

ESTA BOARD AGENDA

Regular Meeting

Friday, September 8, 2023 at 11:00am
Town of Mammoth Lakes Council Chambers
437 Old Mammoth Rd., Ste. Z, Mammoth Lakes, CA
The Agenda is available at www.estransit.com

Chairperson: Karen Schwartz

Vice-Chairperson: Chris Bubser

Board Members:

Chris Bubser (Mammoth Lakes)
Karen Schwartz (Bishop)
Karen Kong (Bishop)
Trina Orrill (Inyo County)

Jeff Griffiths (Inyo County)
Rhonda Duggan (Mono County)
Bill Sauser (Mammoth Lakes)
Bob Gardner (Mono County)

Note: In compliance with the Americans with Disabilities Act, if an individual requires special assistance to participate in this meeting, please contact Eastern Sierra Transit at (760) 872-1901 ext. 15 or 800-922-1930. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 12 by 4pm Thursday, September 7. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be shared at the appropriate time during the board meeting.

Email public comment: To submit an emailed public comment to the Board please email pmoores@estransit.com by 4pm Thursday, September 7, and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be shared with all attending Board members.

HOW TO VIRTUALLY ATTEND THE ESTA BOARD MEETING:

Join the ZOOM meeting on your computer or mobile device by using this link:

<https://us02web.zoom.us/j/88953118675?pwd=ZkRjYUVFY0ZHT3E4S1BlDnLRxcwdz09>

The meeting passcode is 753752.

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

Begin Recording Meeting & Call to Order

Roll Call

Pledge of Allegiance

Public Comment*: The Board reserves this portion of the agenda for members of the public to address the Eastern Sierra Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

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

A. Consent Agenda (Board Action Required)

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

- A-1 Approval of Regular Meeting Minutes of July 14, 2023
- A-2 Executive Director Job Description
 - Adjusted salary range and various detail revisions.
- A-3 Title VI Policy Update
- A-4 State of Good Repair Grant Project List

B. Information Agenda (Receive and File Only)

The following items are presented as information only. Staff is prepared to answer questions on these items, and may verbally emphasize points as necessary. Otherwise, if no member of the public or Board wishes to open a discussion, the Information Agenda will stand as presented, and the meeting will move to the next section.

- B-1 Executive Director's Report
 - Information on ridership, projects, performance, and ESTA activities.
- B-2 Financial Report for 2022/23
 - Updates on the close of the financials for fiscal year 2022-23.
- B-3 Financial Report for 2023/24
 - Financial update on current fiscal year.

C. Board Member Comments

- Board member comment on ESTA and home jurisdictions.

D. Adjournment

The next regularly scheduled meeting is October 13, 2023 at 11:00 am, in Mammoth Lakes, CA. Check ESTA website for details on attending the meeting.

**Eastern Sierra Transit Authority
Minutes of July 14, 2023 Meeting**

Call to Order - 9:03 A.M. Friday, July 14 2023

Chairperson Schwartz called The meeting of Eastern Sierra Transit Authority to order at 9:03 am in the City of Bishop Council Chambers

ROLL CALL

A quorum was established by roll call.

PRESENT:

Chairperson Karen Schwartz, Boardmembers Sauser, Orrill, Gardner, Kong, Bubser, and Griffiths

ABSENT:

Boardmember Duggan

Pledge of Allegiance

Chairperson Schwartz led the Pledge of Allegiance.

Public Comment: NONE

Consent Agenda

It was moved by Board Member Sauser and seconded by Board Member Kong to approve the consent Agenda as presented

A-1 Approval of Regular Meeting Minutes of July 14, 2023

The motion passed 7-0 with Director Duggan absent

Information Agenda

B-1 Executive Directors Report

Employee Max Lau was present to receive the employee of the quarter award.

Discussion among the board and Phil Moores regarding the Ridership report

B-2 Transportation Development Act Audit

Kathy Chambers was present via zoom to present the Triennial Performance Audit of the Eastern Sierra Transit Authority FY 2019/20-FY 2021/22

B-3 GASB 75 (Governmental Accounting Standards Board) Actuarial Report as of June 30, 2022 for Fiscal Year End June 30, 2023 Financial Reporting

B-4 Fiancial Report for 2022/23

Chairperson Schwartz closed the regular session at 9:19 am to open in closed session

Closed session ended at 10:05 am. Chairperson Swartz reported there will be an amendment to the Executive Directors contract.

**Eastern Sierra Transit Authority
Minutes of June 9, 2023 Meeting**

Phil Moores read the ammended contract
TERM FROM: APRIL 3, 2023 TO: Termination
SCHEDULE OF FEES:
Salary: \$141,709.00 annually.

Retirement: Classic Calpers 2% at 55 formula, and 100% paid by ESTA.

Health Insurance: PERS Choice (employee contribution = 17%), PERS Select (employee contribution = 13%), or monthly stipend of \$408, if no health plan is selected.

Vision/Dental/Hearing Reimbursement: \$1,500/yr. plus \$600/yr. for qualifying dependents.

Comprehensive Leave: Employee will accrue at the 4-10 year rate.

Paid Holidays: 12 per year

Life Insurance: \$50,000, paid by ESTA

I. ESTA will make the same adjustment to the Executive Directors salary, benefits, allowances, and other forms of compensation as for other employees except as provided in the paragraph below.

II. The ESTA Board will review the performance of the Executive Director at least annually and may at that time adjust compensation as determined to be fair and reasonable. Should any adjustment be made at this time, the date of such adjustment will become the anniversary date for any subsequent compensation changes subject to paragraph I. above.

It was moved by Board Member Gardner and seconded by Board Member Bubser to accept the Executive Directors Contract as ammended.

The Motion passes 6-1 with Board member Orrill abstaining and Board member Duggan absent.

Board Member comments: None

Adjournment

The meeting was adjourned at 10:08 am to the next regular meeting scheduled to be held August 11th, 2023 at 11:00 am in the City Of Bishop Council Chambers, 301 West Line St., Bishop,CA

Recorded & prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: ESTA Executive Director Job Description
Presented by: Phil Moores, Executive Director

Background

The Executive Director job description has not been updated since my hiring in 2018. With recent changes to my salary and benefits, the document is due for a revision. The experience section was revised from five years to seven years of leadership experience. A line favoring an applicant's ability to make minor facility repairs was added. The salary range was adjusted to accommodate my current salary and make the position more competitive in the industry. Both the previous and proposed versions of the document are attached.

To squash any rumors, I have no plans to retire for several more years.

Recommendation

The Board is requested to approve the revised Executive Director job description.



JOB DESCRIPTION

POSITION: **EXECUTIVE DIRECTOR**

LOCATION: **Bishop**

SALARY: **\$85,000 TO \$120,000 per year**

DEFINITION: The EXECUTIVE DIRECTOR organizes, controls, and directs the activities of the Eastern Sierra Transit Authority and carries out the goals and policies of the ESTA Board. This classification is the highest staff position of the ESTA organization and involves a broad range of assignments requiring independent thinking and excellent transportation management, personnel, financial, statistical, writing, problem solving, and oral communication skills.

ESSENTIAL FUNCTIONS include, but are not limited to the following:

- **Meetings**--Organize and administer ESTA Board and ESTA committee meetings. Represent ESTA before ESTA jurisdictions and various individuals, groups, and agencies, including public and private organizations.
- **Personnel**--Hire, compensate, train, fire, promote, demote, and discipline employees of ESTA, within the constraints of the adopted Personnel Policy. Maximize use of reasonable training opportunities for self and employees, within budgetary constraints.
- Administer all aspects of labor relations including negotiating labor agreements and representing ESTA in dealings with any unions.
- **Financial**--Develop and manage operating and capital budgets for all ESTA activities. Authorize appropriations including transfers within major expense items. Find ways to optimize ESTA access to outside funding.
- Plan and administer ESTA's capital replacement program including development of funding and procurement of replacement and expansion fleet vehicles.
- Approve purchases consistent with policies established by the Board of Directors. Approve purchases of assets listed in the adopted budget or by minute order, approve payments for contracts authorized by the ESTA Board, and approve other purchases authorized by the ESTA Board.
- Submit grant applications for ESTA capital, planning, and service projects. Sign grant agreements for projects approved by the ESTA Board.

- **Transit--** Manage transit-related projects, including planning, operating, marketing, and capital activities. Perform contract negotiations, monitoring, and administration. Enforce contractor compliance with ESTA requirements.
- Establish and maintain a fare collection and deposit system.
- Perform service planning, scheduling, and driver scheduling where appropriate. Organize and conduct workshops and public hearings on transit matters affecting a significant number of existing or future riders on any particular route.
- Lease buses, vans, and other equipment on an "as needed" basis from public or private organizations when deemed necessary to assure continued reliability of transit operations.
- Comply with requirements of the Americans with Disabilities Act, Short Range Transit Plan, unmet transit needs process, and other transit-related regulations.
- **Delegation--**The Executive Director may delegate such of the responsibilities and duties assigned herein as he/she deems appropriate.
- Liaison with other community agencies relative to the delivery of transit services.
- Negotiate agreements with outside entities for the provision of transit service.
- Other duties as duties as necessary for the successful management, operation, and administration of the Eastern Sierra Transit Authority, as defined in the Joint Powers Agreement.

Knowledge of: Recent knowledge of public transportation services, innovations, programs and issues, including alternative fuels, the Americans with Disabilities Act, and Federal Transportation Reauthorizations, as amended. Ability to administer ESTA policies and programs, enforce ESTA personnel policy, develop and convey ESTA policy on transportation issues, provide leadership and direction to ESTA Board and to staff, analyze and prepare reports and board communications, analyze complex statistical and technical information pertaining to transportation issues; communicate effectively, both orally and in writing; establish and maintain a cooperative working relationship with others, including ESTA employees, the ESTA member entities, and the public; think independently with minimum Board oversight; complete tasks on time.

Ability to: Maintain various records and files, including confidential materials; conduct research and compile and analyze data; read, interpret and apply applicable laws, rules and regulations; communicate effectively orally and in writing; establish and maintain effective work relationships with peers and other public and private agencies; operate a personal computer and utilize related software; effectively learn, interpret and apply ESTA policies, rules and regulations; maintain composure in stressful situations and resolve complaints in a satisfactory manner; continually multi-task and prioritize work; handle matters of a confidential nature; supervise, teach and coach subordinates, resolve difficult personnel issues, operate standard office equipment; maintain accurate records; stay informed of changing governmental regulations.

Experience/Education/Training:

Any equivalent combination of experience and education that would likely provide the required skills, knowledge and abilities that would normally be obtained by:

- Bachelor's degree (master's degree preferred) from an accredited college with major in public or business administration or a directly related field preferred.
- Five years of previous responsible administrative experience, preferably in transit administration, or a related field.

Licensure and Certifications: Must possess or obtain and maintain a valid Class A, B, or C California Driver's License. Possession of commercial driver's license with passenger endorsement is preferred.

Special Requirements: Must successfully complete a background investigation and physical examination, including drug screen prior to employment. This position is subject to drug & alcohol testing requirements as identified in the Authority's Drug & Alcohol Testing Policy.

Physical Requirements: Must maintain the physical condition necessary to: 1) perform tasks in an office setting and operate standard office machinery, 2) safely drive a variety of staff vehicles, 3) frequently; stand, walk, stoop and bend; grasp, lift, hold and manipulate under 20 lb. items.

Position: EXECUTIVE DIRECTOR
Location: Bishop & Mammoth Lakes, CA
Salary Range: \$120,000 - \$160,000 Annually

DEFINITION: The Executive Director organizes, controls, and directs the activities of the Eastern Sierra Transit Authority and carries out the goals and policies of the ESTA Board. This classification is the highest staff position of the ESTA organization and involves a broad range of assignments requiring independent thinking and excellent transportation management, personnel, financial, statistical, writing, problem solving, and oral communication skills.

ESSENTIAL FUNCTIONS include, but are not limited to the following:

- **Meetings**--Organize and administer ESTA Board and ESTA committee meetings. Represent ESTA before ESTA jurisdictions and various individuals, groups, and agencies, including public and private organizations.
- **Personnel**--Hire, compensate, train, fire, promote, demote, and discipline employees of ESTA, within the constraints of the adopted Personnel Policy. Maximize use of reasonable training opportunities for self and employees, within budgetary constraints.
- Administer all aspects of labor relations including negotiating labor agreements and representing ESTA in dealings with any unions.
- **Financial**--Develop and manage operating and capital budgets for all ESTA activities. Authorize appropriations including transfers within major expense items. Find ways to optimize ESTA access to outside funding.
- Plan and administer ESTA's capital replacement program including development of funding and procurement of replacement and expansion fleet vehicles.
- Approve purchases consistent with policies established by the Board of Directors. Approve purchases of assets listed in the adopted budget or by minute order, approve payments for contracts authorized by the ESTA Board, and approve other purchases authorized by the ESTA Board.
- Submit grant applications for ESTA capital, planning, and service projects. Sign grant agreements for projects approved by the ESTA Board.
- **Transit**-- Manage transit-related projects, including planning, operating, marketing, and capital activities. Perform contract negotiations, monitoring, and administration. Enforce contractor compliance with ESTA requirements.
- Establish and maintain a fare collection and deposit system.
- Perform service planning, scheduling, and driver scheduling where appropriate. Organize and conduct workshops and public hearings on transit matters affecting a significant number of existing or future riders on any particular route.

- Lease buses, vans, and other equipment on an "as needed" basis from public or private organizations when deemed necessary to assure continued reliability of transit operations.
- Comply with requirements of the Americans with Disabilities Act, Short Range Transit Plan, unmet transit needs process, FTA Drug and Alcohol, and other transit-related regulations.
- **Delegation**--The Executive Director may delegate such of the responsibilities and duties assigned herein as he/she deems appropriate.
- Liaison with other community agencies relative to the delivery of transit services.
- Negotiate agreements with outside entities for the provision of transit service.
- Other duties as necessary for the successful management, operation, and administration of the Eastern Sierra Transit Authority, as defined in the Joint Powers Agreement.

Knowledge of: Recent knowledge of public transportation services, innovations, programs and issues, including alternative fuels, the Americans with Disabilities Act, and Federal Transportation Reauthorizations, as amended. Ability to administer ESTA policies and programs, enforce ESTA personnel policy, develop and convey ESTA policy on transportation issues, provide leadership and direction to ESTA Board and to staff, analyze and prepare reports and board communications, analyze complex statistical and technical information pertaining to transportation issues; communicate effectively, both orally and in writing; establish and maintain a cooperative working relationship with others, including ESTA employees, the ESTA member entities, and the public; think independently with minimum Board oversight; complete tasks on time.

Ability to: Maintain various records and files, including confidential materials; conduct research and compile and analyze data; read, interpret and apply applicable laws, rules and regulations; communicate effectively orally and in writing; establish and maintain effective work relationships with peers and other public and private agencies; operate a personal computer and utilize related software; effectively learn, interpret and apply ESTA policies, rules and regulations; maintain composure in stressful situations and resolve complaints in a satisfactory manner; continually multi-task and prioritize work; handle matters of a confidential nature; supervise, teach and coach subordinates, resolve difficult personnel issues, operate standard office equipment; maintain accurate records; stay informed of changing governmental regulations.

Experience/Education/Training:

Any equivalent combination of experience and education that would likely provide the required skills, knowledge and abilities that would normally be obtained by:

- Bachelor's degree (master's degree preferred) from an accredited college with major in public or business administration or a directly related field preferred.

- Seven years of previous responsible administrative experience, preferably in transit administration, or a related field.

Licensure and Certifications: Must possess or obtain and maintain a valid Class A, B, or C California Driver's License.

Special Requirements: Must successfully complete a background investigation and physical examination, including drug screen prior to employment. Proficiency with standard mechanical tools for facilities and vehicles is preferred.

Physical Requirements: Must maintain the physical condition necessary to: 1) perform tasks in an office setting and operate standard office machinery, 2) safely drive a variety of staff vehicles, 3) frequently; stand, walk, stoop and bend; grasp, lift, hold and manipulate under 20 lb. items.

STAFF REPORT

Subject: Title VI Program
Initiated by: Dawn Vidal, Administration Manager

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 dictates that ESTA must update its Title VI, Public Participation and Language Assistance Plans every three years in order to continue to be eligible for federal grant funding.

ANALYSIS/DISCUSSION:

The proposed Title VI Program updates contact information, recent outreach efforts, information about LEP individuals, information about the ESTA board, recent service changes and adds a Title VI Equity Analysis for the Bishop Administration Facility.

This revised 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.

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.

Transit amenities in the service area of Eastern Sierra Transit Authority include benches, shelters, bus stop signs, system maps, route maps and schedules and waste receptacles. Installation of transit amenities along transit routes are based on identified need and the number of passengers that the amenity would benefit.

EASTERN SIERRA TRANSIT AUTHORITY'S TITLE VI PROGRAM

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

September 8, 2023

INTRODUCTION:

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 Administration Manager 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	565 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

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 Administration Manager may be utilized for resolution, at any stage of the process. The Administration Manager 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 Administration Manager. 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 Administration Manager 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 Administration Manager 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 Administration Manager. The Administration Manager 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

Section I: Please write legibly		
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
Section II:		
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
Section III:		
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

Section IV:		
14. Have you previously filed a Title VI complaint with Eastern Sierra Transit Authority?	YES	NO
Section V:		
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:
Section VI:		
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:

Dawn Vidal, Administration Manager
EASTERN SIERRA TRANSIT AUTHORITY
P.O. Box 1357
Bishop, CA 93515
Phone: 760.872.1901 x 11
Fax: 760.784-9566
Email: dvidal@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

Title VI Equity Analysis

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. An equity analysis compares the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site. In our case, the site decision was made in cooperation with Inyo County around the year 2015. If the impact to race, color, or national origin was considered, it was not documented.

There are no ESTA owned transit facilities at this time.

Summary of Outreach Efforts Made Calendar Years 2020-2022

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.

Outreach Activities

The following is a list of outreach activities.

2020 OUTREACH ACTIVITIES

Date	Event
11/14/2020	Stuff-A-Bus
Feb./Mar.	Schedule Social Services Transportation Advisory Committee (SSTAC) meeting March 4 TBD
March	Outreach to Regional Planning Advisory Committees (Antelope Valley, Bridgeport, Mono Basin, and June Lake CAC) <ul style="list-style-type: none"> • June Lake, Wednesday March 4, 5 pm • Walker, Thursday March 5, 6:30 pm • Bridgeport, Tuesday March 10, 5 pm Lee Vining, Wednesday March 11, 6:30 pm
April	Outreach to Long Valley, Chalfant, Benton Hammil communities (coordinate with Supervisor Stump)
May 11 LTC	Joint LTC/SSTAC public hearing on Unmet Needs

2021 OUTREACH ACTIVITIES

Date	Event
11/13/20	Stuff-A-Bus
March 25	Long Valley Community meeting
March 29	SSTAC meeting
April 1	Antelope Valley RPAC
April 7	June Lake CAC
April 13	Bridgeport RPAC
April 14	Mono Basin RPAC
May 10	Joint LTC/SSTAC public hearing on Unmet needs

2022 OUTREACH ACTIVITIES

Date	Event
11/19/2022	Stuff-A-Bus
3/2022	SSTAC Meeting
4/2022	June Lake CAC
4/2022	Antelope Valley RPAC
4/2022	Bridgeport RPAC
4/2022	Mono Basin RPAC
4/2022	Long Valley RPAC
5/13/2022	Bishop Creek Shuttle & Red's Meadow Public Hearing
5/2022	LTC – Joint LTC/SSTAC public hearing on unmet needs

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

A summary of service changes since policy revision follows.:

ESTA Service Changes 2020-2022		
Date	Route	Service Change
FY 19/20	Walker/Nevada	Extended Walker/Garnerville to Walker/Carson City
4/6/2020	Bishop DAR Night Rider	Stops service at 10:00pm (Covid) instead of 2:30am
4/6/2020	395 South	Reduced to Tuesday and Friday (Covid) instead of M-f
4/6/2020	395 North	Reduced to Monday and Thursdays (Covid) instead of M-F
5/26/2020	395 South	Resumed M-F Service
5/26/2020	395 North	Resumed M-F Service
7/1/2020	Walker	Walker DAR available to go to Mammoth on Tuesdays
7/1/2020	Lone Pine DAR	Added Keeler to Lone Pine DAR (zone 2)
4/30/2021	Bishop DAR Night Rider	Resumed pre-covid schedule
6/22/2021	All Routes in Bishop	Added Bishop Airport Stop to all routes that travel in Bishop
1/3/2022	Bishop DAR	Extended from 5:30pm to 6:30pm Monday thru Thursday
1/3/2022	Bishop DAR	Additional Driver added to 7am-8am shift M-F

The Reds Meadow Shuttle increase fares on May 13, 2023:

Adult from \$10.00 to \$15.00

Child from \$5.00 to \$7.00

Children under 2 remained free

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 2000d, 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. The Directors are elected officials. We not have any transit-related, non-elected planning boards, advisory councils or committees.

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	
16' Van	5	0	5	1.0
22' Electric Van	9	0	9	1.0
22' Mini-Bus	15	0	15	1.0
25' Mini-Bus	18	0	18	1.0
33' Trolley/bus	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	20	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

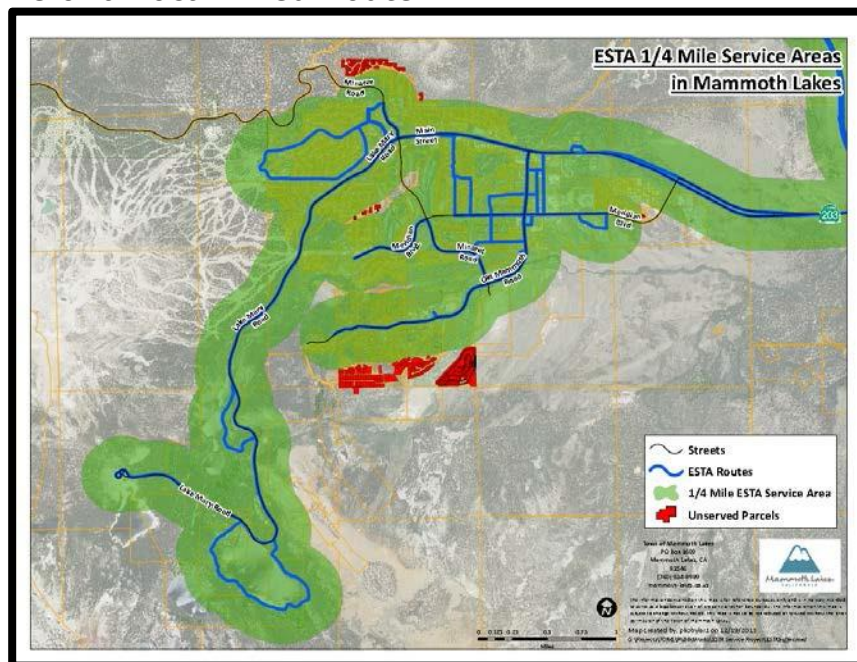
A vehicle is considered on time if it arrives at a scheduled time point no more than 5 minutes late and the vehicle may not depart prior to the schedule time. Eastern Sierra Transit's on-time performance objective is 85% for Intercity Routes, 90% on other fixed routes, and a wait time of less than 20 minutes on Dial-A-Ride. On-time performance is periodically sampled to monitor performance

4. Service Availability

The standards set by Eastern Sierra Transit for service availability:

- Local Fixed Routes: Serve 80% of the community within ¼ of a mile either side of Local Fixed Route service.
- Intercity Fixed Routes: Serve all population centers within ¼ mile either side of the Intercity Fixed Route service. Population Centers are defined as communities having a population of 300 or more.
- Seasonal Fixed Routes: These routes which only operate in National Forests during the summer months, will originate in locations with connecting transit services to provide maximum accessibility.

Eastern Sierra Transit utilized intersecting census blocks when calculating the population served by the Local Fixed Routes. At this time, Local 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 Local Fixed Routes is 8,100. This calculates to 98.7% of the population that is within ¼ mile of a Local Fixed Route.



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 per year and is included in the current budget.

RECOMMENDATION

The Board is requested to pass and adopt Resolution 2023-07, approving the Eastern Sierra Transit Authority's updated Title VI Program, including the Public Participation and Language Assistance Plans.

Board of Directors Approval of Eastern Sierra Transit Authority’s Title VI Program

RESOLUTION NO. 2023-07

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. 2000d, et seq., and Executive Order 13166, and the provisions detailed in U.S. Department of Transportation’s FTA Circular 4704.1A, “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 11th day of August, 2023 by the following vote:

- AYES: Directors
- NOES:
- ABSENT:
- ABSTAIN:

Karen Schwartz Chair
Eastern Sierra Transit Authority Board of Directors

Attest: Linda Robinson
Secretary of the Board
By: _____
Linda Robinson

Eastern Sierra Transit Authority's Public Participation Plan

Approved:

August 11, 2023

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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, 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, 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:

August 11, 2023

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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. 2000d, 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 Table B16001 Language Spoken at Home By Ability To Speak English For the Population 5 Years and Over (2018: ACS 5-year Estimates Subject Table) and determined that an estimated 6,024 persons in the Eastern Sierra Transit service area or (19.6%) of the population speak a language other than English. Of those, an estimated 1,699 persons have limited English proficiency; that is they speak English less than “very well”. This is 5.5% of the overall estimated population in the service area. Of those persons with limited English proficiency in Eastern Sierra Transit’s service area, an estimated 1,512 (4.9%) speak Spanish.

The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.

Although no languages account for more than 5% of the total population according to current estimates. Eastern Sierra Transit Authority has information about Title VI and the Title VI complaint form in Spanish Translation.

.
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 driver feedback, documenting phone inquiries or office visits. Since the last

revision of this plan in 2016, Eastern Sierra Transit has had 19 instances of a passengers unable to communicate with their driver, 2 requests for interpreters and 1 request for translated program documents. Bilingual office staff assisted via phone for the interpreter requests and the translated document requested was provided.

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, 95.1%, 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 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 will make an effort to identify any LEP persons at public meetings by informally engaging participants in conversation when 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

The responsibility for implementing this program will fall to Eastern Sierra Transit Authority's Executive Director and Administration Manager.

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 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) 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 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.

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:

Dawn Vidal- Administration Manager
Eastern Sierra Transit Authority
PO Box 1357
Bishop, CA 93515
Phone: 760-872-1901 Ext. 11
Fax: 760-784-3566
Email: dvidal@estransit.com

Appendix A

[Data Notes](#) | [Sections](#) | [Geography](#) | [Years](#) | [Topics](#) | [Survey Code](#) | [Filter](#) | [Sort](#) | [Transpose Table](#) | [Margin of Error](#) | [Reset Layout](#) | [Download](#) | [Print](#) | [Share](#) | [More Data](#) | [Map](#)

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LANGUAGE SPOKEN AT HOME | [TableID: S1901](#) | [Product: 2016 ACS 5-Year Estimates Subject Tables](#)

[Survey Program: American Community Survey](#) | [Inyo County, California](#)

	Total		Percent		Percent of specified language speakers				
	Estimate	Estimate	Estimate	Estimate	Speak English only or speak English "very well"	Estimate	Speak English less than "very well"	Estimate	Percent speak English less than "very well"
Population 5 years and over	17,074	(X)			16,307	95.7%	797	4.3%	
Speak only English	14,450	84.6%			(X)	(X)			(X)
Speak a language other than English	2,624	15.4%			1,807	71.9%	797	28.1%	
▼ SPEAK A LANGUAGE OTHER THAN ENGLISH									
▼ Spanish	2,072	12.1%			1,421	68.6%	651	31.4%	
5 to 17 years old	802	3.4%			626	90.4%	56	6.6%	
18 to 64 years old	1,315	7.7%			780	59.5%	502	40.5%	
65 years old and over	175	1.0%			112	64.0%	63	36.0%	
▼ Other Indo-European languages	178	1.0%			165	92.7%	13	7.3%	
5 to 17 years old	4	0.0%			4	100.0%	0	0.0%	
18 to 64 years old	112	0.7%			111	99.1%	1	0.9%	
65 years old and over	62	0.4%			50	80.6%	12	19.4%	
▼ Asian and Pacific Island languages	181	1.1%			129	71.3%	52	28.7%	
5 to 17 years old	10	0.1%			10	100.0%	0	0.0%	
18 to 64 years old	132	0.8%			100	75.8%	32	24.2%	
65 years old and over	39	0.2%			19	48.7%	20	51.3%	
▼ Other languages	103	1.1%			172	89.1%	21	10.9%	
5 to 17 years old	54	0.3%			53	98.1%	1	1.9%	
18 to 64 years old	88	0.6%			80	81.6%	18	18.4%	
65 years old and over	41	0.2%			39	95.1%	2	4.9%	
▼ CITIZENS 10 YEARS AND OVER									
▼ All citizens 10 years old and over	13,659	(X)			13,405	98.1%	256	1.9%	
Speak only English	12,265	89.8%			(X)	(X)			(X)
▼ Speak a language other than English	1,394	10.2%			1,138	81.6%	256	18.4%	
Spanish	1,013	7.4%			816	80.6%	197	19.4%	
Other languages	381	2.8%			322	84.5%	59	15.5%	

Search / Tables / S1801
 Census Bureau

LANGUAGE SPOKEN AT HOME
 Census / Tables / S1801
 Program: American Community Survey TableID: S1801 Product: 2018 ACS 5-Year Estimates Subject Tables

Clear Notes Selections Geography Years Topic Survey Code Hide Filter Sort Transpose Table Margin of Error Retire Layout Download Print Share More Data Map

Mono County, California									
		Percent			Percent of specified language speakers				
Total		Estimate		Estimate		Estimate		Estimate	
		Estimate		Estimate		Estimate		Estimate	
		Estimate		Estimate		Estimate		Estimate	
Population 5 years and over	13,710	(X)	12,748	93.0%	682	7.0%			
Speak only English	10,310	75.2%	(X)	(X)					(X)
Speak a language other than English	3,400	24.8%	2,438	71.7%	682	20.3%			
SPEAK A LANGUAGE OTHER THAN ENGLISH									
Spanish	2,933	21.4%	2,072	70.6%	861	29.4%			
5 to 17 years old	960	7.0%	960	100.0%	0	0.0%			
18 to 64 years old	1,931	14.1%	1,074	55.6%	657	44.4%			
65 years old and over	42	0.3%	38	90.5%	4	9.5%			
Other Indo-European languages									
5 to 17 years old	152	1.1%	63	41.4%	89	58.6%			
18 to 64 years old	4	0.0%	4	100.0%	0	0.0%			
65 years old and over	58	0.4%	27	46.6%	31	53.4%			
Asian and Pacific Island languages	90	0.7%	32	35.6%	58	64.4%			
5 to 17 years old	302	2.2%	290	96.0%	12	4.0%			
18 to 64 years old	286	2.1%	274	95.8%	12	4.2%			
65 years old and over	16	0.1%	16	100.0%	0	0.0%			
Other languages									
5 to 17 years old	0	0.0%	0	-	0	-			
18 to 64 years old	12	0.1%	12	100.0%	0	0.0%			
65 years old and over	1	0.0%	1	100.0%	0	0.0%			
CITIZENS 18 YEARS AND OVER									
All citizens 18 years old and over	9,701	(X)	9,490	97.8%	212	2.2%			
Speak only English	8,688	90.8%	(X)	(X)					(X)
Speak a language other than English	893	9.2%	661	76.3%	212	23.7%			
Spanish	718	7.4%	596	83.0%	122	17.0%			
Other languages	175	1.8%	65	48.6%	90	51.4%			

Overall Service Area Analysis, numbers are estimates from U.S. Census table B16001 Language Spoken at Home By Ability To Speak English For the Population 5 Years and Over (2018: ACS 5-year Estimates Subject Table:

	Inyo County	Mono County	Service Area Total:	%
Population over 5 years of age	17,074	13,710	30,784	
Speak a language other than English	2,624	3,400	6,024	19.6%
Speak English less than "very well"	737	962	1,699	5.5%
Of those that speak English less than "very well" Speak Spanish	651	861	1,512	4.9%

Aviso público sobre el Título VI de la autoridad de tránsito de Eastern Sierra (ESTA)

Por el presente, la ESTA notifica públicamente que es política de la autoridad de tránsito de Eastern Sierra garantizar, en todos sus programas y actividades, el cumplimiento total del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987, el Decreto Ejecutivo 12898 sobre Justicia Ambiental y todas las normas y leyes relacionadas. El Título VI establece que, en los Estados Unidos de América, a ninguna persona se la podrá excluir de participar en los programas o actividades para los que la ESTA recibe asistencia económica federal, ni se le podrán negar beneficios derivados de estas actividades, ni se la podrá someter a otros tipos de discriminación por motivos de raza, color de piel u origen nacional. Cualquier persona que crea que se ha visto afectada por una práctica discriminatoria ilegítima según el Título VI tiene derecho a presentar una queja formal ante la ESTA. Esta queja deberá realizarse por escrito y presentarse ante el Gerente de Administración de la ESTA dentro de los ciento ochenta (180) días posteriores a la fecha de la supuesta discriminación. Para más información o para obtener un Formulario de queja por discriminación según el Título VI, llame a la ESTA al 760.872.1901.

Lista de ubicaciones donde el Título VI está publicado

Actualmente, el aviso público sobre el Título VI de la autoridad de tránsito de Eastern Sierra se encuentra publicado en las siguientes ubicaciones:

Nombre de la ubicación	Dirección	Ciudad
Oficina de Bishop	565 Airport Road	Bishop, CA
Oficina de Mammoth	210 Commerce	Mammoth Lakes, CA
Stops and Vehicles (Paradas y vehículos)	Inyo & Mono County	

El aviso sobre el Título VI y la información de los programas también se encuentran en el sitio web de la autoridad de tránsito de Eastern Sierra:
www.estransit.com

Procedimientos de queja sobre el Título VI

Estos procedimientos se aplican a todas las quejas presentadas según el Título VI de la Ley de Derechos Civiles de 1964, en relación con cualquier programa o actividad administrada por ESTA o sus subreceptores, asesores o contratistas. La intimidación o represalias de cualquier tipo están prohibidas por ley.

Estos procedimientos no niegan el derecho del demandante a presentar quejas formales ante otros organismos federales o estatales, o de solicitar asesoramiento privado sobre quejas por supuesta discriminación. Estos procedimientos forman parte de un proceso administrativo que no ofrece compensaciones que incluyan daños punitivos o compensaciones para el demandante. Se hará todo lo posible para lograr la resolución temprana de las quejas en el nivel más bajo posible. Podrán concertarse reuniones de mediación informales entre las partes afectadas y el Gerente de Administración para llegar a una solución en cualquier etapa del proceso. El Gerente de Administración hará todo lo posible para resolver la queja. Para las entrevistas iniciales con el demandante y el demandado, será necesaria información sobre oportunidades de compensación y acuerdo solicitadas específicamente.

Procedimientos

1. Cualquier persona, grupo de personas o entidad que crea que han sido objeto de discriminación prohibida por las cláusulas de no discriminación del Título VI pueden presentar una queja por escrito ante el Gerente de Administración de la ESTA. Debe presentarse una queja formal dentro de los 180 días de la ocurrencia de la supuesta discriminación o del momento en que el demandante tome conocimiento de la supuesta discriminación. La queja debe cumplir los siguientes requisitos.
 - a. Debe realizarse por escrito y tener la firma del demandante.
 - b. Debe incluir la fecha del supuesto acto de discriminación (fecha en la que el demandante tome conocimiento de la supuesta discriminación; o fecha en la que cese la conducta o se produzca la conducta por última vez).
 - c. Debe presentarse una descripción detallada de los problemas, incluidos los nombres y los puestos de las personas percibidas como partes en la queja o el incidente.
 - d. Se acusará recibo y se procesarán las acusaciones recibidas por fax o correo electrónico una vez que se haya confirmado la identidad de los demandantes y la intención de proceder con la queja. El demandante debe enviar por correo una copia original y firmada del fax o el correo electrónico para que la ESTA pueda procesarla.
 - e. Las acusaciones recibidas por teléfono se transcribirán y se enviarán al demandante para que las confirme o las revise antes de procesarlas. Se enviará un formulario de queja al demandante para que lo complete, lo firme y lo devuelva a la ESTA para su procesamiento.
2. Tras haber recibido la queja, el Gerente de Administración determinará su jurisdicción, su aceptabilidad y la necesidad de información adicional; además, investigará el mérito de la queja.
3. Para ser aceptada, una queja debe cumplir los siguientes criterios: La queja debe presentarse dentro de los 180 días de la ocurrencia de la supuesta discriminación o del momento en que el demandante tome conocimiento de la supuesta discriminación.
 - a. La acusación debe realizarse con base en un motivo cubierto, como raza, color de piel u origen nacional.

- b. La acusación debe incluir un programa o actividad de un receptor, subreceptor o contratista de asistencia federal.
 - c. El demandante debe aceptar una resolución razonable basada en la autoridad administrativa de la ESTA (la ESTA determinará la razonabilidad).
4. Puede rechazarse una queja por los siguientes motivos:
 - a. El demandante solicita retirar la queja.
 - b. El demandante no responde a los pedidos reiterados de información adicional necesaria para procesar la queja.
 - c. El demandante no puede ser ubicado tras intentos razonables.
5. Una vez que la ESTA decida aceptar la queja e investigar, se notificará al demandante de esa decisión por escrito dentro de cinco días calendario. Se asignará un número de caso a la queja, que luego se incluirá en los registros de la ESTA, y se identificará su motivo y su supuesto daño, junto con la raza, el color de piel, el origen nacional, el sexo, la edad, la información genética, la condición de veterano o la represalia del demandante.
6. En casos donde la ESTA se haga cargo de la investigación de la queja, la ESTA ofrecerá al demandado la oportunidad de responder a las acusaciones por escrito. El demandado tendrá 10 días calendario desde la fecha de la notificación de aceptación de la queja por escrito por parte de la ESTA para presentar su respuesta a las acusaciones.
7. En los casos donde la ESTA se encargue de investigar la queja, dentro de los 40 días de haberla aceptado, el Gerente de Administración de la ESTA preparará un informe de investigación que la Junta Directiva y el Director Ejecutivo de la ESTA revisarán. El informe debe incluir una descripción narrativa del incidente, identificación de las personas entrevistadas, conclusiones y recomendaciones para llegar a un acuerdo.
8. El informe de investigación y sus conclusiones se enviarán al Consejo de Revisión de la ESTA. Pasados 10 días, el Consejo emitirá una recomendación.
9. Cualquier comentario o recomendación por parte del Consejo se someterá a la revisión del Gerente de Administración de la ESTA. El Gerente de Administración discutirá el informe y las recomendaciones con el Director Ejecutivo dentro de 10 días calendario. El informe se modificará según sea necesario para su finalización.
10. El informe de investigación final de la ESTA, junto con una copia de la queja, serán enviados a la Administración Federal de Tránsito, Región IX, dentro de 60 días calendario de aceptada la queja.
11. La ESTA notificará a las partes de su decisión final.
12. Si el demandante no está satisfecho con los resultados de la investigación de la supuesta discriminación y las prácticas, se le comunicará su derecho de apelar ante la Administración Federal de Tránsito (FTA, según sus siglas en inglés), Región IX de la Oficina de Derechos Civiles, 201 Mission Street (Suite 1560) San Francisco, CA 94105. El demandante tiene 180 días tras la resolución definitiva de la ESTA para apelar ante la FTA. A menos que se den a conocer hechos no considerados previamente, no podrá reconsiderarse la apelación ante la ESTA.

Formulario de queja según el Título VI de la autoridad de tránsito de Eastern Sierra

FORMULARIO DE QUEJA SOBRE EL TÍTULO VI

Sección I: Escriba con letra legible		
1. Nombre:		
2. Dirección:		
3. Teléfono:	3.a. Teléfono secundario (opcional):	
4. Dirección de correo electrónico:		
5. ¿Necesita formatos accesibles?	<input type="checkbox"/> Letra grande	<input type="checkbox"/> Grabación de audio
	<input type="checkbox"/> TDD	<input type="checkbox"/> Otro
Sección II:		
6. ¿Está presentando esta queja a nombre suyo?	SÍ*	NO
*Si respondió afirmativamente, diríjase a la pregunta n.º 6 de la Sección III.		
7. Si respondió que no a la pregunta n.º 6, ¿cuál es el nombre de la persona en nombre de la que está presentando esta		
8. ¿Cuál es su relación con esta persona?		
9. Explique por qué ha presentado la queja en nombre de un tercero:		
10. Confirme que tiene el permiso de la parte afectada para presentar una queja en su nombre.	SÍ	NO
Sección III:		
11. Creo que la discriminación experimentada se basó en (marque todas las que correspondan): <input type="checkbox"/> Raza <input type="checkbox"/> Color de piel <input type="checkbox"/> Origen nacional		
12. Fecha de la supuesta discriminación: (mm/dd/aaaa)		
13. Explique lo más claramente posible qué sucedió y por qué cree que sufrió un acto de discriminación. Describa a todas las personas que participaron. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si los conoce), así como los nombres y la información de contacto de cualquier testigo. Si necesita más espacio, utilice el dorso de este formulario.		

Formulario de queja según el Título VI de la autoridad de tránsito de Eastern Sierra, página 2

Sección IV:		
14. ¿Presentó una queja según el Título VI ante la autoridad de tránsito de Eastern Sierra anteriormente?	SÍ	NO
Sección V:		
15. ¿Ha presentado esta queja ante otro organismo local, federal o estatal, o ante algún tribunal federal o estatal? [] SÍ* [] NO En caso afirmativo, marque todas las que correspondan: [] Organismo federal _____ [] Organismo estatal _____ [] Tribunal federal _____ [] Organismo local _____ [] Tribunal estatal _____		
16. Si respondió afirmativamente a la pregunta n.º 15, incluya la información de una persona de contacto del organismo/tribunal donde presentó la queja.		
Nombre:		
Puesto:		
Organismo:		
Dirección:		
Teléfono:		Correo electrónico:
Sección VI:		
Nombre de la agencia de tránsito contra la que se presenta la queja:		
Persona de contacto:		
Teléfono:		

Puede adjuntar cualquier material escrito u otra información que crea que es relevante para su queja.

Debe incluir su firma y la fecha a continuación para completar el formulario:

Firma _____
Fecha _____

Envíe el formulario y cualquier información adicional a:

Dawn Vidal, Gerente de Administración
EASTERN SIERRA TRANSIT AUTHORITY
Casilla Postal 1357
Bishop, CA 93515
Teléfono: 760.872.1901 x11
Fax: 760.784-9566
Correo electrónico: idvidal@estransit.com

DEPARTMENT OF TRANSPORTATION

DIVISION OF RAIL & MASS TRANSPORTATION

P.O. BOX 942874, MS-74

SACRAMENTO, CA 94274-0001

PHONE (916) 653-0243

FAX (916) 654-9366

TTY 711

www.dot.ca.govMaking Conservation
a California Way of Life.

August 14, 2023

Eastern Sierra Transit Authority
Attn: Dawn Vidal
Casilla Postal 1357
Bishop, CA 93515

Re: Title VI Plan Acceptance

Dear Title VI Coordinator:

Thank you for submitting the Eastern Sierra Transit Authority Title VI Plan. Upon review, we have determined that it meets the requirements set forth in the Federal Transit Administration's (FTA) Title VI Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012. This Plan becomes part of your Certificate and Assurance that will be uploaded in TRAMs for final FTA approval. Please upload your agency's Plan and this letter into the BlackCat system under the "Important Documents" tab.

PLEASE NOTE THAT THIS IS CONDITIONAL ACCEPTANCE ONLY. EASTERN SIERRA TRANSIT AUTHORITY MUST SUBMIT THE BOARD RESOLUTION IN ORDER TO BE FULLY COMPLIANT.

Your next Title VI Plan must be updated and submitted by August 2026.

We thank you for partnering with us to meet the FTA compliance requirements. Please feel free to contact me at (916) 907-2155 should you have any questions or need immediate technical assistance. I can also be reached by e-mail at edwin.bragado@dot.ca.gov

Sincerely,

A handwritten signature in blue ink, appearing to read "Edwin Bragado".

Edwin Bragado
FTA Civil Rights & DBE Compliance Analyst
Caltrans Division of Rail and Mass Transit /
Office of Civil Rights
Sacramento, CA 94274-0001
916-907-2155

STAFF REPORT

Subject: State of Good Repair Program: 2023-24 Project List

Initiated by: Dawn Vidal, Administrative Manager

BACKGROUND:

SB-1 legislation provides approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. This investment in public transit is referred to as the State of Good Repair (SGR) Program. The SGR Program is funded from a portion of a new Transportation Improvement Fee on vehicle registrations due on or after January 1, 2018. A portion of this fee is transferred to the State Controller's Office (SCO) for the SGR Program, which is managed and administered by the California Department of Transportation (Caltrans). These funds will be allocated under the State Transit Assistance (STA) Program formula to eligible agencies pursuant to Public Utilities Code (PUC) section 99312.1. Half of the funds are allocated according to population and half according to transit operator revenues.

ANALYSIS/DISCUSSION:

The goal of the SGR Program is to provide funding for capital assistance to rehabilitate and modernize California's existing local transit systems. Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit a list of projects proposed to be funded to the Department. Each project proposal must include a description and location of the project, a proposed schedule for the project's completion, and an estimated useful life of the improvement. The Department will provide the SCO a list of all agencies that have submitted all required information and are eligible to receive an apportionment of funds. Each recipient agency is required to submit an Annual Expenditure Report on all activities completed with those funds to the Department. Each agency must also report the SGR revenues and expenditures in their annual Transportation Development Act Audit.

SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC section 99212.1 (c) lists the projects eligible for SGR funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.

- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Transit Preventative Maintenance
 - Preventative maintenance is only to maintain existing infrastructure and vehicles in a state of good repair, essentially repair and rehabilitation. Normal maintenance such as oil changes and other regularly scheduled vehicle maintenance are to be covered under normal operating costs and are not eligible for State of Good Repair funding.
 - Public and Staff Safety
New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

The August 2023 estimate of available SGR funds for FY 2023/24 identifies a total of \$ 82,839 in available SGR funding. Of this total SGR allocation, \$30,479 is from Inyo County population-based SGR, \$21,220 is Mono County population-based and \$31,140 is Mono County revenue-based funds. 30% of the PUC 99314, revenue-based funds or \$9,342 is due to Inyo County under the funding split provided under PUC 99314. The SGR funding will be used for Repair and Rehabilitation projects.

Prior to receiving an apportionment of SGR program funds in a fiscal year, an agency must submit a list of proposed projects to the California Department of Transportation (DOT). DOT reports to SCO the eligible agencies that will receive an allocation quarterly pursuant to PUC sections 99313 and 99314.

RECOMMENDATION

The board is requested to approve Resolution #2023-08, approving the State of Good Repair program Project List submitted by Eastern Sierra Transit Authority for FY2023-24.

Submittal Report

SGR-C16-FY23/24-0725-001

FY 23/24

Submittal Details

Program State of Good Repair Program	Agency Eastern Sierra Transit Authority	Date Created 08/09/2023	Date Submitted 08/14/2023	Date Approved
Address 565 Airport Road	City Bishop	State CA	Zip Code 93514	
Contact Dawn Vidal		Contact Title Administration Manager		
Contact Phone (760) 872-1901		Contact Email dvidal@estransit.com		
Support Documentation Short Range Transit Plan See page 175 and 176		Additional Information Pages 175-176 address SGR		

Project Details

Title	Description	Asset Type	Project Category	Est. Useful Life	Est. Project Start Date	Est. Project Completion Date	Est. 99313 Costs	Est. 99314 Costs
FY 23-24 Inyo - Repair and	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue in	Rolling Stock/Fleet	Repair	3	07/01/2023	06/30/2024	\$30,479	\$0
FY 23-24 Mono - Repair &	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue in	Rolling Stock/Fleet	Repair	3	07/01/2023	06/30/2024	\$21,220	\$31,140

**RESOLUTION #2023-08
EASTERN SIERRA TRANSIT AUTHORITY APPROVING PROJECT LIST
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the Eastern Sierra Transit Authority an eligible recipient and may receive State Transit Assistance funding from the State of Good Repair Program (SGR) now or sometime in the future for transit capital projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible recipients (local agencies); and

WHEREAS, the Eastern Sierra Transit Authority approves the project list for the PUC 99313 apportionment.

WHEREAS, the Eastern Sierra Transit Authority concurs and approves the project list from the operators for the PUC 99314 apportionment.

NOW, THEREFORE, BE IT RESOLVED that the Eastern Sierra Transit Authority Board of Directors approves the region's State of Good Repair project list for **FY 23/24**

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Sierra Transit Authority that the fund recipient (Eastern Sierra Transit Authority) agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

By the following vote:

Ayes:

Noes:

Abstain:

Absent:

Karen Schwartz , Chairperson,
Eastern Sierra Board of Directors, Chairperson

Attest: _____
Linda Robinson, Board Secretary

STAFF REPORT

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

Service

Reds Meadow Shuttle began July 21st, after a long wait. Last year we started the second week of June and had nearly 19,000 passengers before July even started. This year we will see fewer riders in the shortened season. So far, we are averaging 638 riders a day, with a top day of 963. The good news is that the construction has not been problematic so far, and may not begin in earnest until next year.

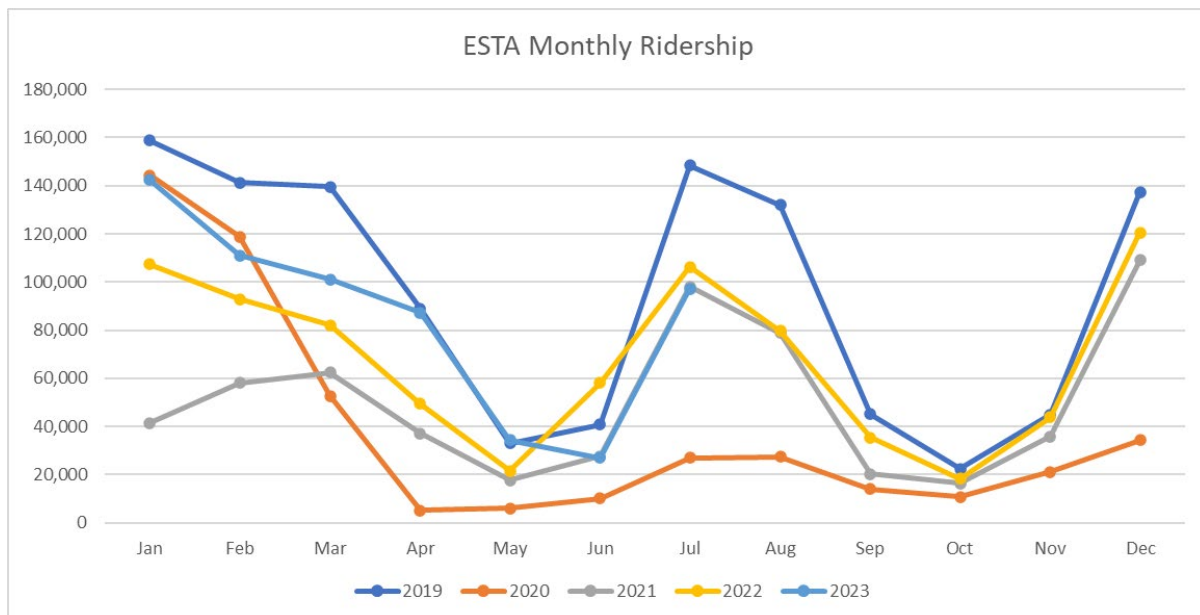
Ridership

ESTA’s ridership is continuing to trend upwards in general for the year. The large swing in ridership over last year was due to the rare two weeks of Reds Meadow Shuttle in June. There were no significant service cancellations effecting ridership.

June Ridership Report							
Route	Pre-Covid 2019	2020	2021	2022	2023	Change Current vs. Last year	% Change Current vs Pre-Covid
BEN	47.00	1.00	3.00	3.00	12.00	9	-74%
BISDAR	3,229.00	2,110.00	2,175.00	3,321.00	3,686.00	365	14%
BPTCAR	22.00	7.00	11.00	15.00	14.00	-1	-36%
LANC	581.00	273.00	460.00	824.00	570.00	-254	-2%
LP/BIS	395.00	263.00	357.00	707.00	440.00	-267	11%
LPDAR	326.00	299.00	368.00	452.00	479.00	27	47%
MAMFR	33,080.00	6,434.00	22,640.00	32,361.00	19,727.00	-12,634	-40%
MDAR	395.00	79.00	175.00	148.00	180.00	32	-54%
MXP	435.00	251.00	289.00	376.00	476.00	100	9%
NRIDER	339.00	108.00	191.00	199.00	359.00	160	6%
OTR	1,031.00	0.00	115.00	65.00	0.00	-65	-100%
REDS	0.00	0.00	0.00	18,622.00	0.00	-18,622	#DIV/0!
RENO	753.00	289.00	779.00	1,056.00	931.00	-125	0%
WLK	98.00	22.00	5.00	8.00	19.00	11	0%
Total	40,731	10,136	27,568	58,157	26,893	-31,264	-34%

July Ridership Report							
Route	Pre-Covid 2019	2020	2021	2022	2023	Change Current vs. Last year	% Change Current vs Pre-Covid
BEN	27.00	5.00	12.00	8.00	7.00	-1	-74%
BISDAR	3,489.00	2,292.00	2,382.00	3,185.00	3,484.00	299	0%
BPTCAR	17.00	11.00	11.00	12.00	12.00	0	-29%
LANC	754.00	324.00	572.00	592.00	620.00	28	-18%
LP/BIS	440.00	204.00	254.00	347.00	370.00	23	-16%
LPDAR	371.00	320.00	370.00	414.00	405.00	-9	9%
MAMFR	69,639.00	22,612.00	45,038.00	51,077.00	76,240.00	25,163	9%
MDAR	451.00	139.00	174.00	28.00	138.00	110	-69%
MXP	600.00	303.00	285.00	390.00	505.00	115	-16%
NRIDER	294.00	66.00	328.00	386.00	359.00	-27	22%
REDS	70,966.00	0.00	47,505.00	48,640.00	14,285.00	-34,355	-80%
RENO	1,068.00	515.00	933.00	1,206.00	772.00	-434	0%
WLK	114.00	36.00	10.00	11.00	34.00	23	0%
Total	148,230	26,827	97,874	106,296	97,231	-9,065	-34%

The chart below shows the ridership by month since pre-Covid. The blue line is 2019, and the light blue line is 2023. Ridership has improved every year since 2020.



Project Report

The **Zero Emissions Transition Plan** continues to progress with a target conclusion later this year. A preliminary Executive Summary is attached. As expected, technology has not reached the point where 100% of the fleet can be transitioned to battery electric vehicles. Hydrogen estimates are included to demonstrate the difference in fueling strategies. However, hydrogen is not a viable option for ESTA due to high infrastructure costs including covered vehicle storage and fuel delivery/production.

The **Mammoth Microtransit Study** was completed by LSC Consultants and made several recommendations with prohibitive price tags and manpower requirements. All for a relatively small number of passengers served. This study will be part of a transit meeting in Mammoth Lakes in October. Any new service proposed by the Town of Mammoth Lakes will be brought to the ESTA Board for consideration before implementing.

The **Bishop Operations Facility** project is entering the planning phase with Staynor Architects. Staff (including interested Board members) is being interviewed the week of August 21st. The plan is expected to take 7-8 months to complete.

Grant News

Besides the usual grant suspects, we apply for every year, we are submitting competitive grants for Microtransit software to be implemented in the Bishop dial-a-ride program. Submissions are due in August and awards are announced several months later. This is an important step in technology bringing an Uber-like app to ESTA which will be useful to our riders and dispatchers alike.

Price Shock

The fleet of heavy-duty transit buses in Mammoth Lakes is struggling to keep up with demand, and we have replaced another engine. Three years ago, the cost of an engine overhaul was \$35,000, today, the same job is \$65,000. We will be submitting grants every year to replace these buses.

We have eight cutaways and one trolley on order at this time. Meanwhile, we have arranged for the sale of used and junked vehicles to reduce costs and prepare for the arrival of the new vehicles.

Our first electric van is performing well, despite a slow start. The charger failed after a power outage and took several months to get repaired. The van was purchased for Bishop dial-a-ride.

Staffing

ESTA continues to attract solid applicants and administratively we are fully staffed. We can always use more drivers, but we have enough to execute the summer schedule.

Marketing & Information Technology

We have been slowly improving ESTA's image with redesigning brochures, signs, vehicles, and eventually the website. A talented local designer named Keri Davis is assisting us. A couple years ago, we solicited a bid for a Marketing Plan from another local named Jessica Kennedy (attached). The plan contained several important steps we can take to upgrade ESTA's image, visibility, and functionality. The website is our next target for improvement.

Strategic Business Plan

ESTA is guided by a Plan created to define our goals, values, and performance. This plan was adopted by the Board in 2021 and is due for revision later this year. The full plan is available on our website.

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	0.99	0.5	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	0,0	2,2	
	Customer Perception	Annual	90%	95.2%		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR-17, IFR-2, DAR-3, LL-4	25,2.9,3.7,.3	24,2.8,3.6,.3	
	Service Delivery	Quarterly	99%	99%	99%	
	On Time Performance	Quarterly	DAR-90%, IFR-80%,FR-90%	under construction		
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075 per 1,000 boardings	0.108	0.090	
REVENUE AND RESOURCES	Constrained Budget	Monthly	At or Under Budget	yes	yes	
	Audit Findings	Annual	No Findings	0	0	
	Capital Purchase	Annual	Subjective	yes	yes	
HUMAN RESOURCES	Recruiting	Biannual	Subjective	yes	yes	
	Training	Annual	Annual Hours	yes	yes	
	Performance	Annual	Evaluations	yes		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	ongoing		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet-75%	59%		
	Road Calls	Quarterly	3 per 100,000 miles	3.9	5	
	Attractiveness	Annual	90%	yes		
	Maintenance	Quarterly	various	98%	97%	
	Optimal Fleet Size	Annual	Dispose of Excess	yes		
INNOVATION AND DESIGN	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	Temporary facility completed		
	Zero Emissions	Quarterly	Plan Completion	under construction		
LEADERSHIP	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

Briefing

Eastern Sierra Transit Authority Fleet Electrification (ESTA) Preliminary Feasibility Study

July 2023

Eastern Sierra
TRANSIT



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Introduction

The Eastern Sierra Transit Authority (ESTA) is the local transit operator in the Eastern Sierra Mountain subregion. This study intends to evaluate the feasibility of transitioning the fleet to zero emission buses, installing charging and/or hydrogen fueling infrastructure, energy requirements, and site requirements. CALSTART is assisting ESTA with accomplishing its zero-emissions bus transformational plan. Results from this report will be used to completed additional analysis such as financial estimates, utility upgrades, and hydrogen procurement plans.

The focus of this memorandum is to evaluate the feasibility of ESTA transitioning to a fully zero-emission vehicle fleet. This report summarizes the preliminary analysis of electricity and hydrogen demand for each of ESTA's depot locations (considering only the depot charging/refueling when buses are not in service). This preliminary data will be used to guide ESTA and CALSTART in determining the infrastructure needs for fleet conversion to zero-emission vehicles.

Assumptions

CALSTART has completed a preliminary investigation on the full fleet conversion to zero-emission vehicles for ESTA. The results from this analysis include the assessment of fleet transition to battery electric or hydrogen vehicles, the energy demand for each of ESTA's vehicles, the electric load profiles, and the hydrogen demand at each of ESTA's four depot locations located at Bishop, Lone Pine, Mammoth, and Walker. CALSTART made several assumptions about the fleet's operations for its modelling. These assumptions are listed below:

- ESTA has four depot locations for housing and refueling vehicles. The four depot locations are summarized below in Table 1.

Table 1: Depot Locations

Depot	Location	Address	Electric Utility
Bishop	Eastern Sierra Regional Airport	565 Airport Drive, Bishop, CA 93514	Southern California Edison
Lone Pine	Lone Pine Airport	1452 South Main Street, Lone Pine, CA 93545	Los Angeles Department of Water and Power
Mammoth	Town of Mammoth Lakes Fleet Maintenance	210 Commerce Drive, Mammoth, CA, 93545	Southern California Edison
Walker	Walker Senior Center	399 Mule Deer Road, Walker, CA 96107	Liberty Utilities

- The number of buses per route were estimated based on best available data, information provided by ESTA, and the modeler's judgement.
- Each vehicle's overnight charging depot location has been estimated based on best

available information, information provided by ESTA, and the modeler's judgement.

- Each proposed battery electric vehicle is assumed to charge to 100% battery capacity during off service hours.
- No on-route charging is considered.
- Each route's required energy is estimated from CALSTART's Route Energy Modeling (REM) analysis.
- To determine what type of zero-emission technology, each route was assigned an equivalent sized Battery Electric Vehicle (BEV). All BEVs chosen are eligible for California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).
- The battery size and charger type for all BEVs are from vehicle specification information.
- Each electric bus is paired with a charger using a 1:1 ratio.
- If a bus can complete its route and charge to 100% during off service hours, then the bus is considered to be a battery electric vehicle. Each bus is assumed to be upgraded to battery electric buses using a 1:1 replacement ratio.
- Routes that require more energy than their battery capacity with current technology are assumed to be hydrogen powered.

Analysis

Bishop Depot

Bishop depot is located at East Sierra Regional Airport. This depot is assumed to house the vehicles servicing the Benton Bishop Shuttle, Bishop Dial-a-Ride, Mammoth Express, 395 North, and 395 South routes while they are not operating in service. By analyzing the size, ridership, and mileage of each route, an equivalent BEV has been selected to perform this analysis. The amount of energy required per route has been determined through energy route modeling. The BEV specifications including battery size and charger type, along with the energy route modeling results are summarized below in Table 2Table 3.

The maximum load for Bishop Depot is approximately 108 kW, as shown in Figure 1 below. Bishop depot requires a total of eight 19.2 kW chargers. Additionally, due to the charging window limits and the battery size of the proposed BEVs, half of the vehicles at Bishop Depot could not be fully charged overnight. It is recommended that these vehicles are converted to hydrogen powered vehicles, rather than battery electric vehicles. All proposed hydrogen vehicles are summarized below in Table 3. The expected hydrogen demand for Bishop Depot is 180 kg per day.

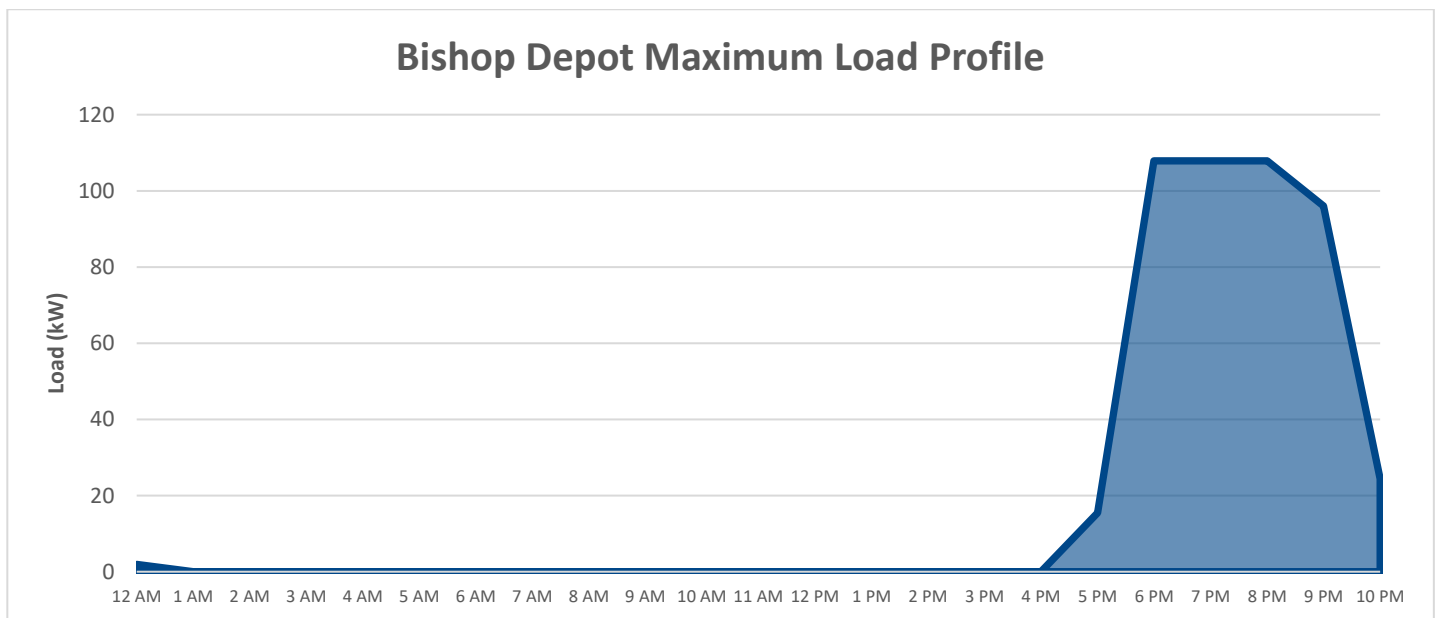
Table 2: Bishop Depot Routes – Proposed Battery Electric Vehicles

Route	Season	OEM	Bus Type	Number of Buses	Number of Roundtrips per Bus	Battery Size (kwh)	Charger Type (kW)	Total Energy Required per Bus per day (kwh)
Benton Bishop	Year-round	Green Power - EV Star	Shuttle	1	1	118	19.2	90
Bishop DAR	Year-round	Ford eTransit	Van	6	1	68	19.2	55

Table 3: Bishop Depot – Proposed Hydrogen Vehicles

Route	Season	Bus Type	Number of Buses	Number of Roundtrips per Bus	Total Energy Required per Bus per day (kg)
395 North	Year-round	Coach Bus	1	1	89
395 South	Year-round	Coach Bus	1	1	73
Mammoth Express	Year-round	Shuttle	1	2	9

Figure 1: Bishop Depot Maximum Load Profile



Lone Pine Depot

Lone Pine depot is located at Lone Pine Airport. This depot is assumed to house the vehicles servicing the Lone Pine Express and Lone Pine Dial-a-Ride routes while they are not operating. By analyzing the size, ridership, and mileage of Lone Pine Express route, an equivalent BEV has been

selected to perform this analysis. The amount of energy required per route has been determined through energy route modeling. The BEV specifications including battery size and charger type, along with the energy route modeling results are summarized below in Table 4.

The maximum load for Lone Pine Depot is approximately 15.5 kW, as shown in Figure 2 below. Based on this preliminary analysis, Lone Pine Depot requires one 19.2 kW charger. Additionally, due to the charging window limits and the battery size of the proposed BEVs, half of the vehicles at Lone Pine Depot could not be fully charged overnight. It is recommended that these vehicles are converted to hydrogen powered vehicles, rather than battery electric vehicles. All proposed hydrogen vehicles are summarized below in Table 5. The expected hydrogen demand for the Lone Pine Depot is 26 kg per day.

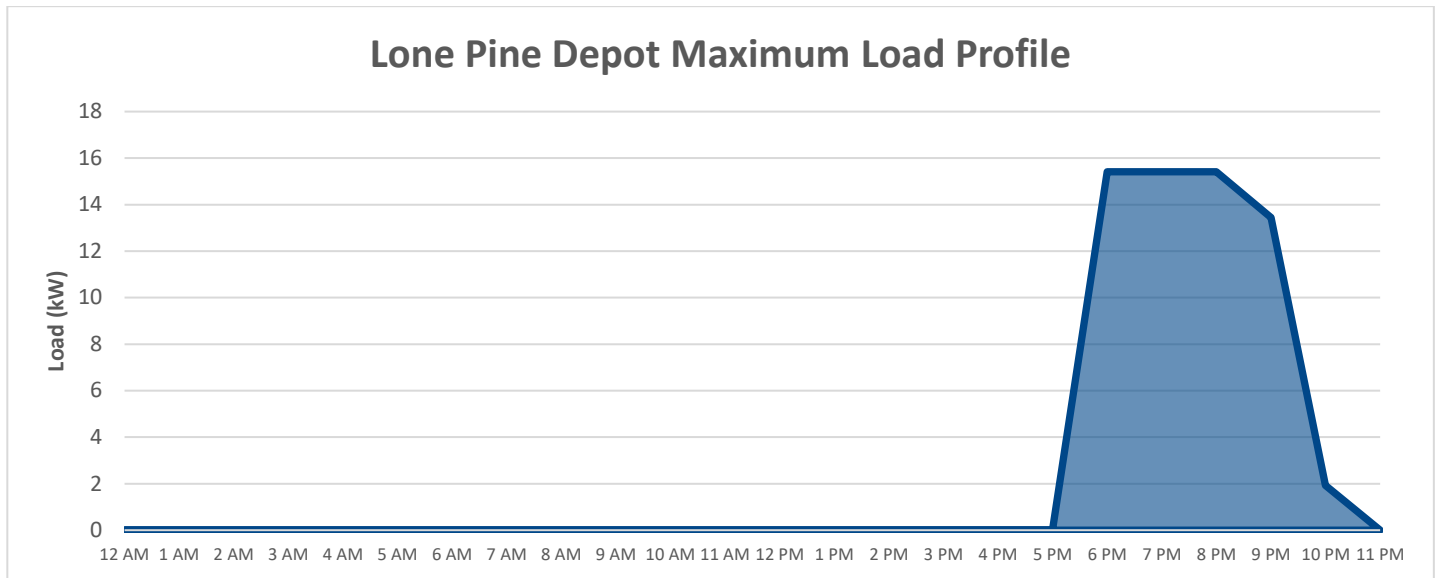
Table 4: Lone Pine Depot – Proposed Battery Electric Vehicles

Route	Season	OEM	Bus Type	Number of Buses	Number of Roundtrips per Bus	Battery Size (kwh)	Charger Type (kW)	Energy Required per Bus per day (kwh)
Lone Pine DAR	Year-round	Ford eTransit	Van	1	1	68	19.2	55

Table 5: Lone Pine Depot – Proposed Hydrogen Vehicles

Route	Season	Bus Type	Number of Buses	Number of Roundtrips per Bus	Energy Required per Bus per day (kg)
Lone Pine Express	Year-round	Shuttle	1	2	13

Figure 2: Lone Pine Depot Maximum Load Profile



Mammoth Depot

Mammoth depot is located at the Town of Mammoth Lakes Fleet Maintenance building. This depot is expected to house an estimated total of 15 vehicles servicing 11 routes while the buses are out of service. By analyzing the size, ridership, and mileage of each route, an equivalent BEV has been selected to perform this analysis. The amount of energy required per route has been determined through energy route modeling. The BEV specifications including battery size and charger type, along with the energy route modeling results are summarized below in Table 6.

The maximum load for Mammoth Depot is approximately 315 kW, as shown in Figure 3 below. Due to the seasonality of some routes, the maximum power varies per season. Based on this preliminary analysis, Mammoth depot requires a total of 7 chargers: one 19.2 kW, one 60 kW, and five 150 kW. Additionally, due to the charging window limits and the battery size of the proposed BEVs, half of the vehicles at Mammoth Depot could not be fully charged overnight. It is recommended that these vehicles are converted to hydrogen powered vehicles, rather than battery electric vehicles. All proposed hydrogen vehicles are summarized below in Table 7. The expected hydrogen demand for the Mammoth Depot is 471 kg per day.

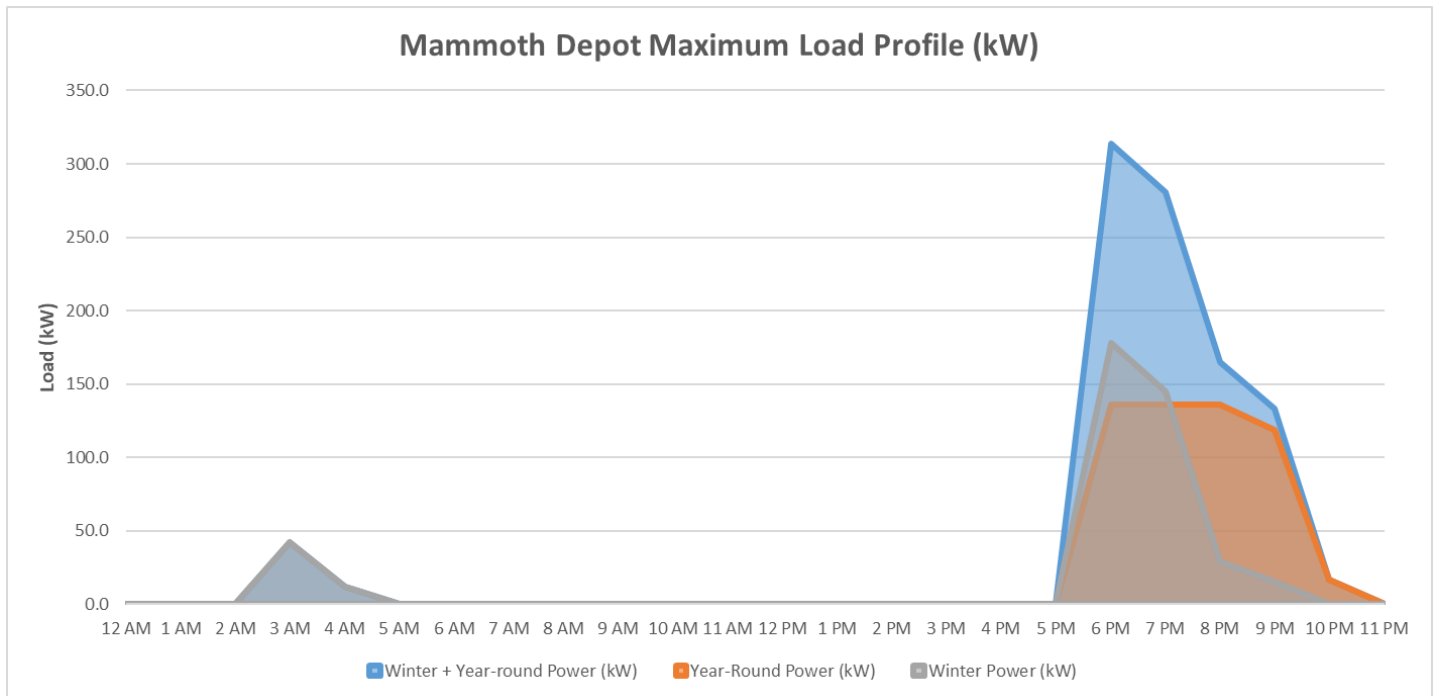
Table 6: Mammoth Depot Routes – Proposed Battery Electric Vehicles

Route	Season	OEM	Bus Type	Number of Buses	Number of Roundtrips per Bus	Battery Size (kwh)	Charger Type (kwh)	Energy Required per Bus per day (kwh)
Purple Line	Year-round	Proterra ZX5+	35-ft Transit Bus	1	11	450	150	356
Winter Night Trolley	Winter	Motiv F-53	Trolley	1	1	127	60	45
Winter Yellow	Winter	Proterra ZX5+	35-ft Transit Bus	1	1	738	150	16
Winter Green	Winter	Proterra ZX5+	35-ft Transit Bus	1	1	738	150	16
Winter Blue Yellow	Winter	Proterra ZX5+	35-ft Transit Bus	1	1	738	150	185
Winter Blue	Winter	Proterra ZX5+	35-ft Transit Bus	1	1	738	150	14
Mammoth DAR	Year-round	Ford eTransit	Van	1	1	68	19.2	55

Table 7: Mammoth Depot – Proposed Hydrogen Vehicles

Route	Season	Bus Type	Number of Buses	Number of Roundtrips per Bus	Energy Required per Bus per day (kg)
Winter Red	Winter	35-ft Transit Bus	6	11	28
Summer Town Trolley	Summer	Trolley	3	17	33
Summer Lake Basin	Summer	Trolley	3	7	19
Reds Meadow	Summer	35-ft Transit Bus	7	4	21

Figure 3: Mammoth Depot Maximum Load Profile



Walker Depot

Walker depot is located at Walker Senior Center. This location is assumed to house the one vehicle servicing the Walker Dial-a-ride, Bridgeport to Carson City, and Walker to Mammoth Lake routes overnight while the vehicle is not operating. By analyzing the size, ridership, and mileage of each route, an equivalent ZEV has been selected to perform this analysis. The amount of energy required per route has been determined through energy route modeling. The three routes share one vehicle, and each route has different energy demands. To assure the vehicle has enough fuel for all the routes, the most energy intensive route (Walker to Mammoth Lake) is used for calculations. The ZEV specifications energy requirements results are summarized below in Table 8.

Due to the charging window limits, battery size constraints, and the energy requirement of the routes serviced by Walker depot, it is recommended that the proposed vehicle is converted to hydrogen a powered vehicle, rather than battery electric vehicle. The proposed hydrogen requirements are summarized below in Table 8. The expected hydrogen demand for the Walker Depot is 6 kg per day.

Table 8: Walker Depot Routes Summary – Proposed Hydrogen Vehicle

Route	Season	Bus Type	Number of Buses	Number of Roundtrips per Bus	Energy Required per Bus per Day (kg)
Walker DAR/ Bridgeport to Carson City/ Walker to Mammoth Lake	Year-round	Van	1	1	6

Conclusion

The electric load and hydrogen requirement analysis of converting ESTA's existing fleet to ZEVs is summarized below in Table 9. The maximum power required at each depot will impact if a utility infrastructure upgrade is needed. It is estimated that ESTA will need approximately 683 kg of hydrogen for daily fleet operations. Due to the large power requirement for Mammoth depot, a utility infrastructure upgrade will most likely be needed.

Table 9: Depot Summary

Depot	Maximum Power (kW)	Number of Total Chargers Needed	Amount of Hydrogen Needed per day (kg)
Bishop	108	8	180
Lone Pine	16	1	26
Mammoth	315	7	471
Walker	0	0	6

Note that the results presented in this report only include the charging of vehicles during off-service times. Routes that require more energy than their battery capacity are assumed to be hydrogen powered.

Marketing Work Options

Prepared for Eastern Sierra Transit Authority - October 2021

Background

The Eastern Sierra Transit Authority (ESTA) is a Joint Powers Authority in Inyo and Mono counties and Mammoth Lakes and Bishop. ESTA offers essential transportation services between and beyond these communities, and their routes run the gamut -- they go to Reno, to Devils Postpile, offer Dial-a-Ride service and much more. They work with town and county staff and elected officials in the four jurisdictions they serve.

ESTA's brand was developed years ago and hasn't been refreshed recently. The organization is also changing and growing, especially with the acquisition of their first zero emissions bus and new state requirements to transition toward electric vehicles in the years to come. The organization is modernizing, and it may be time to consider a brand refresh. Before a brand refresh, it's a great idea to consider an organization's marketing efforts overall -- what's working and what's not, what's missing, what the opportunities for growth are, etc.

Like most businesses in the Eastern Sierra, ESTA also struggles to get enough drivers. When drivers can't be found, it costs the organization money and they have to cut routes. ESTA aims to offer competitive wages and benefit packages but wonders if the brand and overall impression of transit companies/the organization itself might be hindering its ability to find quality staff.

I've included a variety of work options focusing on my specialties -- diving deep into the "who" and "why" of an organization to make marketing effective, and analyzing processes and materials to see what's working and what isn't. I hope these options can help get ESTA's wheels turning, and if any of these options feel helpful, I'd love to talk in more detail about working together.

Service Options

Marketing Consulting - Free through Mammoth Lakes Chamber of Commerce

The Mammoth Lakes Chamber/Small Business Development Center (SBDC) consulting program could be an option for ESTA. This consulting program is purely educational, so nothing can be done for you, but I can answer any staff questions and train staff on marketing processes and tactics from any of the below options so ESTA is equipped to tackle marketing in-house.

We would work together to set an estimated number of hours, the consulting would be free to ESTA, and I would be paid through the grant-funded SBDC program. This program is very fluid and easy to change course at any time, but it requires much more staff time and involvement as all work is done in real-time meetings.

Comprehensive Marketing Plan - \$8,200

A comprehensive marketing plan serves as a bible to run all marketing efforts by. It guides staff, provides the “why” behind each marketing effort and platform, and can be referenced by new and seasoned staff anytime. A good marketing plan reduces wasted time and money on the wrong marketing efforts and gets everyone on the same page.

To start a comprehensive marketing plan, I conduct initial research on the organization by interviewing staff and board members to identify current challenges and feelings. After internal interviews, I would interview elected officials (county and town) to see where they think the communication gaps are. I would then talk to 2-4 community leaders (chosen by ESTA) in each of the four jurisdictions to get their impressions of ESTA and ESTA’s marketing efforts. I would then audit existing marketing efforts to see what’s working and what’s not.

All of this background info is then compiled into a marketing plan to guide the organization’s staff in maintaining and growing marketing programs. The final marketing plan would include inspiration from other transit agencies, marketing goals, key history/info about the organization, who the organization is talking to (the “ideal client”), a brand voice overview, a content plan, marketing goals, marketing priorities, and a suggested timeline for implementation.

After the marketing plan is drafted, the board and staff would review it, I would provide a revised/final version via Google Docs, and that final version could be provided to a graphic designer for formatting if desired; this cost doesn't include print layout design.

Recruitment Process Audit & Recommendations - \$750

Since employee recruitment is a major priority for ESTA, we can focus on the recruitment process and suggestions for optimizing it. This audit would look at the process itself (how do people find job info, how do they apply, how does ESTA communicate with them), how employment info is presented on the site, what platforms are used to spread the word about openings, and how the job/organization itself is described.

While some suggestions might be made for the organization's brand overall, this audit is hyper focused on the recruitment/employment side of ESTA. This audit provides insight and recommendations only; if you'd like help with implementation after the audit, my rate is \$100/hour.

Mini Website Audit & Recommendations - \$250 (for up to 10 pages of the current site)

A website audit is a great first step to see where your website might be underperforming. My website audit process reviews home page user experience, site user flow, general design, appearance in Google search results, site organization/navigation, any major ADA accessibility issues, forms, and buttons/CTAs. This is a front-end (what website visitors see) audit rather than a back-end (what you see when you log in) audit.

After I review the site, we would have a 30-minute screenshare call to review the audit and discuss 5-7 recommendations for the site. If you'd like help fixing the issues identified, my website work rate is \$100/hour. This \$150 price looks at up to 10 of your site's main pages.

Website Audit & Full Redesign - \$4,000-7,000 depending on scope/needs

Most websites benefit from a full redesign every 2-4 years as technology and design styles change often. Additionally, an organization's priorities and communication needs change over

the years, so a redesign can help the website refocus. Website redesigns vary greatly in terms of scope of work (whether branding, copywriting, site optimizations, specific features, etc. are included). I recommend most businesses plan for a \$4,000-7,000 investment with a professional website designer.

My website design process goes deep into who you are, who you're talking to, and how to best convey the message to them, while incorporating ever-changing website UX and SEO best practices. I can also do a more condensed website strategy process with you and then hand off the actual design/development of the site to a designer like Keri. If you're interested in a more comprehensive website redesign quote, we can talk more specifics and I can create a more firm estimate.

Next Steps

All price estimates are based on my anticipated number of hours. If parts of the project veer off into unplanned territory, I'm happy to go to those places, but we might need to discuss rate changes. If there are things you anticipate needing to discuss or things that are missing from this proposal, let me know and I'll add them in and update price estimates accordingly so we're on the same page from the start.

If you feel like pursuing any of these work options, I'll send you a contract to e-sign that reflects the details of the plan we decide on. I begin work once I receive a signed contract and a 50% deposit for the project estimate. I could begin a Comprehensive Marketing Plan as early as December 1, 2021; the other projects could start as soon as November 1, 2021. Estimates in this proposal are valid through March 1, 2022.

Thanks for reaching out! I'd love to work with ESTA if it feels like a good fit.

Jessica Kennedy
hello@jesskenn.com
(828) 406-2990
jesskenn.com

STAFF REPORT

Subject: Financial Report – FY 2022/23
Initiated by: Dawn Vidal, Administration Manager

The year-to-date roll-up and year end forecast for the 2022/23 fiscal year are included on the following pages. Reports are as of August 31, 2023. We anticipate providing you with the final financial report for 2022/23 fiscal year at the next board report.

Much of ESTA's revenue is claimed on a reimbursement basis and we are currently are expecting funds from several Federal grants. We do not anticipate many more invoice for this fiscal year.

Gas was budgeted at \$5.75 per gallon and averaged \$4.05 in June. FY to date average is \$4.63 per gallon.

Fuel and vehicle maintenance reflect all of the Town of Mammoth invoices expected.

51731- Over budget due to aging fleet and engine replacements for the larger buses used in Mammoth.

5173- Maintenance of Equipment Materials is over budget primarily because our Bishop utility workers have done more of the minor maintenance in-house than in years past.

Utilities are over budget primarily due to snow removal at the Mammoth Office.

Financial information as of: **8/31/2023** % of Fiscal Year: **100%** Revenue & Expenses Still Outstanding

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY 22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,590,020	2,001,919	(411,899)	126%	2,001,919	411,899	
4065	STATE TRANSIT ASST	478,666	630,697	(152,031)	132%	630,697	152,031	
4301	INTEREST FROM TREASURY	35,000	82,656	(47,656)	236%	82,656	47,656	
4498	STATE GRANTS	80,044	125,243	-	156%	125,243	45,199	
4499	STATE OTHER	78,839	58,928	19,911	75%	78,839	-	
4555	FEDERAL GRANTS	961,740	252,953	708,787	26%	961,740	752,953	Generally billed at end of FY
4599	OTHER AGENCIES	1,078,792	712,762	366,030	66%	712,762	(366,030)	
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	2,405,107	2,240,174	164,933	93%	2,290,174	(114,933)	
4959	MISCELLANEOUS REVENUE	24,000	69,874	(45,874)	291%	69,874	45,874	Lefever Advertising
4999	PRIOR YEARS REIMBURSEMENTS	0	0	0	-	0	-	
Revenue Total:		6,732,208	6,175,206	602,201	92%	6,953,904	221,696	

Operating Expenditure:		FY22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,732,293	1,727,303	4,990	100%			
5003	OVERTIME	187,401	186,856	545	100%			
5005	HOLIDAY OVERTIME	147,547	146,877	670	100%			
5012	PART TIME EMPLOYEES	459,313	440,837	18,476	96%			
	Wages subtotal	2,526,554	2,501,874	24,680	99%	2,501,874	24,680	New EEA Wages 1/2/2023
5021	RETIREMENT & SOCIAL SECURITY	57,018	49,249	7,769	86%	49,249	7,769	
5022	PERS RETIREMENT	250,443	240,579	9,864	96%	222,759	27,684	
5025	RETIREE HEALTH BENEFITS	1,582	-	1,582	0%	1,582		
5031	MEDICAL INSURANCE	293,090	267,689	25,401	91%	267,689	25,401	Rate Increase 1/1/23
5043	OTHER BENEFITS	48,248	40,435	7,813	84%	40,435	7,813	
5045	COMPENSATED ABSENCE EXPENSE	215,784	173,815	41,969	81%	173,815	41,969	
5046	OPEB EXPENSE	60,000	60,000	-	100%	60,000	-	Paid in Advance
5047	EMPLOYEE INCENTIVES	12,940	11,202	1,738	87%	11,202	1,738	
5111	CLOTHING	2,500	3,250	(750)	130%	3,250	(750)	
5152	WORKERS COMPENSATION	100,638	105,028	(4,390)	104%	105,028	(4,390)	Prepaid
5154	UNEMPLOYMENT INSURANCE	40,000	1,474	38,526	4%	1,474	38,526	
5158	INSURANCE PREMIUM	195,440	190,893	4,547	98%	190,893	4,547	Prepaid
5171	MAINTENANCE OF EQUIPMENT	727,333	781,864	(54,531)	107%	781,864	(54,531)	Aging Fleet-2 Engine Replacements
5173	MAINTENANCE OF EQUIPMENT-M	18,400	33,532	(15,132)	182%	33,532	(15,132)	Utility/more in house labor
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	

Operating Expenditure:		FY22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5211	MEMBERSHIPS	1,400	1,384	16	99%	1,384	16	
5232	OFFICE & OTHER EQUIP < \$5,000	16,900	13,550	3,350	80%	13,550	3,350	
5238	OFFICE SUPPLIES	9,000	6,172	2,828	69%	6,172	2,828	
5253	ACCOUNTING & AUDITING SERVICE	51,168	55,250	(4,082)	108%	55,250	(4,082)	GASB 75 Cost increase
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	7,610	(609)	109%	7,610	(609)	Increase Pricing
5263	ADVERTISING	45,902	38,180	7,722	83%	38,180	7,722	
5265	PROFESSIONAL & SPECIAL SERVICE	312,595	183,815	128,780	59%	183,815	128,780	
5291	OFFICE, SPACE & SITE RENTAL	229,740	201,021	28,719	87%	201,021	28,719	
5311	GENERAL OPERATING EXPENSE	89,376	80,338	9,038	90%	80,338	9,038	
5326	LATE FEES & FINANCE CHARGES	300	58	242	19%	58	242	
5331	TRAVEL EXPENSE	17,099	7,328	9,771	43%	7,328	9,771	
5332	MILEAGE REIMBURSEMENT	28,000	22,153	5,847	79%	22,153	5,847	
5351	UTILITIES	81,846	145,275	(63,429)	177%	145,275	(63,429)	Snow Removal at Mammoth Yard
5352	FUEL & OIL	895,964	690,677	205,287	77%	690,677	205,287	
5539	OTHER AGENCY CONTRIBUTIONS	52,000	-	52,000	0%	32,500		
5901	CONTINGENCIES	124,150	-	124,150	0%	124,150	-	
	Expenditure Total:	6,517,411	5,913,695	603,716	91%	6,059,107		

TRANSFERS Expenditure		FY22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	145,781	145,781	145,781	1	145,781	-	
5801	OPERATING TRANSFERS OUT	-	-	-		-	-	
	Expenditure Total:	145,781	145,781	145,781	1	145,781	-	

NET TRANSFERS

Projected Revenue less Projected Expenses:	894,797
Less Capital Trolley Match:	
Less Capital Replacement Transfers:	145,781
Less Capital Structures & Improvements:	685
Operating Balance:	748,331

CAPITAL ACCOUNT Revenue		FY 22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	92,000	92,897	(897)	101%	92,897	897	
4067	STATE TRANSIT ASST-CAPITAL	377,707	317,926	59,781	84%	317,926	(59,781)	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	45,209	-	45,209	0%	-	(45,209)	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	189,167	1,187,408	14%	189,167	(1,187,408)	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	13,801	685	13,116	5%	685	13,116	
5650	EQUIPMENT						-	
5655	VEHICLES	2,266,219	698,120	1,568,099	31%	698,120	(1,568,099)	New Vehicles (5310, 5339(a))
	Expenditure Total:	2,280,020	698,805	1,581,215	31%	698,805	1,581,215	

Projected Capital Revenue Less Projected Expenses :	(98,814)
Plus Trolley Funding in Operating Revenue:	
Plus Reds Radio Funding in Operating Revenue:	
Plus Structures & Improvements in Operating Revenue:	13,801
Plus LCTOP fund balance for Electric Vehicle:	162,989
Capital Balance:	77,976

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	1,044,801
Red's Revenue	562,428
All Other Passenger Fares	632,945
Total 4819	2,240,174

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

Ledger: GL

As of 6/30/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,590,020.00	2,001,919.48	0.00	(411,899.48)	125.90
4065	STATE TRANSIT ASST	478,666.00	630,696.93	0.00	(152,030.93)	131.76
4301	INTEREST FROM TREASURY	35,000.00	82,656.03	0.00	(47,656.03)	236.16
4498	STATE GRANTS	80,044.00	125,243.00	0.00	(45,199.00)	156.46
4499	STATE OTHER	78,839.00	58,928.46	0.00	19,910.54	74.74
4555	FEDERAL GRANTS	961,740.00	252,952.63	0.00	708,787.37	26.30
4599	OTHER AGENCIES	1,078,792.00	712,762.21	0.00	366,029.79	66.07
4819	SERVICES & FEES	2,405,107.00	2,240,173.73	0.00	164,933.27	93.14
4959	MISCELLANEOUS REVENUE	24,000.00	69,873.99	0.00	(45,873.99)	291.14
	Revenue Total:	<u>6,732,208.00</u>	<u>6,175,206.46</u>	<u>0.00</u>	<u>557,001.54</u>	<u>91.72</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,732,293.00	1,727,303.22	0.00	4,989.78	99.71
5003	OVERTIME	187,401.00	186,856.13	0.00	544.87	99.70
5005	HOLIDAY OVERTIME	147,547.00	146,877.18	0.00	669.82	99.54
5012	PART TIME EMPLOYEES	459,313.00	440,837.13	0.00	18,475.87	95.97
5021	RETIREMENT & SOCIAL SECURITY	57,018.00	49,249.48	0.00	7,768.52	86.37
5022	PERS RETIREMENT	250,443.00	240,578.69	0.00	9,864.31	96.06
5025	RETIREE HEALTH BENEFITS	1,582.00	0.00	0.00	1,582.00	0.00
5031	MEDICAL INSURANCE	293,090.00	267,689.37	0.00	25,400.63	91.33
5043	OTHER BENEFITS	48,248.00	40,435.58	0.00	7,812.42	83.80
5045	COMPENSATED ABSENCE EXPENSE	215,784.00	173,814.77	0.00	41,969.23	80.55
5046	OPEB EXPENSE	60,000.00	60,000.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	12,940.00	11,202.26	0.00	1,737.74	86.57
5111	CLOTHING	2,500.00	3,250.00	0.00	(750.00)	130.00
5152	WORKERS COMPENSATION	100,638.00	105,028.00	0.00	(4,390.00)	104.36
5154	UNEMPLOYMENT INSURANCE	40,000.00	1,474.00	0.00	38,526.00	3.68
5158	INSURANCE PREMIUM	195,440.00	190,893.00	0.00	4,547.00	97.67
5171	MAINTENANCE OF EQUIPMENT	727,333.00	781,864.22	0.00	(54,531.22)	107.49
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	33,531.51	0.00	(15,131.51)	182.23
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,400.00	1,384.00	0.00	16.00	98.85
5232	OFFICE & OTHER EQUIP < \$5,000	16,900.00	13,549.68	0.00	3,350.32	80.17
5238	OFFICE SUPPLIES	9,000.00	6,171.74	0.00	2,828.26	68.57
5253	ACCOUNTING & AUDITING SERVICE	51,168.00	55,250.01	0.00	(4,082.01)	107.97
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	7,609.56	0.00	(608.56)	108.69
5263	ADVERTISING	45,902.00	38,179.84	0.00	7,722.16	83.17
5265	PROFESSIONAL & SPECIAL SERVICE	312,595.00	183,814.78	0.00	128,780.22	58.80
5291	OFFICE, SPACE & SITE RENTAL	229,740.00	201,021.42	0.00	28,718.58	87.49

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

Ledger: GL

As of 6/30/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	89,376.00	80,337.64	0.00	9,038.36	89.88
5326	LATE FEES & FINANCE CHARGES	300.00	58.11	0.00	241.89	19.37
5331	TRAVEL EXPENSE	17,099.00	7,328.34	0.00	9,770.66	42.85
5332	MILEAGE REIMBURSEMENT	28,000.00	22,153.02	0.00	5,846.98	79.11
5351	UTILITIES	81,846.00	145,275.02	0.00	(63,429.02)	177.49
5352	FUEL & OIL	895,964.00	690,677.46	0.00	205,286.54	77.08
5539	OTHER AGENCY CONTRIBUTIONS	52,000.00	0.00	0.00	52,000.00	0.00
5901	CONTINGENCIES	124,150.00	0.00	0.00	124,150.00	0.00
	Expenditure Total:	<u>6,517,411.00</u>	<u>5,913,695.16</u>	<u>0.00</u>	<u>603,715.84</u>	<u>90.73</u>
NET OPERATING		<u>214,797.00</u>	<u>261,511.30</u>	<u>0.00</u>	<u>(46,714.30)</u>	
NON-OPERATING						
Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT						
Revenue						
4066	PTMISEA	92,000.00	92,897.20	0.00	(897.20)	100.97
4067	STATE TRANSIT ASST-CAPITAL	377,707.00	317,926.48	0.00	59,780.52	84.17
4495	STATE GRANTS - CAPITAL	45,209.00	0.00	0.00	45,209.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	189,167.00	0.00	1,187,408.00	13.74
	Revenue Total:	<u>1,891,491.00</u>	<u>599,990.68</u>	<u>0.00</u>	<u>1,291,500.32</u>	<u>31.72</u>
Expenditure						
5630	LAND IMPROVEMENTS	13,801.00	0.00	0.00	13,801.00	0.00
5640	STRUCTURES & IMPROVEMENTS	13,801.00	685.02	0.00	13,115.98	4.96
5655	VEHICLES	2,266,219.00	698,120.45	0.00	1,568,098.55	30.80
	Expenditure Total:	<u>2,293,821.00</u>	<u>698,805.47</u>	<u>0.00</u>	<u>1,595,015.53</u>	<u>30.46</u>
NET CAPITAL ACCOUNT		<u>(402,330.00)</u>	<u>(98,814.79)</u>	<u>0.00</u>	<u>(303,515.21)</u>	
TRANSFERS						
Revenue						
4798	CAPITAL REPLACEMENT	0.00	145,781.00	0.00	(145,781.00)	0.00
	Revenue Total:	<u>0.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>(145,781.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	145,781.00	145,781.00	0.00	0.00	100.00
	Expenditure Total:	<u>145,781.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>(145,781.00)</u>	
153299 Total:		<u>(333,314.00)</u>	<u>162,696.51</u>	<u>0.00</u>	<u>(496,010.51)</u>	



Complete

**COUNTY OF INYO
 UNDESIGNATED FUND BALANCES
 AS OF 06/30/2023**

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	5,120,330	499,226	28,392	318,623	376,875			5,589,696		5,589,696
1533 ESTA ACCUMULATED CAPITAL	1,684,924	7,785						1,692,709		1,692,709
1534 ESTA GENERAL RESERVE	539,841	2,573						542,414		542,414
1535 ESTA BUDGET STAB RESERVE	215,934	1,029						216,963		216,963
1536 REDS MEADOW ROAD MAINTI	185,031	770						185,801		185,801
6809 SRTP TRANSPORT PLAN	37,917	21,236						59,153		59,153
6814 JARC-MAMMOTH EXPRESS	5,000					5,000				
6820 NON-EMERGENCY TRAN REIM	5,807	4,775			991	10,485		(894)		(894)
6821 BISHOP YARD-ESTA	2,072					7,000		(4,928)		(4,928)
6822 LCTOP-ELECTRIC VEHICLE	484	(26)				5,907		(5,449)		(5,449)
6824 ESTA-LCTOP	27,272	203		2,451	1,604			28,322		28,322
6825 BISHOP ADMIN BUILDING	71,667	342						72,009		72,009
ESTA Totals	7,896,279	537,913	28,392	321,074	379,470	28,392		8,375,796		8,375,796
Grand Totals	7,896,279	537,913	28,392	321,074	379,470	28,392		8,375,796		8,375,796

User: DVIDAL Dawn Vidal
 Report: GL8001: Undesignated Fund Balances

Page: 1

Current Date: 08/31/2023
 Current Time: 09:03:27

STAFF REPORT

Subject: Financial Report – FY 2023/24

Initiated by: Dawn Vidal, Administration
Manager

The year-to-date roll-up and year end forecast for the 2023/24 fiscal year are included on the following pages. Reports are as of August 31, 2023.

Fuel is budgeted at \$5.38 per gallon and average price per gallon was \$4.25 in July, 21% below budget. Please note the July average of \$4.25 does not include fuel invoice from Town of Mammoth.

As we are only two months into the new fiscal year, there is little to report as much revenue is collected through a reimbursement process, it is typical the year-to-date expenses are greater than revenue early in the fiscal year.

Financial information as of: **8/31/2023** % of Fiscal Year: **17%**

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,716,105	126,430	1,589,675	7%	1,716,105	-	
4065	STATE TRANSIT ASST	617,902	-	617,902	0%	617,902	-	
4301	INTEREST FROM TREASURY	40,000	-	40,000	0%	40,000	-	
4498	STATE GRANTS	80,528	-	-	0%	80,528	-	
4499	STATE OTHER	83,005	-	83,005	0%	83,005	-	
4555	FEDERAL GRANTS	1,303,409	-	1,303,409	0%	1,303,409	-	
4599	OTHER AGENCIES	1,080,406	5,032	1,075,374	0%	1,080,406	-	
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	2,052,269	212,644	1,839,625	10%	2,052,269	-	
4959	MISCELLANEOUS REVENUE	50,000	18	49,982	0%	50,000	-	
4999	PRIOR YEARS REIMBURSEMENTS	-	172	0	-	-	-	
	Revenue Total:	7,023,624	344,296	6,598,972	5%	7,023,624	-	

Operating Expenditure:		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	2,060,839	250,915	1,809,924	12%			
5003	OVERTIME	133,659	28,522	105,137	21%			
5005	HOLIDAY OVERTIME	145,016	13,860	131,156	10%			
5012	PART TIME EMPLOYEES	558,747	68,080	490,667	12%			
	Wages subtotal	2,898,261	361,378	2,536,883	12%	2,898,261	-	
5021	RETIREMENT & SOCIAL SECURITY	71,321	7,530	63,791	11%	71,321	-	
5022	PERS RETIREMENT	234,910	18,324	216,586	8%	234,910	-	
5025	RETIREE HEALTH BENEFITS	-	-	-	0%	-	-	
5031	MEDICAL INSURANCE	395,470	27,565	367,905	7%	395,470	-	
5043	OTHER BENEFITS	54,582	4,838	49,744	9%	54,582	-	
5045	COMPENSATED ABSENCE EXPENSE	200,460	36,748	163,712	18%	200,460	-	
5046	OPEB EXPENSE	40,000	-	40,000	0%	40,000	-	
5047	EMPLOYEE INCENTIVES	7,700	520	7,180	7%	7,700	-	
5111	CLOTHING	4,000	100	4,000	3%	4,000	-	
5152	WORKERS COMPENSATION	86,644	86,644	-	100%	86,644	-	Prepaid
5154	UNEMPLOYMENT INSURANCE	13,750	-	13,750	0%	13,750	-	
5158	INSURANCE PREMIUM	190,907	190,907	-	100%	190,907	-	Prepaid
5171	MAINTENANCE OF EQUIPMENT	696,120	28,975	667,145	4%	696,120	-	
5173	MAINTENANCE OF EQUIPMENT-M	200	59	141	30%	200	-	
5191	MAINTENANCE OF STRUCTURES	-	-	-	0%	-	-	
	FY 23/24				% of	Year End	YE Forecast	

Operating Expenditure:		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5211	MEMBERSHIPS	1,475	244	1,231	17%	1,475	-	
5232	OFFICE & OTHER EQUIP < \$5,000	19,750	921	18,829	5%	25,056	-	
5238	OFFICE SUPPLIES	23,637	568	23,069	2%	23,637	-	
5253	ACCOUNTING & AUDITING SERVICE	44,471	4,863	39,609	11%	44,471	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,500	193	7,307	3%	7,500	-	
5263	ADVERTISING	45,602	5,194	40,408	11%	45,602	-	
5265	PROFESSIONAL & SPECIAL SERVICE	525,948	48,209	477,739	9%	525,948	-	
5291	OFFICE, SPACE & SITE RENTAL	229,540	7,797	221,743	3%	224,528	-	
5311	GENERAL OPERATING EXPENSE	107,476	23,999	83,477	22%	107,476	-	
5326	LATE FEES & FINANCE CHARGES	125	245	(120)	196%	125	-	
5331	TRAVEL EXPENSE	11,401	28	11,373	0%	11,401	-	
5332	MILEAGE REIMBURSEMENT	28,000	906	27,094	3%	28,000	-	
5351	UTILITIES	91,250	4,377	86,873	5%	91,250	-	
5352	FUEL & OIL	700,360	32,141	668,219	5%	700,360	-	
5539	OTHER AGENCY CONTRIBUTIONS	30,000	-	30,000	0%	-	-	
5901	CONTINGENCIES	71,371	-	71,371	0%	71,371	-	
	Expenditure Total:	6,832,231	893,272	5,939,059	13%	6,802,525		

TRANSFERS		FY 23/24			% of	Year End	YE Forecast	
Expenditure		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5798	CAPITAL REPLACEMENT	145,781	-	145,781	-	145,781	-	
5801	OPERATING TRANSFERS OUT	-	-	-	-	-	-	
	Expenditure Total:	145,781	-	145,781	-	145,781	-	
NET	TRANSFERS							

Projected Revenue less Projected Expenses: 221,099
 Less Capital Trolley Match: 69,000
 Less Capital Replacement Transfers: 145,781
 Less Capital Structures & Improvements: 22,801
 Operating Balance: (16,483)

CAPITAL ACCOUNT Revenue		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4911	Sales of Fixed Assets	-	11,000	(11,000)	#DIV/0!	-	-	
4067	STATE TRANSIT ASST-CAPITAL	170,191	-	170,191	0%	170,191	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	46,548	-	46,584	0%	46,548	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,189,429	-	1,189,429	0%	1,189,429	-	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	22,801	-	22,801	0%	22,801	-	
5650	EQUIPMENT	10,000	-	10,000	0%	10,000	-	Reds Radios & Electric Charger
5655	VEHICLES	1,690,600	-	1,525,469	0%	1,690,600	-	New Vehicles (5310, 5339(a))
	Expenditure Total:	1,723,401	-	1,558,270	0%	1,723,401	-	

Projected Capital Revenue Less Projected Expenses :	(317,233)
Plus Trolley Funding in Operating Revenue:	69,000
Plus Reds Radio Funding in Operating Revenue:	
Plus Structures & Improvements in Operating Revenue:	22,801
Plus LCTOP fund balance for Electric Vehicle:	162,989
Capital Balance:	(62,443)

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	-
Red's Revenue	9,970
All Other Passenger Fares	202,673
Total 4819	212,644

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

Ledger: GL

As of 8/31/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,716,105.00	126,429.91	0.00	1,589,675.09	7.36
4065	STATE TRANSIT ASST	617,902.00	0.00	0.00	617,902.00	0.00
4301	INTEREST FROM TREASURY	40,000.00	0.00	0.00	40,000.00	0.00
4498	STATE GRANTS	80,528.00	0.00	0.00	80,528.00	0.00
4499	STATE OTHER	83,005.00	0.00	0.00	83,005.00	0.00
4555	FEDERAL GRANTS	1,303,409.00	0.00	0.00	1,303,409.00	0.00
4599	OTHER AGENCIES	1,080,406.00	5,032.00	0.00	1,075,374.00	0.46
4819	SERVICES & FEES	2,052,269.00	212,643.83	0.00	1,839,625.17	10.36
4959	MISCELLANEOUS REVENUE	50,000.00	18.34	0.00	49,981.66	0.03
	Revenue Total:	7,023,624.00	344,124.08	0.00	6,679,499.92	4.89
Expenditure						
5001	SALARIED EMPLOYEES	2,060,839.00	250,914.90	0.00	1,809,924.10	12.17
5003	OVERTIME	133,659.00	28,522.43	0.00	105,136.57	21.33
5005	HOLIDAY OVERTIME	145,016.00	13,860.37	0.00	131,155.63	9.55
5012	PART TIME EMPLOYEES	558,747.00	68,080.48	0.00	490,666.52	12.18
5021	RETIREMENT & SOCIAL SECURITY	71,321.00	7,529.84	0.00	63,791.16	10.55
5022	PERS RETIREMENT	234,910.00	18,323.62	0.00	216,586.38	7.80
5031	MEDICAL INSURANCE	395,470.00	27,565.10	0.00	367,904.90	6.97
5043	OTHER BENEFITS	54,582.00	4,837.53	0.00	49,744.47	8.86
5045	COMPENSATED ABSENCE EXPENSE	200,460.00	36,748.15	0.00	163,711.85	18.33
5046	OPEB EXPENSE	40,000.00	0.00	0.00	40,000.00	0.00
5047	EMPLOYEE INCENTIVES	7,700.00	519.90	0.00	7,180.10	6.75
5111	CLOTHING	4,000.00	0.00	0.00	4,000.00	0.00
5152	WORKERS COMPENSATION	86,644.00	0.00	0.00	86,644.00	0.00
5154	UNEMPLOYMENT INSURANCE	13,750.00	0.00	0.00	13,750.00	0.00
5158	INSURANCE PREMIUM	190,907.00	277,551.99	0.00	(86,644.99)	145.38
5171	MAINTENANCE OF EQUIPMENT	696,120.00	28,975.13	0.00	667,144.87	4.16
5173	MAINTENANCE OF EQUIPMENT-	0.00	438.30	0.00	(438.30)	0.00
5211	MEMBERSHIPS	1,475.00	244.00	0.00	1,231.00	16.54
5232	OFFICE & OTHER EQUIP < \$5,000	19,750.00	921.25	0.00	18,828.75	4.66
5233	POSTAGE-INTERNAL	2,500.00	0.00	0.00	2,500.00	0.00
5238	OFFICE SUPPLIES	23,637.00	567.87	0.00	23,069.13	2.40
5253	ACCOUNTING & AUDITING SERVICE	44,471.00	4,862.50	0.00	39,608.50	10.93
5260	HEALTH - EMPLOYEE PHYSICALS	7,500.00	193.20	0.00	7,306.80	2.57
5263	ADVERTISING	45,602.00	5,193.72	0.00	40,408.28	11.38
5265	PROFESSIONAL & SPECIAL SERVICE	525,948.00	48,208.82	0.00	477,739.18	9.16
5291	OFFICE, SPACE & SITE RENTAL	229,540.00	7,796.52	0.00	221,743.48	3.39
5311	GENERAL OPERATING EXPENSE	107,476.00	23,999.06	0.00	83,476.94	22.32

COUNTY OF INYO

September 8, 2023

Agenda Item #B-3

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 8/31/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
5326	LATE FEES & FINANCE CHARGES	125.00	245.08	0.00	(120.08)	196.06
5331	TRAVEL EXPENSE	11,401.00	27.97	0.00	11,373.03	0.24
5332	MILEAGE REIMBURSEMENT	28,000.00	905.66	0.00	27,094.34	3.23
5351	UTILITIES	91,250.00	4,377.12	0.00	86,872.88	4.79
5352	FUEL & OIL	700,360.00	32,141.10	0.00	668,218.90	4.58
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	71,371.00	0.00	0.00	71,371.00	0.00
Expenditure Total:		<u>6,834,531.00</u>	<u>893,551.61</u>	<u>0.00</u>	<u>5,940,979.39</u>	<u>13.07</u>
NET OPERATING		<u>189,093.00</u>	<u>(549,427.53)</u>	<u>0.00</u>	<u>738,520.53</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4067	STATE TRANSIT ASST-CAPITAL	170,191.00	0.00	0.00	170,191.00	0.00
4495	STATE GRANTS - CAPITAL	46,584.00	0.00	0.00	46,584.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,189,429.00	0.00	0.00	1,189,429.00	0.00
4911	SALES OF FIXED ASSETS	0.00	11,000.00	0.00	(11,000.00)	0.00
Revenue Total:		<u>1,406,204.00</u>	<u>11,000.00</u>	<u>0.00</u>	<u>1,395,204.00</u>	<u>0.78</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	22,801.00	0.00	0.00	22,801.00	0.00
5655	VEHICLES	1,690,600.00	165,131.01	0.00	1,525,468.99	9.76
Expenditure Total:		<u>1,713,401.00</u>	<u>165,131.01</u>	<u>0.00</u>	<u>1,548,269.99</u>	<u>9.63</u>
NET CAPITAL ACCOUNT		<u>(307,197.00)</u>	<u>(154,131.01)</u>	<u>0.00</u>	<u>(153,065.99)</u>	
TRANSFERS Revenue Expenditure						
5798	CAPITAL REPLACEMENT	145,781.00	0.00	0.00	145,781.00	0.00
Expenditure Total:		<u>145,781.00</u>	<u>0.00</u>	<u>0.00</u>	<u>145,781.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>(263,885.00)</u>	<u>(703,558.54)</u>	<u>0.00</u>	<u>439,673.54</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2024

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	(461,116)	(499,229)		(318,623)	(341,441)			(937,527)		(937,527)
1533 ESTA ACCUMULATED CAPITAL	7,785	(7,785)								
1534 ESTA GENERAL RESERVE	2,573	(2,573)								
1535 ESTA BUDGET STAB RESERVE	1,029	(1,029)								
1536 REDS MEADOW ROAD MAINTI	770	(770)								
6809 SRTTP TRANSPORT PLAN	15,561	(21,236)						(5,675)		(5,675)
6820 NON-EMERGENCY TRAN REIM	2,467	(4,775)			(991)			(1,317)		(1,317)
6822 LCTOP-ELECTRIC VEHICLE	(26)	26								
6824 ESTA-LCTOP	(9,048)	(200)		(2,451)	(1,604)			(10,095)		(10,095)
6825 BISHOP ADMIN BUILDING	342	(342)								
ESTA Totals	(439,663)	(537,913)		(321,074)	(344,036)			(954,614)		(954,614)
Grand Totals	(439,663)	(537,913)		(321,074)	(344,036)			(954,614)		(954,614)