



# ESTA BOARD AGENDA

Regular Meeting

Friday, December 13, 2019 at 11:00am

City of Bishop Council Chambers

301 West Line St, Bishop, California

The Agenda is available at [www.estransit.com](http://www.estransit.com)

**Chairperson: Jeff Griffiths**

**Vice-Chairperson: Bob Gardner**

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)

## Call to Order

## Pledge of Allegiance

## Roll Call

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

## A. Information Agenda

- A-1 Executive Director Report
  - Reporting on ESTA activities and performance
- A-2 Financial Report – FY 2019-20
- A-3 Operations Report

## B. Action Agenda

- B-1 Approve Resolution 2019-08 Authorizing the execution of application for Section 5339 of the Federal Transit Act
- B-2 FY 2019-20 MMSA Contract Amendment

B-3 FY 2019-20 MMSA Transit Privileges Agreement

### **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 Meeting Minutes of November 8, 2019

### **D. Board Member Comments**

### **E. Closed Sessions**

- E-1 DISCUSSION/POSSIBLE ACTION. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; Phil Moores, Karie Bentley, and John Vallejo. Bargaining Group; ESTA-EEA
- E-2 Report on Closed session as required by law.
- E-3 CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)
- E-4 Report on Closed session as required by law.

### **F. Adjournment**

The next scheduled regular meeting will be January 10, 2020, City of Bishop Council Chambers 301 Wests Line St., Bishop, CA at 9:00 am.

## STAFF REPORT

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

### Safety:

Safety training for employees is scheduled in Mammoth on December 14<sup>th</sup>. The Safety Committee met on November 20<sup>th</sup> and added four new safety issues making the total active issues seven. There have been thirteen safety issues resolved this year. No new employee injuries were reported.

### Maintenance:

We have a 40-foot bus in the shop in Nevada for high crankcase pressure and another bus with similar concerns. Hopefully, there is a potential problem with worn or broken piston rings. This is particularly concerning due the relatively low mileage of this bus. There is another bus with similar symptoms. If the engine needs overhaul or replacement, I will report it.

Lakes Basin bike trailers will be ordered in time for the spring season.

### Administration:

ESTA employees, conducted the 2019 ESTA Stuff-a-Bus at Kmart on November 23<sup>rd</sup>. The event was a tremendous success, and collected lots of food for the Salvation Army Pantry. We are working with Salvation Army and KIBS on a new location for next year.



ESTA participated for the first time in the annual Bishop Christmas Parade with ESTY, The Grinch, Santa's Elf, and Donner leading the way. It was a lot of fun, and we have some ideas to improve our participation next year.



### Staffing Report

#### Open Positions:

1. Part Time Dispatcher
2. One Utility position
3. Driver

Interviews are ongoing. Driver ranks are lean causing schedule difficulties and overtime.

### Funding Report

We were not successful with our most recent 5339 application, but we will continue to try. The 5304 Planning application is still pending. A purchase order for the new trolley has been submitted and we expect delivery in April 2020.

The OPEB Funding Policy is submitted to the Treasurer, County, and Counsel for review before bringing it to the Board for approval.

### **Training:**

Safety training is ongoing for drivers as part of their annual training requirements. Karie Bentley attended procurement training last week and has some ideas to improve our process.

**Planning:**

We have submitted the application for a Categorical Exemption and Section 106 Determination on the new Bishop Facility. The Design, Engineering, and Construction Management RFP is being drafted.

Our Low Carbon Transit Operations Program (LCTOP) funding requires some adjustment for next fiscal year. Currently, these funds support the Mammoth Express and Pass Reduction Program here at ESTA. A condition of the grant is that it supports new or expanded transit services and the Mammoth Express project will reach the end of its "new" definition in June 2020. Weekend service or adjusted weekday express service will satisfy the grant's requirements that projects be "new or expanded".

I will be watching the YARTS electric bus project closely. There will be valuable lessons involved that will be applicable to ESTA's own electric bus project. I spoke with a Park City Transit employee and plan to visit their electric bus facility if practical. Park City is a ski resort town with very similar challenges to Mammoth.

**STAFF REPORT**

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

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 December 9, 2019.

Fuel cost per gallon has been running at about 18% below budget, however, the low actual expense on the financial report for fuel and maintenance is primarily a result of not yet being in receipt of billings from the Town of Mammoth Lakes for the month of November.

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

<b>ESTA Operating Expenses FY 19/20</b>			
<b>% of fiscal year →</b>			<b>44.4%</b>
<b>Category</b>	<b>Budget</b>	<b>Actual Year to Date</b>	<b>% of Budget</b>
<b>Total Revenue</b>	<b>5,408,210</b>	<b>1,597,288</b>	<b>29.5%</b>
<b>EXPENSES</b>			
Total Salaries	2,088,694	756,207	36.2%
Total Benefits	770,029	282,892	36.7%
Total Insurance	323,760	282,886	87.4%
Total Maintenance	644,789	221,563	34.4%
Facilities	227,116	76,303	33.6%
Total Services	213,874	79,587	37.2%
Fuel	632,751	193,434	30.6%
Other	367,916	38,380	10.4%
<b>Total Expenses</b>	<b>5,268,929</b>	<b>1,931,252</b>	<b>36.7%</b>

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 12/9/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Key: 153298 - ESTA - BUDGET</b>						
<b>OPERATING</b>						
Revenue						
Expenditure						
<b>NET OPERATING</b>		0.00	0.00	0.00	0.00	
<b>CAPITAL ACCOUNT</b>						
Revenue						
Expenditure						
<b>NET CAPITAL ACCOUNT</b>		0.00	0.00	0.00	0.00	
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>						
<b>OPERATING</b>						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,272,738.00	405,835.26	0.00	866,902.74	31.88
4065	STATE TRANSIT ASST	503,314.00	0.00	0.00	503,314.00	0.00
4301	INTEREST FROM TREASURY	24,000.00	19,838.60	0.00	4,161.40	82.66
4498	STATE GRANTS	35,355.00	35,355.00	0.00	0.00	100.00
4499	STATE OTHER	70,940.00	0.00	0.00	70,940.00	0.00
4555	FEDERAL GRANTS	515,601.00	0.00	0.00	515,601.00	0.00
4599	OTHER AGENCIES	921,794.00	390,999.23	0.00	530,794.77	42.41
4747	INSURANCE PAYMENTS	0.00	1,816.77	0.00	(1,816.77)	0.00
4819	SERVICES & FEES	2,052,468.00	740,541.05	0.00	1,311,926.95	36.08
4959	MISCELLANEOUS REVENUE	12,000.00	2,902.19	0.00	9,097.81	24.18
<b>Revenue Total:</b>		5,408,210.00	1,597,288.10	0.00	3,810,921.90	29.53
Expenditure						
5001	SALARIED EMPLOYEES	1,510,603.00	524,146.17	0.00	986,456.83	34.69
5003	OVERTIME	75,106.00	27,140.95	0.00	47,965.05	36.13
5005	HOLIDAY OVERTIME	124,696.00	31,211.27	0.00	93,484.73	25.02
5012	PART TIME EMPLOYEES	378,289.00	173,708.34	0.00	204,580.66	45.91
5021	RETIREMENT & SOCIAL SECURITY	51,858.00	16,011.77	0.00	35,846.23	30.87
5022	PERS RETIREMENT	221,020.00	93,419.52	0.00	127,600.48	42.26
5031	MEDICAL INSURANCE	306,000.00	95,910.74	0.00	210,089.26	31.34
5043	OTHER BENEFITS	39,398.00	12,414.01	0.00	26,983.99	31.50
5045	COMPENSATED ABSENCE EXPENSE	146,000.00	64,027.94	0.00	81,972.06	43.85
5047	EMPLOYEE INCENTIVES	5,753.00	1,107.85	0.00	4,645.15	19.25
5111	CLOTHING	10,600.00	316.79	0.00	10,283.21	2.98
5152	WORKERS COMPENSATION	102,180.00	101,122.00	0.00	1,058.00	98.96
5154	UNEMPLOYMENT INSURANCE	43,000.00	3,222.98	0.00	39,777.02	7.49
5158	INSURANCE PREMIUM	178,580.00	178,541.00	0.00	39.00	99.97
5171	MAINTENANCE OF EQUIPMENT	613,789.00	219,868.49	0.00	393,920.51	35.82
5173	MAINTENANCE OF EQUIPMENT-	19,500.00	1,694.77	0.00	17,805.23	8.69
5191	MAINTENANCE OF STRUCTURES	11,500.00	0.00	0.00	11,500.00	0.00
5211	MEMBERSHIPS	2,300.00	890.00	0.00	1,410.00	38.69
5232	OFFICE & OTHER EQUIP < \$5,000	15,500.00	160.04	0.00	15,339.96	1.03
5238	OFFICE SUPPLIES	8,000.00	3,013.07	0.00	4,986.93	37.66
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	11,812.50	0.00	37,937.50	23.74
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	2,059.00	0.00	3,831.00	34.95
5263	ADVERTISING	53,700.00	17,319.76	0.00	36,380.24	32.25
5265	PROFESSIONAL & SPECIAL SERVICE	104,534.00	48,396.09	0.02	56,137.89	46.29
5291	OFFICE, SPACE & SITE RENTAL	194,648.00	71,590.00	0.00	123,058.00	36.77

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

Ledger: GL

As of 12/9/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	60,440.00	19,995.30	0.00	40,444.70	33.08
5326	LATE FEES & FINANCE CHARGES	0.00	1.75	0.00	(1.75)	0.00
5331	TRAVEL EXPENSE	9,600.00	4,571.50	0.00	5,028.50	47.61
5332	MILEAGE REIMBURSEMENT	32,468.00	4,712.96	0.00	27,755.04	14.51
5351	UTILITIES	62,626.00	9,431.31	0.00	53,194.69	15.05
5352	FUEL & OIL	632,751.00	193,433.98	0.00	439,317.02	30.57
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	138,850.00	0.00	0.00	138,850.00	0.00
	<b>Expenditure Total:</b>	<u>5,268,929.00</u>	<u>1,931,251.85</u>	<u>0.02</u>	<u>3,337,677.13</u>	<u>36.65</u>
<b>NET OPERATING</b>		<u>139,281.00</u>	<u>(333,963.75)</u>	<u>(0.02)</u>	<u>473,244.77</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						
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
	<b>Revenue Total:</b>	<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>
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	707,071.00	0.00	0.00	707,071.00	0.00
5650	EQUIPMENT	101,568.00	0.00	0.00	101,568.00	0.00
5655	VEHICLES	432,672.00	0.00	0.00	432,672.00	0.00
	<b>Expenditure Total:</b>	<u>1,241,311.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,241,311.00</u>	<u>0.00</u>
<b>NET CAPITAL ACCOUNT</b>		<u>(34,092.00)</u>	<u>61,568.00</u>	<u>0.00</u>	<u>(95,660.00)</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	158,990.00	0.00	0.00	158,990.00	0.00
	<b>Expenditure Total:</b>	<u>158,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>
<b>NET TRANSFERS</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>153299 Total:</b>		<u>(53,801.00)</u>	<u>(272,395.75)</u>	<u>(0.02)</u>	<u>218,594.77</u>	



**COUNTY OF INYO**  
**UNDESIGNATED FUND BALANCES**  
**AS OF 12/09/2019**

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	2,408,365	155,672	16,000		(22,088)			2,602,125		2,602,125
1533 ESTA ACCUMULATED	1,214,588							1,214,588		1,214,588
1534 ESTA GENERAL RESERVE	523,528							523,528		523,528
1535 ESTA BUDGET STAB	209,409							209,409		209,409
1536 REDS MEADOW ROAD	110,555							110,555		110,555
6813 JARC-LONE PINE/BISHOP	23,113					3,000		20,113		20,113
6814 JARC-MAMMOTH EXPRESS	48,548							48,548		48,548
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	458				220	8,000		(7,762)		(7,762)
6821 BISHOP YARD-ESTA	170					5,000		(4,830)		(4,830)
6822 LCTOP-ELECTRIC VEHICLE	88,643							88,643		88,643
6823 PTMISEA-CAPITAL PROJECT						1		(1)		(1)
6824 ESTA-LCTOP	19,339				769			18,570		18,570
<b>ESTA Totals</b>	<b>4,651,921</b>	<b>155,672</b>	<b>16,000</b>		<b>(21,099)</b>	<b>16,001</b>		<b>4,828,691</b>		<b>4,828,691</b>
<b>Grand Totals</b>	<b>4,651,921</b>	<b>155,672</b>	<b>16,000</b>		<b>(21,099)</b>	<b>16,001</b>		<b>4,828,691</b>		<b>4,828,691</b>

**STAFF REPORT**

**Subject: Operations Report October 2019**  
**Presented by: Phil Moores, Executive Director**

**Executive Summary**

Ridership relatively flat in October 2019 compared to last year. Road calls (1), and customer comments (6) met the monthly goals. There were two preventable accidents and Bishop Dial-a-Ride wait times did not meet the goals. We missed six trips in October due to driver shortages and maintenance.

	Oct-19	Sep-19	Percent Change	Oct-18	Percent Change
<b>PASSENGERS</b>					
Adult	18,423	36,877	-50.0%	17,323	6.3%
Senior	2,041	2,047	-0.3%	1,818	12.3%
Disabled	803	841	-4.5%	996	-19.4%
Wheelchair	287	257	11.7%	343	-16.3%
Child	2,515	4,808	-47.7%	3,690	-31.8%
Child under 5	282	456	-38.2%	291	-3.1%
<b>Total Passengers</b>	<b>24,351</b>	<b>45,286</b>	<b>-46.2%</b>	<b>24,461</b>	<b>-0.4%</b>
<b>FARES</b>	<b>\$32,106.55</b>	<b>\$91,656.50</b>	<b>-65.0%</b>	<b>\$32,930.20</b>	<b>-2.5%</b>
<b>SERVICE MILES</b>	<b>64,675</b>	<b>67,716</b>	<b>-4.5%</b>	<b>65,275</b>	<b>-0.9%</b>
<b>SERVICE HOURS</b>	<b>3,617</b>	<b>4,046</b>	<b>-10.6%</b>	<b>3,663</b>	<b>-1.2%</b>
<b>Passengers per Hour</b>	<b>6.73</b>	<b>11.19</b>	<b>-39.9%</b>	<b>6.68</b>	<b>0.8%</b>

**RIDERSHIP COMPARISON**

**REPORT MONTH - THIS YEAR/LAST YEAR**

Route	Oct-19	Oct-18	Variance	% Change
Mammoth Express	369	313	56	17.9%
Lone Pine Express	289	304	-15	-4.9%
Lone Pine DAR	473	335	138	41.2%
Tecopa	22	8	14	175.0%
Walker DAR	27	153	-126	-82.4%
Bridgeport to G'Ville	19	12	7	58.3%
Benton to Bishop	54	32	22	68.8%
Bishop DAR	3,792	3,777	15	0.4%
Nite Rider	322	314	8	2.5%
Mammoth FR	15,620	17,303	-1,683	-9.7%
Mammoth DAR	266	195	71	36.4%
Reno	591	564	27	4.8%
Lancaster	476	446	30	6.7%
Reds Meadow	1,836	703	1,133	161.2%
Bishop Creek	0	0	0	#DIV/0!
Specials	195	2	193	9650.0%
<b>TOTALS</b>	<b>24,351</b>	<b>24,461</b>	<b>-110</b>	<b>-0.4%</b>

<b>PASSENGERS PER SERVICE HOUR</b>				<b>PAX MILES/ SVC HOUR</b>
<b>REPORT MONTH - THIS YEAR/LAST YEAR</b>				
<b>Route</b>	<b>Sep-19</b>	<b>Sep-18</b>	<b>% Change</b>	
Mammoth Express	5.13	4.26	20.5%	
Lone Pine Express	3.71	2.93	26.5%	
Lone Pine DAR	2.98	2.11	41.5%	
Tecopa	1.01	0.82	22.9%	
Walker DAR	0.83	0.79	4.0%	
Bridgeport to G'Ville	0.64	0.53	20.7%	
Benton to Bishop	2.72	2.20	23.5%	
Bishop DAR	3.97	4.31	-7.9%	
Nite Rider	5.13	6.04	-15.1%	
Mammoth FR	16.17	18.28	-11.5%	
Mammoth DAR	1.46	1.03	41.7%	
Reno	3.66	2.73	34.0%	432.65
Lancaster	2.81	2.75	2.2%	290.14
Reds Meadow	34.18	32.88	4.0%	
Bishop Creek	3.05	0.86	255.7%	
Specials	9.46	7.02	34.7%	
<b>Total</b>	<b>11.18</b>	<b>12.19</b>	<b>-8.3%</b>	

<b>PASSENGERS PER SERVICE HOUR</b>				<b>PAX MILES/ SVC HOUR</b>
<b>REPORT MONTH - THIS YEAR/LAST YEAR</b>				
<b>Route</b>	<b>Oct-19</b>	<b>Oct-18</b>	<b>% Change</b>	
Mammoth Express	4.32	3.69	17.1%	
Lone Pine Express	2.63	2.64	-0.3%	
Lone Pine DAR	2.92	2.08	40.2%	
Tecopa	1.06	0.57	86.3%	
Walker DAR	0.22	0.89	-74.9%	
Bridgeport to G'Ville	0.61	0.35	72.8%	
Benton to Bishop	3.28	1.83	79.2%	
Bishop DAR	3.84	3.84	0.0%	
Nite Rider	5.49	5.19	5.7%	
Mammoth FR	12.45	13.66	-8.8%	
Mammoth DAR	1.36	1.02	33.9%	
Reno	2.05	1.87	9.4%	164.63
Lancaster	1.98	1.89	4.8%	180.01
Reds Meadow	68.85	56.24	22.4%	
Bishop Creek	#DIV/0!	#DIV/0!	#DIV/0!	
Specials	11.09	0.19	5722.3%	
<b>Total</b>	<b>6.73</b>	<b>6.68</b>	<b>0.8%</b>	

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
<b>Oct-19</b>																	
Mammoth Express	\$1,532.00	319	41	1	0	0	8	369	98	85	4,079	3,981	4.15	.38	4.32	47.7	0.09
Lone Pine Express	\$1,483.00	159	114	14	1	1	0	289	129	110	5,356	5,016	5.13	.30	2.63	48.8	0.06
Lone Pine DAR	\$1,144.40	45	227	65	19	117	0	473	170	162	1,716	1,707	2.42	.67	2.92	10.6	0.28
Tecopa	\$113.00	6	16	0	0	0	0	22	21	21	503	503	5.14	.22	1.06	24.3	0.04
Walker DAR	\$85.60	10	0	17	0	0	0	27	130	122	256	246	3.17	.35	.22	2.1	0.11
Bridgeport to G'Ville	\$109.75	0	5	14	0	0	0	19	37	31	776	520	5.78	.21	.61	25.0	0.04
Benton to Bishop	\$292.50	21	23	8	0	0	2	54	34	16	1,463	725	5.42	.40	3.28	88.8	0.07
Specials	\$0.00	183	0	0	0	12	0	195	20	18	343	275	N/A	N/A			
Bishop DAR	\$9,056.20	1,397	1,357	608	257	25	148	3,792	1,066	988	11,606	10,828	2.39	.84	3.84	11.8	0.35
Nite Rider	\$1,302.60	239	27	22	10	18	6	322	60	59	850	838	4.05	1.55	5.49	14.5	0.38
Mammoth FR	\$0.00	13,300	0	5	0	2,315	0	15,620	1,298	1,254	16,670	15,513	N/A	N/A	12.45	13.3	1.01
Mammoth DAR	\$474.00	136	15	0	0	7	108	266	197	196	751	656	1.78	.72	1.36	3.8	0.41
Reno	\$9,895.00	406	134	33	0	17	1	591	311	289	12,544	12,139	16.74	.82	2.05	43.4	0.05
Lancaster	\$6,602.50	366	82	16	0	3	9	476	263	241	11,621	11,472	13.87	.58	1.98	48.2	0.04
Reds Meadow	\$16.00	1,836	0	0	0	0	0	1,836	30	27	299	256					
<b>Total</b>	<b>\$32,106.55</b>	<b>18,423</b>	<b>2,041</b>	<b>803</b>	<b>287</b>	<b>2,515</b>	<b>282</b>	<b>24,351</b>	<b>3,863</b>	<b>3,617</b>	<b>68,833</b>	<b>64,675</b>	<b>1.32</b>	<b>.50</b>	<b>6.73</b>	<b>19.0</b>	<b>0.38</b>

<b>Oct-18</b>																	
Mammoth Express	\$1,750.50	273	12	3	6	6	13	313	98	85	3,993	3,890	5.59	.45	3.69	47.0	0.08
Lone Pine Express	\$1,612.25	156	79	32	21	13	3	304	134	115	5,288	5,116	5.30	.32	2.64	45.9	0.06
Lone Pine DAR	\$793.00	25	173	59	12	64	2	335	169	161	1,535	1,530	2.37	.52	2.08	9.5	0.22
Tecopa	\$40.00	0	8	0	0	0	0	8	14	14	342	342	5.00	.12	.57	24.4	0.02
Walker DAR	\$452.10	5	0	148	0	0	0	153	184	173	1,098	866	2.95	.52	.89	6.4	0.18
Bridgeport to G'Ville	\$86.50	0	4	8	0	0	0	12	40	34	1,297	1,120	7.21	.08	.35	38.2	0.01
Benton to Bishop	\$175.50	8	12	12	0	0	0	32	36	17	1,408	724	5.48	.24	1.83	80.5	0.04
Specials	\$4.80	0	2	0	0	0	0	2	11	11	242	242	N/A	N/A			
Bishop DAR	\$8,307.00	1,168	1,318	606	280	177	228	3,777	1,056	984	10,875	9,939	2.20	.84	3.84	11.1	0.38
Nite Rider	\$1,206.00	221	21	35	9	10	18	314	63	61	925	925	3.84	1.30	5.19	15.3	0.34
Mammoth FR	\$0.00	13,957	0	0	0	3,346	0	17,303	1,310	1,267	16,141	15,471	N/A	N/A	13.66	12.7	1.12
Mammoth DAR	\$543.40	130	20	22	0	10	13	195	193	192	685	612	2.79	.89	1.02	3.6	0.32
Reno	\$10,609.25	371	90	37	11	51	4	564	324	302	13,231	12,940	18.81	.82	1.87	43.9	0.04
Lancaster	\$7,349.90	306	79	34	4	13	10	446	259	237	11,592	11,438	16.48	.64	1.89	49.0	0.04
Reds Meadow	\$0.00	703	0	0	0	0	0	703	14	13	156	120	.00	.00	56.24	12.5	5.86
<b>Total</b>	<b>\$32,930.20</b>	<b>17,323</b>	<b>1,818</b>	<b>996</b>	<b>343</b>	<b>3,690</b>	<b>291</b>	<b>24,461</b>	<b>3,903</b>	<b>3,663</b>	<b>68,808</b>	<b>65,275</b>	<b>1.35</b>	<b>.50</b>	<b>6.68</b>	<b>18.8</b>	<b>0.37</b>

VARIANCE BY ROUTE (RAW NUMBERS) – October 2019 to October 2018																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-\$218.50	46	29	-2	-6	-6	-5	56	0	1	86	91	-1.44	-0.07	0.63	0.69	0.01
Lone Pine Express	-\$129.25	3	35	-18	-20	-12	-3	-15	-5	-5	68	-100	-0.17	-0.02	-0.01	2.85	0.00
Lone Pine DAR	\$351.40	20	54	6	7	53	-2	138	1	1	181	177	0.05	0.15	0.84	1.05	0.06
Tecopa	\$73.00	6	8	0	0	0	0	14	7	7	161	161	0.14	0.11	0.49	-0.09	0.02
Walker DAR	-\$366.50	5	0	-131	0	0	0	-126	-55	-51	-842	-620	0.22	-0.17	-0.66	-4.26	-0.07
Bridgeport to G'Ville	\$23.25	0	1	6	0	0	0	7	-3	-3	-521	-600	-1.43	0.13	0.26	-13.28	0.03
Benton to Bishop	\$117.00	13	11	-4	0	0	2	22	-2	-1	55	1	-0.07	0.16	1.45	8.31	0.03
Bishop DAR	\$749.20	229	39	2	-23	-152	-80	15	10	4	731	889	0.19	0.00	0.00	0.69	-0.03
Nite Rider	\$96.60	18	6	-13	1	8	-12	8	-3	-2	-75	-87	0.20	0.25	0.30	-0.81	0.04
Mammoth FR	\$0.00	-657	0	5	0	-1031	0	-1683	-12	-12	529	42	N/A	N/A	-1.21	0.55	-0.11
Mammoth DAR	-\$69.40	6	-5	-22	0	-3	95	71	5	4	66	44	-1.00	-0.17	0.34	0.27	0.09
Reno	-\$714.25	35	44	-4	-11	-34	-3	27	-12	-13	-687	-801	-2.07	0.00	0.18	-0.44	0.01
Lancaster	-\$747.40	60	3	-18	-4	-10	-1	30	4	4	29	34	-2.61	-0.07	0.09	-0.75	0.00
Reds Meadow	\$16.00	1133	0	0	0	0	0	1133	16	14	143	136					

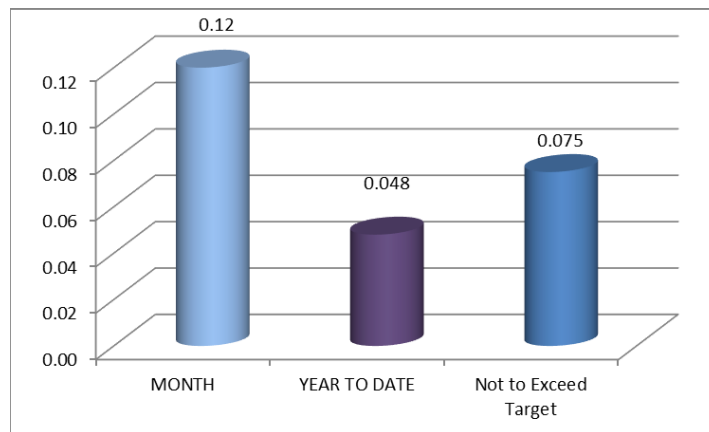
VARIANCE BY ROUTE (PERCENTAGE) – October 2019 to October 2018																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-12%	17%	242%	-67%	-100%	-100%	-38%	18%	0%	1%	2%	2%	-26%	-14%	17%	1%	15%
Lone Pine Express	-8%	2%	44%	-56%	-95%	-92%	-100%	-5%	-4%	-5%	1%	-2%	-3%	-6%	0%	6%	-3%
Lone Pine DAR	44%	80%	31%	10%	58%	83%	-100%	41%	1%	1%	12%	12%	2%	29%	40%	11%	27%
Tecopa	183%		100%					175%	48%	48%	47%	47%	3%	92%	86%	0%	87%
Walker DAR	-81%	100%		-89%				-82%	-30%	-30%	-77%	-72%	7%	-33%	-75%	-67%	-38%
Bridgeport to G'Ville	27%		25%	75%				58%	-8%	-8%	-40%	-54%	-20%	173%	73%	-35%	241%
Benton to Bishop	67%	163%	92%	-33%				69%	-4%	-6%	4%	0%	-1%	66%	79%	10%	69%
Bishop DAR	9.0%	19.6%	3.0%	0.3%	-8.2%	-85.9%	-35.1%	0.4%	0.9%	0.4%	6.7%	8.9%	8.6%	0.1%	0.0%	6.3%	-7.8%
Nite Rider	8%	8%	29%	-37%	11%	80%	-67%	3%	-4%	-3%	-8%	-9%	5%	19%	6%	-5%	13%
Mammoth FR		-5%				-31%		-10%	-1%	-1%	3%	0%	N/A	N/A	-9%	4%	-10%
Mammoth DAR	-13%	5%	-25%	-100%		-30%	731%	36%	2%	2%	10%	7%	-36%	-19%	34%	8%	27%
Reno	-7%	9%	49%	-11%	-100%	-67%	-75%	5%	-4%	-4%	-5%	-6%	-11%	-1%	9%	-1%	12%
Lancaster	-10%	20%	4%	-53%	-100%	-77%	-10%	7%	2%	2%	0%	0%	-16%	-10%	5%	-2%	6%
Reds Meadow		161%						161%	111%	113%	92%	113%					

## Customer Comments

There were four comments received for the month of October 2019.

- 10/8: Customer emailed to complain about a Bishop Dial-a-Ride driver who made an aggressive maneuver in the Vons parking lot. Employee counselled.
- 10/11: Customer called to report a driver in the Bishop area near 395 and Yaney St. made a turn without using his blinker.
- 10/19: Customer called to compliment driver Debra Ray for going out of her way to help him get back to his travel group when getting lost.
- 10/28: Customer called to suggest that we improve the reservation system on our website.

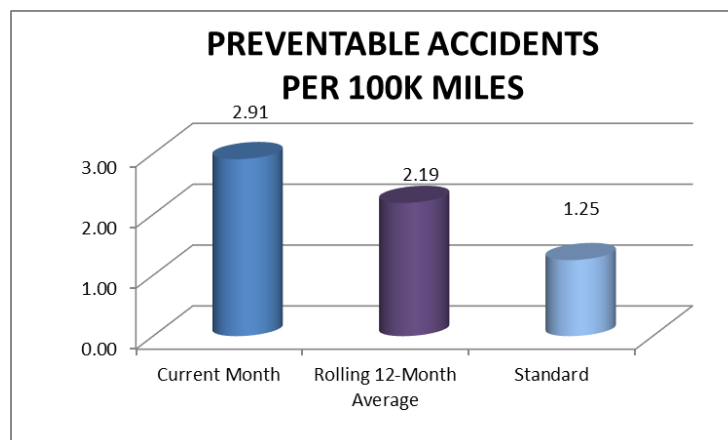
### COMPLAINTS PER 1,000 PASSENGERS



## Accident/Incidents

There were two preventable accidents in October 2019.

- 10/2: Bishop Dial a Ride driver backed into a parked car causing minor damage.
- 10/15: Town Trolley driver clipped a snow stake causing minor damage.



**Missed Runs**

There were 6 missed/late runs in October 2019.

- 10/9: Purple Line missed one run due to mechanical issue.
- 10/10: Purple Line missed one run due to attendance issue.
- 10/16: Walker DAR had reduced hours due to staffing issue.
- 10/23: Walker DAR had reduced hours due to staffing issue.
- 10/30: Walker DAR had reduced hours due to staffing issue.
- 10/31: Town Trolley missed one run due to mechanical issue.

**Road Call Frequency**

There was one call during the month of October 2019 where a service vehicle had to be called to repair in place or tow a transit vehicle. There were 8 vehicle exchanges during the month of October 2019 due to mechanical issues requiring a replacement transit vehicle be placed into service. The average Road Call frequency is 1.00 per 100,00 miles.

Date	Road Calls	Bus Exchange	Miles	Road Calls / 100K Miles
Feb-19	1	5	78666	1.27
Mar-19	0	7	88385	0.00
Apr-19	2	6	85782	2.33
May-19	1	5	66050	1.51
Jun-19	1	8	65973	1.52
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

**Bishop Area Dial-A-Ride Wait Times**

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

OCTOBER 2019			
		PERCENT	GOAL
<b>IMMEDIATE RESPONSE TRIPS</b>			
Total Trips:	2,406	78.7%	
Average Wait Time (min.):	15		< 20 Minutes
Trips > 30 Minute Wait:	191	7.9%	< 5%
<b>ADVANCE RESERVATION TRIPS</b>			
Total Trips:	653	21.3%	
On Time Trips (± 10 min.)	565	86.5%	
<b>TOTAL SCHEDULED TRIPS</b>			
No-Shows Including Checkpoints	252	8.2%	
No-Shows Excluding Checkpoints	173	5.7%	
Cancellations	106	3.5%	

STAFF REPORT

Subject: Grant Funding Opportunity – Fleet Replacement

Initiated by: Karie Bentley, Administration Manager

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**BACKGROUND:**

A call for projects was announced in BlackCat on October 23, 2019 advising of Federal Transit Administration (FTA) funding availability for Bus and Bus Facility Infrastructure Investment Program projects (Section 5339(a)).

ESTA's application seeks to replace seventeen vehicles in total, five trolleys for use in the Town of Mammoth Lakes, six Ford F-450s used primarily for dial-a-ride in various locations, and six Ford F-550s used primarily for town-to-town routes including the 395 Routes. Matching funds for the trolleys will be provided by the Town of Mammoth Lakes and STA Capital Restricted funds held by Mono LTC are available for the match on the cutaways.

The application has already been submitted with a draft resolution but requires that an authorizing resolution approved by the board be submitted.

**ANALYSIS:**

Grants for Buses and Bus Facilities Formula Program - 5339(a), provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. In addition to the formula allocation, the Grants for Buses and Bus Facilities program (49 U.S.C. 5339) includes two discretionary components: the Bus and Bus Facilities Discretionary Program and the Low or No Emissions Bus Discretionary Program.

On October 23, 2019 the FTA Section 5339 Discretionary Bus Program Call for Projects was announced stating, "The Division of Rail and Mass Transportation (DRMT) is pleased to announce the Federal Fiscal Year (FFY) 2019 Federal Transit Administration (FTA) Section 5339 Discretionary Bus Program 'Call for Projects' funded by the Transportation Legislation, Fixing America's Surface Transportation Act (FAST Act). An estimated amount of \$7 million will be available for distribution throughout the state. This amount represents apportionments from FFYs 2018 and 2019."

This grant funding opportunity is of considerable interest to ESTA as our will be 57% past its useful life in 2020. The Section 5339 grant funding requires a 15% match for vehicles.

The application was due on November 20, 2019. ESTA applied for seventeen replacement vehicles in total, five trolleys for use in the Town of Mammoth Lakes, six Ford F-450s used primarily for dial-a-ride in various locations and six Ford F-550s used primarily for town-to-town routes including the 395 Routes. Matching funds for the trolleys will be provided by the Town of Mammoth Lakes and STA



Capital Restricted funds held by Mono LTC are available for the match on the cutaways.

Quantity	Type (Bus, Van, Trolley, etc.)	Class (Type)	Fuel Type	Length	Passenger Capacity	Unit Cost	Total Cost
5	Class T - Hometown Trolley 35' Diesel Freightliner	T	Diesel	35'	35	\$277,366.34	\$1,386,831.70
6	Class B - StarCraft Allstar (Ford F450)	B	Gasoline	22"	18	\$107,563.59	\$645,381.54
4	Class E - Champion Freightliner 35'	E	Diesel	35"	26	\$185,804.98	\$743,219.92
2	Class E - Champion Freightliner 37'	E	Diesel	37'	34	\$189,374.34	\$378,748.68

**FINANCIAL:**

Award of Section 5339(a) grant funding for replacing seventeen vehicles would entail an approximate \$3.16 million expenditure, of which, \$208,025 would be provided by the Town of Mammoth Lakes and \$265,103 would be provided by ESTA as matching funds. ESTA currently has these matching funds available. It is proposed the ESTA use capital restricted STA from FY 2013/14 and FY 2016/17 which are restricted to capital projects and have been approved by Mono LTC for this purpose. Alternately, the board could direct use of funds in ESTA's capital replacement account.

**LEGAL:**

ESTA is an eligible recipient of these Section 5339(a) grant funds and has demonstrated through previous federal grant funding projects that the Authority possesses the required legal, financial, and technical capabilities to receive and administer the federal funding.

**RECOMMENDATION:**

The Board is requested to pass and approve Resolution 2019-08 authorizing submittal of an application for grant funding under the Federal Transit Administration's Bus and Bus Facilities Infrastructure Investment Program, and to approve the use of matching funds.

**RESOLUTION NO. 2019-08**

**A RESOLUTION OF THE EASTERN SIERRA TRANSIT AUTHORITY BOARD OF DIRECTORS,  
RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5339 (49  
U.S.C. SECTION 5339) 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 5339 of the Federal Transit Act (**FTA C 5100.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 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/purchase of capital equipment 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 capital/operating assistance projects pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), 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 5339 projects.

That *Executive Director* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

**PASSED AND ADOPTED** by the *Eastern Sierra Transit Board of Directors*, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: Linda Robinson  
Board Clerk

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**Jeff Griffiths, Chairperson  
Eastern Sierra Transit Authority Board  
of Directors**

By: \_\_\_\_\_  
Linda Robinson

## **STAFF REPORT**

Subject: Mammoth Mountain Ski Area Contract Amendment #7

Initiated by: Phil Moores, Interim Executive Director

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### **BACKGROUND**

ESTA and Mammoth Mountain Ski Area (MMSA) entered into an Agreement in 2012 for the provision of enhanced transit services during the winter ski season. The Agreement has been amended annually to address each of the subsequent ski seasons.

### **ANALYSIS**

Amendment Number 6 to the Agreement between ESTA and MMSA for transit service during the 2018/19 winter season expired on May 31, 2019. MMSA has indicated to ESTA that it desires to continue the arrangement whereby ESTA operates the transit service on the Red, Blue, Green and Yellow Lines for the 2019/20 winter season along with early and late season route variations. Discussions involving ESTA and MMSA have culminated in a contract amendment for the coming winter season. The monthly fixed fee and base hourly rates of compensation are increased 1.5% in the 2019/20 season with a monthly fixed fee of \$60,882.00, and the hourly rate set at \$60.19 per hour for 35' or 40' transit busses and \$45.68 for trollies. The original contract assumes the cost of fuel to be \$4.50 per gallon. Fuel adjustments are addressed through a cost adjustment formula in that contract which details credits back to MMSA during times of lower gas prices as well as additional billing authorization during times of higher gas prices.

Amendment Number 7 to the Agreement between ESTA and MMSA is included on the following pages for the Board's review.

### **FINANCIAL**

The Agreement is projected to generate a maximum of \$1.061 million in revenue in FY 2019/20. However, service extensions may generate up to the contract limit of \$1.088 million.

### **LEGAL**

Amendment No. 7 to the Agreement between ESTA and MMSA has been reviewed and approved as to form by John Vallejo, Inyo County Assistant County Counsel.

**RECOMMENDATION**

The Board is recommended to ratify Amendment No. 7 to the Agreement between ESTA and MMSA for the provision of transit services for the 2019/20 winter season.

**Amendment No.7  
to the AGREEMENT by and between  
Mammoth Mountain Ski Area LLC, and  
the Eastern Sierra Transit Authority**

**THIS Amendment No. 7, dated November 6, 2019, to the Agreement by and between the Mammoth Mountain Ski Area LLC, hereinafter referred to as "MMSA" and the Eastern Sierra Transit Authority, hereinafter referred to as "ESTA", dated July 7, 2012, and as amended by Amendment No. 1 dated October 15, 2013, Amendment No. 2 dated October 7, 2014, Amendment No. 3 dated October 16, 2015, Amendment No. 4 dated November 11, 2016, Amendment No. 5 dated November 9, 2017, and Amendment No. 6 dated October 19, 2018 modifies the AGREEMENT as follows:**

**Whereas, the AGREEMENT expired on or about May 31, 2019;**

**Whereas, the Parties to the AGREEMENT desire to retroactively add a new term to the AGREEMENT covering the 2019/2020 ski season and thereby revive the AGREEMENT for that time period;**

**Now, therefore, the Parties to the AGREEMENT agree to amend the AGREEMENT as follows:**

**I. ADD to the end of the first paragraph of Section 1:**

**1. Commencement and Term of Agreement:** MMSA and ESTA mutually agree to add the period of October 1, 2019 through May 31, 2020 to the term of the Agreement.

**II. REPLACE paragraphs a, b, and d of Section 15. Compensation:**

- a.** For services rendered by ESTA under this Agreement for the 2019/20 season, MMSA shall pay ESTA a fixed monthly sum of Sixty Thousand and eight hundred and eighty-two Dollars (\$60,882.00) per month for seven (7) months from November through May, plus Sixty Dollars and nineteen cents (\$60.19) per vehicle service hour. Early and late season supplemental trolley service hours (Blue-Yellow Combination Route and late season trolley) shall be charged at \$45.68 per hour if operated in a trolley and \$60.19 if operated in a 35' or 40' transit bus. A Vehicle Service hour is defined as every hour or fraction of an hour that a transit vehicle is operating from the first passenger pickup point to the last passenger delivery point as designated by the route schedules. Travel from the bus garage to and from the route, meal breaks, and storage does not constitute vehicle service.
- b.** The estimated number of vehicle service hours for the 2019/20 season is 11,012 as detailed in Exhibit "A". The maximum cumulative payment obligation by MMSA to ESTA for this service level is One Million Eighty-Eight Thousand Nine Hundred and Eighty-Six dollars (\$1,088,986.00).

c. [no change to this paragraph]

d. The Vehicle Service Hour rate of \$60.19 per hour shall be charged for all hours except the service hours for the Blue-Yellow Combination route and/or the Trolley route operated in lieu of the Red Line if operated in a trolley bus, which shall be charged at \$45.68 per hour. These rates shall be applied to all service hours operated within a seasonal total range of 8,809 to 13,214, which represents a twenty percent (20%) plus or minus range from the estimated total of 11,012 vehicle service hours for the season.

III. REPLACE the Scope of Work Preface, and Service Days and Hours Table of EXHIBIT 'A' with the following:

**Scope of Work**

ESTA shall operate the Red, Blue, Green, Yellow, and Blue-Yellow Combination Lines for the 2019/20 ski season. The estimated service dates and hours are detailed in the following table:

**SERVICE DAYS AND HOURS:**

	Red Line	Blue Line	Green Line	Yellow Line	*Trolley Supplement	TOTAL
Opening Day	11/15/2019	12/11/2019	12/11/2019	12/11/2019	11/15/2019	
Closing Day	4/26/2020	4/19/2020	4/19/2020	4/19/2020	5/25/2020	
Service Days	164	131	131	131	55	
Frequency in minutes	20	15	15	20	30	
Base Daily Service Hours	31.5	10.5	10.25	10.25	Varies	
Base Season Service Hours	5,166	1,376	1,343	1,343	407	9,634
Addl. Svc Hours	1,235	87	48	8		1,378
Total Svc Hours	6,401	1,463	1,391	1,351	407	11,012

To the extent reasonably possible, more frequent headway service shall be provided on the routes as demand warrants on busy days (weekends, holidays). Service frequency shall be adjusted as directed by MMSA with a minimum of ten days advance notice. ESTA shall coordinate with MMSA staff regarding traffic flow patterns and passenger pickup/drop-off

locations at each of the MMSA Lodges.

\* Trolley Supplement (Blue Yellow Combination) route is expected to operate 9:00am until 5:00pm from November 15th through December 9th.  
Trolley Supplement (Spring Shoulder) is expected to operate from April 27th through May 25th.

**IV. UPDATE Section 26. Notices as follows:**

**ESTA:** Executive Director  
Eastern Sierra Transit Authority  
P.O. Box 1357  
Bishop, CA 93514

**MMSA:** Mark Brownlie  
President/COO  
Mammoth Mountain Ski Area  
P.O. Box 24  
Mammoth Lakes, CA 93546

All other terms and conditions of the AGREEMENT shall remain in full force and effect.

**ACCEPTED AND AGREED:**

**MAMMOTH MOUNTAIN SKI AREA**

**EASTERN SIERRA TRANSIT AUTHORITY**

FT

Signed: 

Signed: 

Print Name: MARK BROWNLIE

Print Name: Phil Moores

Title: PRESIDENT + COO

Title: Executive Director

APPROVED AS TO FORM  
Inyo County Counsel's Office  
Counsel to the Eastern Sierra Transit Authority

Signed: 

Title: Assistant County Counsel

## **STAFF REPORT**

Subject: Mammoth Mountain Ski Area Employee Free Transit MOU

Initiated by: Phil Moores, Executive Director

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### **BACKGROUND**

ESTA and Mammoth Mountain Ski Area (MMSA) are partners in a major service agreement that provides elevated levels of transit to the Mammoth Lakes area. In addition, it is desirable to offer MMSA employees free travel on board certain ESTA routes at certain times to ensure adequate staffing of key activity centers at MMSA and additional options for employees to get back home. A formal Memorandum of Understanding (MOU) was negotiated between MMSA and ESTA to formalize the employee free ride program in 2019-20.

### **ANALYSIS**

ESTA provides "fare free" travel on many of its Mammoth Lakes services already, and this extension of free rides to its partner, MMSA is logical and will help MMSA staff access work, additional options to travel home and other important locations. The free rides are limited to a small set of trips, mostly on the Mammoth Express and are on a "space-available" basis, with paying customers always having priority. It is common for transit agencies to offer free transit travel (fixed route) to its own and partner agency employees as an incentive to utilize the services.

### **FINANCIAL**

The fares not collected by the implementation of this MOU are negligible.

### **LEGAL**

The agreement is under review.

### **RECOMMENDATION**

The Board is recommended to approve the ESTA MOU with MMSA for free MMSA employee transit travel on certain routes at specific times, and authorize the Executive Director to sign and execute the agreement.



**Memorandum of Understanding  
by and between  
Mammoth Mountain Ski Area  
and  
Eastern Sierra Transit  
Authority**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Mammoth Mountain Ski Area (MMSA) and the Eastern Sierra Transit Authority (ESTA) to govern the provision of transit privileges for MMSA employees on ESTA buses.

**Background**

MMSA has expanded the number of its employees who are housed in the Bishop area and who require transportation between Bishop and Mammoth. MMSA has requested that its' employees be provided a privilege to travel on ESTA buses between Mammoth and Bishop without paying a fare.

**Purpose**

This MOU will define the travel privileges afforded to MMSA employees traveling on ESTA buses between Mammoth Lakes and Bishop. Following are the specifics of the program:

- Offered to current MMSA employee with valid employee pass ID.
- Offered on a space-available basis. Fare paying passengers will take priority over MMSA employees. MMSA employees may only ride for free if there is an available passenger seat, or the driver authorizes standee passengers.
- Available on all ESTA runs between Bishop and Mammoth.
- MMSA Employees are expected to show pass upon each boarding.
- MMSA employees are subject to passenger conduct rules.

**Funding**

This MOU is not a commitment of funds from either party

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from MMSA and ESTA. This MOU shall become effective upon signature by the authorized officials from MMSA and ESTA and will remain in effect until modified by mutual consent, or terminated with at least seven days advance notice in writing by either party to the MOU. This agreement will be renewed annually along with the annual service agreement. MMSA agrees to verify employment of a MMSA pass user upon request. ESTA agrees to verify

employment of a MMSA ski pass holder upon request.

**Contact Information**

**MMSA**

Finlay Torrance  
Director of Base Operations  
P.O. Box 24  
Mammoth Lakes, CA 93546  
760.934.2571 ext. 3686  
[ftorrance@mammothresorts.com](mailto:ftorrance@mammothresorts.com)

**ESTA**

Phil Moores  
Executive Director  
P.O. Box 1357  
Bishop, CA 93515  
760.872.1901 ext. 12

**ACCEPTED AND APPROVED**

**Mammoth Mountain Ski Area**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

**Eastern Sierra Transit Authority**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

# EASTERN SIERRA TRANSIT AUTHORITY

## Minutes of Friday, November 08, 2019 Regular Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 9:06 a.m. on Friday, November 8, 2019 at the City of Bishop Council Chambers, 301 West Line St., Bishop, California. The following members were present: Bob Gardner, Bill Sauser, Dan Totheroh, Jeff Griffiths, Cleland Hoff and Jim Ellis. Karen Schwartz and Jennifer Kreitz were absent. Director Ellis led the pledge of allegiance.

Public Comment	None.
Employee of the 3 <sup>rd</sup> Quarter	Mr. Moores awarded Cheryl Mureau with a plaque and gift card for the Employee of the Quarter.
Executive Director Report	Mr. Moores reported on ESTA activities and performance.
Financial Report – 2019-20	Ms. Bentley presented the Financial Report for the 2019/20 fiscal year as of November 4, 2019.
Operations Report	Mr. Moores presented the Monthly Operations Report for September 2019.
Election of 2020 Chairperson and Vice-Chairperson	Moved by Director Sauser and seconded by Director Hoff to Nominate Director Gardner for Chairperson and Director Ellis for Vice-Chairperson.  Motion carried 6-0 with Directors Kreitz and Schwartz absent.
2020 Board Meeting Calendar	Moved by Director Gardner and seconded by Director Ellis to approve a schedule of dates for the regular meetings of the Board for 2020. Motion carried 6-0 with Directors Kreitz and Schwartz absent. The meeting dates are scheduled as follows: 2020 Board Meeting Calendar: January 10 in Bishop, 9:00 am February 14 in Mammoth, 11:00am March 13 in Bishop, 9:00 am April 10 in Bishop, 11:00 am May 8 in Mammoth, 9:00 am June 12 in Mammoth, 11:00 am July 10 in Bishop, 9:00 am August 14 in Bishop, 11:00 am September 11 in Mammoth, 11:00 am

	<p>October 16 in Mammoth, 11:00 am  November 13 in Bishop, 9:00 am  December 11 in Bishop, 11:00 am</p>
Consent Agenda: Approval of Meeting Minutes	Moved by Director Hoff and seconded by Director Totheroh to approve the Meeting Minutes of October 11, 2019 with corrections and accept the Annual Report.
Annual Report	Motion carried 6-0 with Directors Kreitz and Schwartz absent.
Board Member Comments	None
Closed Session	<p>Open session was recessed at 9:36 a.m. to convene in closed session with Directors Kreitz and Schwartz absent to consider:</p> <ul style="list-style-type: none"> <li>a. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; Phil Moores, Karie Bentley, and John Vallejo. Bargaining Group; ESTA-EEA.</li> <li>b. Conference with Legal Counsel: Executive Director Performance Evaluation (Govt. Section 54957)</li> </ul>
Report on Closed Session	<p>Closed session adjourned at 10:05 a.m. to reconvene in open session.  John Vallejo reported that no action was taken during closed session.</p>
Adjournment	<p>The Chairperson adjourned the meeting at 10:05 a.m.</p> <p>The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for December 13, 2019 at City of Bishop Council Chambers, 301 West Line St., Bishop, CA at 11:00 am.</p>

Recorded & Prepared by:

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Linda Robinson  
Board Clerk  
Eastern Sierra Transit Authority

Minutes approved: