated through National Park Service. Minor searches include visitors on day hikes where family members or groups have become separated and are reported missing. Contact National Park Service staff at the Devils Postpile Ranger Station or at the **emergency contact line: 760-934-8170**
  - h. On major searches, the National Park Service will serve as the initial contact to the Mono County Sheriff's Department; otherwise the reporting party should call 911. All major searches or rescue operations will involve the Mono County Sheriff's Department.
  - i. Requests for helicopter rescues will be coordinated through the Mono County Sheriff's Department. Forest Supervisor approval must be obtained prior to all flight for life rescues in any Wilderness area. Approval from the Park Superintendent or their designee must be obtained prior to all flight for life rescues in the Devils Postpile National Monument.
  - j. Reds Meadow shuttle drivers will maintain a maximum travel speed within the Reds Meadow Valley to provide a safe and scenic tour for passengers. The maximum speed limit on the entrance/exit grade and Devils Postpile National Monument road is 15 miles per hour and 25 miles per hour on the Valley road. Travel speeds should be slower under adverse driving conditions.
  - k. Reds Meadow shuttle drivers will be trained and demonstrate skill on the proper operation of the shuttle vehicle and passing of vehicles in the Reds Meadow Valley operating environment where variable roadway width, steep grades, curvilinear and single lane road sections present operational challenges.
  - l. ESTA or its surrogate will maintain the exterior and interior cleanliness of all vehicles in satisfactory condition at all times.
    - i. Shuttle windows should be cleaned daily.
  - m. Forest Service will maintain and clean the bus stops in the Reds Meadow Valley.
  - n. Idling of shuttles will be in accordance with the California Air Resources Board.
  - o. Forest Service will maintain vegetation along roadways as to minimize damage to shuttle vehicles.
9. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

## **Appendix B – Trip Itinerary**

The Reds Meadow Shuttle service operates along approximately 15 linear miles from The Village in the Town of Mammoth Lakes to the Reds Meadow Resort at the end of the paved road in the Reds Meadow Valley. The Shuttle makes a limited number of morning stops at the Mammoth Lakes Park & Ride, and The Village. The primary boarding location for the Shuttle is at Adventure Center at Mammoth Mountain Ski Area. The shuttle then makes stops at the Minaret Vista, Agnew Meadows, Starkweather Lake, Upper Soda Springs Campground, Pumice Flat Campground, Minaret Falls Campground, Devils Postpile National Monument, Sotcher Lake, Reds Meadow Campground, Rainbow Falls Trailhead and Reds Meadow Resort. The shuttle provides at least 20-minute frequency service from 10:00am until 4:00pm. During the early morning hours (7:00a.m. to 10:00a.m.) and late afternoon/evening hours (4:00p.m. to 8:30p.m.) the shuttle operates with 45-minute frequency. Early season (prior to June 17, 2017, if operated) and late season (after August 20, 2017) service may be on a more limited schedule.

Appendix C – Service Map



## Appendix D - Shuttle Schedule

Shuttle to run continuous service 7:15am to 8:30pm daily. At least hourly service from The Village will be provided between 7:15a.m. and 8:45a.m., and 30-minute frequency will be available from 9:00a.m. until 5:00p.m. on the Mammoth Mountain Bike Park Shuttle on a space-available basis. Additional shuttles will be added to the minimum level of service from the Adventure Center to meet service demand, including advance group reservations.

### Typical day - minimum level of service

- 6 Minimum number of vehicles in service per day
- 3 Scheduled pick-up times at The Village (7:15am, 8:00am, 8:45am, then every 30 minutes or less until 5:00pm using the Mammoth Bike Park Shuttle connection)
- 28 Minimum number of round trips per day
- 1,120 Minimum inbound passenger capacity
- 520 Peak period\* inbound passenger capacity

### Peak Service Holiday weekends - minimum level of service

- 11 Minimum number of vehicles in service per day
- 3 Scheduled pick-up times at The Village
- 47 Minimum number of round trips per day
- 1,880 Minimum inbound passenger capacity
- 1,000 Peak period\* inbound passenger capacity

### Reduced schedule - minimum level of service (prior to June 17 if operated and, August 20 - September 6 excluding the Labor Day weekend)

- 4 Number of vehicles in service per day
- 3 Scheduled pick-up times at The Village
- 22 Number of round trips per day
- 960 Total passenger capacity

\*Peak period is 9:00am – 1:00pm

# 2017 Daily Schedule

June 17, 2017 - August 20, 2017 plus Labor Day Weekend  
(reduced schedule to be operated before and after these dates)

Pickup/Departure: Every 45 minutes from 7:45 am to 10:00 am,  
& 4:00 pm to 7:00pm;  
Every 20 minutes from 10:00 am to 4:00 pm

<b>Departure from the Village to Mammoth Mountain Adventure Center</b>
7:15 AM
8:00 AM
8:45 AM
<b>Departure from Mammoth Mountain Adventure Center to Reds Meadow Resort</b>
7:30 AM
8:15 AM
9:00 AM
9:45 AM
from 10:00 am until 4:00 p.m., a bus will depart from the Adventure Center every 20 minutes or less
4:45 PM
5:30 PM
6:15 PM
7:00 PM
<b>Departure from Reds Meadow Resort to Mammoth Mountain Adventure Center</b>
8:15 AM
9:00 AM
9:45 AM
10:30 AM
from 10:30 a.m. until 4:45 p.m., a bus will depart from Reds Meadow Resort every 20 minutes or less
5:30 PM
6:15 PM
7:00 PM
7:45 PM



## **STAFF REPORT**

Subject: Six-Month Review of ESTA's Transit Services

Initiated by: John Helm, Executive Director

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### **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 September of 2017. The pages detail descriptions of the routes as well as the operating statistics (hours and miles) for the routes including a break-down as to how the services are applied to the Authority's jurisdictions. The information also includes a synopsis of the revenues provided by each of the member entities to fund the services.

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

- New summer seasonal service to Bishop Creek Recreation Area
- Gray Line service replaced by expanded Town Trolley route, which includes service to the Meridian Corridor and provides service from 7:00am until 2:00am
- Transition of Red Line service in May to the newly expanded trolley service
- Continuation of mid-day service from Lone Pine to Bishop (M, W, F)
- Operation of Summer June Lake Shuttle on abbreviated season

**Planned Transit Services: April 2017 through September 2017**

Route	Days of the Week							Hours of Service	Year round or Seasonal	Description	
	S	M	T	W	T	F	S				
Walker Dial-a-Ride		X	X	X	X			8:00a - 4:00p	Year round		
Bridgeport - Gardnerville				X				1:30p - 9:00p	Year round	1 roundtrip on Wednesday	
June Lake Summer Shuttle	X	X	X	X	X	X	X	9:00a - 5:00p	July 1 - Aug 13, then weekends through Labor Day	Hourly shuttle service operating from 9:00am until 5:00pm with a service break from 1:00pm until 2:00pm for driver meal break. Fixed route from Mammoth to June at 8:30am and return from June to Mammoth at 5:00pm	
Mammoth Dial-a-Ride (may include Old Mammoth Limited service)	X	X	X	X	X			8:00a - 5:00p	Year round	Weekdays only	
Purple Line	X	X	X	X	X	X	X	7:00a - 6:00p	Year round	1 bus in service providing 30 minute headways (headway may increase due to route expansion)	
Gray Line	X	X	X	X	X	X	X	7:00a - 6:00p	Year round		
Mammoth Winter Trolley	X	X	X	X	X	X	X	5:45p - 2:00a	Through April 23	3 buses in service providing 20 minute headways until 10:00pm .Reduced service from 10:00pm until 2:00am.	
Mammoth Shoulder Season Trolley	X	X	X	X	X	X	X	7:00am - 10:00p	April 24** through mid-June; Day after Labor Day until Red Line starts in Nov	2 buses in service providing 30 minute headways until 10pm, Reduced service until 2:00am on weekends as warranted	** assumes transition of Red Line to Town Trolley in May
Mammoth Summer Trolley	X	X	X	X	X	X	X	7:00a - 2:00a	Mid-June - Labor Day	3 buses in service providing 20 minute headways until 10pm, Reduced service from 10pm until 2:00am.	
Mammoth Lakes Basin Trolley	X	X	X	X	X	X	X	8:00a - 6:00p	Mid-June - Labor Day	2 buses in service providing 30 minute headways. 3rd bus operated on peak Saturdays	
Mammoth Lakes Basin Trolley (early and late season)	X	X	X	X	X	X	X	8:00a - 6:00p	Day after Labor day until Oct. 1	1 bus in service providing 60 minute headways (Sun - Fri), 2 buses in service providing 30 minute headways on Saturdays.	
Red Line	X	X	X	X	X	X	X	7:00a - 5:30p	Through April 23 **	20 minute frequency using a minimum of 3 buses in service	** assumes transition of Red Line to Town Trolley in May
Blue Line	X	X	X	X	X	X	X	7:20a - 5:20p	Through April 16	15 minute frequency using a minimum of 1 bus in service. End date is dependent on Mammoth Mountain's spring operations	
Green Line	X	X	X	X	X	X	X	7:30a - 5:30p	Through April 16	15 minute frequency using a minimum of 1 bus in service. End date is dependent on Mammoth Mountain's spring operations	
Yellow Line	X	X	X	X	X	X	X	7:30a - 5:30p	Through April 16	20 minute frequency using a minimum of 1 bus in service. End date is dependent on Mammoth Mountain's spring operations	
Mammoth Express		X	X	X	X	X			Year round	4 trips/weekday in each direction (departs Bishop 6:50a, 7:30a, 1:00p, and 6:10p; departs Mammoth 7:50a, 2:05p, 5:20p, and 7:00p) [times in red operated in conjunction with 395 Reno route M, T, Th, and Friday]	
Reno Route		X	X		X	X			Year round	1 roundtrip per day, M, T, Th, F from Lone Pine to Reno.	
Lancaster Route		X		X		X			Year round	1 roundtrip per day, M, W, F from Mammoth Lakes to Lancaster.	
Benton to Bishop			X			X		8:30a from Benton 2:30p return	Year round	1 roundtrip/day, 2 days/week (Tue and Fri)	
Bishop Dial-a-Ride	X	X	X	X	X	X	X	7:00a - 6:00p M-F; 8:30a - 6:00p Sat; 8:00a - 1:00p Sun	Year round		
Night Rider						X	X	6:00p - 2:00a	Year round	Friday and Saturday nights, as well as New Year's Eve	
Bishop Creek Shuttle	X	X	X	X	X	X	X	8:00am - 9:45am 3:15pm - 5:00pm	Memorial Day weekend, June 17 through Aug 13 (7 days/week); weekends and holidays through Oct.15	2 roundtrips per day departing Bishop at 8:00am and 3:15pm	
Lone Pine to Bishop		X	X	X	X	X			Year round	3 trips/weekday in each direction (departs Bishop 7:00a, 11:45a (M,W,F), 1:15p, and 6:30p; departs Lone Pine 6:15a, 8:30a, 11:45am, and 5:00p. 5:00p Lone Pine to Bishop and 8:45 am Bishop to Lone Pine runs operated by the 395 Lancaster route on M, W, and Friday.	
Lone Pine Dial-a-Ride		X	X	X	X	X		7:00a - 4:00p	Year round	1 bus in service M-F (7 service hours per day)	
Tecopa					X			7:00 - 1:00p	Year round	1 roundtrip per day on 2 Thursdays per month from Tecopa to Pahrump (service contracted to Pahrump Senior Center)	
Reds Meadow Shuttle	X	X	X	X	X	X	X	7:00 - 9:00p	est. June 17 - Sept 6	Daily mandatory shuttle bus service to the Reds Meadow valley. 20-minute frequency from 10am - 4-pm. 45-min. frequency early morning & late afternoon	

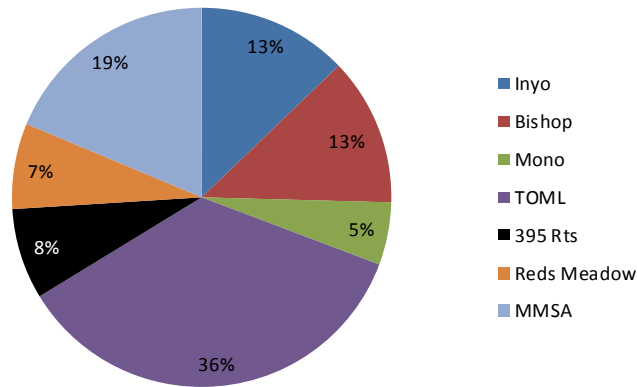


# EASTERN SIERRA TRANSIT - SERVICE ANALYSIS by Route and Jurisdiction

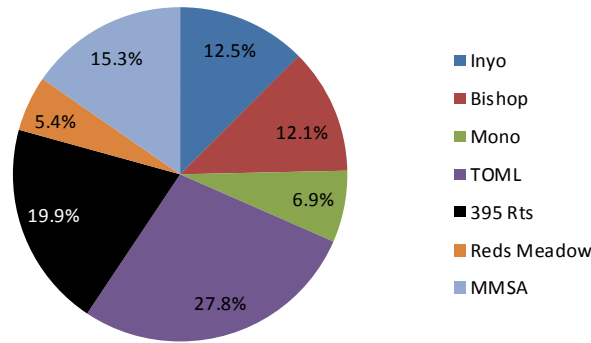
March, 2017

Jurisdiction Assignment						Service Hours										Service Miles						
Inyo	Bishop	Mono	TOML	395 Rts	MMSA	ROUTE	Annual Vehicle Service Hours	Annual Vehicle Miles	Inyo	Bishop	Mono	TOML	395 Rts	Reds Meadow	MMSA	Inyo	Bishop	Mono	TOML	395 Rts	Reds Meadow	MMSA
		100%				Walker Dial-a-Ride	1,449	14,210	0	0	1,449	0	0			0	0	14,210	0	0		
		100%				Bridgeport - Carson City	306	11,220	0	0	306	0	0			0	0	11,220	0	0		
		100%				June Lake Summer Shuttle	572	14,060	0	0	572	0	0			0	0	14,060	0	0		
			100%			Mammoth Dial-a-Ride	2,286	18,288	0	0	0	2,286	0			0	0	0	18,288	0		
			100%			Mammoth Comm Circulators	4,015	62,233	0	0	0	4,015	0			0	0	0	62,233	0		
			100%			Mammoth Trolleys	12,601	176,407	0	0	0	12,601	0			0	0	0	176,407	0		
50%	50%		100%			Bishop Creek Shuttle	294	5,040	147	147	0	294	0			2,520	2,520	0	5,040	0		
		100%				Benton to Bishop	288	14,320	0	0	288	0	0			0	0	14,320	0	0		
25%	25%	25%	25%			Mammoth Express	1,305	61,335	326	326	326	326	0			15,334	15,334	15,334	15,334	0	0	0
40%	60%					Bishop Dial-a-Ride	9,029	118,400	3,612	5,417	0	0	0			47,360	71,040	0	0	0	0	0
40%	60%					Night Rider	810	12,720	324	486	0	0	0			5,088	7,632	0	0	0	0	0
60%	40%					Lone Pine to Bishop	1,365	60,940	819	546	0	0	0			36,564	24,376	0	0	0	0	0
100%						Lone Pine Dial-a-Ride	1,724	15,670	1,724	0	0	0	0			15,670	0	0	0	0	0	0
100%						Tecopa	120	2,400	100	0	0	0	0			2,400	0	0	0	0	0	0
				100%		395 Route - Reno	2,476	117,085	0	0	0	0	2,476			0	0	0	0	117,085	0	0
				100%		395 Route - Lancaster	1,780	81,540	0	0	0	0	1,780			0	0	0	0	81,540	0	0
					100%	MMSA Routes	10,275	153,098	0	0	0	0	0		10,275	0	0	0	0	0	0	153,098
					100%	Reds Meadow	4,018	53,460	0	0	0	0	0	4,018		0	0	0	0	0	53,460	0
							54,713	992,426	7,052	6,923	2,941	19,522	4,256	4,018	10,275	124,936	120,902	69,144	277,302	198,625	53,460	153,098
									13%	13%	5%	36%	8%	7%	19%	12.5%	12.1%	6.9%	27.8%	19.9%	5.4%	15.3%

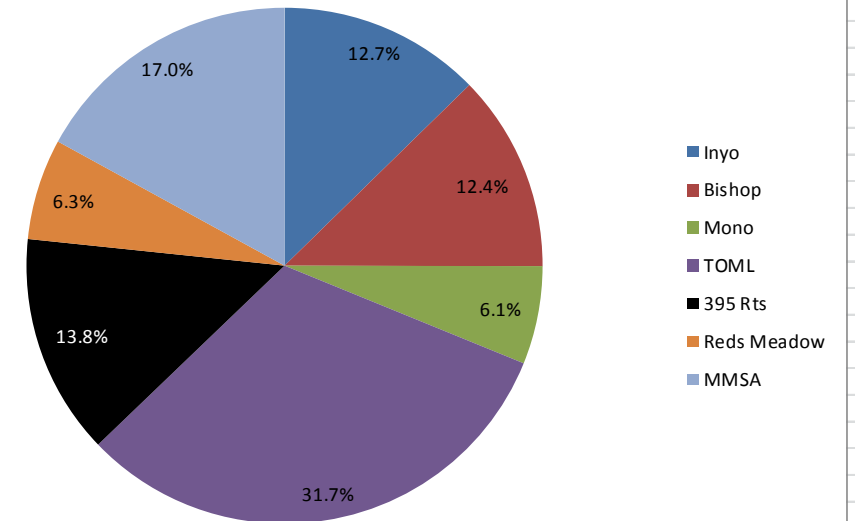
Service Hours FY16/17



Service Miles FY16/17

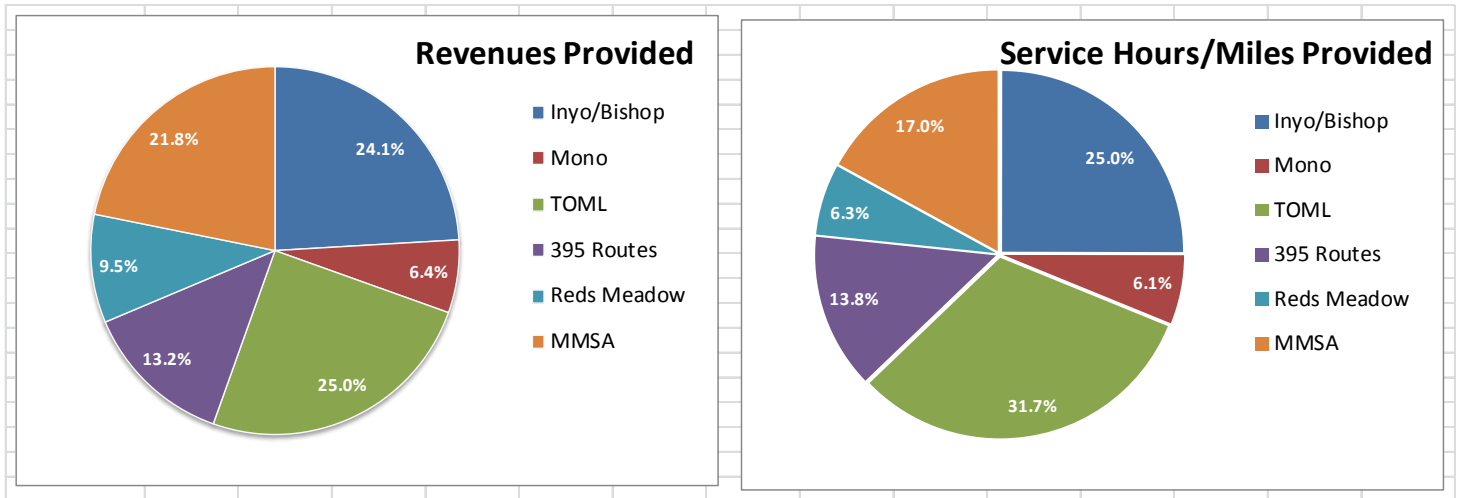


Aggregate - Service Hours and Miles FY16/17



## Operating Revenue Analysis - FY 16/17

	ESTA Total	395 Rts	BALANCE	TOML	INYO/BISHOP	MONO	REDS/OTHER
Fares	758,410	169,380	589,030	12,690	118,500	17,840	440,000
Federal 5311(f)	243,688	243,688					
Inyo Match	86,370	86,370					
Mono Match	86,370	86,370					
Kern Regional Revenue	24,000	24,000					
LTF (excl 395 Rt match)	1,062,040		1,062,040	231,900	662,212	167,928	
STA	226,220		226,220	71,557	102,843	51,820	
5311 Apportionment	162,610		162,610	31,682	99,066	31,862	
5316 JARC	173,600		173,600	26,450	120,700	26,450	
TOML Contract Revenue	774,275		774,275	774,275			
MMSA Contract	1,007,725						1,007,725
Misc/Other	12,000			4,000	8,000		
<b>TOTAL</b>	<b>4,617,308</b>	<b>609,808</b>	<b>2,987,775</b>	<b>1,152,554</b>	<b>1,111,321</b>	<b>295,900</b>	<b>1,447,725</b>
		13.2%		25.0%	24.1%	6.4%	31.4%



## FINANCIAL CONSIDERATIONS

The transit service detailed on the preceding pages, with the exception of the Bishop Creek Recreation Area Shuttle, and the modified Town Trolley service in Mammoth Lakes, both of which were undetermined at the time the budget was approved, are included in the ESTA FY 2016/17 budget and are consistent with the revenues included in the budget. The revenues and expenses for these new services will be included in the FY 2017/18 budget

## RECOMMENDATION

The Board is requested to approve the Eastern Sierra Transit services planned to be operated through September 2017.

## **STAFF REPORT**

Subject: Joint Powers Agreement Amendment  
Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

At the October 2015 meeting of the ESTA Board of Directors, the Board approved, by resolution, a third amendment to the ESTA JPA permitting member entities to fill one of the two positions on the ESTA Board with a member of the public at large rather than a member of the governing body. The amendment specified that the subsection remain in effect only until June 30, 2017, unless a later enacted statute deletes or extends that date (sunset language).

### **ANALYSIS/DISCUSSION:**

The Third Amendment to the Eastern Sierra Transit Authority Joint Powers Agreement, which added subsection 1.2.2 to the JPA and which permits member entities to appoint a member of the public at large to serve as one of the entity's two ESTA Directors, includes sunset language that defines that this provision will be repealed as of June 30, 2017 unless extended. If it is the desire of the Board to continue this provision, new language must be enacted. It is expected that any action in this regard will need to be approved by the governing boards of all four of ESTA's member entities. Subsection 1.2.2 is detailed below

SECTION 1.2.2 This subsection shall remain in effect only until June 30, 2017, and as of that date is repealed, unless a later enacted statute, which is enacted before June 30, 2017, deletes or extends that date. Notwithstanding the provision in section 1.2.1 above limiting those appointed to the governing board to be members of a member entity's governing body, the governing board of each member entity may appoint one of its two governing board members from the public at large.

**FINANCIAL:**

Extension of the provision in subsection 1.2.2 will have no financial impact on the Authority.

**RECOMMENDATION**

The Board is recommended to provide direction to staff to address the sunset provision in subsection 1.2.2 of the ESTA Joint Powers Agreement.

## STAFF REPORT

Subject: Financial Report – FY 2016/17

Initiated by: John Helm, Executive Director

The year to date roll-up, budget unit summary, and fund balance reports prepared on March 15, 2017 (70% through the fiscal year) are included on the following pages.

Revenue and expenses both lag the calendar as a result of the reimbursement nature of many of ESTA’s grant contracts, and the fact that fuel and maintenance invoicing from the Town of Mammoth Lakes for all of ESTA’s services operated out of Mammoth, are received months in arrears. The financial reports on the following pages reflect fuel and maintenance invoicing from the Town through November. For comparison purposes, fuel and maintenance expenses from the Town for the December through February period a year ago totaled \$137,000. As has been reported previously this year, overtime expense is significantly over budget this year due to the ongoing personnel shortage due to challenging recruiting conditions as well as extra time associated with the extreme weather conditions encountered this winter. Fuel cost per gallon is averaging 41% below the budgeted price through February.

The table below summarizes the year-to-date revenue and the expenses by major expense category.

<b>ESTA Operating Expenses FY16/17</b>			
Percent of the fiscal year			<b>70.4%</b>
Category	Budget	Actual as of 03.15.17	% of Budget
<b>Total Revenue</b>	<b>4,735,967</b>	<b>2,669,860</b>	<b>56.4%</b>
<b>EXPENSES</b>			
Total Salaries	1,723,310	1,150,112	66.7%
Total Benefits	759,746	444,006	58.4%
Total Insurance	337,020	312,342	92.7%
Total Maintenance	581,720	258,046	44.4%
Facilities	229,570	134,030	58.4%
Total Services	161,400	99,746	61.8%
Fuel	630,910	175,525	27.8%
Other	119,700	76,597	64.0%
<b>Total Expenses</b>	<b>4,543,376</b>	<b>2,650,404</b>	<b>58.3%</b>

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

Ledger: GL

As of 3/15/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>						
<b>OPERATING</b>						
<b>Revenue</b>						
4061	LOCAL TRANSPORTATION TAX	1,234,781.00	682,270.81	0.00	552,510.19	55.25
4065	STATE TRANSIT ASST	226,218.00	107,222.00	0.00	118,996.00	47.39
4301	INTEREST FROM TREASURY	10,000.00	12,584.13	0.00	(2,584.13)	125.84
4499	STATE OTHER	58,000.00	75,792.18	0.00	(17,792.18)	130.67
4555	FEDERAL GRANTS	560,512.00	46,735.89	0.00	513,776.11	8.33
4599	OTHER AGENCIES	801,556.00	763,285.02	0.00	38,270.98	95.22
4819	SERVICES & FEES	1,839,900.00	981,365.56	0.00	858,534.44	53.33
4959	MISCELLANEOUS REVENUE	5,000.00	604.07	0.00	4,395.93	12.08
	<b>Revenue Total:</b>	<u>4,735,967.00</u>	<u>2,669,859.66</u>	<u>0.00</u>	<u>2,066,107.34</u>	<u>56.37</u>
<b>Expenditure</b>						
5001	SALARIED EMPLOYEES	1,151,800.00	783,012.89	0.00	368,787.11	67.98
5003	OVERTIME	26,500.00	51,358.07	0.00	(24,858.07)	193.80
5005	HOLIDAY OVERTIME	96,740.00	84,190.83	0.00	12,549.17	87.02
5012	PART TIME EMPLOYEES	448,270.00	231,549.78	0.00	216,720.22	51.65
5021	RETIREMENT & SOCIAL SECURITY	40,880.00	26,409.78	0.00	14,470.22	64.60
5022	PERS RETIREMENT	239,166.00	135,979.20	0.00	103,186.80	56.85
5031	MEDICAL INSURANCE	302,770.00	181,019.74	0.00	121,750.26	59.78
5043	OTHER BENEFITS	32,910.00	15,223.94	0.00	17,686.06	46.25
5045	COMPENSATED ABSENCE EXPENSE	140,820.00	83,740.80	0.00	57,079.20	59.46
5047	EMPLOYEE INCENTIVES	3,200.00	1,633.02	0.00	1,566.98	51.03
5111	CLOTHING	4,300.00	6,929.91	0.00	(2,629.91)	161.16
5152	WORKERS COMPENSATION	97,243.00	97,245.00	0.00	(2.00)	100.00
5154	UNEMPLOYMENT INSURANCE	45,000.00	25,264.00	0.00	19,736.00	56.14
5158	INSURANCE PREMIUM	194,777.00	189,833.00	0.00	4,944.00	97.46
5171	MAINTENANCE OF EQUIPMENT	545,920.00	244,847.50	0.00	301,072.50	44.85
5173	MAINTENANCE OF	22,800.00	12,148.87	0.00	10,651.13	53.28
5191	MAINTENANCE OF STRUCTURES	13,000.00	1,049.65	0.00	11,950.35	8.07
5211	MEMBERSHIPS	1,850.00	740.00	0.00	1,110.00	40.00
5232	OFFICE & OTHER EQUIP < \$5,000	9,900.00	8,912.89	0.00	987.11	90.02
5238	OFFICE SUPPLIES	8,100.00	3,605.62	0.00	4,494.38	44.51
5253	ACCOUNTING & AUDITING SERVICE	40,190.00	27,650.00	0.00	12,540.00	68.79
5254	AUDITING SERVICE	11,080.00	0.00	0.00	11,080.00	0.00
5260	HEALTH - EMPLOYEE PHYSICALS	6,400.00	790.26	0.00	5,609.74	12.34
5263	ADVERTISING	49,330.00	24,231.41	0.00	25,098.59	49.12
5265	PROFESSIONAL & SPECIAL SERVICE	54,400.00	47,074.27	0.00	7,325.73	86.53
5291	OFFICE, SPACE & SITE RENTAL	180,070.00	104,004.57	0.00	76,065.43	57.75
5311	GENERAL OPERATING EXPENSE	44,630.00	47,369.37	0.00	(2,739.37)	106.13
5331	TRAVEL EXPENSE	2,100.00	1,345.35	0.00	754.65	64.06
5332	MILEAGE REIMBURSEMENT	21,020.00	7,694.15	0.00	13,325.85	36.60
5351	UTILITIES	49,500.00	30,025.78	0.00	19,474.22	60.65
5352	FUEL & OIL	630,910.00	175,524.75	0.00	455,385.25	27.82
5901	CONTINGENCIES	27,800.00	0.00	0.00	27,800.00	0.00
	<b>Expenditure Total:</b>	<u>4,543,376.00</u>	<u>2,650,404.40</u>	<u>0.00</u>	<u>1,892,971.60</u>	<u>58.33</u>
<b>NET OPERATING</b>		<u>192,591.00</u>	<u>19,455.26</u>	<u>0.00</u>	<u>173,135.74</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						

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

Ledger: GL

As of 3/15/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
4066	PTMISEA	297,000.00	0.00	0.00	297,000.00	0.00
4495	STATE GRANTS - CAPITAL	51,700.00	81,302.35	0.00	(29,602.35)	157.25
4557	FEDERAL GRANTS - CAPITAL	<u>6,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,400.00</u>	<u>0.00</u>
<b>Revenue Total:</b>		355,100.00	81,302.35	0.00	273,797.65	22.89
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	120,000.00	16,741.25	10,975.00	92,283.75	23.09
5650	EQUIPMENT	79,640.00	10,591.83	0.00	69,048.17	13.29
5655	VEHICLES	<u>177,000.00</u>	<u>81,302.35</u>	<u>0.00</u>	<u>95,697.65</u>	<u>45.93</u>
<b>Expenditure Total:</b>		376,640.00	108,635.43	10,975.00	257,029.57	31.75
<b>NET CAPITAL ACCOUNT</b>		<u>(21,540.00)</u>	<u>(27,333.08)</u>	<u>(10,975.00)</u>	<u>16,768.08</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	<u>183,140.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,140.00</u>	<u>0.00</u>
<b>Expenditure Total:</b>		183,140.00	0.00	0.00	183,140.00	0.00
<b>NET TRANSFERS</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>153299 Total:</b>		<u>(12,089.00)</u>	<u>(7,877.82)</u>	<u>(10,975.00)</u>	<u>6,763.82</u>	

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

Object	Description	Budget	Actual	Encumbrance	Balance
<b>Key: 153200 - EASTERN SIERRA TRANSIT FUND</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Key Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Key: 153201 - ESTA ADMINISTRATION</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	124,763.66	0.00	(124,763.66)
4350	REV USE OF MONEY & PROPERTY	0.00	7,694.70	0.00	(7,694.70)
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		<u>0.00</u>	<u>132,458.36</u>	<u>0.00</u>	<u>(132,458.36)</u>
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	111,989.65	0.00	(111,989.65)
5100	SERVICES & SUPPLIES	0.00	72.25	0.00	(72.25)
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		<u>0.00</u>	<u>112,061.90</u>	<u>0.00</u>	<u>(112,061.90)</u>
<b>Key Total:</b>		<u>0.00</u>	<u>20,396.46</u>	<u>0.00</u>	<u>(20,396.46)</u>
<b>Key: 153202 - INYO TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	353,629.00	137,933.56	0.00	215,695.44
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	1,007.10	0.00	70,575.90
4600	CHARGES FOR CURRENT SERVICES	55,060.00	40,008.94	0.00	15,051.06
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
<b>Revenue Total:</b>		<u>484,272.00</u>	<u>179,041.40</u>	<u>0.00</u>	<u>305,230.60</u>
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	306,240.00	183,908.96	0.00	122,331.04
5100	SERVICES & SUPPLIES	126,391.00	64,191.61	0.00	62,199.39
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	5,295.91	0.00	38,294.09
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
<b>Expenditure Total:</b>		<u>505,705.00</u>	<u>265,065.48</u>	<u>0.00</u>	<u>240,639.52</u>
<b>Key Total:</b>		<u>(21,433.00)</u>	<u>(86,024.08)</u>	<u>0.00</u>	<u>64,591.08</u>
<b>Key: 153203 - MONO TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	219,745.00	141,521.40	0.00	78,223.60
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	31,862.00	81,526.15	0.00	(49,664.15)
4600	CHARGES FOR CURRENT SERVICES	17,840.00	15,989.13	0.00	1,850.87



**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

Object	Description	Budget	Actual	Encumbrance	Balance
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
<b>Revenue Total:</b>		271,947.00	239,128.48	0.00	32,818.52
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	116,990.00	69,504.48	0.00	47,485.52
5100	SERVICES & SUPPLIES	80,055.00	23,408.74	0.00	56,646.26
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	81,302.35	0.00	(81,302.35)
5800	OTHER FINANCING USES	5,350.00	0.00	0.00	5,350.00
5900	RESERVES	2,800.00	0.00	0.00	2,800.00
<b>Expenditure Total:</b>		212,002.00	181,022.57	0.00	30,979.43
<b>Key Total:</b>		59,945.00	58,105.91	0.00	1,839.09
<b>Key: 153204 - BISHOP TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	353,629.00	137,933.59	0.00	215,695.41
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	1,007.10	0.00	70,575.90
4600	CHARGES FOR CURRENT SERVICES	63,440.00	52,255.40	0.00	11,184.60
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
<b>Revenue Total:</b>		492,652.00	191,287.89	0.00	301,364.11
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	323,280.00	180,618.15	0.00	142,661.85
5100	SERVICES & SUPPLIES	122,971.00	70,673.42	0.00	52,297.58
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	5,295.92	0.00	38,294.08
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
<b>Expenditure Total:</b>		519,325.00	268,256.49	0.00	251,068.51
<b>Key Total:</b>		(26,673.00)	(76,968.60)	0.00	50,295.60
<b>Key: 153205 - MAMMOTH TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	303,458.00	185,495.60	0.00	117,962.40
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	1,000,418.00	482,115.21	0.00	518,302.79
4600	CHARGES FOR CURRENT SERVICES	12,690.00	9,564.06	0.00	3,125.94
4900	OTHER REVENUE	1,500.00	236.87	0.00	1,263.13
<b>Revenue Total:</b>		1,320,566.00	677,411.74	0.00	643,154.26
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	603,340.00	420,042.47	0.00	183,297.53
5100	SERVICES & SUPPLIES	488,412.00	248,848.21	0.00	239,563.79
5200	INTERNAL CHARGES	24,311.00	24,311.00	0.00	0.00
5600	FIXED ASSETS	191,000.00	12,391.25	0.00	178,608.75
5800	OTHER FINANCING USES	32,160.00	0.00	0.00	32,160.00
5900	RESERVES	12,000.00	0.00	0.00	12,000.00
<b>Expenditure Total:</b>		1,351,223.00	705,592.93	0.00	645,630.07
<b>Key Total:</b>		(30,657.00)	(28,181.19)	0.00	(2,475.81)
<b>Key: 153206 - 395 ROUTE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	172,739.00	42,394.00	0.00	130,345.00
4400	AID FROM OTHER GOVT AGENCIES	267,688.00	16,000.95	0.00	251,687.05
4600	CHARGES FOR CURRENT SERVICES	169,380.00	159,644.68	0.00	9,735.32

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
<b>Revenue Total:</b>		609,807.00	218,131.43	0.00	391,675.57
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	327,720.00	176,376.95	0.00	151,343.05
5100	SERVICES & SUPPLIES	265,871.00	116,913.57	0.00	148,957.43
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		605,260.00	304,959.52	0.00	300,300.48
<b>Key Total:</b>		4,547.00	(86,828.09)	0.00	91,375.09
<b>Key: 153207 - SPECIALS</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	8,000.00	4,875.00	0.00	3,125.00
<b>Revenue Total:</b>		8,000.00	4,875.00	0.00	3,125.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	2,570.00	3,736.70	0.00	(1,166.70)
5100	SERVICES & SUPPLIES	3,700.00	0.00	0.00	3,700.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		6,270.00	3,736.70	0.00	2,533.30
<b>Key Total:</b>		1,730.00	1,138.30	0.00	591.70
<b>Key: 153208 - COMMUTER VANPOOL</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 153209 - REDS MEADOW</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	375,630.00	475,892.75	0.00	(100,262.75)
4900	OTHER REVENUE	500.00	0.00	0.00	500.00
<b>Revenue Total:</b>		376,130.00	475,892.75	0.00	(99,762.75)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	176,470.00	168,625.77	0.00	7,844.23
5100	SERVICES & SUPPLIES	175,355.00	192,465.02	0.00	(17,110.02)
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	24,000.00	0.00	0.00	24,000.00
5900	RESERVES	3,000.00	0.00	0.00	3,000.00
<b>Expenditure Total:</b>		385,632.00	367,897.79	0.00	17,734.21
<b>Key Total:</b>		(9,502.00)	107,994.96	0.00	(117,496.96)
<b>Key: 153210 - MMSA-MAMMOTH MT SKI AREA</b>					

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

Object	Description	Budget	Actual	Encumbrance	Balance
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	317,025.71	0.00	(317,025.71)
4600	CHARGES FOR CURRENT SERVICES	1,085,440.00	189,412.45	0.00	896,027.55
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		1,085,440.00	506,438.16	0.00	579,001.84
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	480,670.00	206,796.54	0.00	273,873.46
5100	SERVICES & SUPPLIES	502,506.00	157,158.69	0.00	345,347.31
5200	INTERNAL CHARGES	18,477.00	18,479.00	0.00	(2.00)
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	96,000.00	0.00	0.00	96,000.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		1,097,653.00	382,434.23	0.00	715,218.77
<b>Key Total:</b>		(12,213.00)	124,003.93	0.00	(136,216.93)
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>					
<b>Revenue</b>					
4060	TAXES - SALES	1,460,999.00	789,492.81	0.00	671,506.19
4350	REV USE OF MONEY & PROPERTY	10,000.00	12,584.13	0.00	(2,584.13)
4400	AID FROM OTHER GOVT AGENCIES	1,775,168.00	967,115.44	0.00	808,052.56
4600	CHARGES FOR CURRENT SERVICES	1,839,900.00	981,365.56	0.00	858,534.44
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	5,000.00	604.07	0.00	4,395.93
<b>Revenue Total:</b>		5,091,067.00	2,751,162.01	0.00	2,339,904.99
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	2,487,356.00	1,601,047.96	0.00	886,308.04
5100	SERVICES & SUPPLIES	1,930,977.00	952,111.44	0.00	978,865.56
5200	INTERNAL CHARGES	97,243.00	97,245.00	0.00	(2.00)
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	376,640.00	108,635.43	10,975.00	257,029.57
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	183,140.00	0.00	0.00	183,140.00
5900	RESERVES	27,800.00	0.00	0.00	27,800.00
<b>Expenditure Total:</b>		5,103,156.00	2,759,039.83	10,975.00	2,333,141.17
<b>Key Total:</b>		(12,089.00)	(7,877.82)	(10,975.00)	6,763.82
<b>Key: 153211 - ESTA ACCUMULATED CAPITAL OUT</b>					
<b>Revenue</b>					
4350	REV USE OF MONEY & PROPERTY	0.00	2,350.78	0.00	(2,350.78)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	2,350.78	0.00	(2,350.78)
<b>Key Total:</b>		0.00	2,350.78	0.00	(2,350.78)
<b>Key: 153212 - ESTA GENERAL RESERVE</b>					
<b>Revenue</b>					
4350	REV USE OF MONEY & PROPERTY	0.00	1,823.33	0.00	(1,823.33)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	1,823.33	0.00	(1,823.33)
<b>Key Total:</b>		0.00	1,823.33	0.00	(1,823.33)
<b>Key: 153213 - ESTA-BUDGET STABILIZATION RESER</b>					
<b>Revenue</b>					

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4350	REV USE OF MONEY & PROPERTY	0.00	727.75	0.00	(727.75)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	727.75	0.00	(727.75)
<b>Key Total:</b>		0.00	727.75	0.00	(727.75)
<b>Key: 612502 - SRTP TRANSPORT PLAN</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612490 - ACIS-AUTOMATED CUSTOMER IS</b>					
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612491 - NIGHT RIDER</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612493 - JARC-LONE PINE/BISHOP</b>					
<b>Revenue</b>					
4060	TAXES - SALES	57,799.00	14,451.00	0.00	43,348.00
4400	AID FROM OTHER GOVT AGENCIES	67,800.00	13,824.62	0.00	53,975.38
4600	CHARGES FOR CURRENT SERVICES	24,410.00	17,729.33	0.00	6,680.67
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		150,009.00	46,004.95	0.00	104,004.05
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	83,820.00	42,546.70	0.00	41,273.30
5100	SERVICES & SUPPLIES	63,268.00	31,982.15	0.00	31,285.85
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
<b>Expenditure Total:</b>		150,005.00	77,445.85	0.00	72,559.15
<b>Key Total:</b>		4.00	(31,440.90)	0.00	31,444.90
<b>Key: 612494 - JARC-MAMMOTH EXPRESS</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	5,000.00	0.00	(5,000.00)
4400	AID FROM OTHER GOVT AGENCIES	105,884.00	31,763.12	0.00	74,120.88
4600	CHARGES FOR CURRENT SERVICES	28,010.00	15,993.82	0.00	12,016.18
<b>Revenue Total:</b>		133,894.00	52,756.94	0.00	81,137.06
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	60,640.00	33,579.45	0.00	27,060.55
5100	SERVICES & SUPPLIES	69,878.00	26,003.63	0.00	43,874.37
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
<b>Expenditure Total:</b>		133,435.00	62,500.08	0.00	70,934.92

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
<b>Key Total:</b>		459.00	(9,743.14)	0.00	10,202.14
<b>Key: 612496 - MONO COUNTY BUS SHELTERS</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612497 - GOOGLE TRANSIT PHASE 2</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	12,500.00	14,835.56	0.00	(2,335.56)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		12,500.00	14,835.56	0.00	(2,335.56)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	1,899.00	699.89	0.00	1,199.11
5100	SERVICES & SUPPLIES	10,930.00	12,700.00	0.00	(1,770.00)
<b>Expenditure Total:</b>		12,829.00	13,399.89	0.00	(570.89)
<b>Key Total:</b>		(329.00)	1,435.67	0.00	(1,764.67)
<b>Key: 612498 - CAPP-CLEAN AIR PROJECT PROGRAM</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612499 - MOBILITY MANAGEMENT 14</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612489 - NON-EMERGENCY TRAN REIM</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	25,850.00	8,009.92	0.00	17,840.08
<b>Revenue Total:</b>		25,850.00	8,009.92	0.00	17,840.08
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	3,717.00	2,622.25	0.00	1,094.75
5100	SERVICES & SUPPLIES	21,640.00	7,694.15	0.00	13,945.85
<b>Expenditure Total:</b>		25,357.00	10,316.40	0.00	15,040.60
<b>Key Total:</b>		493.00	(2,306.48)	0.00	2,799.48
<b>Key: 612503 - BISHOP YARD-ESTA</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	0.00	0.00	0.00

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 3/15/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4350	REV USE OF MONEY & PROPERTY	0.00	(12.43)	0.00	12.43
4400	AID FROM OTHER GOVT AGENCIES	120,000.00	0.00	0.00	120,000.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		120,000.00	(12.43)	0.00	120,012.43
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	120,000.00	4,350.00	10,975.00	104,675.00
<b>Expenditure Total:</b>		120,000.00	4,350.00	10,975.00	104,675.00
<b>Key Total:</b>		0.00	(4,362.43)	(10,975.00)	15,337.43

**COUNTY OF INYO  
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2017

		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
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>											
1532	EASTERN SIERRA TRANSIT	2,423,698		41,678		39,285			2,426,091		2,426,091
1533	ESTA ACCUMULATED	649,708							649,708		649,708
1534	ESTA GENERAL RESERVE	504,427							504,427		504,427
1535	ESTA BUDGET STAB	201,769							201,769		201,769
6813	JARC-LONE PINE/BISHOP	2,208					13,500		(11,292)		(11,292)
6814	JARC-MAMMOTH EXPRESS	30,899							30,899		30,899
6817	GOOGLE TRANSIT PHASE 2	14,935					14,229		706		706
6818	CAPP-CLEAN AIR PROJECT	2,923							2,923		2,923
6819	MOBILITY MANAGEMENT 14	2,227							2,227		2,227
6820	NON-EMERGENCY TRAN REIM	5,342					8,206		(2,864)		(2,864)
6821	BISHOP YARD-ESTA	637					5,743		(5,106)	10,975	(16,081)
<b>ESTA</b>	<b>Totals</b>	<b>3,838,773</b>		<b>41,678</b>		<b>39,285</b>	<b>41,678</b>		<b>3,799,488</b>	<b>10,975</b>	<b>3,788,513</b>
<b>Grand Totals</b>		<b>3,838,773</b>		<b>41,678</b>		<b>39,285</b>	<b>41,678</b>		<b>3,799,488</b>	<b>10,975</b>	<b>3,788,513</b>

## STAFF REPORT

Subject: Cost by Route Analysis Update FY15/16

Initiated by: John Helm, Executive Director

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### **BACKGROUND**

A recommendation of ESTA's initial triennial performance audit was to establish a methodology to determine operating costs on a route level. This methodology was established in 2013 and is updated annually.

### **ANALYSIS**

The financial reports for FY 2015/16 were finalized earlier this year. With this information, it is possible to update the analysis of the operating cost per route, as recommended in the Triennial Performance Audit.

The operating cost per route takes into consideration the following operating cost categories and is detailed in the tables on the following pages:

- Vehicle Maintenance
- Fuel
- Operating Salaries & Benefits (drivers)
- Administrative Compensation
- Other Operating Expenses

<b>Expense Category</b>	<b>Methodology</b>
Vehicle Maintenance	Average maintenance cost per mile based on the vehicle type, multiplied times miles per hour for the route (total miles divided by service hours)
Fuel	Average miles per gallon based upon the vehicle type, multiplied times the miles per hour for the route
Administrative Compensation	Total salaries and benefits for management and administrative personnel assigned on a pre-determined basis to ESTA's budget units, divided by the service hours for each route.



Operating Salaries & Benefits	Total salaries and benefits for each of the budget units minus administrative compensation, divided by service hours for each route.
Other Operating Expenses	All other operating expenses assigned to each of the budget units divided by the service hours for the budget unit
Note: Average costs per hour for expenses other than fuel and maintenance are applied to specific routes based on the percentage allocation to each budget unit of the individual routes.	

## **2015/16 Operating Cost by Route**

<b>Route</b>	<b>Total Operating Cost</b>	<b>Total Operating Cost /Svc Hr</b>	<b>Fares</b>	<b>Farebox Recovery Ratio</b>
Benton to Bishop	\$12,292	\$78.25	\$1,570	12.8%
Bishop DAR	\$637,714	\$61.24	\$91,273	14.3%
Bridgeport-Gardnerville	\$21,137	\$65.64	\$3,632	17.2%
June Mtn Shuttle	\$32,697	\$65.38	\$29,508	90.2%
Lancaster	\$186,732	\$116.74	\$74,147	39.7%
Lone Pine/Bishop	\$101,823	\$74.59	\$22,698	22.3%
Lone Pine DAR	\$104,073	\$59.15	\$8,041	7.7%
Mammoth Fixed Rt	\$974,384	\$59.78	\$0	0.0%
Mammoth DAR	\$111,145	\$48.98	\$7,484	6.7%
MMSA	\$981,830	\$91.17	\$0	0.0%
Mule Shuttle	\$4,187	\$60.38	\$413	9.9%
Mammoth Express	\$76,671	\$54.14	\$23,173	30.2%
Nite Rider	\$51,888	\$63.79	\$15,821	30.5%
Other	\$6,251	\$93.30	\$270	4.3%
Reds Meadow	\$438,079	\$90.92	\$504,111	115.1%
Reno	\$280,097	\$104.68	\$135,473	48.4%
Tecopa	\$7,619	\$64.25	\$601	7.9%
Walker DAR	\$91,931	\$60.70	\$6,914	7.5%
<b>TOTAL</b>	<b>\$4,120,551</b>	<b>\$72.36</b>	<b>\$925,127</b>	<b>22.5%</b>

**EASTERN SIERRA TRANSIT AUTHORITY: FY 2015/16 Operating Cost By Route**

ROUTE	Service Hours	Total Miles	MPH	Vehicle Type	Maint. \$/mi.	Maint \$/Svc Hr	Maint \$	MPG	Fuel \$	Fuel \$/mi	Fuel \$/Svc Hr @ (\$3.03/gal)	Admin Comp.	Admin Comp /Svc Hr	Operating Salaries & Benefits	Operating Salaries & Benefits /Svc Hr	Other Operating Expenses	Other Operating Expenses /Svc Hr
Benton to Bishop	157	14,190	90.3	Cutaway	\$0.102	\$9.18	\$1,442	8.4	1,596	0.112	\$10.16	2,240	\$14.26	5,057	\$32.19	1,957	12.46
Bishop DAR	10,413	122,340	11.7	Cutaway	\$0.230	\$2.70	\$28,134	6.5	48,532	0.397	\$4.66	128,841	\$12.37	339,666	\$32.62	92,541	8.89
Bridgeport-Gardnerville	322	10,123	31.4	Cutaway	\$0.102	\$3.20	\$1,029	8.5	1,138	0.112	\$3.54	4,593	\$14.26	10,366	\$32.19	4,011	12.46
June Mtn Shuttle	500	13,752	27.5	Type E	\$0.394	\$10.83	\$5,415	8.7	4,230	0.308	\$8.46	4,657	\$9.31	13,692	\$27.38	4,703	9.40
Lancaster	1,600	76,795	48	Type E/Hwy Duty	\$0.176	\$8.43	\$13,487	9	20,929	0.273	\$13.08	69,600	\$43.51	47,509	\$29.70	35,206	22.01
Lone Pine/Bishop	1,365	60,936	44.6	Type E	\$0.082	\$3.66	\$4,998	9.5	9,517	0.156	\$6.97	27,000	\$19.78	47,591	\$34.86	12,717	9.32
Lone Pine DAR	1,759	14,807	8.4	Cutaway	\$0.230	\$1.94	\$3,405	7	5,874	0.397	\$3.34	21,769	\$12.37	57,389	\$32.62	15,636	8.89
Mammoth Fixed Rt	16,301	236,388	14.5	Cutaway/Trolley	\$0.619	\$8.97	\$146,208	7	107,153	0.453	\$6.57	94,830	\$5.82	488,608	\$29.97	137,585	8.44
Mammoth DAR	2,269	10,435	4.6	Cutaway	\$0.603	\$2.77	\$6,289	5.8	4,609	0.442	\$2.03	13,080	\$5.76	68,015	\$29.97	19,152	8.44
MMSA	10,769	135,481	12.6	Hwy Duty	\$1.066	\$13.42	\$144,485	4.1	65,286	0.482	\$6.06	142,000	\$13.19	235,329	\$21.85	394,730	36.66
Mule Shuttle	69	719	10.4	Cutaway	\$0.230	\$2.38	\$165	6.5	285	0.397	\$4.11	858	\$12.37	2,262	\$32.62	616	8.89
Mammoth Express	1,416	61,794	43.6	Type E	\$0.068	\$2.96	\$4,191	8.5	5,745	0.093	\$4.06	25,000	\$17.65	30,442	\$21.50	11,293	7.97
Nite Rider	813	12,864	15.8	Cutaway	\$0.230	\$3.64	\$2,958	6.5	5,103	0.397	\$6.27	10,065	\$12.37	26,533	\$32.62	7,229	8.89
Other	67	1,061	15.8	Cutaway	\$0.189	\$2.99	\$200	6.5	201	0.189	\$3.00	1,000	\$14.93	3,900	\$58.21	950	14.18
Reds Meadow	4,819	68,521	14.2	Hwy Duty	\$1.110	\$15.79	\$76,069	4.2	42,523	0.621	\$8.82	73,000	\$15.15	123,763	\$25.68	122,724	25.47
Reno	2,676	116,206	43.4	Cutaway	\$0.174	\$7.56	\$20,231	9	31,394	0.270	\$11.73	104,400	\$39.02	71,264	\$26.63	52,809	19.74
Tecopa	119	1,963	16.6	Cutaway	\$0.230	\$3.81	\$451	7	779	0.397	\$6.57	1,467	\$12.37	3,868	\$32.62	1,054	8.89
Walker DAR	1,514	12,665	8.4	Minivan	\$0.102	\$0.85	\$1,287	12	1,424	0.112	\$0.94	21,600	\$14.26	48,755	\$32.19	18,864	12.46
	<b>56,948</b>	<b>971,040</b>					<b>\$460,445</b>		<b>356,318</b>			<b>746,000</b>		<b>1,624,011</b>		<b>933,778</b>	

**YEAR OVER YEAR COMPARISON**

In total, the average operating cost per service hour for all of the routes increased 3.2% from \$70.09 to \$72.10.

## STAFF REPORT

Subject: Preliminary FY2017/18 Budget

Initiated by: John Helm, Executive Director

### **BACKGROUND:**

ESTA's Joint Powers Agreement (JPA) states that on or before April 1 of each year, the Authority shall cause to be prepared and submitted to the Board of Directors a proposed budget for the upcoming fiscal year.

### **ANALYSIS/DISCUSSION:**

A preliminary budget for FY2017/18 is being presented to the Board at this time in order to provide beginning information, and is intended to provide a general financial overview of the upcoming year and to solicit direction, if desired, from the Board prior to finalization of the 17/18 budget.

The preliminary FY2017/18 budget anticipates service levels that are generally consistent with 2016/17. Federal funding for the 5311(f) program, which funds the Intercity routes to Reno and Lancaster, is projected to decline 26%, however, expenses have consistently come in well below the maximum grant amount and this reduction is not anticipated to require an increase in the amount of LTF to offset the operating expenses. LCTOP revenue is also forecast to incur a significant reduction (-55%). Additional LTF funds will be needed to fully fund the Mammoth Express and Lone Pine Express routes, which LCTOP supports. The projected year-to-year changes in state and federal revenue is detailed in the table below.

State & Federal Grant Revenue	16-17 budget	17-18 estimate	Var.	Comment
LTF	1,234,781	1,220,000	-14,781	Estimates from both LTC's reflect modest reductions
STA	226,218	226,217	-1	SCO estimate; Jan of each year
5311 apportionment	175,000	170,000	-5,000	Modest reduction anticipated
5311(f)	243,688	181,209	-62,479	Max. grant amount reduced by 26%
5316 (LPX)	62,800	56,000	-6,800	assumes renewal of grant for full FY
5316 (MMX)	52,884	46,000	-6,884	assumes renewal of grant for full FY
LCTOP	58,000	26,189	-31,811	55% reduction in state funding
	<b>2,053,371</b>	<b>1,925,615</b>	<b>-127,756</b>	

The balance of the revenue picture for FY2017/18 is detailed below. Overall, the preliminary estimate of total operating revenue for the coming year is projected to decline by 1.7% (\$78,212).

	16-17 budget	17-18 estimate	Var.
<b>Other Agencies</b>			
TOML	777,556	793,000	15,444
MMSA	1,085,440	1,050,000	-35,440
KRT	24,000	24,000	0
	1,886,996	1,867,000	-19,996 -0.7%
<b>Fares</b>			
Reds Meadow	375,624	440,000	64,376
395 Rts	169,380	175,000	5,620
All Other	209,456	209,000	-456
	754,460	824,000	69,540 2.1%
<b>State/Federal revenue</b>	2,053,371	1,925,615	127,756 8.5%
<b>TOTAL OPERATING REVENUE</b>	<b>4,694,827</b>	<b>4,616,615</b>	<b>-78,212</b> <b>-1.7%</b>

The revenues detailed in the tables above assume a level of service generally consistent with the service level planned for in the 2016/17 budget, with the addition of the Bishop Creek Recreation Area Shuttle, the continuation of the additional mid-day Lone Pine Express run, and scaled back summer service in June Lake. Based on this service level, preliminary estimates of expenditures project that revenues will be sufficient to fund the service. This preliminary analysis anticipates continuation of lower fuel prices than have been historically budgeted and continued modest increases in maintenance costs. A summary of preliminary expenses for FY2017/18 by major expense category is detailed in the table below.

Operating Expense Categories	15-16 actual	16-17 budget	17-18 estimate
Salaries & Benefits	2,379,782	2,483,056	2,580,000
Insurance	280,356	337,020	360,000
Maintenance	463,834	581,720	600,000
Fuel	356,116	630,910	500,000
Facilities	219,499	229,570	250,000
Services	231,671	161,400	200,000
Other	108,945	119,700	130,000
	4,040,203	4,543,376	4,620,000

## **FINANCIAL CONSIDERATIONS**

A budget for the 2017/18 fiscal year is required in order to operate ESTA's services. The preliminary budget presented at this time is an estimate of the revenues and expenditures now known or anticipated. Further financial information will be developed in the next few months prior to the anticipated final budget to be presented for the Board's consideration in June of 2017

## **RECOMMENDATION**

This preliminary budget is presented for the Board's information, in compliance with the ESTA Joint Powers Agreement, and to receive any desired input from the Board as the FY 17/18 budget is finalized.

## MONTHLY REPORT

### February 2017

	Feb-17	Jan-17	Percent Change	Feb-16	Percent Change
<b>PASSENGERS</b>					
Adult	136,013	156,480	-13.1%	117,850	15.4%
Senior	1,626	1,569	3.6%	1,488	9.3%
Disabled	1,055	990	6.6%	1,147	-8.0%
Wheelchair	348	324	7.4%	379	-8.2%
Child	15,422	15,874	-2.8%	14,371	7.3%
Child under 5	315	242	30.2%	290	8.6%
<b>Total Passengers</b>	<b>154,779</b>	<b>175,479</b>	<b>-11.8%</b>	<b>135,525</b>	<b>14.2%</b>
<b>FARES</b>	<b>\$34,174.80</b>	<b>\$33,158.82</b>	<b>3.1%</b>	<b>\$33,066.65</b>	<b>3.4%</b>
<b>SERVICE MILES</b>	<b>73,748</b>	<b>77,295</b>	<b>-4.6%</b>	<b>79,756</b>	<b>-7.5%</b>
<b>SERVICE HOURS</b>	<b>4,924</b>	<b>5,408</b>	<b>-9.0%</b>	<b>5,186</b>	<b>-5.1%</b>
<b>PASSENGERS PER HOUR</b>	<b>31.44</b>	<b>32.45</b>	<b>-3.1%</b>	<b>26.13</b>	<b>20.3%</b>

## RIDERSHIP COMPARISON

REPORT MONTH - THIS YEAR/LAST YEAR					FISCAL YEAR TO DATE				
Route	Feb-17	Feb-16	Variance	% Change	Route	FY 16/17	FY 15/16	Variance	% Change
Mammoth Express	563	327	236	72.2%	Mammoth Express	3,444	2,589	855	33.0%
Lone Pine to Bishop	287	262	25	9.5%	Lone Pine to Bishop	2,753	2,624	129	4.9%
Lone Pine DAR	284	232	52	22.4%	Lone Pine DAR	2,498	2,022	476	23.5%
Walker DAR	184	195	-11	-5.6%	Walker DAR	1,552	1,602	-50	-3.1%
Bridgeport to G'Ville	50	44	6	13.6%	Bridgeport to G'Ville	274	324	-50	-15.4%
Benton to Bishop	9	24	-15	-62.5%	Benton to Bishop	176	233	-57	-24.5%
Bishop DAR	3,424	3,457	-33	-1.0%	Bishop DAR	26,628	27,419	-791	-2.9%
Nite Rider	277	310	-33	-10.6%	Nite Rider	2,632	2,742	-110	-4.0%
Mammoth FR	25,432	29,241	-3,809	-13.0%	Mammoth FR	284,646	289,922	-5,276	-1.8%
Mammoth DAR	388	286	102	35.7%	Mammoth DAR	2,582	2,013	569	28.3%
Reno	386	379	7	1.8%	Reno	4,659	4,171	488	11.7%
Lancaster	271	333	-62	-18.6%	Lancaster	3,263	3,120	143	4.6%
MMSA	122,211	99,171	23,040	23.2%	MMSA	399,527	361,711	37,816	10.5%
June Lake Shuttle	780	498	282	56.6%	June Lake Shuttle	2,212	1,943	269	13.8%
<b>TOTALS</b>	<b>154,779</b>	<b>135,525</b>	<b>19,254</b>	<b>14.2%</b>	<b>TOTALS:</b>	<b>900,438</b>	<b>844,427</b>	<b>56,011</b>	<b>6.6%</b>

## PASSENGERS PER SERVICE HOUR

REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/ SVC HOUR	FISCAL YEAR TO DATE				PAX MILES/ SVC HOUR
Route	Feb-17	Feb-16	% Change		Route	FY 16/17	FY 15/16	% Change	
Mammoth Express	5.05	3.19	58.3%		Mammoth Express	3.45	2.71	27.6%	
Lone Pine to Bishop	2.51	2.46	2.0%		Lone Pine to Bishop	2.90	2.94	-1.1%	
Lone Pine DAR	2.14	1.66	28.9%		Lone Pine DAR	2.16	1.76	23.0%	
Walker DAR	1.53	1.63	-5.6%		Walker (total)	1.56	1.61	-3.1%	
Bridgeport to G'Ville	1.82	1.61	13.2%		Bridgeport to G'Ville	1.30	1.52	-14.7%	
Benton to Bishop	0.86	2.14	-59.8%		Benton to Bishop	1.73	2.20	-21.5%	
Bishop DAR	4.28	4.15	3.2%		Bishop DAR	3.77	4.01	-6.1%	
Nite Rider	4.60	5.17	-10.9%		Nite Rider	4.84	5.09	-4.8%	
Mammoth FR	29.29	28.25	3.7%		Mammoth FR	26.63	25.81	3.2%	
Mammoth DAR	2.69	1.51	77.4%		Mammoth DAR	1.79	1.35	33.2%	
Reno	1.90	1.76	8.0%		Reno	2.57	2.35	9.4%	
Lancaster	2.28	2.68	-14.9%		Lancaster	2.96	2.93	1.1%	
MMSA	58.35	47.88	21.9%		MMSA	56.63	51.14	10.7%	
June Lake Shuttle	7.33	4.43	65.3%		June Lake Shuttle	2.67	6.07	-56.1%	
<b>Total</b>	<b>31.44</b>	<b>26.13</b>	<b>20.3%</b>	<b>165.76</b>	<b>Total</b>	<b>23.17</b>	<b>21.86</b>	<b>6.0%</b>	<b>288.69</b>
				<b>268.24</b>					<b>321.37</b>



Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Feb-17																	
Mammoth Express	\$3,331.90	467	57	12	1	8	18	563	135	112	4,428	4,298	5.92	.78	5.05	39.7	0.13
Lone Pine to Bishop	\$1,410.25	176	58	35	0	9	9	287	134	114	5,204	5,058	4.91	.28	2.51	45.5	0.06
Lone Pine DAR	\$689.60	22	131	62	21	46	2	284	139	133	1,182	1,176	2.43	.59	2.14	8.9	0.24
Walker DAR	\$529.50	0	18	166	0	0	0	184	128	120	1,133	955	2.88	.55	1.53	9.4	0.19
Bridgeport to G'Ville	\$365.00	8	42	0	0	0	0	50	32	27	865	590	7.30	.62	1.82	31.5	0.08
Benton to Bishop	\$51.50	4	4	1	0	0	0	9	20	10	990	501	5.72	.10	.86	94.7	0.02
Specials	\$0.00	208	0	25	0	0	0	233	15	12	237	208	N/A	N/A	N/A	N/A	N/A
Bishop DAR	\$7,686.60	1,036	1,187	566	300	141	194	3,424	862	799	9,591	8,800	2.24	.87	4.28	12.0	0.39
Nite Rider	\$1,039.80	167	18	52	23	1	16	277	63	60	965	932	3.75	1.12	4.60	16.0	0.30
Mammoth FR	\$0.00	23,479	0	0	0	1,953	0	25,432	918	868	12,488	10,822	N/A	N/A	29.29	14.4	2.35
Mammoth DAR	\$872.40	218	30	62	2	3	73	388	145	145	399	392	2.25	2.23	2.69	2.8	0.99
Reno	\$7,128.00	321	31	20	1	12	1	386	230	203	8,674	8,390	18.47	.85	1.90	42.7	0.05
Lancaster	\$4,833.25	185	50	25	0	9	2	271	142	119	5,816	5,589	17.83	.86	2.28	48.9	0.05
MMSA	\$0.00	108,996	0	29	0	13,186	0	122,211	2,217	2,095	24,991	23,649	.00	.00	58.35	11.9	5.17
June Lake Shuttle	\$6,237.00	726	0	0	0	54	0	780	134	106	2,821	2,388	8.00	2.61	7.33	26.5	0.33
Total	\$34,174.80	136,013	1,626	1,055	348	15,422	315	154,779	5,312	4,924	79,784	73,748	.22	.46	31.44	16.2	2.10
Feb-16																	
Mammoth Express	\$1,873.00	241	32	11	3	30	10	327	131	103	4,561	4,407	5.73	.43	3.19	44.5	0.07
Lone Pine to Bishop	\$1,236.00	154	50	41	10	4	3	262	126	106	4,775	4,592	4.72	.27	2.46	44.9	0.06
Lone Pine DAR	\$582.20	26	92	45	15	48	6	232	147	140	1,233	1,233	2.51	.47	1.66	8.8	0.19
Walker DAR	\$540.30	0	21	169	0	5	0	195	128	120	792	659	2.77	.82	1.63	6.6	0.30
Bridgeport to G'Ville	\$333.00	10	34	0	0	0	0	44	32	27	876	599	7.57	.56	1.61	32.0	0.07
Benton to Bishop	\$122.00	9	4	9	0	0	2	24	25	11	1,095	543	5.08	.22	2.14	97.8	0.04
Specials	\$0.00	687	0	43	0	26	0	756	46	27	335	269	N/A	N/A	N/A	N/A	N/A
Bishop DAR	\$7,485.10	994	1,089	679	328	147	220	3,457	889	833	9,616	8,739	2.17	.86	4.15	11.5	0.40
Nite Rider	\$1,207.20	218	13	39	21	1	18	310	62	60	874	828	3.89	1.46	5.17	14.6	0.37
Mammoth FR	\$0.00	25,487	0	5	0	3,749	0	29,241	1,073	1,035	14,886	14,362	N/A	N/A	28.25	14.4	2.04
Mammoth DAR	\$760.60	170	55	25	0	12	24	286	193	189	1,031	947	2.66	.80	1.51	5.5	0.30
Reno	\$7,183.75	269	52	42	2	12	2	379	239	215	9,191	8,843	18.95	.81	1.76	42.7	0.04
Lancaster	\$4,309.50	248	36	34	0	10	5	333	139	124	6,058	5,983	12.94	.72	2.68	48.7	0.06
MMSA	\$0.00	88,848	0	5	0	10,318	0	99,171	2,189	2,071	26,111	24,683	N/A	N/A	47.88	12.6	4.02
June Lake Shuttle	\$7,386.00	489	0	0	0	9	0	498	132	112	3,213	2,886	14.83	2.56	4.43	28.6	0.17
Total	\$33,066.65	117,850	1,488	1,147	379	14,371	290	135,525	5,560	5,186	84,830	79,756	.24	.41	26.13	16.4	1.70

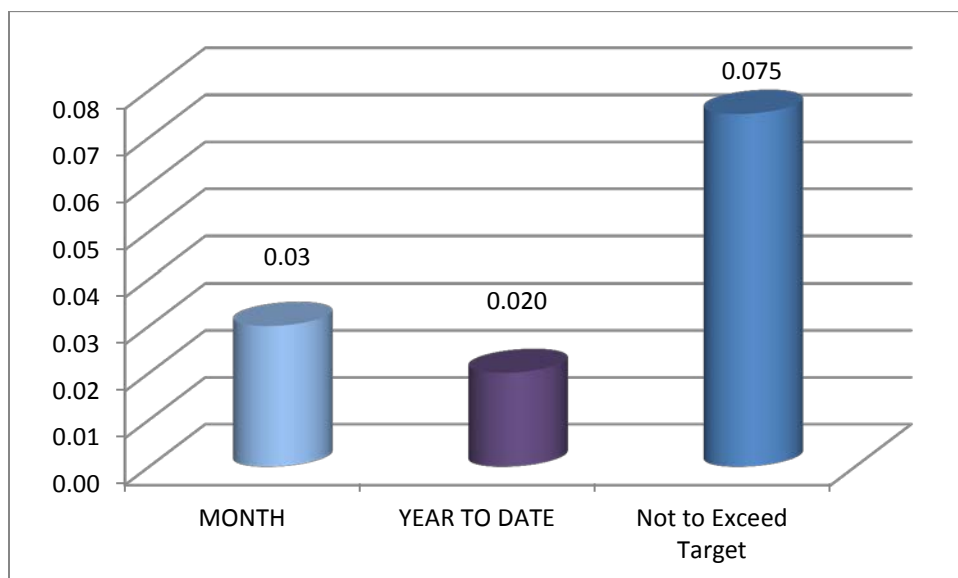
VARIANCE BY ROUTE (RAW NUMBERS) – February 2017 to February 2016																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$1,458.90	226	25	1	-2	-22	8	236	3	9	-133	-109	0.19	0.35	1.86	-4.77	0.06
Lone Pine to Bishop	\$174.25	22	8	-6	-10	5	6	25	8	8	429	466	0.20	0.01	0.05	0.65	0.00
Lone Pine DAR	\$107.40	-4	39	17	6	-2	-4	52	-7	-7	-51	-57	-0.08	0.11	0.48	0.08	0.05
Walker DAR	-\$10.80	0	-3	-3	0	-5	0	-11	0	0	341	296	0.11	-0.27	-0.09	2.84	-0.10
Bridgeport to G'Ville	\$32.00	-2	8	0	0	0	0	6	0	0	-11	-9	-0.27	0.06	0.21	-0.52	0.01
Benton to Bishop	-\$70.50	-5	0	-8	0	0	-2	-15	-5	-1	-105	-42	0.64	-0.12	-1.28	-3.03	-0.03
Bishop DAR	\$201.50	42	98	-113	-28	-6	-26	-33	-27	-34	-25	61	0.08	0.02	0.13	0.46	-0.01
Nite Rider	-\$167.40	-51	5	13	2	0	-2	-33	1	0	91	104	-0.14	-0.34	-0.56	1.47	-0.08
Mammoth FR	\$0.00	-2008	0	-5	0	-1796	0	-3809	-155	-167	-2398	-3540	N/A	N/A	1.05	0.00	0.31
Mammoth DAR	\$111.80	48	-25	37	2	-9	49	102	-48	-45	-632	-555	-0.41	1.42	1.17	-2.69	0.69
Reno	-\$55.75	52	-21	-22	-1	0	-1	7	-10	-12	-517	-453	-0.49	0.04	0.14	0.05	0.00
Lancaster	\$523.75	-63	14	-9	0	-1	-3	-62	3	-5	-242	-394	4.89	0.14	-0.40	0.19	-0.01
MMSA	\$0.00	20,148	0	24	0	2,868	0	23,040	28	23	-1,120	-1,034	N/A	N/A	10.47	-0.67	1.15
June Lake Shuttle	\$1,149.00	237	0	0	0	45	0	282	2	-6	-392	-498	-6.84	0.05	2.90	-2.09	0.15
VARIANCE BY ROUTE (PERCENTAGE) – February 2017 to February 2016																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	78%	94%	78%	9%	-67%	-73%	80%	72%	3%	9%	-3%	-2%	3%	82%	58%	-11%	77%
Lone Pine to Bishop	14%	14%	16%	-15%	100%	125%	200%	10%	7%	7%	9%	10%	4%	4%	2%	1%	-1%
Lone Pine DAR	18%	-15%	42%	38%	40%	-4%	-67%	22%	-5%	-5%	-4%	-5%	-3%	24%	29%	1%	28%
Walker DAR	-2%		-14%	-2%		-100%		-6%	0%	0%	43%	45%	4%	-32%	-6%	43%	-35%
Bridgeport to G'Ville	10%	-20%	24%					14%	0%	0%	-1%	-2%	-4%	11%	13%	-2%	15%
Benton to Bishop	-58%	-56%	0%	-89%			100%	-63%	-20%	-7%	-10%	-8%	13%	-54%	-60%	-3%	-59%
Bishop DAR	2.7%	4.2%	9.0%	16.6%	8.5%	-4.1%	11.8%	-1.0%	-3.1%	-4.1%	-0.3%	0.7%	3.7%	2.0%	3.2%	4.0%	-1.6%
Nite Rider	-14%	-23%	38%	33%	10%	0%	-11%	-11%	2%	0%	10%	13%	-4%	-23%	-11%	10%	-21%
Mammoth FR		-8%		100%		-48%		-13%	-14%	-16%	-16%	-25%	N/A	N/A	4%	0%	15%
Mammoth DAR	15%	28%	-45%	148%		-75%	204%	36%	-25%	-24%	-61%	-59%	-15%	177%	77%	-49%	228%
Reno	-1%	19%	-40%	-52%	-50%	0%	-50%	2%	-4%	-6%	-6%	-5%	-3%	5%	8%	0%	7%
Lancaster	12%	-25%	39%	-26%		-10%	-60%	-19%	2%	-4%	-4%	-7%	38%	20%	-15%	0%	-13%
MMSA		23%		480%		28%		23%	1%	1%	-4%	-4%	N/A	N/A	22%	-5%	29%
June Lake Shuttle	-16%	48%				500%		57%	1%	-5%	-12%	-17%	-46%	2%	65%	-7%	89%

## Comments

There were five comments received for the month of February 2017.

- February 5<sup>th</sup> - Passenger wrote to state that a Red Line driver was rude to passengers (barking orders) and that she slammed on the brakes unnecessarily. Driver was advised of the complaint and encouraged to practice effective passenger relations skills.
- February 6<sup>th</sup> - A regular passenger that commutes between Bishop and Independence called to complain that the bus did not pass through Independence on Friday (2/3) and there was no one answering the phones. The bus was delayed due to closure of Hwy 395. The passenger called the office after 5:00pm
- February 6<sup>th</sup> - A dial-a-ride passenger from Wilkerson called to compliment all of the dial-a-ride drivers. She commented that the drivers were all nice, witty and professional.
- February 7<sup>th</sup> – A passenger called to complain that the Green Line driver was unsafe and rude. He stated that the driver started up from stops abruptly before passengers were able to find a seat. Driver was counseled about the complaint and advised of proper passenger relations and defensive driving practices.
- February 28<sup>th</sup> – A passenger called to state that the Red Line driver this afternoon was rude to passengers looking for the Parking shuttle bus, and that he drove past the stop by their motel forcing them to walk many blocks back to their hotel from the next stop.

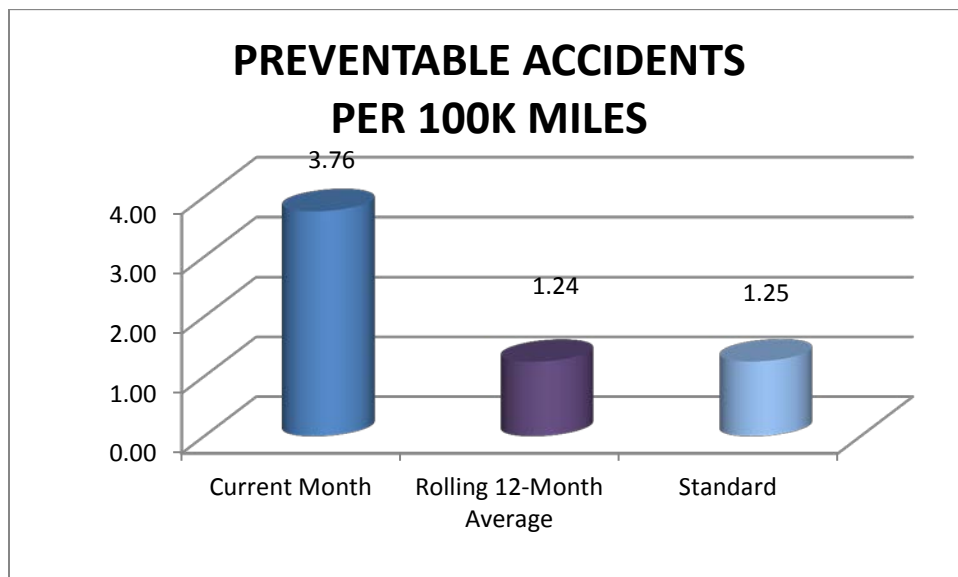
### COMPLAINTS PER 1,000 PASSENGERS



## Accident/Incidents

There were three preventable accidents in February 2017.

2/6/2017	ESTA bus and other party's car attempting to pass on narrow street (large snow banks). ESTA bus scraped other vehicle.
2/8/2017	ESTA bus maneuvering to park in the garage and scraped the side of the bus on a trolley
2/18/2017	ESTA bus lost traction pulling out of parking lot onto highway and slid down hill into a snow bank



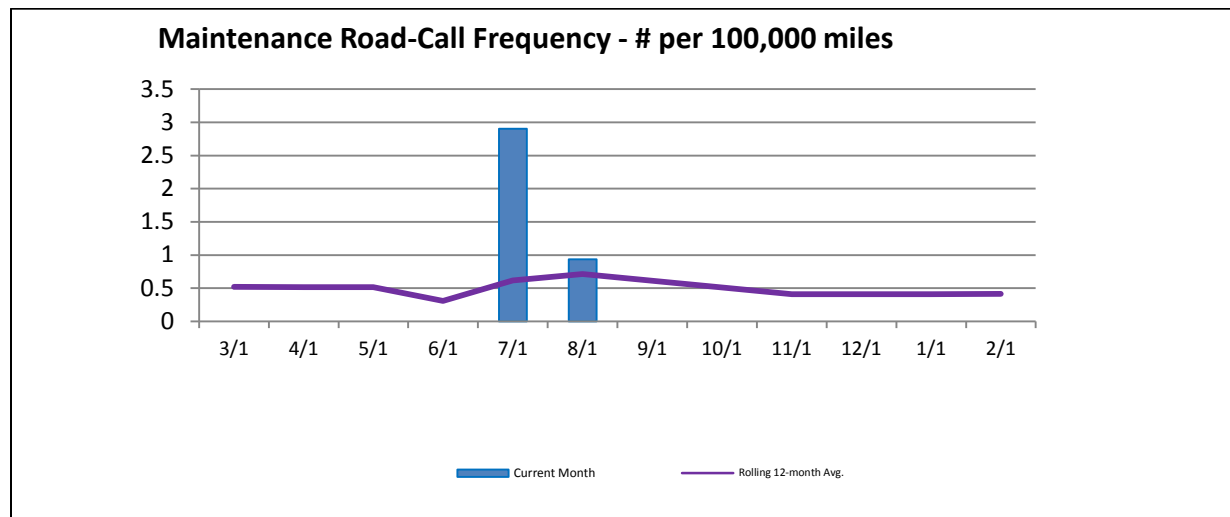
## Missed Runs

Due to weather conditions in February of 2017 there were some impacts to service.

DATE	ROUTE	DESCRIPTION
2/11	Purple	Bus out of service to remove snow chains, missed 13:30 run
2/16	Purple	Bus exchange, Missed 12:30 and 13:00 runs
2/20	Mammoth DAR	Bus was late switching from OML to dial-a-ride
2/20	OML	Route started late. Missed 07:13 run
2/23	Purple	Bus out of service to remove snow chains, missed 12:00 run
2/27	Purple	Missed 08:00 run due to white out conditions

## Road Call Frequency

There were no Road Calls during the month of February 2017. The rolling 12-month road call frequency is 0.41 per 100,000 miles traveled.



## Bishop Area Dial-A-Ride Wait Times

Wait times for the Bishop Area Dial-A-Ride (Mon. through Fri., 7:00 a.m. – 6:00 p.m.)

FEBRUARY 2017

		Percent	Goal
<b>IMMEDIATE RESPONSE TRIPS</b>			
Total Trips:	1,959	70% of trips	
Average Wait Time (min.):	14		< 20 minutes
# > 30 minute wait:	168	8.5 %	< 5%
<b>ADVANCE RESERVATION TRIPS</b>			
Total Trips:	830	30% of trips	
On Time Trips (± 10 min.)	705	85 %	
<b>TOTAL SCHEDULED TRIPS</b>			
No-Shows	192 / 126	6.2 % / 4.0 %	Incl / Excl Ckpts
Cancellations	107	3.4 %	

