



ESTA BOARD AGENDA

Regular Meeting

Friday, August 14, 2020 at 11:00am

In accordance with Executive Order N-29-20 the June 12, 2020 meeting will be held virtually.

The Agenda is available at www.estransit.com

Chairperson: Bob Gardner

Vice-Chairperson: Jim Ellis

Board Members:

Cleland Hoff (Mammoth Lakes)
Karen Schwartz (Bishop)
Jim Ellis (Bishop)
Dan Totheroh (Inyo County)

Jeff Griffiths (Inyo County)
Jennifer Kreitz (Mono County)
Bill Sauser (Mammoth Lakes)
Bob Gardner (Mono County)

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

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 12 by 4pm Thursday, August 13th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played at the appropriate time during the board meeting.

Email public comment: To submit an emailed public comment to the Board please email pmoores@estransit.com by 4pm Thursday, August 13th and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

HOW TO ATTEND THE ESTA BOARD MEETING:

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

<https://us02web.zoom.us/j/7608711901?pwd=VS9TeE4rU0NleWFCY0JTOVhzajEyQT09>

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

Call to Order

Roll Call

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

A. Information Agenda

- A-1 Executive Director Report
 - Reporting on ESTA activities and performance
- A-2 Financial Report 2019/20
- A-3 Financial Report 2020/21
- A-4 Operations Report

B. Action Agenda

- B-1 Title VI Policy Update
- B-2 Equal Employment Opportunity Policy Update
- B-3 State Of Good Repair Application
- B-4 CARES Funding Grant Application
- B-5 Strategic Partnership Planning Grant
- B-6 Strategic Business Plan

C. Consent Agenda

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

- C-1 Approval of Regular Meeting Minutes of July 10, 2020

D. Board Member Comments

E. Adjournment

The next regularly scheduled meeting is September 11, 2020. Check ESTA website for details on attending the meeting.

STAFF REPORT

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

Safety:

ESTA staff remains Covid free at this time, and cleaning regimens continue. Karie and I will likely continue working from home until fall when Covid containment can be further assessed. Safety items were addressed by the ESTA Safety Committee this month with representatives from Mammoth and Bishop. I inspected a driver barrier for testing aboard cutaways at the request of drivers concerned about Covid. We will install and test one soon.

Administration:

Contracts

The Town and MMSA contracts are submitted and awaiting approval.

Planning

The Short Range Transit Plan and the Coordinated Human Services Plan will begin after FTA grant requirements are met in October. The Bishop Facility A&E RFQ is due September 10th and selection will occur soon after. We expect to hear from the FTA regarding our most recent grant application for the building in the next few months.

I am participating in a steering committee with Mammoth Hospital for a planning grant on transportation. They have \$50k to study transportation to the hospital.

Fleet

I inspected the new trolley last week in preparation for delivery in the next few weeks. The arrival of the trolley will bring new life to the fleet. Our recent successful grant application for new vehicles will greatly reduce the average useful life of the fleet in the near-term, but within three to four years the aging out of the Mammoth fleet will continue cost the agency financially.

The Innovative Clean Transit Rule requiring ESTA to purchase zero emissions vehicles continues to drive the transit vehicle industry toward electric and hydrogen solutions. I am communicating regularly with salesmen and transit agencies in both fuel types to assess the readiness of the technologies. ESTA must use LCTOP funds on hand and I expect to purchase our first zero emissions vehicle sometime next calendar year.

The Low Carbon Fuel Standard (LCFS) Program in California, the first of its kind in the world, presents an opportunity for ESTA to offset fuel costs on clean fuel use and/or production. California Air Resources Board (CARB) developed a market where refineries purchase credits from low carbon intense companies. These credits

can then be sold on the open market for cash. There are companies that manage and broker the credits for a small commission. When ESTA begins using electric or hydrogen power to fuel vehicles, we will earn credits that can be sold.

STAFF REPORT

Subject: Financial Report – FY 2019/20
Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up and fund balance reports for the 2019/20 fiscal year are included on the following pages. Reports are as of August 7, 2020. Payables for this fiscal year are still being received.

An updated year end forecast is included for the board's information:

Operating Revenue is forecasted to be \$5.2 million. Local Transportation Fund (LTF) revenue is expected to be over budget while State Transportation Assistance (STA), Other Agencies Contributions, and Fare Revenue are expected to be less than budgeted resulting in \$189K less revenue than ESTA originally expected.

Operating Expenses are forecasted to be under \$4.8 Million. Employee wages are expected to be \$200K less than budget due to Mammoth Mountain Ski Area's early closure, the cancelation of the 2020 Reds Meadow Shuttle and the late start to Lakes Basin.

Health insurance rates went down overall and will come in around \$73K under budget. Unemployment Insurance is projected to be \$13K over budget due to an early shoulder season and the cancelation of the Reds Meadow Shuttle. Maintenance costs may come in over budget due to two engine rebuilds. Fuel prices have been running 29% under budget amounting to \$209K.

ESTA's forecasted revenue, less Operating Expenses and Capital Replacement Contributions is around \$364,147K. It is important to note that not all funding sources cover any expense and this forecast could change over the coming months. ESTA's FY 2019-20 books will be open until October.

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

Description
153299 - EASTERN SIERRA TRANSIT

OPERATING Revenue		FY19/20 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,272,738	1,388,131	(115,393)	109%	1,450,366	177,628	Received \$177K unexpected Revenue from Mono LTC
4065	STATE TRANSIT ASST	503,314	334,169	169,145	66%	380,000	(123,314)	Expecting less Q4 Revenue, balance of funds expected in September
4301	INTEREST FROM TREASURY	24,000	88,931	(64,931)	371%	88,931	64,931	Higher Interest than expected
4498	STATE GRANTS	35,355	35,355	-	100%	35,355	-	
4499	STATE OTHER	70,940	55,759	15,181	79%	70,940	-	SGR, will likely be received in September
4555	FEDERAL GRANTS	515,601	310,079	205,522	60%	515,601	-	Expecting funds in July and Sept, amount may be higher depending on Toll Credits used and CARES funds claimed. Should have an updated total in the September report.
4599	OTHER AGENCIES	965,703	875,693	90,010	91%	880,693	(85,010)	Ran less hours COVID, LB, Trolley Match (\$43K) was not collected as trolley has not arrived.
4747	INSURANCE PAYMENTS	-	2,510	(2,510)		2,510	2,510	
4819	SERVICES & FEES	2,052,468	1,807,193	245,275	88%	1,821,193	(231,275)	Fare Revenue is down due to COVID
4959	MISCELLANEOUS REVENUE	12,000	17,221	(5,221)	144%	17,221	5,221	
	Revenue Total:	5,452,119	4,915,041	537,078	90%	5,262,809	(189,310)	
Expenditure				-				
5001	SALARIED EMPLOYEES	1,510,603	1,362,086	148,517	90%			
5003	OVERTIME	83,106	55,020	28,086	66%			
5005	HOLIDAY OVERTIME	137,696	100,133	37,563	73%			
5012	PART TIME EMPLOYEES	416,289	421,288	(4,999)	101%			
	Wages subtotal	2,147,694	1,938,527	209,167	90%	1,938,527	209,167	MMSA closed early
5021	RETIREMENT & SOCIAL SECURITY	51,858	40,628	11,230	78%	51,858	-	
5022	PERS RETIREMENT	221,020	199,392	21,628	90%	221,020	-	
5031	MEDICAL INSURANCE	306,000	222,619	83,381	73%	232,619	73,381	Rates were lower than expected
5043	OTHER BENEFITS	39,398	34,464	4,934	87%	39,398	-	
5045	COMPENSATED ABSENCE EXPENSE	146,000	135,595	10,405	93%	146,000	-	
5047	EMPLOYEE INCENTIVES	5,753	3,444	2,309	60%	5,753	-	
5111	CLOTHING	10,600	20,911	(10,311)	197%	20,911	(10,311)	New Uniforms

5152	WORKERS COMPENSATION	102,180	101,122	1,058	99%	101,122	1,058	
5154	UNEMPLOYMENT INSURANCE	43,000	19,007	23,993	44%	56,214	(13,214)	Layoffs due to COVID
5158	INSURANCE PREMIUM	178,580	178,541	39	100%	178,580	-	
5171	MAINTENANCE OF EQUIPMENT	613,789	568,317	45,472	93%	668,317	(54,528)	Included \$59k of maintenance shown below in "Vehicles" which will be capitalized, still waiting on June TOML Invoice
5173	MAINTENANCE OF EQUIPMENT-MATER	19,500	5,926	13,574	30%	19,500	-	
5191	MAINTENANCE OF STRUCTURES	11,500	-	11,500	0%	11,500	-	
5211	MEMBERSHIPS	2,300	1,239	1,061	54%	2,300	-	
5232	OFFICE & OTHER EQUIP < \$5,000	15,500	8,696	6,804	56%	15,500	-	
5238	OFFICE SUPPLIES	8,000	7,141	859	89%	8,000	-	
5253	ACCOUNTING & AUDITING SERVICE	49,750	43,790	5,960	88%	49,750	-	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	5,478	412	93%	5,890	-	
5263	ADVERTISING	53,700	31,193	22,507	58%	36,193	17,507	
5265	PROFESSIONAL & SPECIAL SERVICE	104,534	75,353	29,181	72%	104,534	-	
5291	OFFICE, SPACE & SITE RENTAL	194,648	184,846	9,802	95%	194,648	-	
5311	GENERAL OPERATING EXPENSE	60,440	56,476	3,964	93%	60,440	-	
5326	LATE FEES & FINANCE CHARGES	-	(27)	27		27	(27)	
5331	TRAVEL EXPENSE	14,600	6,523	8,077	45%	6,523	8,077	Training cancelled do to COVID
5332	MILEAGE REIMBURSEMENT	32,468	13,499	18,969	42%	18,499	13,969	Fewer NEMT Reimbursement Requests
5351	UTILITIES	62,626	55,160	7,466	88%	62,626	-	
5352	FUEL & OIL	632,751	403,424	229,327	64%	423,424	209,327	June TOML Invoice is outstanding
5539	OTHER AGENCY CONTRIBUTIONS	60,000	-	60,000	0%	60,000	-	
5901	CONTINGENCIES	74,850	-	74,850	0%	-	74,850	Unspent contingency
	Expenditure Total:	5,268,929	4,361,286	907,643	83%	4,739,672		

TRANSFERS
Expenditure

5798	CAPITAL REPLACEMENT	158,990	158,990	-	100	158,990	-	
	Expenditure Total:	158,990	158,990	-	100	158,990	-	

NET TRANSFERS - 158,990 (158,990)

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

364,147

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

CAPITAL ACCOUNT

FY19/20

% of Year End

Revenue		Budget	YTD Actual	Balance	Budget	Forecast		
4066	PTMISEA	278,742	-	278,742	0%	-	(278,742)	Didn't start building project or make improvement to the yard
4067	STATE TRANSIT ASST-CAPITAL	160,952	-	160,952	0%	20,000	(140,952)	Didn't start building project, projection is for server upgrade.
4495	STATE GRANTS - CAPITAL	61,568	61,568	-	100%	61,568	-	
4557	FEDERAL GRANTS - CAPITAL	705,957	-	705,957	0%	-	(705,957)	Didn't start building project/ trolley hasn't arrived
Revenue Total:		1,207,219	61,568	1,145,651	5%	81,568	(1,125,651)	
Expenditure								
5640	STRUCTURES & IMPROVEMENTS	707,071	-	707,071	0%	-	707,071	Didn't start building project
5650	EQUIPMENT	101,568	17,068	84,500	17%	20,000	81,568	Servers upgrade is complete, LCTOP Electric Vehicles not started
5655	VEHICLES	432,672	58,929	373,743	14%	58,929	373,743	\$59K expense shown was for engine rebuilds funds will come out of operating revenue. Budget amount was for a Trolley didn't arrive in FY 19-20 and a bus that arrived in FY 18/19
Expenditure Total:		1,241,311	75,996	1,165,315	6%	78,929	1,162,382	

Projected Capital Revenue Projected Expenses :

61,568 \$59K Maintenance cost will come out of operating funds. This balance is in ESTA's LCTOP fund for the electric vehicle purchase

Budget to Actuals with Encumbrances by Key/Obj

August 14, 2020

Ledger: GL

As of 6/30/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
Expenditure						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,272,738.00	1,388,130.73	0.00	(115,392.73)	109.06
4065	STATE TRANSIT ASST	503,314.00	334,169.06	0.00	169,144.94	66.39
4301	INTEREST FROM TREASURY	24,000.00	88,930.64	0.00	(64,930.64)	370.54
4498	STATE GRANTS	35,355.00	35,355.00	0.00	0.00	100.00
4499	STATE OTHER	70,940.00	55,759.08	0.00	15,180.92	78.60
4555	FEDERAL GRANTS	515,601.00	310,079.19	0.00	205,521.81	60.13
4599	OTHER AGENCIES	965,703.00	875,693.42	0.00	90,009.58	90.67
4747	INSURANCE PAYMENTS	0.00	2,510.07	0.00	(2,510.07)	0.00
4819	SERVICES & FEES	2,052,468.00	1,807,192.80	0.00	245,275.20	88.04
4959	MISCELLANEOUS REVENUE	12,000.00	17,220.96	0.00	(5,220.96)	143.50
Revenue Total:		5,452,119.00	4,915,040.95	0.00	537,078.05	90.14
Expenditure						
5001	SALARIED EMPLOYEES	1,510,603.00	1,362,085.82	0.00	148,517.18	90.16
5003	OVERTIME	83,106.00	55,020.03	0.00	28,085.97	66.20
5005	HOLIDAY OVERTIME	137,696.00	100,132.57	0.00	37,563.43	72.72
5012	PART TIME EMPLOYEES	416,289.00	421,288.21	0.00	(4,999.21)	101.20
5021	RETIREMENT & SOCIAL SECURITY	51,858.00	40,628.43	0.00	11,229.57	78.34
5022	PERS RETIREMENT	221,020.00	199,392.10	0.00	21,627.90	90.21
5031	MEDICAL INSURANCE	306,000.00	222,618.63	0.00	83,381.37	72.75
5043	OTHER BENEFITS	39,398.00	34,464.41	0.00	4,933.59	87.47
5045	COMPENSATED ABSENCE EXPENSE	146,000.00	135,595.27	0.00	10,404.73	92.87
5047	EMPLOYEE INCENTIVES	5,753.00	3,443.94	0.00	2,309.06	59.86
5111	CLOTHING	10,600.00	20,911.34	0.00	(10,311.34)	197.27
5152	WORKERS COMPENSATION	102,180.00	101,122.00	0.00	1,058.00	98.96
5154	UNEMPLOYMENT INSURANCE	43,000.00	19,006.96	0.00	23,993.04	44.20
5158	INSURANCE PREMIUM	178,580.00	178,541.00	0.00	39.00	99.97
5171	MAINTENANCE OF EQUIPMENT	613,789.00	568,317.07	0.00	45,471.93	92.59
5173	MAINTENANCE OF EQUIPMENT-	19,500.00	5,926.29	0.00	13,573.71	30.39
5191	MAINTENANCE OF STRUCTURES	11,500.00	0.00	0.00	11,500.00	0.00
5211	MEMBERSHIPS	2,300.00	1,239.00	0.00	1,061.00	53.86
5232	OFFICE & OTHER EQUIP < \$5,000	15,500.00	8,696.42	0.00	6,803.58	56.10
5238	OFFICE SUPPLIES	8,000.00	7,141.31	0.00	858.69	89.26
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	43,790.00	0.00	5,960.00	88.02
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	5,478.00	0.00	412.00	93.00
5263	ADVERTISING	53,700.00	31,192.65	0.00	22,507.35	58.08
5265	PROFESSIONAL & SPECIAL SERVICE	104,534.00	75,352.89	0.02	29,181.09	72.08
5291	OFFICE, SPACE & SITE RENTAL	194,648.00	184,846.34	0.00	9,801.66	94.96

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

Ledger: GL

As of 6/30/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	60,440.00	56,476.29	0.00	3,963.71	93.44
5326	LATE FEES & FINANCE CHARGES	0.00	(27.06)	0.00	27.06	0.00
5331	TRAVEL EXPENSE	14,600.00	6,523.07	0.00	8,076.93	44.67
5332	MILEAGE REIMBURSEMENT	32,468.00	13,498.65	0.00	18,969.35	41.57
5351	UTILITIES	62,626.00	55,159.87	0.00	7,466.13	88.07
5352	FUEL & OIL	632,751.00	403,424.10	0.00	229,326.90	63.75
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	74,850.00	0.00	0.00	74,850.00	0.00
	Expenditure Total:	<u>5,268,929.00</u>	<u>4,361,285.60</u>	<u>0.02</u>	<u>907,643.38</u>	<u>82.77</u>
NET OPERATING		<u>183,190.00</u>	<u>553,755.35</u>	<u>(0.02)</u>	<u>(370,565.33)</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4066	PTMISEA	278,742.00	0.00	0.00	278,742.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	160,952.00	0.00	0.00	160,952.00	0.00
4495	STATE GRANTS - CAPITAL	61,568.00	61,568.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	705,957.00	0.00	0.00	705,957.00	0.00
	Revenue Total:	<u>1,207,219.00</u>	<u>61,568.00</u>	<u>0.00</u>	<u>1,145,651.00</u>	<u>5.09</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	707,071.00	0.00	0.00	707,071.00	0.00
5650	EQUIPMENT	101,568.00	17,067.57	0.00	84,500.43	16.80
5655	VEHICLES	432,672.00	58,928.70	0.00	373,743.30	13.61
	Expenditure Total:	<u>1,241,311.00</u>	<u>75,996.27</u>	<u>0.00</u>	<u>1,165,314.73</u>	<u>6.12</u>
NET CAPITAL ACCOUNT		<u>(34,092.00)</u>	<u>(14,428.27)</u>	<u>0.00</u>	<u>(19,663.73)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	158,990.00	0.00	(158,990.00)	0.00
	Revenue Total:	<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>(158,990.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	158,990.00	158,990.00	0.00	0.00	100.00
	Expenditure Total:	<u>158,990.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>(158,990.00)</u>	
153299 Total:		<u>(9,892.00)</u>	<u>539,327.08</u>	<u>(0.02)</u>	<u>(549,219.06)</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2020

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	2,475,652	569,949	23,500	294,671	182,363			3,181,409		3,181,409
1533 ESTA ACCUMULATED	1,385,368	5,590						1,390,958		1,390,958
1534 ESTA GENERAL RESERVE	528,609	2,320						530,929		530,929
1535 ESTA BUDGET STAB	211,442	928						212,370		212,370
1536 REDS MEADOW ROAD	111,481	489						111,970		111,970
6813 JARC-LONE PINE/BISHOP	21,339					3,000		18,339		18,339
6814 JARC-MAMMOTH EXPRESS	44,960			1,986				46,946		46,946
6817 GOOGLE TRANSIT PHASE 2	55							55		55
6818 CAPP-CLEAN AIR PROJECT	2,923							2,923		2,923
6819 MOBILITY MANAGEMENT 14	2,227							2,227		2,227
6820 NON-EMERGENCY TRAN REIM	12,061				896	15,500		(4,335)		(4,335)
6821 BISHOP YARD-ESTA	123	(21)				5,000		(4,898)		(4,898)
6822 LCTOP-ELECTRIC VEHICLE	89,506	393						89,899		89,899
6823 PTMISEA-CAPITAL PROJECT						1		(1)		(1)
6824 ESTA-LCTOP	2,544	240		200	1,431			1,553		1,553
ESTA Totals	4,888,290	579,888	23,500	296,857	184,690	23,501		5,580,344		5,580,344
Grand Totals	4,888,290	579,888	23,500	296,857	184,690	23,501		5,580,344		5,580,344

STAFF REPORT

Subject: Financial Report – FY 2020/21

Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up and year end forecast for the 2020/21 fiscal year are included on the following pages. Reports are as of August 7, 2020

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

Financial information as of: 8/7/2020 % of Fiscal Year: 10%

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	985,757	-	985,757	0%	985,757	-	
4065	STATE TRANSIT ASST	321,219	-	321,219	0%	321,219	-	
4301	INTEREST FROM TREASURY	12,000	-	12,000	0%	12,000	-	
4498	STATE GRANTS	44,520	-	44,520	0%	44,520	-	
4499	STATE OTHER	73,910	-	73,910	0%	73,910	-	
4555	FEDERAL GRANTS	1,269,256	-	1,269,256	0%	1,269,256	-	
4599	OTHER AGENCIES	1,044,268	-	1,044,268	0%	1,044,268	-	\$83,210 of this is Capital Trolley Match
4747	INSURANCE PAYMENTS	-	-	-		-	-	
4819	SERVICES & FEES	1,385,410	17,148	1,368,262	1%	1,385,410	-	
4959	MISCELLANEOUS REVENUE	12,000	-	12,000	0%	12,000	-	
	Revenue Total:	5,148,340	17,148	5,131,192	0%	5,148,340	-	
Expenditure		-	-	-				
5001	SALARIED EMPLOYEES	1,467,779	67,995	1,399,784	5%			
5003	OVERTIME	65,684	537	65,147	1%			
5005	HOLIDAY OVERTIME	124,696	8,714	115,982	7%			
5012	PART TIME EMPLOYEES	455,497	14,662	440,835	3%			
	Wages subtotal	2,113,656	91,908	2,021,748	4%	2,113,656	-	
5021	RETIREMENT & SOCIAL SECURITY	54,088	1,691	52,397	3%	54,088	-	
5022	PERS RETIREMENT	260,870	-	260,870	0%	260,870	-	
5031	MEDICAL INSURANCE	249,640	2,636	247,004	1%	249,640	-	
5043	OTHER BENEFITS	33,351	1,418	31,933	4%	33,351	-	
5045	COMPENSATED ABSENCE EXPENSE	189,999	3,789	186,210	2%	189,999	-	
5047	EMPLOYEE INCENTIVES	2,250	44	2,206	2%	2,250	-	
5111	CLOTHING	1,000	-	1,000	0%	1,000	-	
5152	WORKERS COMPENSATION	120,220	139,832	(19,612)	116%	120,220	-	Insurance is prepaid. The negative balance is due to a coding error. It is in the process of being fixed.
5154	UNEMPLOYMENT INSURANCE	75,000	-	75,000	0%	75,000	-	
5158	INSURANCE PREMIUM	219,580	140,620	78,960	64%	219,580	-	Insurance is prepaid. Some of the amount in Workers Comp belongs here and is in the process of being fixed.
5171	MAINTENANCE OF EQUIPMENT	611,000	4,508	606,492	1%	611,000	-	
5173	MAINTENANCE OF EQUIPMENT-MATER	18,400	156	18,244	1%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	
5211	MEMBERSHIPS	1,300	-	1,300	0%	1,300	-	

5232	OFFICE & OTHER EQUIP < \$5,000	12,050	93	11,957	1%	12,050	-	
5238	OFFICE SUPPLIES	7,000	197	6,803	3%	7,000	-	
5253	ACCOUNTING & AUDITING SERVICE	49,400	-	49,400	0%	49,400	-	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	-	5,890	0%	5,890	-	
5263	ADVERTISING	34,000	1,453	32,547	4%	34,000	-	
5265	PROFESSIONAL & SPECIAL SERVICE	219,694	17,710	201,985	8%	219,694	-	
5291	OFFICE, SPACE & SITE RENTAL	174,844	5,497	169,347	3%	174,844	-	
5311	GENERAL OPERATING EXPENSE	82,680	4,548	78,132	6%	82,680	-	
5326	LATE FEES & FINANCE CHARGES	-	-	-		-	-	
5331	TRAVEL EXPENSE	3,225	-	3,225	0%	3,225	-	
5332	MILEAGE REIMBURSEMENT	29,355	313	29,042	1%	29,355	-	
5351	UTILITIES	60,000	1,179	58,821	2%	60,000	-	
5352	FUEL & OIL	474,307	1,321	472,986	0%	474,307	-	
5539	OTHER AGENCY CONTRIBUTIONS	52,332	-	52,332	0%	52,332	-	
5901	CONTINGENCIES	50,700	-	50,700	0%	50,700	-	
	Expenditure Total:	5,210,831	418,911	4,791,920	8%	5,210,831		

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

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

(269,191)

Budget was approved with this deficit.

CAPITAL ACCOUNT		FY20/21			% of	Year End	YE Forecast	
Revenue		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
4066	PTMISEA	90,319	-	90,319	0%	90,319	-	
4067	STATE TRANSIT ASST-CAPITAL	355,378	-	355,378	0%	355,378	-	
4495	STATE GRANTS - CAPITAL	52,959	-	52,959	0%	52,959	-	
4557	FEDERAL GRANTS - CAPITAL	2,084,555	-	2,084,555	0%	2,084,555	-	
	Revenue Total:	2,583,211	-	2,583,211	0%	2,583,211	-	
	Expenditure							
5640	STRUCTURES & IMPROVEMENTS	704,593	-	704,593	0%	704,593	-	
5650	EQUIPMENT	-	-	-	0%	-	-	
5655	VEHICLES	1,961,828	-	1,961,828	0%	1,961,828	-	
	Expenditure Total:	2,666,421	-	2,666,421	0%	2,666,421	-	

Projected Capital Revenue Projected Expenses :

-

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

Ledger: GL As of 8/7/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	985,757.00	0.00	0.00	985,757.00	0.00
4065	STATE TRANSIT ASST	321,219.00	0.00	0.00	321,219.00	0.00
4301	INTEREST FROM TREASURY	12,000.00	0.00	0.00	12,000.00	0.00
4498	STATE GRANTS	44,520.00	0.00	0.00	44,520.00	0.00
4499	STATE OTHER	73,910.00	0.00	0.00	73,910.00	0.00
4555	FEDERAL GRANTS	1,269,256.00	0.00	0.00	1,269,256.00	0.00
4599	OTHER AGENCIES	1,044,268.00	0.00	0.00	1,044,268.00	0.00
4819	SERVICES & FEES	1,385,410.00	17,148.29	0.00	1,368,261.71	1.23
4959	MISCELLANEOUS REVENUE	12,000.00	0.00	0.00	12,000.00	0.00
Revenue Total:		5,148,340.00	17,148.29	0.00	5,131,191.71	0.33
Expenditure						
5001	SALARIED EMPLOYEES	1,467,779.00	67,994.88	0.00	1,399,784.12	4.63
5003	OVERTIME	65,684.00	536.59	0.00	65,147.41	0.81
5005	HOLIDAY OVERTIME	124,696.00	8,714.27	0.00	115,981.73	6.98
5012	PART TIME EMPLOYEES	455,497.00	14,661.96	0.00	440,835.04	3.21
5021	RETIREMENT & SOCIAL SECURITY	54,088.00	1,690.69	0.00	52,397.31	3.12
5022	PERS RETIREMENT	260,870.00	0.00	0.00	260,870.00	0.00
5031	MEDICAL INSURANCE	249,640.00	2,635.69	0.00	247,004.31	1.05
5043	OTHER BENEFITS	33,351.00	1,417.54	0.00	31,933.46	4.25
5045	COMPENSATED ABSENCE EXPENSE	189,999.00	3,788.87	0.00	186,210.13	1.99
5047	EMPLOYEE INCENTIVES	2,250.00	43.80	0.00	2,206.20	1.94
5111	CLOTHING	1,000.00	0.00	0.00	1,000.00	0.00
5152	WORKERS COMPENSATION	120,220.00	139,831.97	0.00	(19,611.97)	116.31
5154	UNEMPLOYMENT INSURANCE	75,000.00	0.00	0.00	75,000.00	0.00
5158	INSURANCE PREMIUM	219,580.00	140,620.03	0.00	78,959.97	64.04
5171	MAINTENANCE OF EQUIPMENT	611,000.00	4,507.84	0.00	606,492.16	0.73
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	156.23	0.00	18,243.77	0.84
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,300.00	0.00	0.00	1,300.00	0.00
5232	OFFICE & OTHER EQUIP < \$5,000	12,050.00	93.03	0.00	11,956.97	0.77
5238	OFFICE SUPPLIES	7,000.00	196.55	0.00	6,803.45	2.80
5253	ACCOUNTING & AUDITING SERVICE	49,400.00	0.00	0.00	49,400.00	0.00
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	0.00	0.00	5,890.00	0.00
5263	ADVERTISING	34,000.00	1,453.06	0.00	32,546.94	4.27
5265	PROFESSIONAL & SPECIAL SERVICE	219,694.00	17,709.50	0.00	201,984.50	8.06
5291	OFFICE, SPACE & SITE RENTAL	174,844.00	5,497.20	0.00	169,346.80	3.14
5311	GENERAL OPERATING EXPENSE	82,680.00	4,547.65	0.00	78,132.35	5.50
5331	TRAVEL EXPENSE	3,225.00	0.00	0.00	3,225.00	0.00

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

Ledger: GL

As of 8/7/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
5332	MILEAGE REIMBURSEMENT	29,355.00	313.07	0.00	29,041.93	1.06
5351	UTILITIES	60,000.00	1,178.69	0.00	58,821.31	1.96
5352	FUEL & OIL	474,307.00	1,321.43	0.00	472,985.57	0.27
5539	OTHER AGENCY CONTRIBUTIONS	52,332.00	0.00	0.00	52,332.00	0.00
5901	CONTINGENCIES	50,700.00	0.00	0.00	50,700.00	0.00
	Expenditure Total:	<u>5,210,831.00</u>	<u>418,910.54</u>	<u>0.00</u>	<u>4,791,920.46</u>	<u>8.03</u>
NET OPERATING		<u>(62,491.00)</u>	<u>(401,762.25)</u>	<u>0.00</u>	<u>339,271.25</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4066	PTMISEA	90,319.00	0.00	0.00	90,319.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	355,378.00	0.00	0.00	355,378.00	0.00
4495	STATE GRANTS - CAPITAL	52,959.00	0.00	0.00	52,959.00	0.00
4557	FEDERAL GRANTS - CAPITAL	2,084,555.00	0.00	0.00	2,084,555.00	0.00
	Revenue Total:	<u>2,583,211.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,583,211.00</u>	<u>0.00</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	704,593.00	0.00	0.00	704,593.00	0.00
5655	VEHICLES	1,961,828.00	0.00	0.00	1,961,828.00	0.00
	Expenditure Total:	<u>2,666,421.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,666,421.00</u>	<u>0.00</u>
NET CAPITAL ACCOUNT		<u>2,583,211.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,583,211.00</u>	
TRANSFERS Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	123,490.00	0.00	0.00	123,490.00	0.00
	Expenditure Total:	<u>123,490.00</u>	<u>0.00</u>	<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>(269,191.00)</u>	<u>(401,762.25)</u>	<u>0.00</u>	<u>132,571.25</u>	

STAFF REPORT

Subject: Operations Report June 2020
Presented by: Phil Moores, Executive Director

Executive Summary

Overall ridership decreased by 75% in June compared to last year, but up slightly from an 82% decrease in May. Bishop DAR and Express routes are recovering at the fastest rates, with Mammoth Town routes recovering slowest. Road calls (0) and customer comments (2), Bishop DAR, and preventable accidents (0) met the monthly goals. We missed 11 trips better than the 29 trips in May due to driver shortages, mechanicals, and Covid-19 related absence. Covid related cancelled service is Reds Meadow and Bishop Nite Rider.

June 2020

	Jun-20	May-20	Percent Change	Jun-19	Percent Change
PASSENGERS					
Adult	7,837	4,490	74.5%	32,482	-75.9%
Senior	1,207	788	53.2%	1,790	-32.6%
Disabled	308	223	38.1%	767	-59.8%
Wheelchair	101	74	36.5%	306	-67.0%
Child	652	121	438.8%	4,986	-86.9%
Child under 5	75	53	41.5%	410	-81.7%
Total Passengers	10,180	5,749	77.1%	40,741	-75.0%
FARES	\$18,575.00	\$9,330.70	99.1%	\$43,111.70	-56.9%
SERVICE MILES	60,345	44,741	34.9%	60,988	-1.1%
SERVICE HOURS	3,404	2,851	19.4%	3,665	-7.1%
Passengers per Hour	2.99	2.02	48.3%	11.12	-73.1%

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	Jun-20	Jun-19	Variance	% Change
Mammoth Express	251	435	-184	-42.3%
Lone Pine Express	261	395	-134	-33.9%
Lone Pine DAR	299	326	-27	-8.3%
Tecopa	7	10	-3	-30.0%
Walker DAR	22	98	-76	-77.6%
Bridgeport to G'Ville	7	22	-15	-68.2%
Benton to Bishop	1	47	-46	-97.9%
Bishop DAR	2,110	3,229	-1,119	-34.7%
Nite Rider	108	339	-231	-68.1%
Mammoth FR	6,434	33,080	-26,646	-80.6%
Mammoth DAR	79	395	-316	-80.0%
Reno	289	753	-464	-61.6%
Lancaster	273	581	-308	-53.0%
TOTALS	10,180	40,741	-30,561	-75.0%

PASSENGERS PER SERVICE HOUR				
REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/
Route	Jun-20	Jun-19	% Change	SVC HOUR
Mammoth Express	2.94	5.85	-49.7%	
Lone Pine Express	2.50	4.08	-38.8%	
Lone Pine DAR	1.94	2.33	-16.6%	
Tecopa	0.68	0.91	-25.5%	
Walker DAR	0.20	0.69	-70.7%	
Bridgeport to G'Ville	0.53	0.84	-37.6%	
Benton to Bishop	0.11	3.12	-96.4%	
Bishop DAR	2.43	3.70	-34.2%	
Nite Rider	2.83	5.02	-43.7%	
Mammoth FR	5.21	21.55	-75.8%	
Mammoth DAR	0.44	2.24	-80.5%	
Reno	1.05	2.83	-63.0%	91.02
Lancaster	1.15	2.72	-57.6%	90.07
Total	2.99	11.12	-73.1%	

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Jun-20																	
Mammoth Express	\$1,500.60	220	22	0	0	0	9	251	99	85	3,843	3,759	5.98	.40	2.94	45.1	0.07
Lone Pine Express	\$1,479.50	173	76	9	2	1	0	261	124	105	5,063	4,869	5.67	.30	2.50	48.4	0.05
Lone Pine DAR	\$850.80	24	232	36	5	2	0	299	161	154	1,439	1,439	2.85	.59	1.94	9.3	0.21
Tecopa	\$35.00	0	7	0	0	0	0	7	11	10	270	270	5.00	.13	.68	26.1	0.03
Walker DAR	\$70.20	18	2	0	0	2	0	22	123	109	2,046	615	3.19	.11	.20	18.8	0.04
Bridgeport to G'Ville	\$34.50	4	0	0	0	3	0	7	21	13	505	227	4.93	.15	.53	38.0	0.03
Benton to Bishop	\$5.50	0	1	0	0	0	0	1	17	9	754	425	5.50	.01	.11	83.8	0.00
Specials	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Bishop DAR	\$5,124.00	983	750	220	87	6	64	2,110	958	867	8,263	7,185	2.43	.71	2.43	9.5	0.29
Nite Rider	\$455.40	84	3	14	6	1	0	108	38	38	406	406	4.22	1.12	2.83	10.6	0.27
Mammoth FR	\$0.00	5,799	0	0	0	635	0	6,434	1,281	1,236	16,078	15,499	N/A	N/A	5.21	13.0	0.42
Mammoth DAR	\$238.00	63	12	4	0	0	0	79	185	181	604	492	3.01	.48	.44	3.3	0.16
Reno	\$5,095.25	233	50	5	1	0	0	289	296	276	12,433	12,066	17.63	.42	1.05	45.1	0.02
Lancaster	\$3,496.25	199	51	19	0	2	2	273	256	237	11,243	11,085	12.81	.32	1.15	47.4	0.02
Bishop Creek	\$190.00	37	1	1	0	0	0	39	92	84	2,085	2,008	4.87	.09	.46	24.8	0.02
Total	\$18,575.00	7,837	1,207	308	101	652	75	10,180	3,661	3,404	65,032	60,345	1.82	.31	2.99	19.1	0.17
Jun-19																	
Mammoth Express	\$1,890.00	394	35	1	2	2	1	435	87	74	3,491	3,439	4.34	.55	5.85	47.0	0.13
Lone Pine Express	\$2,366.00	295	59	22	2	14	3	395	113	97	4,538	4,406	5.99	.54	4.08	46.9	0.09
Lone Pine DAR	\$840.80	14	198	79	16	18	1	326	147	140	1,286	1,283	2.58	.66	2.33	9.2	0.25
Tecopa	\$52.00	4	6	0	0	0	0	10	11	11	315	315	5.20	.17	.91	28.6	0.03
Walker DAR	\$267.60	13	0	85	0	0	0	98	152	143	473	380	2.73	.70	.69	3.3	0.26
Bridgeport to G'Ville	\$135.00	0	0	22	0	0	0	22	29	26	568	425	6.14	.32	.84	21.8	0.05
Benton to Bishop	\$261.00	12	29	6	0	0	0	47	30	15	1,295	653	5.55	.40	3.12	85.9	0.07
Specials	\$0.00	970	12	0	0	49	0	1,031	37	27	670	477	N/A	N/A			
Bishop DAR	\$7,460.85	1,132	1,208	429	264	30	166	3,229	953	873	9,118	8,373	2.31	.89	3.70	10.4	0.39
Nite Rider	\$1,351.20	248	19	32	14	16	10	339	68	68	949	910	3.99	1.48	5.02	14.1	0.37
Mammoth FR	\$0.00	28,227	0	16	0	4,837	0	33,080	1,589	1,535	19,514	18,827	N/A	N/A	21.55	12.7	1.76
Mammoth DAR	\$563.00	169	13	0	3	0	210	395	177	176	541	468	1.43	1.20	2.24	3.1	0.84
Reno	\$19,170.75	577	124	46	1	5	0	753	284	266	11,141	10,950	25.46	1.75	2.83	41.9	0.07
Lancaster	\$8,753.50	427	87	29	4	15	19	581	235	214	10,211	10,082	15.07	.87	2.72	47.7	0.06
Bishop Creek	\$460.00	56	19	0	0	53	0	128	63	54	1,806	1,713	3.59	.27	2.35	33.2	0.07
Total	\$43,111.70	32,482	1,790	767	306	4,986	410	40,741	3,912	3,665	64,110	60,988	1.06	.71	11.12	17.5	0.67

VARIANCE BY ROUTE (RAW NUMBERS) – June 2020 to June 2019																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SV C MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-\$389.40	-174	-13	-1	-2	-2	8	-184	12	11	352	320	1.63	-0.15	-2.91	-1.87	-0.06
Lone Pine Express	-\$886.50	-122	17	-13	0	-13	-3	-134	11	8	525	463	-0.32	-0.23	-1.59	1.54	-0.04
Lone Pine DAR	\$10.00	10	34	-43	-11	-16	-1	-27	15	14	153	156	0.27	-0.06	-0.39	0.16	-0.05
Tecopa	-\$17.00	-4	1	0	0	0	0	-3	0	-1	-45	-45	-0.20	-0.04	-0.23	-2.51	-0.01
Walker DAR	-\$197.40	5	2	-85	0	2	0	-76	-30	-34	1573	235	0.46	-0.59	-0.49	15.45	-0.22
Bridgeport to G'Ville	-\$100.50	4	0	-22	0	3	0	-15	-8	-13	-63	-198	-1.21	-0.17	-0.32	16.19	-0.02
Benton to Bishop	-\$255.50	-12	-28	-6	0	0	0	-46	-13	-6	-541	-228	-0.05	-0.39	-3.00	-2.08	-0.07
Bishop DAR	-\$2,336.85	-149	-458	-209	-177	-24	-102	-1119	5	-6	-855	-1188	0.12	-0.18	-1.26	-0.91	-0.09
Nite Rider	-\$895.80	-164	-16	-18	-8	-15	-10	-231	-29	-29	-543	-504	0.23	-0.36	-2.19	-3.42	-0.11
Mammoth FR	\$0.00	-22428	0	-16	0	-4202	0	-26646	-308	-300	-3436	-3328	N/A	N/A	-16.34	0.30	-1.34
Mammoth DAR	-\$325.00	-106	-1	4	-3	0	-210	-316	8	4	63	24	1.59	-0.72	-1.80	0.27	-0.68
Reno	-\$14,075.50	-344	-74	-41	0	-5	0	-464	12	10	1292	1116	-7.83	-1.33	-1.78	3.21	-0.04
Lancaster	-\$5,257.25	-228	-36	-10	-4	-13	-17	-308	21	23	1032	1003	-2.26	-0.55	-1.57	-0.35	-0.03
MMSA	\$0.00	0	0	0	0	0	0	0	0	0	0	0					

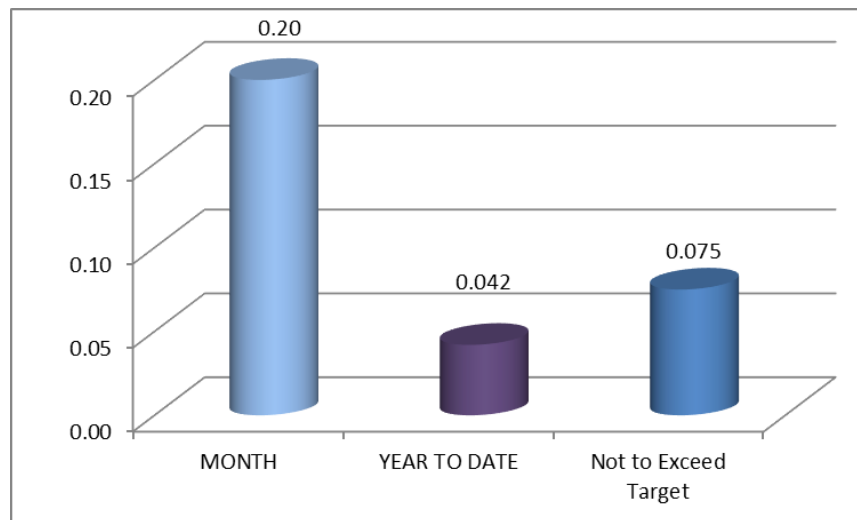
VARIANCE BY ROUTE (PERCENTAGE) – June 2020 to June 2019																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SV C MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-21%	-44%	-37%	-100%	-100%	-100%	800%	-42%	14%	15%	10%	9%	38%	-27%	-50%	-4%	-47%
Lone Pine Express	-37%	-41%	29%	-59%	0%	-93%	-100%	-34%	10%	8%	12%	11%	-5%	-43%	-39%	3%	-40%
Lone Pine DAR	1%	71%	17%	-54%	-69%	-89%	-100%	-8%	10%	10%	12%	12%	10%	-10%	-17%	2%	-18%
Tecopa	-33%	-100%	17%					-30%	-4%	-6%	-14%	-14%	-4%	-21%	-25%	-9%	-18%
Walker DAR	-74%	38%		-100%				-78%	-19%	-24%	333%	62%	17%	-84%	-71%	466%	-86%
Bridgeport to G'Ville	-74%			-100%				-68%	-29%	-49%	-11%	-47%	-20%	-52%	-38%	74%	-40%
Benton to Bishop	-98%	-100%	-97%	-100%				-98%	-44%	-40%	-42%	-35%	-1%	-97%	-96%	-2%	-97%
Bishop DAR	-31.3%	-13.2%	-37.9%	-48.7%	-67.0%	-80.0%	-61.4%	-34.7%	0.5%	-0.7%	-9.4%	-14.2%	5.1%	-20.0%	-34.2%	-8.7%	-23.9%
Nite Rider	-66%	-66%	-84%	-56%	-57%	-94%	-100%	-68%	-43%	-43%	-57%	-55%	6%	-24%	-44%	-24%	-29%
Mammoth FR		-79%		-100%		-87%		-81%	-19%	-20%	-18%	-18%	N/A	N/A	-76%	2%	-76%
Mammoth DAR	-58%	-63%	-8%		-100%		-100%	-80%	5%	2%	12%	5%	111%	-60%	-80%	9%	-81%
Reno	-73%	-60%	-60%	-89%	0%	-100%		-62%	4%	4%	12%	10%	-31%	-76%	-63%	8%	-65%
Lancaster	-60%	-53%	-41%	-34%	-100%	-87%	-89%	-53%	9%	11%	10%	10%	-15%	-64%	-58%	-1%	-57%
MMSA																	

Customer Comments

There were 2 comments received for the month of June 2020.

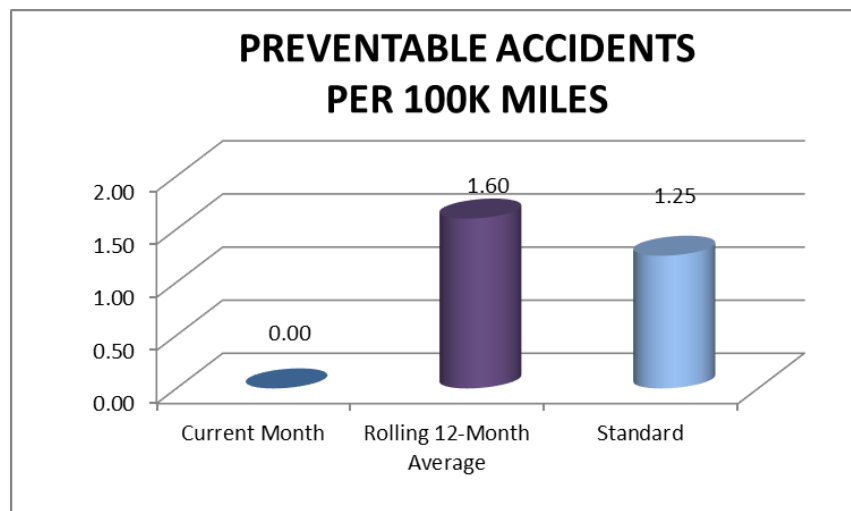
- 6/12: Customer called to complain that the bus to Lancaster passed him in Independence. Driver did not see passenger at stop. Customer may have been located on other side of highway.
- 6/26: Customer wrote via Facebook that she was upset that a driver expressed his dislike of the protest on June 2nd in Bishop. Driver coached on avoiding controversial topics on duty.

COMPLAINTS PER 1,000 PASSENGERS



Accident/Incidents

There were no preventable accidents in June 2020.



Road Call Frequency

There were no road calls during the month of June 2020 where a service vehicle had to be called to repair in place or tow a transit vehicle. There were 5 vehicle exchanges during the month of June 2020 due to mechanical issues requiring a replacement transit vehicle be placed into service. The year to date average Road Call frequency is 0.37 per 100,00 miles.

Date	Road Calls	Bus Exchange	Miles	Road Calls / 100K Miles	Year to Date Avg.
Jul-19	1	16	105637	0.95	
Aug-19	0	11	109797	0.00	
Sep-19	0	12	72042	0.00	
Oct-19	1	8	68833	1.45	
Nov-19	0	8	66663	0.00	
Dec-19	0	6	86491	0.00	
Jan-20	0	5	89448	0.00	0.75
Feb-20	0	8	82099	0.00	0.65
Mar-20	0	9	78591	0.00	0.65
Apr-20	1	5	48167	2.08	0.63
May-20	0	8	47746	0.00	0.50
Jun-20	0	5	65032	0.00	0.37

Missed Runs

There were 11 missed/late runs in June 2020.

Walker DAR	1	6/2/2020	No Service
Walker DAR	1	6/3/2020	Reduced hours due to staffing issue
Walker DAR	1	6/9/2020	No Service
Walker DAR	1	6/10/2020	Reduced hours due to staffing issue
Walker DAR	1	6/16/2020	No Service
Walker DAR	1	6/17/2020	Reduced hours due to staffing issue
Purple Line	2	6/19/2020	Driver Ill
Walker DAR	1	6/23/2020	No Service
Walker DAR	1	6/24/2020	Reduced hours due to staffing issue
Walker DAR	1	6/30/2020	No Service

COVID-19 Service Reductions/Cancelations

- Reds Meadow Service
- Reduced hours on Bishop Nite Rider

Bishop Dial-A-Ride Wait Times

June 2020

		PERCENT	GOAL
IMMEDIATE RESPONSE TRIPS			
Total Trips:	1,722	89.8%	
Average Wait Time (min.):	10		< 20 Minutes
Trips > 30 Minute Wait:	5	0.3%	< 5%
ADVANCE RESERVATION TRIPS			
Total Trips:	195	10.2%	
On Time Trips (± 10 min.)	164	84.1%	
TOTAL SCHEDULED TRIPS			
	1,917		
No-Shows Including Checkpoints	231	12.1%	
No-Shows Excluding Checkpoints	76	4.0%	
Cancellations	21	1.1%	

STAFF REPORT

Subject: Title VI Program
Initiated by: Karie Bentley, 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, adjusts formatting 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.

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.

[A redline version of the original policy can be viewed here.](#)

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 2020-05, approving the Eastern Sierra Transit Authority's updated Title VI Program, including the incorporated Public Participation and Language Assistance Plans.

RESOLUTION NO. 2020-05

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 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients", and

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

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

PASSED AND ADOPTED this 14th day of August, 2020 by the following vote:

AYES: Directors Hoff, Schwartz, Ellis, Tothorsh, Griffiths, Kreitz, Sauser
NOES:
ABSENT:
ABSTAIN:



Bob Gardner, Chair
Eastern Sierra Transit Authority Board of Directors

Attest: Linda Robinson
Secretary of the Board

By: 

Linda Robinson

EASTERN SIERRA TRANSIT AUTHORITY'S TITLE VI PROGRAM

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

August 14, 2020

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

The Title VI notice and program information is also provided on Eastern Sierra Transit Authority’s website at:
www.estransit.com

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:

Karie Bentley, Administration Manager
EASTERN SIERRA TRANSIT AUTHORITY
P.O. Box 1357
Bishop, CA 93515
Phone: 760.872.1901 x 15
Fax: 760.784-9566
Email: kbentley@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

Bishop Facility Title VI Equity Analysis

Date: July 29, 2020
Prepared By: Phil Moores, Executive Director
Subject: Facility Location 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.

After consulting with the Department of Transportation, Civil Rights Division, it was agreed that a post-analysis would suffice in light of the fact that the Federal Transportation Administration's National Environmental Policy Act (NEPA) review was successfully conducted. Sanjay Singh, Office Chief, Compliance/Program Operations & Title VI Program stated, "This approval of NEPA from FTA, in my opinion, may be used as a reason why the Facility Equity Analysis is not required in this instance. The FTA itself acknowledges that the project does not require the relocation of significant numbers of people, so it could be considered the least discriminatory alternative."

Mr. Singh recommended the following documentation as to why the chosen site is the least discriminatory alternative:

1. Did the recipient consider whether the location of a project would result in a disparate impact based on race, color, or national origin?

The Bishop Airport site located adjacent to the existing bus yard and directly across the street from the current facility does not adversely affect anyone based on race, color, or national origin. The site does not required displacement of persons and is readily accessible by public transit.

2. Did the recipient conduct outreach to persons potentially impacted by the siting of facilities?

While outreach specifically to persons potentially impacted was not originally documented/conducted, the planning of the facility was publicly announced and discussed in numerous ESTA Board meetings. Additionally, the FTA NEPA process consulted native Indian tribes regarding the site. No negative impacts were discovered.

3. If there was a determination of a disparate impact, did the equity analysis compare the equity impacts of various siting alternatives, implementing the least discriminatory alternative.

No disparate impacts were discovered.

Summary of Outreach Efforts Made Calendar Years 2017-19

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.

A summary of service changes since policy revision follows. In 2017, service was expanded to five days a week on the Lone Pine to Reno Route and the Mammoth Lakes to Lancaster Route. Bishop Creek Shuttle, a seasonal service to the popular Bishop Creek Recreation Area was added in 2017. Mammoth Lakes Limited Route and the June Lake Shuttle were discontinued in 2019.No fare increases were made in calendar years 2017, 2018 or 2019.

Outreach Activities

The following is a list of outreach activities.

2017 OUTREACH ACTIVITIES

Date	Event
3/2/17	Antelope Valley RPAC
3/7/17	June Lace CAC
3/9/17	Inyo County Social Services Transportation Advisory Council
3/16/17	Bridgeport Valley RPAC
3/29/17	Long Valley RPAC, Paradise and Swall Meadows
4/12/17	Mono Basin RPAC
04/14/17	Mono Social Services Transportation Advisory Council
04/19/17	Inyo South County Unmet Needs – Lone Pine
05/17/17	Inyo North County Unmet Needs - Bishop

2018 OUTREACH ACTIVITIES

Date	Event
2/23/18	Inyo County Social Services Transportation Advisory Council
3/7/18	June Lake CAC
3/13/18	Bridgeport RPAC
3/14/18	Mono Basin RPAC
4/5/18	Antelope Valley RPAC
4/9/18	Mono County Social Services Transportation Advisory Council
7/25/18	Altrusa Presentation
8/13/18	Public Meeting Regarding changes to “The Limited” Route.
12/1/18	Stuff-A-Bus Food Drive – Bishop
12/14/18	Stu ff-A-Bus Food Drive – Mammoth

2019 OUTREACH ACTIVITIES

Date	Event
2/28/19	Inyo County Social Services Transportation Advisory Council on Unmet Needs
4/3/19	June Lake CAC
4/4/19	Antelope Valley RPAC
4/9/19	Bridgeport RPAC
4/10/19	Mono Basin RPAC
4/20/19	Earth Day Booth in Bishop Park
5/13/19	Mono County Social Services Transportation Advisory Council on Unmet Needs
May-19	Reno & Lancaster Routes passenger survey
8/28/19	Public Hearing regarding 5310 Vehicle Application
10/5/19	Choo-Choo Swap Meet Both – Bishop
11/23/19	Stuff-A-Bus Food Drive -Bishop
12/5/19	Bishop Senior Center Visit and Ride Along with Seniors

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

Language Assistance Plan

The Limited English Proficiency Plan has been prepared to address Eastern Sierra Transit Authority's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 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	
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

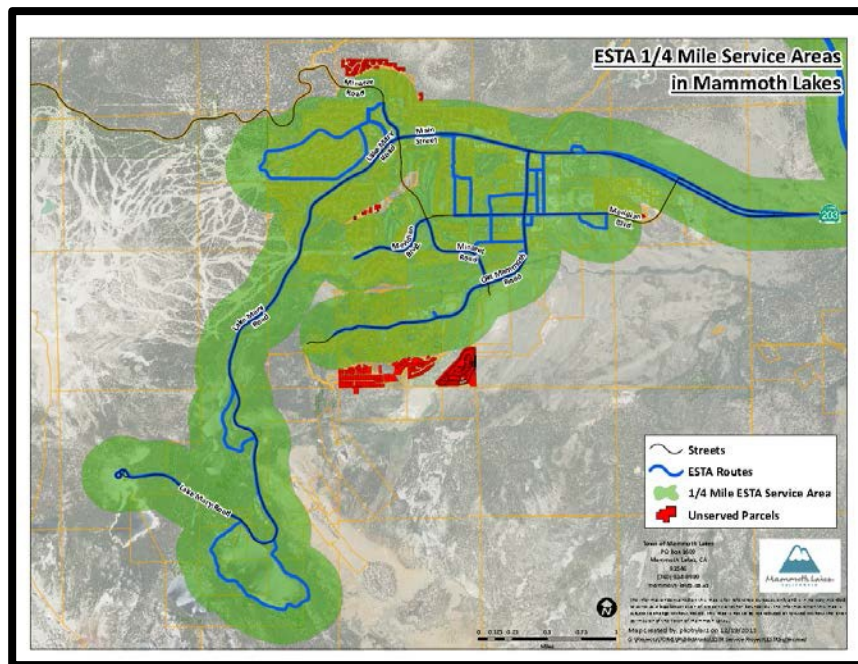
other fixed routes, and a wait time of less than 20 minutes on Dial-A-Ride. On-time performance is periodically sampled to monitor performance

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.



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.

Eastern Sierra Transit Authority's Public Participation Plan

Approved:

August 14, 2020

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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 14, 2020

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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 will identify LEP persons who need language assistance:

1. Post notice of Language Assistance Plan and the availability of interpretation or translation services free of charge in a language that LEP persons would understand.
2. All Eastern Sierra Transit staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
3. Eastern Sierra Transit staff will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year.
4. When Eastern Sierra Transit sponsors a public hearing, meeting or workshop, the public notice will include a statement that interpreter services are available with seven day advance notice. Additionally, staff 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:

Karie Bentley - Administration Manager
Eastern Sierra Transit Authority
PO Box 1357
Bishop, CA 93515
Phone: 760-872-1901 Ext. 15
Fax: 760-784-3566
Email: kbentley@estransit.com

Appendix A

San Joaquin County
Census 2018

Search / Tables / S1601
LANGUAGE SPOKEN AT HOME
Survey Program: American Community Survey Tabular: S1601 Product: 2018 ACS 5-Year Estimates Subject Tables

Data Notes Sections Geography Years Topics Survey Code Filter Sort Transpose Table Margin of Error Restore Layout Download Print Share More Data Map

Inyo County, California

	Total		Percent of specified language speakers			
	Estimate	Percent	Estimate	Percent speak English only or speak English "very well"	Estimate	Percent speak English less than "very well"
Population 5 years and over	17,074	(X)	16,397	95.7%	797	4.3%
Speak only English	14,450	84.6%	(X)	(X)	(X)	(X)
Speak a language other than English	2,624	15.4%	1,887	71.9%	737	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	502	3.4%	526	90.4%	56	9.6%
18 to 64 years old	1,515	7.7%	783	59.9%	532	40.5%
65 years old and over	175	1.0%	112	64.0%	63	36.0%
Other Intra-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 Islander 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 18 YEARS AND OVER						
All citizens 18 years old and over	13,659	(X)	13,409	98.1%	256	1.9%
Speak only English	12,265	89.8%	(X)	(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%

[Data Views](#) | [Selections](#) | [Geography](#) | [Years](#) | [Topic](#) | [Survey Code](#) | [Hide](#) | [Filter](#) | [Sort](#) | [Transpose Table](#) | [Margin of Error](#) | [Remove Layout](#) | [Download](#) | [Print](#) | [Share](#) | [Web Data](#) | [Map](#)

Census | Search | [Language Spoken at Home](#) | [Product: 2018 ACS 5-Year Estimates Subject Tables](#) | [Table: S1601](#) | [Program: American Community Survey](#) | [State: California](#) | [County: Mono](#)

	Total		Percent		Percent of specified language speakers		
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	13,710	(X)	12,748	93.0%	662	7.0%	7.0%
Speak only English	10,910	79.2%	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	3,400	24.8%	2,438	71.7%	662	20.3%	20.3%
▼ SPEAK A LANGUAGE OTHER THAN ENGLISH							
▼ Spanish	2,833	21.4%	2,072	70.6%	881	29.4%	29.4%
5 to 17 years old	660	7.0%	660	100.0%	0	0.0%	0.0%
18 to 64 years old	1,931	14.1%	1,074	55.6%	657	44.4%	44.4%
65 years old and over	42	0.3%	38	90.5%	4	9.5%	9.5%
▼ Other non-European languages	162	1.1%	63	41.4%	89	58.6%	58.6%
5 to 17 years old	4	0.0%	4	100.0%	0	0.0%	0.0%
18 to 64 years old	58	0.4%	27	46.6%	31	53.4%	53.4%
65 years old and over	90	0.7%	32	35.6%	58	64.4%	64.4%
▼ Asian and Pacific Island languages	302	2.2%	290	96.0%	12	4.0%	4.0%
5 to 17 years old	0	0.0%	0	-	0	-	-
18 to 64 years old	206	2.1%	274	133.0%	12	4.2%	4.2%
65 years old and over	16	0.1%	16	100.0%	0	0.0%	0.0%
▼ Other languages	13	0.1%	13	100.0%	0	0.0%	0.0%
5 to 17 years old	0	0.0%	0	-	0	-	-
18 to 64 years old	12	0.1%	12	100.0%	0	0.0%	0.0%
65 years old and over	1	0.0%	1	100.0%	0	0.0%	0.0%
▼ CITIZENS 18 YEARS AND OVER							
▼ All citizens 18 years old and over	9,701	(X)	9,480	97.6%	212	2.2%	2.2%
Speak only English	8,688	90.0%	(X)	(X)	(X)	(X)	(X)
▼ Speak a language other than English	693	9.2%	681	76.3%	212	23.7%	23.7%
Spanish	718	7.4%	596	83.0%	122	17.0%	17.0%
Other languages	175	1.8%	85	48.6%	90	51.4%	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	703 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:

Karie Bentley, Gerente de Administración
EASTERN SIERRA TRANSIT AUTHORITY
Casilla Postal 1357
Bishop, CA 93515
Teléfono: 760.872.1901 x15
Fax: 760.784-9566
Correo electrónico: kbentley@estransit.com

STAFF REPORT

Subject: Equal Employment Opportunity Program

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

In October 2013, the Eastern Sierra Transit Authority established a policy statement defining the Authority's commitment as an equal opportunity employer and to an active Nondiscrimination Program (EEO Policy). At this time, it is necessary to update the Authority's EEO Policy to comply with FTA Circular 4704.1A, Equal Employment Opportunity Program Guidelines for Grant Recipients.

ANALYSIS/DISCUSSION:

As a subrecipient of Federal funds, ESTA is required to comply with FTA Circular 4704.1A, Equal Employment Opportunity Program Guidelines for Grant Recipients.

The revised EEO Program being presented has been simplified when compared to the previous version which was found do have several sections that were not required. The sections on Affirmative Action and Harassment were removed. ESTA already has a separate Harassment Policy. The Designation of Personnel Responsibility was edited and rewritten to better correspond with the FTA Circular.

Other items updated include contact information, current recruiting sources and Recruitment and Selection Procedures. The required Organizational Chart, List of Subrecipients or Contractors Monitored and Employment Practices and Assessment Charts were also added.

This draft has been reviewed and approved by Caltrans. The updated EEO Program is valid for four years, August 14, 2020 through August 14, 2024.

ESTA's EEO Program is attached for the Board's review and approval.

[A redline version is available here.](#)

FINANCIAL CONSIDERATIONS

The reaffirmation of ESTA's EEO Program will not result in any financial impact.

RECOMMENDATION

The Board is requested to pass and adopt Resolution 2020-08, the approval of Eastern Sierra Transit Authority Equal Employment Opportunity Program.

RESOLUTION NO. 2020-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EASTERN SIERRA
TRANSIT AUTHORITY APPROVING THE EQUAL EMPLOYMENT
OPPORTUNITY PROGRAM**

WHEREAS, the Eastern Sierra Transit Authority established a program defining the Authority's commitment as an equal opportunity employer and to an active Nondiscrimination Program (the EEO Program); and

WHEREAS, the EEO Policy states that the Policy shall be updated and reaffirmed every four years; and

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that:

1. The ESTA Board approves the Eastern Sierra Transit Authority Equal Employment Opportunity Policy Program (EEO Program) dated August 14, 2020 through August 14, 2024

PASSED AND ADOPTED this 14th day of August, 2020 by the following vote:

AYES: *Directors Gardner, Griffiths, Schwartz, Ellis, Kreitz, Sanser, Totteroh & Hoff*
NOES: *0*
ABSENT: *0*
ABSTAIN: *0*



**Bob Gardner - Chairperson
Sierra Transit Authority Board of
Directors**

Attest: Linda Robinson
Secretary of the Board

By: 
Linda Robinson

DEPARTMENT OF TRANSPORTATION
OFFICE OF RAIL AND MASS TRANSPORTATION
P.O. BOX 942874, MS-74
SACRAMENTO, CA 94274-0001
PHONE (916) 654-8811
FAX (916) 6543-4565
TTY 711
www.dot.ca.gov



*Making Conservation
a California Way of Life.*

July 29, 2020

Eastern Sierra Transit Authority
ATTN: Karie Bentley
P.O. Box 1357
Bishop, CA 93515

Dear Ms. Bentley:

Re: Equal Employment Opportunity (EEO) Plan Approval

Thank you for submitting the Eastern Sierra Transit Authority Abbreviated EEO Plan. Upon review, we have determined that it meets the requirements set forth in the Federal Transit Administration's (FTA) EEO Circular, 4704.1A, "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients," revised April 20, 2017.

Please upload your agency's Plan and this letter into the BlackCat system under the "Important Documents" tab.

Your next EEO Plan must be updated and submitted by August 2024.

We thank you for partnering with us to meet the FTA compliance requirements. Please feel free to contact me at (916) 657-5206, should you have any questions or need immediate technical assistance. I can also be reached by e-mail at Sharon.Beasley@dot.ca.gov

Sincerely,

Sharon Beasley

SHARON BEASLEY
Federal Transit Policies and Reporting
Office of Federal Programs
Transit Grants and Contracts



Eastern Sierra Transit Authority

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

August 14, 2020 through August 14, 2024

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I. STATEMENT OF POLICY

A. Policy Statement

Eastern Sierra Transit Authority has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Eastern Sierra Transit Authority Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Eastern Sierra Transit Authority is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Eastern Sierra Transit Authority's Executive Director, I maintain overall responsibility and accountability for Eastern Sierra Transit Authority's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Karie Bentley, Administration Manager as Eastern Sierra Transit Authority's EEO Officer. Karie Bentley can be reached by phone at 760-872-1901 x15 or by email kbentley@estransit.com. Karie Bentley will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Eastern Sierra Transit Authority executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Eastern Sierra Transit Authority's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Eastern Sierra Transit Authority will evaluate its managers' and supervisors' performance on their successful implementation of Eastern Sierra Transit Authority's policies and procedures, in the same way Eastern Sierra Transit Authority assesses their performance regarding other agency's goals.

Eastern Sierra Transit Authority is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with

goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Phil Moores, Executive Director Signature



Date

II. DESIGNATION OF PERSONNEL RESPONSIBILITY

A. Equal Employment Opportunity Officer

The Administration Manager for the Authority, is designated as the EEO Officer. In this capacity, the Administration Manager will report directly to the Executive Director.

As the EEO Officer, the Administration Manager's duties and responsibilities will include, but not necessarily be limited to:

- Developing the EEO policy statement and a written EEO Program
- Assisting management/Human Resources in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Concurring in the hiring and promotion process
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
- Reporting at least semiannually to the Executive Director on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others
- Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of EEO discrimination
- Providing EEO training for employees and managers
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

B. Department Heads, Managers and Supervisors

Although the EEO Officer is primarily responsible for implementing an agency's EEO Program, all officials, managers, and supervisors are responsible for ensuring EEO

and must not discriminate based on a protected class. All managers—from the supervisor of the smallest unit to the Board Chair and Executive Director —bear responsibility for ensuring that agency EEO Program policies and programs are carried out. EEO responsibilities for agency officials, supervisors and managers include:

- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program
- Cooperating with the EEO Officer in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

III. DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Opportunity Program of the Authority will be disseminated to its employees, job applicants, and the community using several communication techniques. The EEO Officer will be responsible for program implementation and will assure that the following are accomplished:

Internal Communications

The existence of its EEO policy and program will be communicated to employees, applicants, and potential applicants by:

- Providing written communications from the Executive Director such as the policy statement
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near employee boxes, in employees' breakrooms, and in the employment/personnel office
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals
- Meeting with top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation
- Meeting with all employees and affinity groups to seek input on the program implementation
- Conducting periodic EEO training for employees and for managers
- Conducting EEO training for all new supervisors or managers within 90 days

- of their appointment
- Including the policy statement in employee orientation materials and require new employees to sign a form acknowledging they have read and understand the policy.

Documentation that the EEO policy and program have been brought to the attention of employees and managers will be kept. This includes maintaining agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Policy Dissemination

1. All major recruiting sources, including minority and women's organizations, community agencies, community leaders, vocational and technical schools, and colleges will be informed of the Authority's EEO Program. These sources will be requested to actively recruit and refer minorities and women for all positions within the Authority.
2. When advertisements for employment are placed, they are placed in media that minorities have access to, as well as other news media. All employment advertisements contain the phrase "An Equal Opportunity Employer".
3. The existence and benefits and the Authority's EEO Program will be communicated to private and public employment agencies by dissemination of the Eastern Sierra Transit Authority's Policy Statement.

IV. ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

It is the policy of the Eastern Sierra Transit Authority to aggressively recruit the most qualified people to staff the Authority; and in doing so, it will afford equal opportunity for employment, selection, training, promotion, compensation and benefits, to all persons without regard to race, color, age (over 40), sex, religion, national origin, disability, medical condition, marital status, genetic information or ancestry, or any other factor not related to the requirements of a work assignment.

The Administration Manager or designee shall be responsible for establishing recruitment, examination and referral procedures and shall be responsible for all employment activity in the Authority. Recruitment activities are monitored on a quarterly basis and have been summarized for this Attachment C – Employment Practices and Assessment Chart

Recruiting Sources

- A. The Authority actively seeks minorities and females for existing and future employment. Recruitment notices are distributed to various sources

including, but not limited to, those agencies listed below:

Cerro Coso
Eastern Sierra College Center
4090 W. Line Street
Bishop, CA 93514

Mono County Workforce Services
workforceservices@mono.ca.gov

Cerro Coso
Eastern Sierra College Center
101 College Parkway
Mammoth Lakes, CA 93546

Owens Valley Career Development
Center
2574 Diaz Lane
Bishop, CA 93514

Employment Development
Department
914 N. Main Street
Bishop, CA 93514

Bishop Paiute Tribe
50 Tu SU Lane
Bishop, ca 93514

Inyo County
Public Assistance & Employment
914 N. Main Street
Bishop, CA 93514

Veterans Services
207 W. South St.
Bishop, CA 93514

Inyo County
Public Assistance & Employment
380 N. Mt, Whitney
Lone Pine, CA 93545

Newspaper advertising is normally placed in the Inyo Register, Mammoth Times and El Sol. The Inyo Register is circulated in the high minority communities located in Inyo County, and the Mammoth Times is circulated in the high minority communities located in Mono County. El Sol is circulated in both Inyo and Mono counties in Spanish. On-line advertising is placed on the Authority website, www.estransit.com.

B. Source of Applications

The majority of applicants gain knowledge of the opening through the state employment office, local newspaper advertisements, www.estransit.com, and through the various organizations receiving a recruitment notice. Applicants may also "walk-in" to the Authority looking for employment.

Professional, technical and managerial applicants may also be the result of local and national newspaper advertising or respondents to recruitment notices sent to various transit properties, public agencies or transit associations.

C. Recruitment and Selection Procedures

The recruitment process begins when the Administration Manager is notified there is a position to be filled and informed of other relevant specifications. All recruitment activity is preceded with a review of the job description to ensure specifications and requirements of the position are current, realistic and necessary. The department head, the Administration Manager and the Executive Director approve openings to be filled.

Human resources posts an internal recruitment notice on employee bulletin boards. Classified employment advertising is placed in all appropriate publications. For most positions the Inyo and Mono County publications are adequate. However, for the highly skilled and/or managerial positions, advertisements in national trade publications and publications outside the Eastern Sierra Region may be necessary. Circumstances dictate whether positions will be advertised with a closing date or remain open until filled.

All applicants are required to complete an Authority application. Upon receipt, all applications are recorded on the recruitment log.

Prior to the interview, the hiring manager and human resources meet to develop a program of questions to be used during the interview. The questions are derived from the job description. These questions are approved by the Administration Manager. The applicant's answer to each question is scored on a scale of 1-5, with 5 being the highest score.

The human resources and hiring manager screen all applications and select applicants who meet the minimum requirements of the positions. The most qualified applicants are tested and interviewed by human resources and the department head or their designee, the Administration Manager may be included in the interview process on selected positions. Second level interviews, if deemed necessary, are conducted by the Administration Manager and department head.

The department head and human resources refer one to three qualified candidates to the hiring manager to be interviewed at a second level, if desirable. The hiring manager selects the successful candidate after all interviews are completed. Applicants may be rejected at any point during the recruitment and selection process and will receive written notification of such rejection.

The human resources extends a verbal offer of employment to the successful candidate after checking references and issues a formal offer letter, which is provided to the candidate for signature via mail or in-person. The acceptance letter outlines the terms of employment, including anticipated

start date, rate of pay, and introductory/probationary policies, etc. The offer of employment is contingent on the candidate successfully passing a, background check, drug screen and DMV/employment physical if required for the position, consistent with federal drug-testing requirements and the Americans with Disabilities Act (ADA).

The human resources performs a background investigation through DataCheck, Inc. The following information is verified and/or reviewed:

1. Present/previous employment
2. Educational degrees and professional certificates (if a job requirement)
3. Driving record (for positions requiring operation of the Authority's vehicles)
4. Criminal record if applicable
5. Social Security number verification
6. Credit history if applicable

If the applicant passes the drug screen and physical, if required, and all background information has been satisfactorily reviewed and verified, the new employee is instructed to report to human resources or the Department Head on the first day of employment for orientation.

D. Description of Aptitude/Selection Tests

Following is a description of aptitude/selection tests administered to job applicants:

1. Typing test: A standard typing test is given to individuals applying for positions requiring a minimum typing speed (i.e., secretary and receptionist).
2. Job-related skills test: Written tests may be given to determine a person's ability to perform the duties of the position. Passing scores are routinely set at 85%. An applicant who does not pass either the job-related skills test(s) or other job-related skills tests may not retest for a period of one year.

E. Seniority Practices, Promotions and Transfer Procedures

1. Seniority is determined by the date of original hiring by the Authority. All employees in the bargaining unit are on probation until they complete six months of employment.
2. It is the Authority's policy to fill job vacancies by promotion or transfer of qualified employees within the organization whenever possible.

The following qualifications are considered when selecting an employee to fill an upgraded position:

- a. Attitude, skill, ability and past performance
- b. Disciplinary record
- c. Attendance record
- d. Safety record
- e. Length of service
- f. Tests results (if position warrants testing)
- g. Interview results

To be considered for promotion, an employee must submit an application to human resources. The procedures outlined in Section V, D are followed for screening, testing, interviewing and selection. An internal candidate will not be required pass a pre-employment physical. However, promotions into safety sensitive positions or positions with increased lifting requirements will require pre-employment physical.

An employee requesting a transfer must submit an application to human resources. The employee's qualifications, as listed above, will also be considered when a transfer is requested. The Executive Director will approve or disapprove the request based on the recommendations of the department head and Administration Manager.

F. Compensation and Benefits

Compensation and benefits schedules are applied without regard to race, color, age, sex, religion, national origin, disability, medical condition, marital status, genetic information, or ancestry.

The following benefits are applicable to benefitted employees:

1. Group insurance benefits, including PERS Health, dental & vision reimbursement, disability and life insurance (as applicable)
2. Comprehensive leave
3. PERS Retirement
4. Flexible Benefit Program
5. Deferred Compensation
6. Employee Assistance Plan
7. Free transportation on ESTA routes for the employee
8. Paid holidays
9. Military leave
10. Jury Duty leave

11. Bereavement leave
12. Leave of absence (with or without pay)
13. All benefits required by State, Federal and local law (i.e. SDI, Workers Compensation, etc.)

The following benefits are applicable to non-benefitted employees:

1. PARS retirement
2. California Sick Leave
3. Deferred Compensation
4. Employee Assistance Plan
5. Free transportation on ESTA routes for the employee
6. All benefits required by State, Federal and local law (i.e. SDI, Workers Compensation, etc.)

G. Terminations and Disciplinary Practices

All employees serve an introductory period of six (6) months. The introductory period is a span of time during which an employee is evaluated by his/her supervisor on the performance of the duties of the position, and on those qualities that comprise the overall make-up of the employee including attendance, reliability, trustworthiness, etc. If problems begin to occur, the immediate supervisor and the EEO Officer will counsel the employee.

If at any time during the introductory period an employee is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released without recourse. If it is determined that the employee may be able to improve their performance, the introductory period may be extended as described in ESTA's Personnel Rules.

If the evaluation indicates satisfactory performance at the end of the employee's introductory period, the employee will achieve regular status.

If a regular employee begins to perform in an unsatisfactory manner, the immediate supervisor will discuss job performance with the employee. The employee will be given a period of time to improve his/her performance. The employee may be dismissed or otherwise disciplined if no improvement is noted at the end of this period.

Hourly/union employee disciplinary and termination procedures are in accordance with the provisions of collective bargaining agreements with the Eastern Sierra Transit Authority Employees Association, and the Management & Confidential Employees Association. These documents outline the disciplinary actions to be taken when dealing with indefinite suspensions, suspensions for term, loss of pay and oral and written reprimands.

Disciplinary and termination actions are monitored on an on-going basis, reported on quarterly, and have been summarized in Attachment C Employment Practices and Assessment Chart.

V. MONITORING AND REPORTING SYSTEMS

A. Quarterly Reporting

On a quarterly basis, information regarding the number of employees hired, promoted, resigned, retired, or terminated, etc., will be compiled by the human resources. The data will be synthesized by race, sex, and job classification and submitted to the Administration Manager.

B. Semi-Annual Review and Annual Review

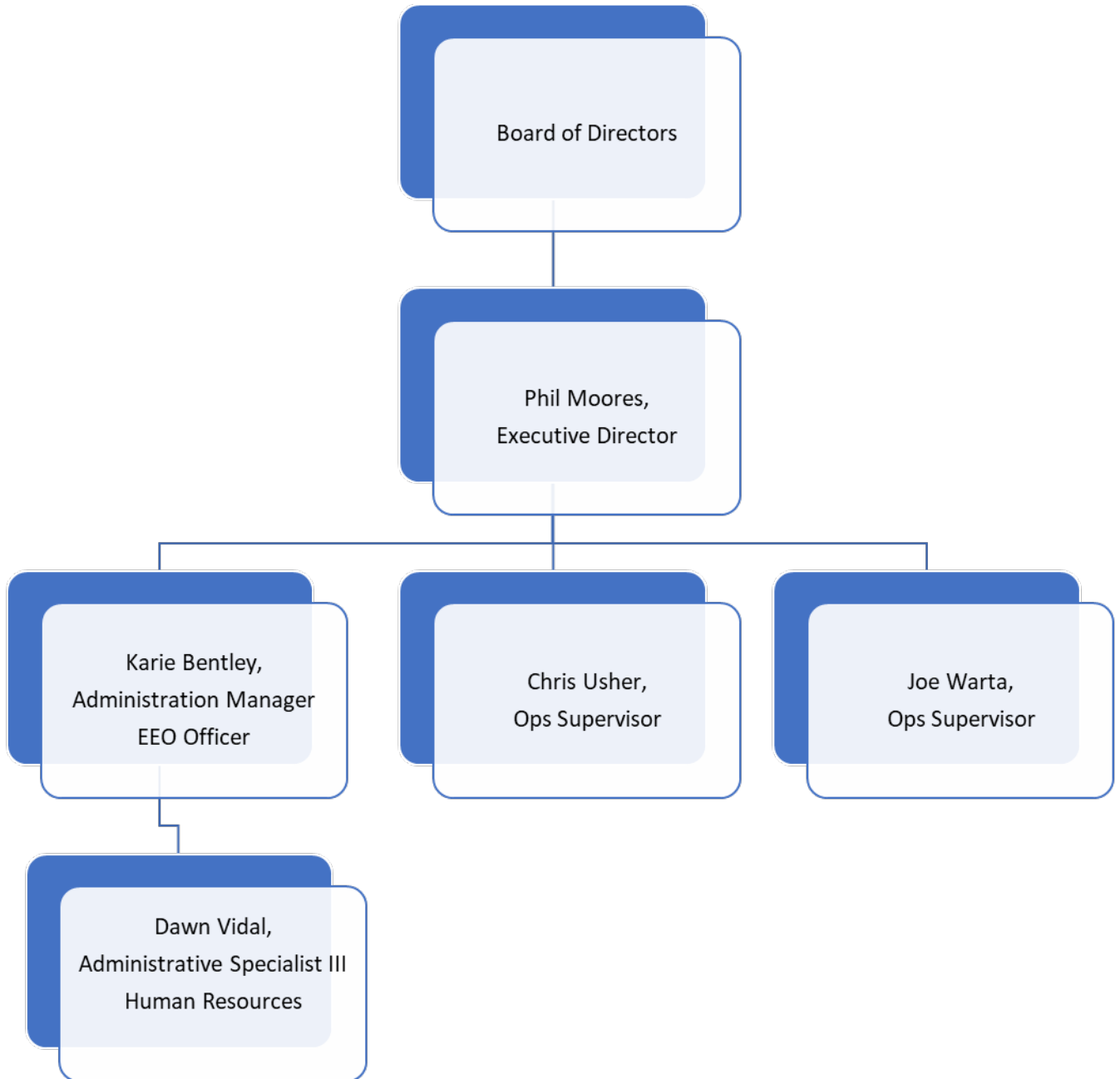
Semi-annually, the Administration Manager will review with the Executive Director a summary of the progress made over the preceding six (6) months. Assessments and corrective action will be made at this time. An annual report will be prepared by the Administration Manager, which will include the information gathered in the quarterly reports and an evaluation of the Equal Employment Opportunity Program.

The evaluation process will highlight the policies and objectives that were accomplished, as well as pinpoint those areas in which the Authority failed to achieve the objectives within the timetables that were set. The evaluation process will allow the EEO Action Officer to amend and reset the existing objectives as well as identify other areas of underutilization and develop new objectives with timetables to remedy these deficiencies.

C. EEO Complaint Tracking

The Administration Manager maintains a log of all discrimination complaints. The log includes complainant name, parties involved, date of incident/complaint, list of complaint(s) and current status. This log is updated as complaints arise. Once complaint is investigated the log is updated.

Attachment A Eastern Sierra Transit Authority's Organizational Chart



Attachment B
List of Subrecipients or Contractors Monitored by
Eastern Sierra Transit Authority

Eastern Sierra Transit Authority does not have any contractors payed with Federal funds.

Four-Fifths Adverse Impact Analysis by Job Category
Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	7	18	5	11	-	4	-	-	2	1	-	2	-	-	-	-
Total Hires	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	5.6%	20.0%	9.1%	N/A	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	38.9%	100.0%	45.5%	N/A	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	Yes	N/A	N/A	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	20	2	18	2	1	-	-	-	1	-	-	-	-	-	-	-
Total Hires	10	1	9	1	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	50.0%	50.0%	50.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	50.0%	50.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	Yes	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	10	-	9	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	20.0%	N/A	22.2%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Hires**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	5	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	80.0%	N/A	80.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Agenda Item #B-2
August 14, 2020

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	33.3%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	8	-	7	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	6	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	75.0%	N/A	85.7%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Agenda Item #B-2
August 14, 2020

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category
Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	2	1	2	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	2	1	2	1	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	3	4	3	2	-	1	-	-	-	1	-	-	-	-	-	-
Total Trained	3	4	3	2	-	1	-	-	-	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	51	13	46	12	1	-	-	-	4	1	-	-	-	-	-	-
Total Trained	38	9	35	9	1	-	-	-	2	-	-	-	-	-	-	-
Training Rate	74.5%	69.2%	76.1%	75.0%	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	92.9%	100.0%	98.6%	N/A	N/A	N/A	N/A	65.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	66.7%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	1	-	1				-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	2	1	2	1			-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	3	4	3	2		1	-	-	-	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-			-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	51	13	46	12	1		-	-	4	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	2	-	2				-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	50.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8 -Service-Maintenance																		
Total Workforce	3	-	2						1	-	-	-	-	-	-	-	-	<--Entry
Required Classes	1	-							1	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	33.3%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Notes:

STAFF REPORT

Subject: SB-1 State of Good Repair Funding Project List FY 2020-21

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

The 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 will be transferred to the State Controller's Office (SCO) for the SGR Program, which will be 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 January 31, 2020 estimate of available SGR funds for FY 2020/21 identifies a total of \$73,910 in available SGR funding. Of this total SGR allocation, \$25,786 is from Inyo County population-based SGR, \$18,883 is from Mono County population-based, and \$29,241 is shown as Mono County revenue-based funds. These Mono County revenue-based funds include a portion of the revenue-based STA SGR component that is derived from Inyo County. As in previous years, the SGR funding will be used to support repair and rehabilitation of ESTA's fleet.

The initial Project List due date is September 1, 2020. In order to be able to receive funding for Fiscal Year 2020-21, approved Project Lists must be submitted to Caltrans by September 1, 2020. A resolution documenting this approval is also included.

FINANCIAL CONSIDERATIONS

These \$73,910 in SGR funds will supplement the ESTA operating budget by paying for a portion of preventative maintenance activities in FY 2020-21.

RECOMMENDATION

It is recommended that the Board approve Resolution #2020-06 Approving ESTA's Fiscal Year 2020-21 State of Good Repair project lists.

RESOLUTION #2020-06
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 approves the region's State of Good Repair project list for **FY 20/21**.

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.

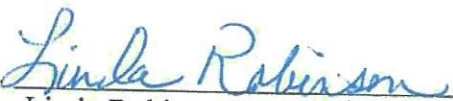
By the following vote:

Ayes: Directors Griffith, Schwartz, Ellis, Totteroh, Gardner, Sauser, Kreitz, Hloff
Noes:
Abstain:
Absent:



Bob Gardner, Chairperson,
Eastern Sierra Board of Directors, Chairperson

Attest:



Linda Robinson, Board Secretary

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
Inyo - Repair and	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue	Rolling Stock/Fleet	Maintenance	3	07/01/2020	06/30/2021	\$25,786	\$0
Mono- Repair and	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue	Rolling Stock/Fleet	Maintenance	3	07/01/2020	06/30/2021	\$18,883	\$29,241

STAFF REPORT

Subject: 5311 Program CARES Act Funding – Phase 2

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

On July 17, 2020 The Division of Rail and Mass Transportation (DRMT) announced the Call for Projects for the Coronavirus Aid, Relief, and Economic Security (CARES) Act for Federal Transit Administration (FTA) Section 5311 Program Phase 2.

The CARES Act is intended to provide support for capital, operating, and other expenses generally eligible under the FTA Section 5311 program to prevent, prepare for, and respond to COVID-19. This includes operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency.

The regional apportionment is based on the 2010 decennial census and represents the remaining Phase 2 CARES Act funding for regular FTA 5311 Program. The Call for CARES Act Projects is only for the regular FTA 5311. FTA 5311(f) Rural Intercity Bus Program will be announced at a later date.

ANALYSIS/DISCUSSION:

The FTA 5311 formula program allocated Phase 2 CARES funding in the amount of \$225,609 to Inyo County and \$172,765 to Mono County for a total of \$397,384. ESTA intends to use these funds to support operations in Inyo and Mono Counties.

These funds are secured for ESTA and may be used over multiple years. ESTA's 20/21 Budget estimated \$324,660 of CARES funding. The actual amount claimed in FY 20/21 will depend on other available revenue and eligible expenses. If not fully expended in the current fiscal year, the funds would be available in future years.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 2020-07 authorizing federal funding under the Section 5311 Program to support operations in Inyo and Mono Counties and to authorize the Executive Director to file and execute applications, certifications and assurances, contract agreements and request reimbursements in connection with the applications.

Eastern Sierra Transit Authority Authorizing Resolution for FTA Funds

State of California Division of Rail and Mass Transportation

RESOLUTION NO. 2020-07

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *Eastern Sierra Transit Authority* desires to apply for said financial assistance to permit operation of service in Inyo and Mono counties; and

WHEREAS, the *Eastern Sierra Transit Authority* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Eastern Sierra Transit Authority Board of Directors does hereby Authorize the Executive Director to file and execute applications on behalf of with the Department to aid in the financing of operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the Eastern Sierra Transit Authority Board of Directors operating in Inyo and Mono Counties, in the State of California, at a regular board meeting on August 14, 2020 held on the by the following vote:

By the following vote:

Ayes: *Directors Gardner, Griffiths, Tothorsh, Sausser, Kreitz, Schwartz, Ellis and Hoff*

Noes:

Abstain:

Absent:



Bob Gardner, Chairperson,
Eastern Sierra Board of Directors, Chairperson

Attest: 

Linda Robinson, Board Secretary



STAFF REPORT

Subject: FY 2020-21 Sustainable Transportation Planning Grants
Initiated by: Phil Moores, Executive Director, ESTA

FISCAL IMPLICATIONS:

The Sustainable Communities Grant requires an 11.47% match in cash or in-kind contribution for approved planning projects. Eastern Sierra Transit will provide cash contributions for the grant. If available, ESTA will appeal to the Mono and Inyo Local Transportation Commissions (LTC) for the matching funds which total \$21,628. The total project is expected to cost around \$135,000.

ANALYSIS/DISCUSSION:

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

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

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

RECOMMENDATION:

Approve Resolution R20-09 authorizing the FY2020-21 Sustainable Transportation Planning Grant in the amount of \$113,372 to fund Eastern Sierra Transit Authority's (ESTA) Short Range Transit Plan (approx. \$110k) and Coordinated Human Services Plan (approx. \$25k). Also, to authorize the LTC's Co-Executive Director and ESTA's Executive Director to sign the application, agreements, and amendments.

RESOLUTION NO.2020-09

A RESOLUTION OF THE EASTERN SIERRA TRANSIT AUTHORITY FOR THE FY 2020/21 SUSTAINABLE TRANSPORTATION PLANNING GRANT IN THE AMOUNT OF \$113,372 TO FUND EASTERN SIERRA TRANSIT AUTHORITY'S SHORT RANGE TRANSIT PLAN AND COORDINATED HUMAN SERVICES PLAN. ALSO, TO AUTHORIZE THE LTC'S CO-EXECUTIVE DIRECTOR AND ESTA'S EXECUTIVE DIRECTOR TO SIGN THE APPLICATION, AGREEMENTS AND ANY AMENDMENTS;

WHEREAS, the Mono County Local Transportation Commission (MCLTC) is an eligible applicant and may receive federal funding from the Sustainable Transportation Planning Grant Funds through the California Department of Transportation; and

WHEREAS, the Eastern Sierra Transit Authority (ESTA) is an eligible sub-applicant; and


WHEREAS, a restricted grant agreement is needed to be executed with California Department of Transportation before funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the Mono County Local Transportation Commission wishes to delegate authorization to execute these agreements and any amendments to MCLTC's Co-Executive Director and ESTA's Executive Director;

NOW THEREFORE, BE IT FURTHER RESOLVED by the Eastern Sierra Transit Authority, the submission of FY 2020/21 Sustainable Transportation Planning Grants in the amount of \$113,372 to fund Eastern Sierra Transit Authority's Short Range Transit Plan and Coordinated Human Services Plan is hereby authorized and that the LTC's Co-Executive Director and ESTA's Executive Director are authorized to sign the applications. Upon award of the grants, the Board delegates authorization to execute the grant agreements and any amendments to MCLTC's Executive Director and ESTA's Executive Director

PASSED AND ADOPTED this 14th day of August, 2020, by the following vote:

AYES: _____ Noes: Abstain: Absent:
Directors Gardner, Griffiths, Ellis, Schwartz, Sauser, Kreitz, Totheroh and Hoff



Bob Gardner, Chair
Eastern Sierra Transit Authority

ATTEST: 

Linda Robinson, Board Clerk

Staff Report

To: ESTA Board of Directors
Prepared By: Phil Moores, Executive Director
Subject: Strategic Business Plan FY2021-23

Background:

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

Planning and Discussion:

This living document will certainly undergo changes as we experiment with various measurements and philosophies. There is no end to the number of ways we can analyze and measure our performance, but there is something to be said for simple and effective methods. The KPI's selected give a broad look at the organization and provide avenues for discussion and further analysis if desired. The dashboard report card gives an at-a-glance review of our performance and provides insight on our goals.

Recommendation:

Staff recommends the Board approve the ESTA Strategic Business Plan FY21-23.

Eastern Sierra Transit Authority FY2021-23 STRATEGIC BUSINESS PLAN

Executive Summary

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

Background

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

Vision Statement

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

Mission Statement

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

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Business Conditions

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

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

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

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

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

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

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Business Direction

1. Safety

“Safety First” is more than a cliché. Our most valuable asset is our personnel. Second are our investments including vehicles, office equipment, software, security systems, and structures. The preservation of all this is our most important goal.

2. Ridership

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

3. Image and Partnership

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

4. Finance

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

5. Fleet and Facility

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

6. Innovation and Design

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

7. Human Resources

Employees are the heart and soul of ESTA. Professional development,

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communication, and adherence to laws and policies is critical to maintaining an excellent workplace.

Focused 2021-23 Strategic Business Plan Goals and Objectives

Goal 1: Safety

Objective:

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

Goal 2: Increase Ridership

Objectives:

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

Goal 3: Improve Image and Partnership

Objectives:

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

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potential customer needs.

5. Complete an annual Employee Survey to address workplace needs.
6. Improve public communications and information about ESTA services, and seek input through public outreach.

Goal 4: Ensure Financial Success

Objectives:

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

Goal 5: Conduct Planning and Improve Efficiency

Objectives:

1. Consolidate and streamline operations and administrative policies to improve efficiency and effectiveness of public transportation throughout the region.
2. Promote public transportation as part of the lifestyle evolution needed to confront climate change.
3. Develop a Short Range Transit Plan that covers the region and addresses transportation issues.
4. Develop a Coordinated Human Services Plan targeting people with disabilities, older adults, and people with low incomes that addresses any gaps in service or underserved populations.
5. Meet or exceed KPIs that include the following Standards Categories: Service Quality and Efficiency, Resources and Revenue, Safety, Human Resources, Fleet and Facilities, Leadership.

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6. Begin the engineering and design phase for a long-term operations facility in Bishop. Secure grant funding and other financing to construct the facility by the Fall of 2021.

Goal 6: Explore Innovation and Design

Objectives:

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

Goal 7: Improve Operations and Measurement

Objectives:

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

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Focused 2021-23 Strategic Business Plan

Standards of Excellence

Section 1: Safety

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

Section 2: Service Quality and Efficiency

We will deliver dependable, customer focused and efficient transit services to

the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

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

- A. Regional intercity fixed-route services shall be 2.0 or greater.
 - 395 Reno
 - 395 Lancaster
 - Mammoth Express
 - Lone Pine Express
- B. Local fixed-route shall be 17.0 or greater.
 - Mammoth Lakes fixed routes (Summer and Winter)
- C. Dial-a-Ride services will be 3.0 or greater.
- D. Life-Line services will be 4.0 or greater.
 - Tecopa
 - Bridgeport to Carson City
 - Benton to Bishop
 - Walker to Mammoth
- E. Market Development routes will be assessed on a three-year schedule.
 - Year one is to be considered a marketing year with efforts to communicate the existence and purpose of the service.
 - Year two will indicate the potential of the service with ridership either increasing or decreasing from year one.
 - Year three will be the final year of the pilot designation of the service. This year may not be delivered if year two experiences declines in ridership without obvious and significant reasons for the decline.

Measurement: Objective.

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

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

Measurement: Objective.

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

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

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

Measurement: Objective.

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

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

Measurement: Subjective.

- Reported annually by the Executive Director to the Board.

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

Measurement: Objective.

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

Section 3: Revenue and Resources

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

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

Measurement: Objective.

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- Tracked monthly in financial statements and reported monthly by the Administrative Manager to the Board.

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

Measurement: Objective.

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

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

Measurement: Subjective.

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

Section 4: Human Resources

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

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

Measurement: Subjective.

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

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

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

Measurement: Objective.

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

Section 5: Fleet and Facility

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

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

Measurement: Objective.

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

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

Measurement: Objective.

- Measured monthly and reported quarterly by the Executive Director to

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the Board.

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

Measurement: Subjective.

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

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

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

Measurement: Objective.

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

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

Measurement: Objective.

- Reported annually by the Executive Director to the Board.

Section 6: Innovation and Design

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

Measurement: Subjective.

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

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

Measurement: Objective.

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

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

Measurement: Objective.

- Measured by the completion of the Zero Emissions Plan.

Section 7: Leadership

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

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

Measurement: Subjective.

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

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

Measurement: Subjective.

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

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

Measurement: Subjective.

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

ESTA Strategic Business Plan Dashboard

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	2.6	2.6	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	0	0	
	Customer Perception	Annual	90%	under construction		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR-17, IFR-2, DAR-3, LL-4	June	5.2,1.5,1.6,.5	
	Service Delivery	Quarterly	99%	June	99.67%	
	On Time Performance	Quarterly	DAR-90%, IFR-80%,FR-90%	99.7,31,67	99.7,31,67	
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075	0.0	0.042	
REVENUE AND RESOURCES	Constrained Budget	Monthly	At or Under Budget	yes	yes	
	Audit Findings	Annual	No Findings	0	0	
	Capital Purchase	Annual	Subjective	yes	yes	
HUMAN RESOURCES	Recruiting	Biannual	Subjective	yes	yes	
	Training	Annual	Annual Hours	yes	yes	
	Performance	Annual	Evaluations*	under construction		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	under construction		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet-75%	89%		
	Road Calls	Quarterly	3 per 100,000 miles	0	0	
	Attractiveness	Annual	90%	under construction		
	Maintenance	Quarterly	various	yes		
	Optimal Fleet Size	Annual	Dispose of Excess	no	no	
INNOVATION AND DESIGN	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	under construction		
	Zero Emissions	Quarterly	Plan Completion	under construction		
LEADERSHIP	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

EASTERN SIERRA TRANSIT AUTHORITY

**Minutes of Friday, July 10, 2020
Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 9:00 a.m. on Friday, July 10, 2020, via Zoom. The following members were present: Bob Gardner, Karen Schwartz, Jennifer Kreitz, Dan Tothoroh, Jim Ellis, and Jeff Griffiths. Director Bill Sauser and Cleland Hoff were absent.

Public Comment	None
Executive Directors Report	Mr. Moores reported on ESTA activities and performance. Mr. Moores introduced Employee of the Quarter, Tim Feher.
Financial Report FY 2019/20	Ms. Bentley presented the 2019-20 financial report as of July 2, 2020.
Op Report	Mr. Moores presented the Operations Report for May, 2020.
Bishop Transit Building Architectural and Engineering RFP	Mr. Moores presented the Bishop Transit Building Architectural and Engineering RFP.
Mono County Senior Service Contract	Moved by Director Griffiths and seconded by Director Kreitz to approve the Executive Director to sign the lease between Mono County and ESTA for the use of office space in the Walker Senior Center. Roll call vote taken. Motion carried 6-0 with Directors Sauser & Hoff absent.
Pahrump-Tecopa Route Contract	Moved by Director Griffiths and seconded by Director Kreitz to approve the Executive Director to sign the agreement between Pahrump Senior Center and ESTA for the delivery of service between Tecopa, CA and Pahrump, NV. Additionally, approve the Executive Director to explore possible alternatives for this service following the end of the agreement. Roll call vote taken. Motion carried 6-0 with Directors Sauser & Hoff absent.
Keeler Dial-A-Ride	Moved by Director Griffiths and seconded by Director Tothoroh to approve the addition of Keeler, CA to the Lone Pine Dial-a-Ride service.

	Roll call vote taken. Motion carried 6-0 with Directors Sauser & Hoff absent.
Consent Agenda: Approval of Meeting Minutes: June 12, 2020	Moved by Director Totheroh and seconded by Director Kreitz to approve the Consent Agenda Consisting of: Approval of Special Meeting Minutes of June 26, 2020. Motion carried 6-0 with Directors Hoff & Sauser absent.
Board Member Comments	Director Ellis commented that a nice ESTA driver waved at him. Director Schwartz noted how busy the Bishop has become and that we need to keep vigilant, managing both tourism and safety. Director Griffiths expressed that it is imperative that the drivers and staff double down on safety measures. Director Gardner inquired if the Walker to Mammoth Lakes route has started. Mr. Moores indicated it had not started and arrangement were being made with drivers.
Adjournment	The Chairperson adjourned the meeting at 9:44 a.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for August 14, 2020 at 11:00 am. Check ESTA website for details on attending the meeting.

Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved: