



# ESTA BOARD AGENDA

Regular Meeting

Friday, October 14, 2022 at 11:00am  
Town of Mammoth Lakes Council Chambers  
437 Old Mammoth Rd., Ste. Z, Mammoth Lakes, CA  
The Agenda is available at [www.estransit.com](http://www.estransit.com)

**Chairperson: Bill Sauser**

**Vice-Chairperson: Dan Totheroh**

Board Members:

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

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

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

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

Email public comment: To submit an emailed public comment to the Board please email [pmoores@estransit.com](mailto:pmoores@estransit.com) by 4pm Thursday, October 13 and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be shared with all attending Board members.

**HOW TO VIRTUALLY ATTEND THE ESTA BOARD MEETING:**

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 (Begin recording meeting)**

**Roll Call**

## **Pledge of Allegiance**

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

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

## **A. 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.

A-1 Approval of Regular Meeting Minutes of June 10, 2022

## **B. Information Agenda**

B-1 Employee of the Quarter  
B-2 Financial Report for 2021/22  
B-3 Financial Report for 2022/23  
B-4 PTO Incentive Program  
B-5 Mammoth Routes

## **C. Action Agenda**

C-1 Job Sharing Program

## **D. Board Member Comments**

## **E. Closed Session**

E-1 DISCUSSION/POSSIBLE ACTION. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; Phil Moores, Dawn Vidal, and Christy Milovich. Bargaining Group; ESTA-EEA  
E-2 Report on closed session as required by law.

## **F. Adjournment**

The next regularly scheduled meeting is November 18, 2022 at 9:00 am, in Bishop, CA. Check ESTA website for details on attending the meeting.

**EASTERN SIERRA TRANSIT AUTHORITY**

**Minutes of Friday, August 12, 2022 Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:03 a.m. on Friday, August 12, 2022.

ROLL CALL	<p>A quorum was established by roll call.</p> <p>PRESENT: Chairperson, Bill Sauser Vice Chairperson, Dan Totheroh Bob Gardner (<i>Teleconference</i>) Jeff Griffiths Karen Schwartz</p> <p>ABSENT: Rhonda Duggan, Kirk Stapp, Jim Ellis</p>
The Pledge of Allegiance	Phil Moores
Public comment	None
Consent Agenda:	<p>Moved by Director Totheroh and seconded by Director Schwartz to approve the consent agenda consisting of:</p> <ul style="list-style-type: none"><li>• Approval of Regular Meeting Minutes of June 10, 2022</li><li>• Leave Extension Request</li><li>• Short Range Transit and Coordinated Human Services Plans</li><li>• State of Good Repair</li></ul> <p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Duggan, Stapp and Ellis absent.</p>
Executive Directors Report	Mr. Moores reported on ESTA activities and performance. Ridership report for May and June 2022.
Financial report FY 2021/22	Mrs. Vidal presented Eastern Sierra Transit Authority’s Financial Report for FY 2021/22 as of August 6, 2022.
Financial Report FY 2022-23	Mrs. Vidal presented Eastern Sierra Transit Authority’s Financial Report for FY 2022/23 as of August 6, 2022.

Calstart Report	Mr. Moores presented the Calstart Report. ESTA was successful in their application and was awarded \$166,640 towards the \$188,230 project. The Sustainable Communities Grant requires an 11.47% match in cash contribution for approved planning projects. Eastern Sierra Transit will provide cash contributions for the matching funds which total \$21,590.
Board Member Comments	Director Schwartz said that Bishop approved the repurposing of Sterling Heights, the former assisted living facility on Pine Street, to a 69-unit apartment building. Bishop Town Council passed Bishop's proposed sign ordinance: eventually there will be uniformity in the downtown corridor. Director Griffiths Inyo County appointed Nate Greenberg CEO. Director Sauser Mammoth Lakes had a fairly busy summer although it was down 10-20% from last year. Director Totheroh said that road maintenance had a lot to do with the heavy rains trying to keep the roads open.
Closed session	Open session was recessed at 11:30am to convene in closed session to consider:  DISCUSSION/POSSIBLE ACTION. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957-.6) – Authority designated representatives; Phil Moores, Dawn Vidal and Christy Milovich. Bargaining Group; ESTA-EEA.
Report on closed session	Closed session was recessed at 11:55 Director Sauser stated there was nothing to report from the closed session.
Adjournment	The Chairperson adjourned the meeting at 12:00pm The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for September 16, 2022 at Town of Mammoth Lakes Council Chambers, 437 Old Mammoth Road, Ste. Z, CA at 11:00 am

Recorded & prepared by:

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Linda Robinson  
Board Clerk  
Eastern Sierra Transit Authority

Minutes approved:

**STAFF REPORT**

Subject: Employee of the Quarter  
Presented by: Phil Moores, Executive Director

Employee of the Quarter

Please join me in congratulating Joe Warta for being selected as Employee of the Quarter. Joe is an outstanding team player and he has bailed us out of some difficult situations where service delivery was at risk. Honestly, ESTA would be in a tight spot if it wasn't for folks like Joe. He is an all-rounder capable of driving buses, fixing anything, training new bus drivers, and much more. THANK YOU JOE!!

**STAFF REPORT**

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

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The year-to-date roll-up and year end forecast for the 2021/22 fiscal year are included on the following pages. Reports are as of October 6, 2022. ESTA’s 2021/22 fiscal year is still open. The majority of receivables and payable for this fiscal year have been received. Although this is a fairly complete picture of what the year will look like we may see some minor changes.

The higher than budgeted revenue for service and fees is associated primarily with the Reno and Lancaster routes as well as starting Red’s early this year.

Gas was budgeted at \$4.50 per gallon and averaged \$5.86 per gallon in June, with a fiscal year average of \$4.55per gallon (1% above budget).

Capital revenue and expenses are far less than budgeted due to the replacement vehicles purchases not arriving in time for this fiscal year.

The following table details the year-to-date revenue and expenses by budget line.

Financial information as of: **10/7/2022** % of Fiscal Year: **100%** Revenue & Expenses Still Outstanding

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,802,209	1,916,485	(114,276)	106%	1,916,485	114,276	\$50,134 will fund Site Improvement in capital budget
4065	STATE TRANSIT ASST	338,363	337,619	744	100%	337,619	(744)	
4301	INTEREST FROM TREASURY	25,000	20,408	4,592	82%	20,408	(4,592)	
4498	STATE GRANTS	34,142	34,142	-	100%	34,142	-	LCTOP paid in advance.
4499	STATE OTHER	76,449	65,462	10,987	86%	76,449	-	As of 10/7/2022 outstanding payments
4555	FEDERAL GRANTS	1,466,345	1,481,560	(15,215)	101%	1,481,560	15,215	
4599	OTHER AGENCIES	1,147,731	837,864	309,867	73%	837,864	(309,867)	\$69K of budget is Capital for Trolley
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	1,861,192	2,141,316	(280,124)	115%	2,141,316	280,124	Reds, Lancaster, Reno
4959	MISCELLANEOUS REVENUE	12,000	37,557	(25,557)	313%	37,557	25,557	Bus Ads
4999	PRIOR YEARS REIMBURSEMENTS	-	10,738	0	-	10,738	10,738	
<b>Revenue Total:</b>		<b>6,763,431</b>	<b>6,883,151</b>	<b>(108,982)</b>	<b>102%</b>	<b>6,883,151</b>	<b>119,720</b>	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,538,989	1,459,135	79,854	95%	1,459,135		
5003	OVERTIME	127,862	144,512	(16,650)	113%	144,512	(4,181)	More OT due to less drivers
5005	HOLIDAY OVERTIME	128,111	107,918	20,193	84%	107,918		
5012	PART TIME EMPLOYEES	488,193	421,792	66,401	86%	421,792		
<b>Wages subtotal</b>		<b>2,283,155</b>	<b>2,133,357</b>	<b>149,798</b>	<b>93%</b>	<b>2,133,357</b>	<b>149,798</b>	EEA Rate increase 1/31/22-
5021	RETIREMENT & SOCIAL SECURITY	57,216	44,534	12,682	78%	44,534	12,682	
5022	PERS RETIREMENT	262,110	207,721	54,389	79%	207,721	54,389	
5025	RETIREE HEALTH BENEFITS	2,640	-	2,640	0%	-		
5031	MEDICAL INSURANCE	266,590	216,120	50,470	81%	216,120	50,470	
5043	OTHER BENEFITS	40,599	30,009	10,590	74%	30,009	10,590	
5045	COMPENSATED ABSENCE EXPENSE	185,126	169,316	15,810	91%	169,316	15,810	
5046	OPEB EXPENSE	59,539	59,539	-	100%	59,539		Lump sum payment made.
5047	EMPLOYEE INCENTIVES	6,300	5,885	415	93%	5,885	415	
5111	CLOTHING	1,500	3,128	(1,628)	209%	3,128	(1,628)	
5152	WORKERS COMPENSATION	105,500	105,033	467	100%	105,033	467	Paid in advance.
5154	UNEMPLOYMENT INSURANCE	45,000	2,066	42,934	5%	2,066	42,934	
5158	INSURANCE PREMIUM	202,770	202,297	473	100%	202,297	473	Paid in advance.
5171	MAINTENANCE OF EQUIPMENT	789,673	671,093	118,580	85%	671,093	118,580	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5173	MAINTENANCE OF EQUIPMENT-M	18,400	16,136	2,264	88%	16,136	2,264	
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	-	5,000	
5211	MEMBERSHIPS	1,320	1,294	26	98%	1,294	26	
5232	OFFICE & OTHER EQUIP < \$5,000	16,015	17,544	(1,529)	110%	17,544	(3,047)	Unbudgeted purchases due to office move
5238	OFFICE SUPPLIES	9,500	8,094	1,406	85%	8,094	1,406	
5253	ACCOUNTING & AUDITING SERVICE	49,750	47,750	2,000	96%	47,750	2,000	
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	4,840	2,161	69%	4,840	2,161	
5263	ADVERTISING	43,202	47,336	(4,134)	110%	47,336	(4,134)	Recruiting
5265	PROFESSIONAL & SPECIAL SERVICE	447,593	245,605	201,988	55%	245,605	201,988	
5291	OFFICE, SPACE & SITE RENTAL	208,297	224,528	(16,231)	108%	224,528	(16,231)	Bishop Admin office rent is more than budgeted. Reds permit was more than expected.
5311	GENERAL OPERATING EXPENSE	104,716	72,387	32,329	69%	72,387	32,329	
5326	LATE FEES & FINANCE CHARGES	300	116	184	39%	116	184	
5331	TRAVEL EXPENSE	16,499	6,957	9,542	42%	6,957	9,542	
5332	MILEAGE REIMBURSEMENT	32,355	14,294	18,061	44%	14,294	18,061	
5351	UTILITIES	68,204	61,090	7,114	90%	61,090	7,114	
5352	FUEL & OIL	686,902	569,071	117,831	83%	569,071	117,831	
5539	OTHER AGENCY CONTRIBUTIONS	30,000	31,837	30,000	106%	31,837	(1,837)	\$31,837 contribution has been made to the Reds Road Fund. Note this is a transfer, rather than an actual report and does not show on the budget to actual report.
5901	CONTINGENCIES	80,000	-	80,000	0%	-	80,000	
<b>Expenditure Total:</b>		<b>6,132,772</b>	<b>5,218,975</b>	<b>945,634</b>	<b>85%</b>	<b>5,218,975</b>	<b>913,797</b>	

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

NET TRANSFERS

Projected Revenue less Projected Expenses: 1,664,175  
 Less Capital Trolley Match: 69,000  
 Less Capital Replacement Transfers: 185,780  
 Less Capital Structures & Improvements: 82,487  
**Operating Balance: 1,326,908**



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

**Capital Expenditures**

5640	STRUCTURES & IMPROVEMENTS	50,136	82,487	(32,351)	165%	82,487	(32,351)	Bishop Admin Office Related, may be reclassified at a later date. Funded with operating revenue.
5650	EQUIPMENT	16,240	10,880	5,360	67%	10,880	(5,360)	Reds Radios & Electric Charger
5655	VEHICLES	2,074,119	-	2,074,119	0%	-	(2,074,119)	New Vehicles (5310, 5339(a))
	<b>Expenditure Total:</b>	<b>2,140,495</b>	<b>93,368</b>	<b>2,047,127</b>	<b>4%</b>	<b>93,368</b>	<b>2,047,127</b>	<b>Unable to get buses</b>

Projected Capital Revenue Less Projected Expenses :	(74,250)
Plus Trolley Funding in Operating Revenue:	69,000
Plus Reds Radio Funding in Operating Revenue:	6,240
Plus Structures & Improvements in Operating Revenue:	50,136
Plus LCTOP fund balance for Electric Vehicle:	143,871
Capital Balance:	194,997

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	1,044,990
Red's Revenue	623,817
All Other Passenger Fares	472,509
<b>Total 4819</b>	<b>2,141,316</b>

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

Ledger: GL

As of 6/30/2022

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						
<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	1,802,209.00	1,916,485.29	0.00	(114,276.29)	106.34
4065	STATE TRANSIT ASST	338,363.00	337,618.60	0.00	744.40	99.78
4301	INTEREST FROM TREASURY	25,000.00	20,407.51	0.00	4,592.49	81.63
4498	STATE GRANTS	34,142.00	34,142.00	0.00	0.00	100.00
4499	STATE OTHER	76,449.00	65,461.89	0.00	10,987.11	85.62
4555	FEDERAL GRANTS	1,466,345.00	1,481,560.35	0.00	(15,215.35)	101.03
4599	OTHER AGENCIES	1,147,731.00	837,863.97	0.00	309,867.03	73.00
4819	SERVICES & FEES	1,861,192.00	2,141,315.68	0.00	(280,123.68)	115.05
4959	MISCELLANEOUS REVENUE	12,000.00	37,557.32	0.00	(25,557.32)	312.97
4999	PRIOR YEARS REIMBURSEMENTS	0.00	10,738.07	0.00	(10,738.07)	0.00
<b>Revenue Total:</b>		6,763,431.00	6,883,150.68	0.00	(119,719.68)	101.77
Expenditure						
5001	SALARIED EMPLOYEES	1,538,989.00	1,459,135.29	0.00	79,853.71	94.81
5003	OVERTIME	127,862.00	144,511.55	0.00	(16,649.55)	113.02
5005	HOLIDAY OVERTIME	128,111.00	107,918.11	0.00	20,192.89	84.23
5012	PART TIME EMPLOYEES	488,193.00	421,792.20	0.00	66,400.80	86.39
5021	RETIREMENT & SOCIAL SECURITY	57,216.00	44,533.98	0.00	12,682.02	77.83
5022	PERS RETIREMENT	262,110.00	207,720.84	0.00	54,389.16	79.24
5025	RETIREE HEALTH BENEFITS	2,640.00	0.00	0.00	2,640.00	0.00
5031	MEDICAL INSURANCE	266,590.00	216,119.63	0.00	50,470.37	81.06
5043	OTHER BENEFITS	40,599.00	30,008.90	0.00	10,590.10	73.91
5045	COMPENSATED ABSENCE EXPENSE	185,126.00	169,315.77	0.00	15,810.23	91.45
5046	OPEB EXPENSE	59,539.00	59,539.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	6,300.00	5,885.36	0.00	414.64	93.41
5111	CLOTHING	1,500.00	3,127.90	0.00	(1,627.90)	208.52
5152	WORKERS COMPENSATION	105,500.00	105,033.00	0.00	467.00	99.55
5154	UNEMPLOYMENT INSURANCE	45,000.00	2,065.63	0.00	42,934.37	4.59
5158	INSURANCE PREMIUM	202,770.00	202,297.00	0.00	473.00	99.76
5171	MAINTENANCE OF EQUIPMENT	789,673.00	671,093.11	0.00	118,579.89	84.98
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	16,135.68	0.00	2,264.32	87.69
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,320.00	1,294.00	0.00	26.00	98.03
5232	OFFICE & OTHER EQUIP < \$5,000	16,015.00	17,544.35	0.00	(1,529.35)	109.54
5238	OFFICE SUPPLIES	9,500.00	8,094.05	0.00	1,405.95	85.20
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	47,750.00	0.00	2,000.00	95.97
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	4,840.03	0.00	2,160.97	69.13
5263	ADVERTISING	43,202.00	47,335.60	0.00	(4,133.60)	109.56
5265	PROFESSIONAL & SPECIAL SERVICE	447,593.00	245,604.81	0.00	201,988.19	54.87

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

Ledger: GL

As of 6/30/2022

Object	Description	Budget	Actual	Encumbrance	Balance	%
5291	OFFICE, SPACE & SITE RENTAL	208,297.00	224,528.00	0.00	(16,231.00)	107.79
5311	GENERAL OPERATING EXPENSE	104,716.00	72,386.70	0.00	32,329.30	69.12
5326	LATE FEES & FINANCE CHARGES	300.00	115.53	0.00	184.47	38.51
5331	TRAVEL EXPENSE	16,499.00	6,957.12	0.00	9,541.88	42.16
5332	MILEAGE REIMBURSEMENT	32,355.00	14,294.07	0.00	18,060.93	44.17
5351	UTILITIES	68,204.00	61,089.79	0.00	7,114.21	89.56
5352	FUEL & OIL	686,902.00	569,071.44	0.00	117,830.56	82.84
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	80,000.00	0.00	0.00	80,000.00	0.00
<b>Expenditure Total:</b>		<u>6,132,772.00</u>	<u>5,187,138.44</u>	<u>0.00</u>	<u>945,633.56</u>	<u>84.58</u>
<b>NET OPERATING</b>		<u>630,659.00</u>	<u>1,696,012.24</u>	<u>0.00</u>	<u>(1,065,353.24)</u>	
<b>NON-OPERATING</b>						
<b>Revenue</b>						
<b>NET NON-OPERATING</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						
4066	PTMISEA	92,000.00	0.00	0.00	92,000.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	383,698.00	0.00	0.00	383,698.00	0.00
4495	STATE GRANTS - CAPITAL	19,188.00	19,118.00	0.00	70.00	99.63
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	0.00	0.00	1,376,575.00	0.00
<b>Revenue Total:</b>		<u>1,871,461.00</u>	<u>19,118.00</u>	<u>0.00</u>	<u>1,852,343.00</u>	<u>1.02</u>
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	50,136.00	82,487.18	0.00	(32,351.18)	164.52
5650	EQUIPMENT	16,240.00	10,880.36	0.00	5,359.64	67.00
5655	VEHICLES	2,074,119.00	0.00	0.00	2,074,119.00	0.00
<b>Expenditure Total:</b>		<u>2,140,495.00</u>	<u>93,367.54</u>	<u>0.00</u>	<u>2,047,127.46</u>	<u>4.36</u>
<b>NET CAPITAL ACCOUNT</b>		<u>(269,034.00)</u>	<u>(74,249.54)</u>	<u>0.00</u>	<u>(194,784.46)</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
4998	OPERATING TRANSFERS IN	319,511.00	0.00	0.00	319,511.00	0.00
<b>Revenue Total:</b>		<u>319,511.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,511.00</u>	<u>0.00</u>
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	185,780.00	0.00	0.00	185,780.00	0.00
5801	OPERATING TRANSFERS OUT	319,511.00	0.00	0.00	319,511.00	0.00
<b>Expenditure Total:</b>		<u>505,291.00</u>	<u>0.00</u>	<u>0.00</u>	<u>505,291.00</u>	<u>0.00</u>
<b>NET TRANSFERS</b>		<u>319,511.00</u>	<u>0.00</u>	<u>0.00</u>	<u>319,511.00</u>	
<b>153299 Total:</b>		<u>175,845.00</u>	<u>1,621,762.70</u>	<u>0.00</u>	<u>(1,445,917.70)</u>	

**COUNTY OF INYO  
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2022

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	4,091,634	1,440,518	66,300	313,142	428,723			5,482,871		5,482,871
1533 ESTA ACCUMULATED	1,529,815	193						1,530,008		1,530,008
1534 ESTA GENERAL RESERVE	536,569	68						536,637		536,637
1535 ESTA BUDGET STAB	214,626	27						214,653		214,653
1536 REDS MEADOW ROAD	151,841	18						151,859		151,859
6809 SRTP TRANSPORT PLAN	74,604	42,148			17,316	47,208		52,228		52,228
6814 JARC-MAMMOTH EXPRESS				1,765		1,765				
6820 NON-EMERGENCY TRAN REIM	7,194	5,204			1,644	11,335		(581)		(581)
6821 BISHOP YARD-ESTA	80					5,008		(4,928)		(4,928)
6822 LCTOP-ELECTRIC VEHICLE	158,845	21						158,866		158,866
6824 ESTA-LCTOP	(57,985)	64,628		658	923	985		5,393		5,393
6825 BISHOP ADMIN BUILDING	71,232	9						71,241		71,241
<b>ESTA Totals</b>	<b>6,778,455</b>	<b>1,552,834</b>	<b>66,300</b>	<b>315,565</b>	<b>448,606</b>	<b>66,301</b>		<b>8,198,247</b>		<b>8,198,247</b>
<b>Grand Totals</b>	<b>6,778,455</b>	<b>1,552,834</b>	<b>66,300</b>	<b>315,565</b>	<b>448,606</b>	<b>66,301</b>		<b>8,198,247</b>		<b>8,198,247</b>

**STAFF REPORT**

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

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The year-to-date roll-up and year end forecast for the 2022/23 fiscal year are included on the following pages. Reports are as of October 6, 2022.

Gas was budgeted at \$5.75 per gallon and ran \$4.99 in September, 15% below budget. Please note the July average of \$4.99 does not include fuel invoice from Town of Mammoth. FY to date average is \$5.05.

Fuel and vehicle maintenance do not reflect Town of Mammoth Lakes invoicing for July, August or September.

5045, Compensated Absence Expense reflects annual PTO payout option for employees with more than 240 hours accrued. We had a number of folks take advantage of this program.

As we are into the first quarter of the new fiscal year, there is little to report as for revenue as it is collected through a reimbursement process, it is typical the year-to-date expenses are greater the revenue early in the fiscal year.

Financial information as of: **10/6/2022** % of Fiscal Year: **27%** Revenue & Expenses Still Outstanding

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,590,020	206,796	1,383,224	13%	1,590,020	-	
4065	STATE TRANSIT ASST	478,666	68,403	410,263	14%	478,666	-	
4301	INTEREST FROM TREASURY	35,000	-	35,000	0%	35,000	-	
4498	STATE GRANTS	80,044	125,243	-	156%	80,044	-	
4499	STATE OTHER	78,839	4,604	74,235	6%	78,839	-	
4555	FEDERAL GRANTS	961,740	-	961,740	0%	961,740	-	
4599	OTHER AGENCIES	1,078,792	112,901	965,891	10%	1,078,792	-	
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	2,405,107	733,256	1,671,851	30%	2,405,107	-	
4959	MISCELLANEOUS REVENUE	24,000	650	23,350	3%	24,000	-	
4999	PRIOR YEARS REIMBURSEMENTS	0	0	0	-	0	-	
<b>Revenue Total:</b>		<b>6,732,208</b>	<b>1,251,854</b>	<b>5,525,553</b>	<b>19%</b>	<b>6,732,208</b>	<b>-</b>	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,709,481	359,321	1,350,160	21%			
5003	OVERTIME	125,820	43,175	82,645	34%			
5005	HOLIDAY OVERTIME	124,726	20,985	103,741	17%			
5012	PART TIME EMPLOYEES	535,472	134,054	401,418	25%			
<b>Wages subtotal</b>		<b>2,495,499</b>	<b>557,536</b>	<b>1,937,963</b>	<b>22%</b>	<b>2,495,499</b>	<b>-</b>	
5021	RETIREMENT & SOCIAL SECURITY	61,898	11,412	50,486	18%	61,898	-	
5022	PERS RETIREMENT	260,870	68,699	192,171	26%	260,870	-	
5025	RETIREE HEALTH BENEFITS	3,720	-	3,720	0%	3,720	-	
5031	MEDICAL INSURANCE	329,850	42,942	286,908	13%	329,850	-	
5043	OTHER BENEFITS	37,983	5,058	32,925	13%	37,983	-	
5045	COMPENSATED ABSENCE EXPENSE	204,239	57,336	146,903	28%	204,239	-	
5046	OPEB EXPENSE	60,000	-	60,000	0%	60,000	-	
5047	EMPLOYEE INCENTIVES	7,400	1,223	6,177	17%	7,400	-	
5111	CLOTHING	2,500	100	2,400	4%	2,500	-	
5152	WORKERS COMPENSATION	100,638	105,028	(4,390)	104%	100,638	-	Prepaid
5154	UNEMPLOYMENT INSURANCE	40,000	-	40,000	0%	40,000	-	
5158	INSURANCE PREMIUM	195,440	190,893	4,547	98%	195,440	-	Prepaid
5171	MAINTENANCE OF EQUIPMENT	727,333	89,944	637,389	12%	727,333	-	
5173	MAINTENANCE OF EQUIPMENT-M	18,400	2,737	15,663	15%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5211	MEMBERSHIPS	1,400	229	1,171	16%	1,400	-	
5232	OFFICE & OTHER EQUIP < \$5,000	16,900	6,104	10,796	36%	22,206	-	
5238	OFFICE SUPPLIES	9,000	1,323	7,677	15%	9,000	-	
5253	ACCOUNTING & AUDITING SERVICE	51,168	6,725	44,443	13%	51,168	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	1,302	5,699	19%	7,001	-	
5263	ADVERTISING	45,902	4,688	41,214	10%	45,902	-	
5265	PROFESSIONAL & SPECIAL SERVICE	312,595	61,066	251,529	20%	312,595	-	
5291	OFFICE, SPACE & SITE RENTAL	229,740	62,911	166,829	27%	224,528	-	
5311	GENERAL OPERATING EXPENSE	89,376	31,624	57,752	35%	89,376	-	
5326	LATE FEES & FINANCE CHARGES	300	5	295	2%	300	-	
5331	TRAVEL EXPENSE	17,099	2,526	14,573	15%	17,099	-	
5332	MILEAGE REIMBURSEMENT	28,000	5,116	22,884	18%	28,000	-	
5351	UTILITIES	81,846	6,703	75,143	8%	81,846	-	
5352	FUEL & OIL	895,964	120,880	775,084	13%	895,964	-	
5539	OTHER AGENCY CONTRIBUTIONS	52,000	-	52,000	0%	-	-	
5901	CONTINGENCIES	128,350	-	128,350	0%	128,350	-	
	<b>Expenditure Total:</b>	<b>6,517,411</b>	<b>1,444,111</b>	<b>5,073,300</b>	<b>22%</b>	<b>6,465,505</b>		

TRANSFERS Expenditure		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	145,781	-	145,781	-	145,781	-	
5801	OPERATING TRANSFERS OUT	-	-	-	-	-	-	
	<b>Expenditure Total:</b>	<b>145,781</b>	<b>-</b>	<b>145,781</b>	<b>-</b>	<b>145,781</b>	<b>-</b>	

NET TRANSFERS

Projected Revenue less Projected Expenses: 266,703  
 Less Capital Trolley Match: 69,000  
 Less Capital Replacement Transfers: 145,781  
 Less Capital Structures & Improvements: 13,801  
 Operating Balance: 38,121

CAPITAL ACCOUNT Revenue		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	92,000	-	92,000	0%	92,000	-	
4067	STATE TRANSIT ASST-CAPITAL	377,707	15,835	361,872	4%	377,707	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	45,209	-	45,209	0%	45,209	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	-	1,376,575	0%	1,376,575	-	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

**Capital Expenditures**

5640	STRUCTURES & IMPROVEMENTS	13,801	685	13,116	5%	13,801	-	
5650	EQUIPMENT						-	
5655	VEHICLES	2,266,219	392,300	1,873,919	17%	2,266,219	-	New Vehicles (5310, 5339(a))
	<b>Expenditure Total:</b>	<b>2,280,020</b>	<b>392,985</b>	<b>1,887,035</b>	<b>17%</b>	<b>2,280,020</b>	<b>-</b>	

<b>Projected Capital Revenue Less Projected Expenses :</b>	<b>(388,529)</b>
<b>Plus Trolley Funding in Operating Revenue:</b>	<b>69,000</b>
<b>Plus Reds Radio Funding in Operating Revenue:</b>	
<b>Plus Structures &amp; Improvements in Operating Revenue:</b>	<b>13,801</b>
<b>Plus LCTOP fund balance for Electric Vehicle:</b>	<b>162,989</b>
<b>Capital Balance:</b>	<b>(142,739)</b>

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	-
Red's Revenue	594,693
All Other Passenger Fares	138,564
<b>Total 4819</b>	<b>733,256</b>



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

Ledger: GL

As of 10/7/2022

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						
<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	1,590,020.00	206,796.43	0.00	1,383,223.57	13.00
4065	STATE TRANSIT ASST	478,666.00	68,403.00	0.00	410,263.00	14.29
4301	INTEREST FROM TREASURY	35,000.00	0.00	0.00	35,000.00	0.00
4498	STATE GRANTS	80,044.00	125,243.00	0.00	(45,199.00)	156.46
4499	STATE OTHER	78,839.00	4,604.01	0.00	74,234.99	5.83
4555	FEDERAL GRANTS	961,740.00	0.00	0.00	961,740.00	0.00
4599	OTHER AGENCIES	1,078,792.00	112,900.87	0.00	965,891.13	10.46
4819	SERVICES & FEES	2,405,107.00	733,256.38	0.00	1,671,850.62	30.48
4959	MISCELLANEOUS REVENUE	24,000.00	649.88	0.00	23,350.12	2.70
	<b>Revenue Total:</b>	6,732,208.00	1,251,853.57	0.00	5,480,354.43	18.59
Expenditure						
5001	SALARIED EMPLOYEES	1,709,481.00	359,321.38	0.00	1,350,159.62	21.01
5003	OVERTIME	125,820.00	43,175.45	0.00	82,644.55	34.31
5005	HOLIDAY OVERTIME	124,726.00	20,984.74	0.00	103,741.26	16.82
5012	PART TIME EMPLOYEES	535,472.00	134,054.01	0.00	401,417.99	25.03
5021	RETIREMENT & SOCIAL SECURITY	61,898.00	11,412.26	0.00	50,485.74	18.43
5022	PERS RETIREMENT	260,870.00	68,699.19	0.00	192,170.81	26.33
5025	RETIREE HEALTH BENEFITS	3,720.00	0.00	0.00	3,720.00	0.00
5031	MEDICAL INSURANCE	329,850.00	42,941.90	0.00	286,908.10	13.01
5043	OTHER BENEFITS	37,983.00	5,057.80	0.00	32,925.20	13.31
5045	COMPENSATED ABSENCE EXPENSE	204,239.00	57,336.27	0.00	146,902.73	28.07
5046	OPEB EXPENSE	60,000.00	0.00	0.00	60,000.00	0.00
5047	EMPLOYEE INCENTIVES	7,400.00	1,223.46	0.00	6,176.54	16.53
5111	CLOTHING	2,500.00	100.21	0.00	2,399.79	4.00
5152	WORKERS COMPENSATION	100,638.00	105,028.00	0.00	(4,390.00)	104.36
5154	UNEMPLOYMENT INSURANCE	40,000.00	0.00	0.00	40,000.00	0.00
5158	INSURANCE PREMIUM	195,440.00	190,893.00	0.00	4,547.00	97.67
5171	MAINTENANCE OF EQUIPMENT	727,333.00	89,943.76	0.00	637,389.24	12.36
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	2,737.00	0.00	15,663.00	14.87
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,400.00	229.00	0.00	1,171.00	16.35
5232	OFFICE & OTHER EQUIP < \$5,000	16,900.00	6,104.17	0.00	10,795.83	36.11
5238	OFFICE SUPPLIES	9,000.00	1,323.02	0.00	7,676.98	14.70
5253	ACCOUNTING & AUDITING SERVICE	51,168.00	6,725.00	0.00	44,443.00	13.14
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	1,301.68	0.00	5,699.32	18.59
5263	ADVERTISING	45,902.00	4,687.58	0.00	41,214.42	10.21
5265	PROFESSIONAL & SPECIAL SERVICE	312,595.00	61,065.71	0.00	251,529.29	19.53
5291	OFFICE, SPACE & SITE RENTAL	229,740.00	62,911.35	0.00	166,828.65	27.38

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

Ledger: GL

As of 10/7/2022

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	89,376.00	31,624.14	0.00	57,751.86	35.38
5326	LATE FEES & FINANCE CHARGES	300.00	5.00	0.00	295.00	1.66
5331	TRAVEL EXPENSE	17,099.00	2,526.17	0.00	14,572.83	14.77
5332	MILEAGE REIMBURSEMENT	28,000.00	5,116.34	0.00	22,883.66	18.27
5351	UTILITIES	81,846.00	6,703.46	0.00	75,142.54	8.19
5352	FUEL & OIL	895,964.00	120,880.39	0.00	775,083.61	13.49
5539	OTHER AGENCY CONTRIBUTIONS	52,000.00	0.00	0.00	52,000.00	0.00
5901	CONTINGENCIES	128,350.00	0.00	0.00	128,350.00	0.00
	<b>Expenditure Total:</b>	<u>6,517,411.00</u>	<u>1,444,111.44</u>	<u>0.00</u>	<u>5,073,299.56</u>	<u>22.15</u>
<b>NET OPERATING</b>		<u>214,797.00</u>	<u>(192,257.87)</u>	<u>0.00</u>	<u>407,054.87</u>	
<b>NON-OPERATING</b>						
<b>Revenue</b>						
<b>NET NON-OPERATING</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						
4066	PTMISEA	92,000.00	0.00	0.00	92,000.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	377,707.00	15,835.00	0.00	361,872.00	4.19
4495	STATE GRANTS - CAPITAL	45,209.00	0.00	0.00	45,209.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	0.00	0.00	1,376,575.00	0.00
	<b>Revenue Total:</b>	<u>1,891,491.00</u>	<u>15,835.00</u>	<u>0.00</u>	<u>1,875,656.00</u>	<u>0.83</u>
<b>Expenditure</b>						
5630	LAND IMPROVEMENTS	13,801.00	0.00	0.00	13,801.00	0.00
5640	STRUCTURES & IMPROVEMENTS	13,801.00	685.02	0.00	13,115.98	4.96
5655	VEHICLES	2,266,219.00	392,300.18	0.00	1,873,918.82	17.31
	<b>Expenditure Total:</b>	<u>2,293,821.00</u>	<u>392,985.20</u>	<u>0.00</u>	<u>1,900,835.80</u>	<u>17.13</u>
<b>NET CAPITAL ACCOUNT</b>		<u>(402,330.00)</u>	<u>(377,150.20)</u>	<u>0.00</u>	<u>(25,179.80)</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	145,781.00	0.00	0.00	145,781.00	0.00
	<b>Expenditure Total:</b>	<u>145,781.00</u>	<u>0.00</u>	<u>0.00</u>	<u>145,781.00</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>(333,314.00)</u>	<u>(569,408.07)</u>	<u>0.00</u>	<u>236,094.07</u>	

**COUNTY OF INYO  
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2023

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	870,188	(1,440,521)	2,000	(313,142)	(394,728)			(486,747)		(486,747)
1533 ESTA ACCUMULATED	193	(193)								
1534 ESTA GENERAL RESERVE	68	(68)								
1535 ESTA BUDGET STAB	27	(27)								
1536 REDS MEADOW ROAD	18	(18)								
6809 SRTP TRANSPORT PLAN	17,487	(42,148)			(17,316)			(7,345)		(7,345)
6814 JARC-MAMMOTH EXPRESS				(1,765)				(1,765)		(1,765)
6820 NON-EMERGENCY TRAN REIM	(1,522)	(5,204)			(1,609)			(5,117)		(5,117)
6822 LCTOP-ELECTRIC VEHICLE	(158,672)	(21)				2,000		(160,693)		(160,693)
6824 ESTA-LCTOP	120,621	(64,625)		(658)	(901)			56,239		56,239
6825 BISHOP ADMIN BUILDING	9	(9)								
<b>ESTA Totals</b>	<b>848,417</b>	<b>(1,552,834)</b>	<b>2,000</b>	<b>(315,565)</b>	<b>(414,554)</b>	<b>2,000</b>		<b>(605,428)</b>		<b>(605,428)</b>
<b>Grand Totals</b>	<b>848,417</b>	<b>(1,552,834)</b>	<b>2,000</b>	<b>(315,565)</b>	<b>(414,554)</b>	<b>2,000</b>		<b>(605,428)</b>		<b>(605,428)</b>

**STAFF REPORT**

Subject: 10% PTO Pilot Incentive Program

Initiated by: Dawn Vidal, Administration Manager, Tim Feher Operations Supervisor

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**BACKGROUND**

Because of the year-round seasonality of Mammoth Lakes and the increased summer activity in the Bishop hub, Eastern Sierra Transit is challenged with not having enough drivers in the winter and summer and having too many in the spring and fall. (Shoulder season) During the slow season non benefitted employees are laid off until work picks up. In many cases these employees do not return because they have found other employment. This puts us in a continual cycle of more recruiting, training and overscheduling of current drivers during the high demand seasons.

**ANALYSIS**

Bishop and Mammoth hubs need to work closely to incentivize all benefitted employees to take vacation time during the shoulder seasons. This allows the new drivers and non-benefitted drivers the opportunity to continue working while benefitted drivers take time off, refresh and get ready for the busy seasons. By taking time off during shoulder season we are better staffed for our busy season and non-benefitted employees will not leave and go to other employers at a high frequency. In order to incentivize benefitted employees to schedule time off during shoulder season we would offer a 10% rebate of PTO used during the approved slow season.

**FINANCIAL CONSIDERATIONS**

We believe the pilot program will show that the cost to give the 10% rebate is less than the savings we will have in recruiting, training, onboarding and paying unemployment costs. Additionally, we will have a more experienced team which equates to less accidents.

**Conclusion**

The Executive Director has approved the pilot of the PTO rebate program thru the 2022-23 fiscal year.

**STAFF REPORT**

Subject: Mammoth Transit Routes  
Prepared by: Phil Moores, ESTA Executive Director

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**BACKGROUND:**

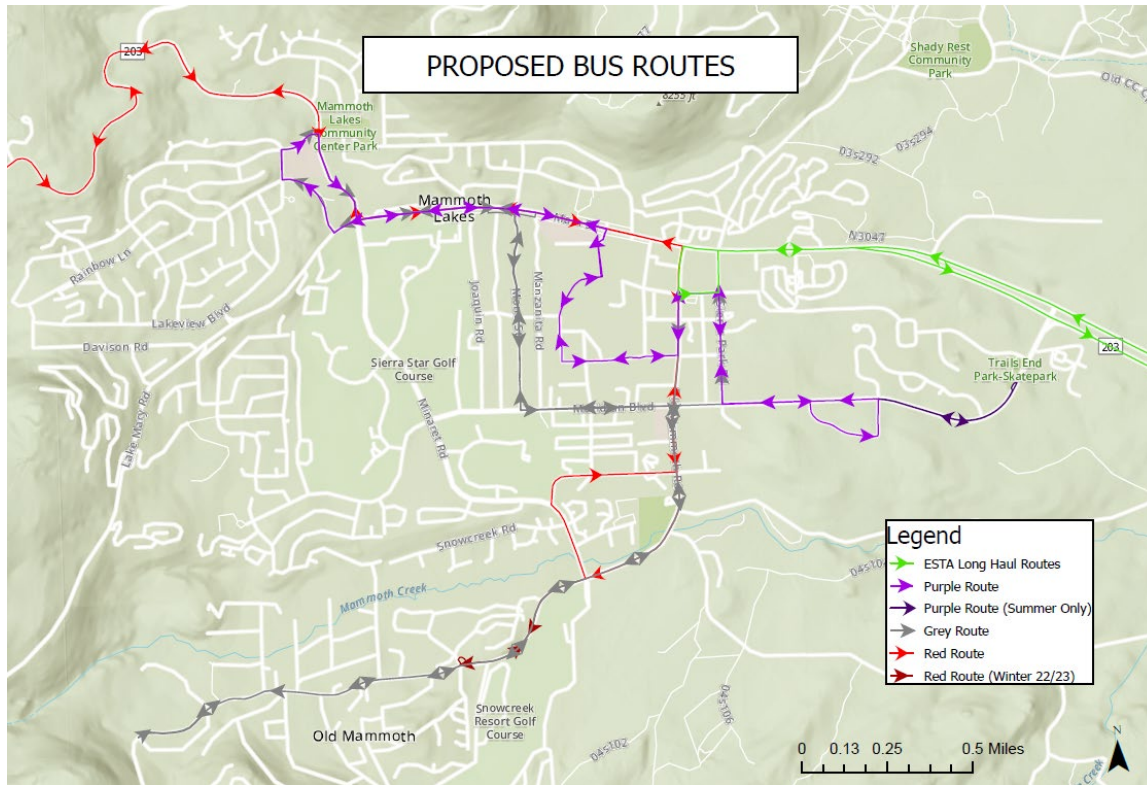
ESTA provides a number of services for the Town of Mammoth Lakes. Services provided by ESTA include the Lakes Basin Trolley, Purple Line, and Red Line/Trolley. These services are provided to the Town through a contract with ESTA. The Town pays an hourly rate for a prescribed number of hours. Contracting in this format provides the flexibility to extend service seasonally and as demand requires. The Town's transit needs are changing with the construction of "The Parcel", recent conversations regarding service to Old Mammoth, and the Community Recreation Center (CRC). These changes create new challenges and opportunities.

**ANALYSIS:**

Staff representing the Town and ESTA have been meeting to discuss current routes and evaluate how each could be updated to better provide service to the community. Staff has tested a number of these routes making sure these proposals are feasible. Town Staff and some council members have participated in some of these tests. During these tests and meetings, it was determined that an extensive overhaul of the existing town routes would be needed to meet the changing needs of the community. Additionally, it was determined that these changes would create more opportunities for connectivity. The major changes proposed include modification to the Red Line and splitting the Purple Line into two lines. Overlapping these revised routes would create an opportunity to better connect external routes to Town such as YARTS and the Lancaster Reno lines. The route updates would eliminate ESTA stopping in the Vons parking lot, which is an operation ESTA has long desired to eliminate. Overlapping the routes near important destinations such as the hospital, schools, retail and commercial centers would provide easier and more convenient access for residents.

With exception to minor modifications to the Red Line for winter 22/23 the intent would be to evaluate the final alignments and stops over the winter and spring and implement next summer when residents begin to move into the Parcel. Changing routes more than 25% requires a public process. Staff believes a summer of 2023 goal of implementation provides ample time to discuss the details of these proposals with the public. The proposed routes are

diagrammatic, and the final alignments and stops would be finalized through a public process

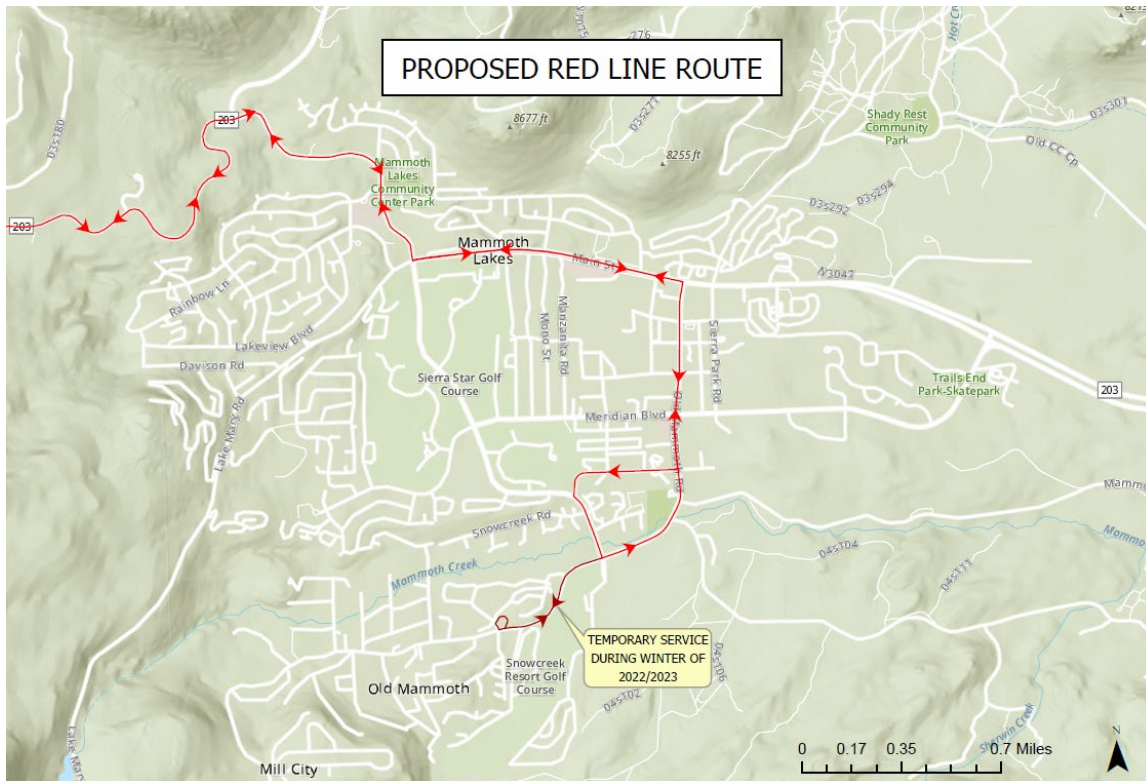


*Proposed Route Changes for 2023*

Winter Red Line Service

Staff and Council have previously discussed the challenges associated with the winter Red Line. Specifically, the loss of a staging site on Club Drive on Snowcreek VII property across from the Snowcreek Athletic Club. Staff have proposed alternatives to better serve the Old Mammoth Neighborhood; however, these options were met with strong opposition from members of the public. In the meantime, ESTA has used the Fire Station Parking Lot on the corner of Old Mammoth Road and Club Drive as a turn around. The bus is not permitted to stop nor are riders permitted to load in the Fire Station Parking lot. Riders are loading on the south side of Old Mammoth Road (between Ski Trail and Ranch Road) at Stop 2. Staff have come to an agreement with the Mammoth Lakes Fire Protection District to continue to use the Fire Station as a turnaround for the 22/23 winter. The temporary turnaround will allow the Red Line to continue to serve portions of Old Mammoth until a better solution can be found.

The CRC mobility hub is envisioned to provide a transfer location for the Red and Grey Lines as well as provide a break location for the drivers. In support of the Mobility Hub and Recreation Center the facility was designed and constructed to include an ADA compliant bus turnout that can support two buses at one time as well as a transit shelter consistent with those throughout Town. The parking lot can support transit circulation internally and has a second turnout within the parking lot. Beyond the 22/23 winter the CRC would act as one transfer location from the smaller purple and grey line buses to the larger buses that serve the Red Line.



*Red Line Service Winter 22/23*



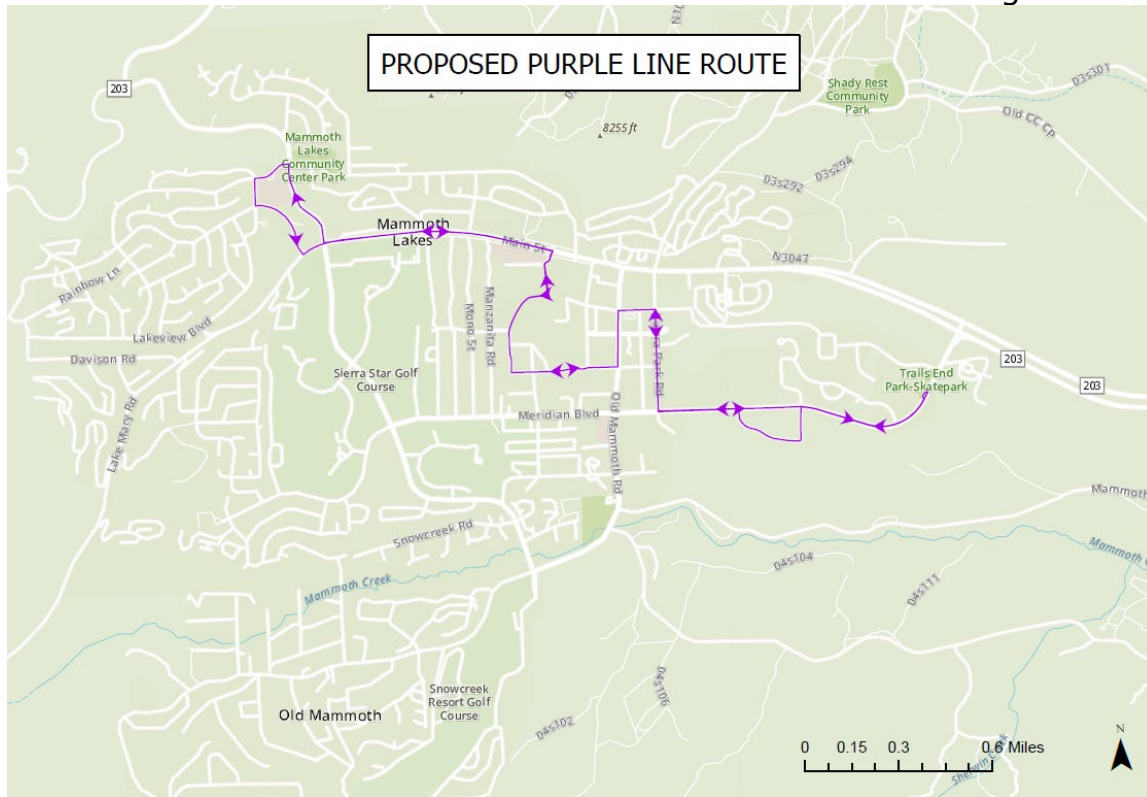
*Red Line Service – MLFPD Turnaround and Old Mammoth Stop Winter 22/23*

### Purple Line Service

The Town of Mammoth Lakes and ESTA staff have been discussing how to best connect The Parcel to existing transit routes for the better part of a year. These conversations have resulted in the proper placement of transit pull outs and shelters. The locations chosen and under contract for construction provide the flexibility for transit to provide quality access to The Parcel. The Town expects to provide transit services to The Parcel in summer 2023 when residents move into the new development. The Purple Line is generally considered a “locals” route. The line touches many of the higher density neighborhoods in Town and provides access to the commercial corridor, the hospital, schools, and parks and recreation amenities, but is long and convoluted and difficult to understand. The current Purple Line is split in many locations with access on one side of the road in only one direction. The goal would be to create a route that is more linear with stops heading in both directions on opposite sides of the street. A shorter route would be less confusing and offer a shorter ride and headway. A proposed re-route in 2023 of the Purple Line accomplishes these goals and would provide access to The Parcel as shown. Service to the Sierra Valley Sites neighborhood would be covered by the addition/re-introduction of an Old Mammoth Grey Line, discussed below. The Purple Line would overlap portions of the Red Line and Grey Line, allowing transfers between the lines to provide access to all destinations. As mentioned above a benefit of the re-route eliminates the stop





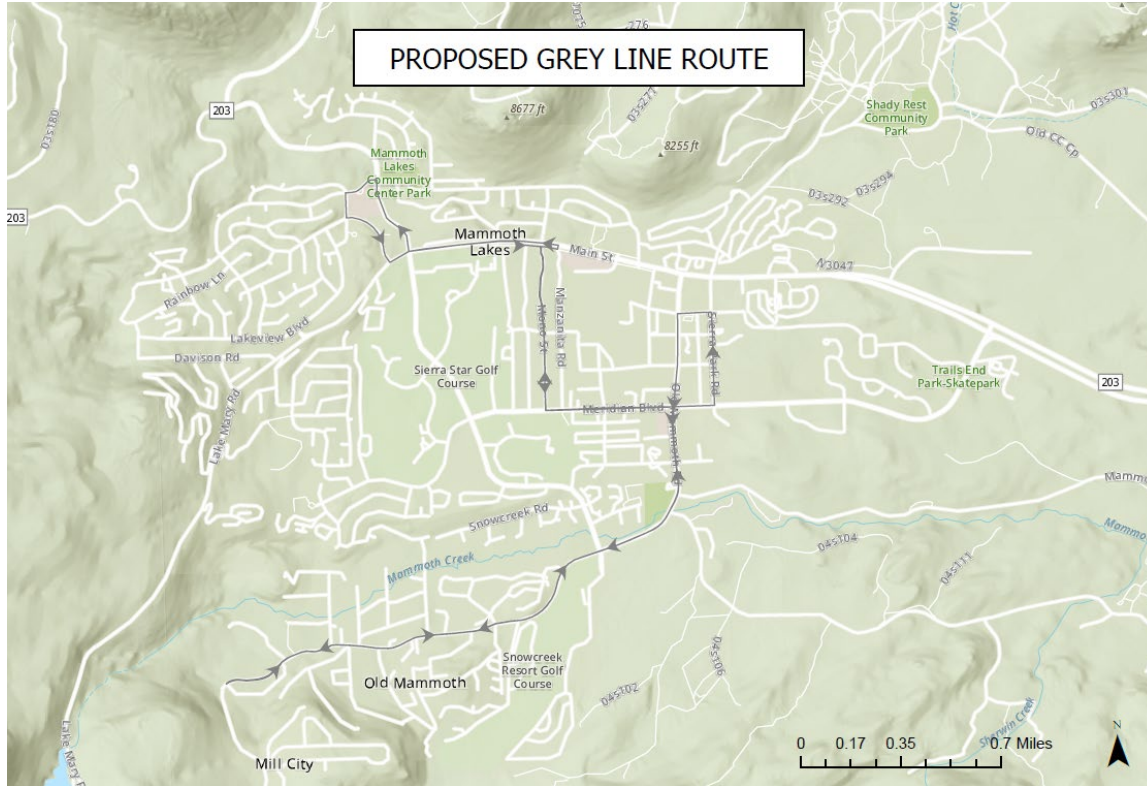


*Possible re-route of the Purple Line*

Old Mammoth / Sierra Valley Sites Grey Line

As mentioned, a key aspect of developing these conceptual routes involved driving them. That process ensures the route is the right length. Staff determined the Purple Line in its current alignment could not absorb the additional length required to meet the needs of The Parcel. In order to provide the coverage desired it became clear the route would need to be split. This provided an opportunity to revisit service in the Old Mammoth neighborhood. Staff has seen strong public opposition to a potential bus turn around at the corner of Old Mammoth Rd and Woodmen St; however, there is still a desire to provide some form of service to the neighborhood. This could be done in a number of ways, using different vehicles, and specific times, and meeting seasonal needs. The challenges in providing service to the area include limited locations to turn around, icy conditions in the winter, and limited ridership. Opportunities include providing recreation access to the Mill City and Mammoth Rock Trail area, and to the future Sherwin Trailhead. Such a route would fill gaps created with the re-routing of the Purple Line (serving the Sierra Valley Sites neighborhood) and provide access to other areas of Town.

Service along the proposed route is proposed to be provided by a shorter cutaway bus. There would be no need to bring the larger buses into the neighborhoods as there would be multiple transfer locations to the Red Line.



*Possible Old Mammoth SVS Grey Line Route*

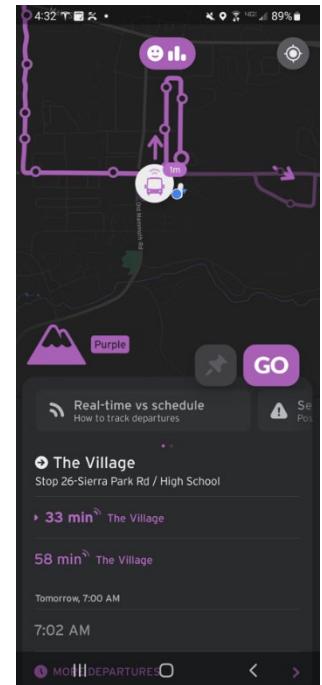
External Long Range & Express Service

Another aspect of route planning includes better coordination of external routes. Currently YARTS and long-haul and express ESTA routes are not well synchronized. YARTS is currently picking up and dropping off on Highway 203 near Starbucks. The ESTA express and longer 395 routes loop Old Mammoth Road and Sierra Park Road and like the existing Purple line use the private parking lot at Vons. As noted above the overlap of the lines at the Park n' Ride lot provides a better alternative. As a Mobility Hub the Park n' Ride stop on Tavern can accommodate multiple buses and provide easy access to all other

Town routes. Staff is discussing installing real time transit information in this location as a pilot project. An electronic board could be installed to provide real time transit information which is available through the Transit App.

### Transit App

Another important update is that the ESTA buses are all equipped with GPS units. The real time location is being shared through swiftly to the Transit App. The app is available on IOS and Android and can be used to find real-time transit information and route planning.



### **FINANCIAL CONSIDERATIONS:**

Changes to transit routes may have an impact to service hours, which would impact the budget. The full impact will be evaluated and presented once direction on changes are finalized and approved. In general, changing existing routes without reducing headways would not impact service hours, but adding routes and drivers would.

### **Recommendations**

None at this time.

**STAFF REPORT**

Subject: Job-Sharing Program  
Presented By: Phil Moores, Executive Director

**Background**

In an effort to reduce our dependence on seasonal workers, this Job-Sharing Program offers full-time, year-around, employment to local residents. By combining mutual needs to provide both transportation and maintenance in the Town, this program intends to stabilize employment for both partners.

ESTA needs seasonal drivers in the winter and summer peak tourist seasons, while the Town needs dependable post-season and pre-season maintenance workers. It is estimated that four months each year, the Town would utilize the Program's employees to satisfy a multitude of necessary tasks for Streets and Roads and Parks and Recreation departments.

**Financial Considerations**

The employees of the Program would remain ESTA employees during Town service, and ESTA would invoice the Town for hours worked. The following table describes the estimated costs to the Town for the program. It should be noted, that only direct costs for the employee wage rate are considered. Items such as Other Post Employment Benefits, Classic Calpers members, Paid Time Off, utilities, rents, and other fixed costs are not included in the wage rate proposed. These items would be covered by ESTA, and are considered feasible.

<b>Mammoth Loaded Labor Rate/Straight Time (Not Overtime or worked Holiday Rate)</b>	
<b>Employee Cost</b>	<b>Hourly Rate</b>
Average Hourly Wage for Mammoth	\$ 20.39
Mammoth Premium	\$ 2.00
Average Health Benefit	\$ 4.65
Average Dental/Vision	\$ 0.67
Life Insurance	\$ 0.17
Average Hourly Pepra Pers -Employer (based on average hourly)	\$ 1.69
Average Hourly Employer Share of Medicare (based on average hourly)	\$ 0.32
PTO and Holiday Pay Accrual	\$ 2.66
Work Comp (3.03%)	\$ 0.68
Liability (6.99%)	\$ 1.57
<b>Total Hourly Wage</b>	<b>\$ 34.80</b>
Annual Estimate (1 employee @ 17 weeks)	<b>\$23,664</b>
Annual Estimate (4 employees @ 17 weeks)	<b>\$94,656</b>

**Discussion**

Two employees have shown interest in the new benefitted positions. Staff is poised to implement the new program immediately.

**Recommendation**

Staff requests that the Board approve the Job-Sharing Program.

**AGREEMENT FOR THE PROVISION OF MAINTENANCE WORKER  
SERVICES**

**by and between**

**TOWN OF MAMMOTH LAKES**

**and**

**EASTERN SIERRA TRANSIT AUTHORITY**

**July 1, 2022**

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**AN AGREEMENT BETWEEN THE TOWN OF MAMMOTH LAKES  
AND THE EASTERN SIERRA TRANSIT AUTHORITY FOR THE PROVISION OF  
MAINTENANCE WORKER SERVICES**

THIS Agreement, is made and entered into effective as of July 1, 2022, by and between the Town of Mammoth Lakes (hereinafter "TOWN"), a municipal corporation, and the Eastern Sierra Transit Authority (hereinafter "ESTA"), a joint powers authority formed by Inyo County, Mono County, City of Bishop and Town of Mammoth Lakes.

**AGREEMENT**

**Section 1: Effective Date**

This Agreement shall be effective when it has been approved by the Town Council of the Town of Mammoth Lakes and the Board of Directors of the Eastern Sierra Transit Authority.

**Section 2: Commencement and Duration**

The initial term of this Agreement shall commence on July 1, 2022 and expire on December 31, 2023. Upon the expiration of the initial term or any renewal term, this Agreement shall automatically be renewed for an additional one-year term unless either party provides written notice to the other at least ninety (90) days in advance of a scheduled renewal. The parties will endeavor to negotiate any amendment to the terms of this Agreement prior to the presentation of a given year's budget to either the Town Council of the Town of Mammoth Lakes or the ESTA Board of Directors, provided that nothing herein shall prohibit the parties from negotiating an amendment at any time.

**Section 3: Maintenance Worker Services Provided by ESTA to TOWN**

ESTA agrees to provide maintenance worker services to TOWN in accordance with the following terms and conditions:

3.1 General Terms and Conditions

- a. Services Provided under This Agreement. In accordance with the Transit Authority Joint Powers Agreement, the purpose of this Agreement is to provide for the provision of maintenance worker services by ESTA employees in the Town of Mammoth Lakes, under the supervision and direction of Town employees.
- b. Billing Rates. The billing rates for the services provided pursuant to this Agreement are provided in Attachment "A". These rates may be adjusted annually upon written notice from ESTA to TOWN, based upon changes in ESTA's annual budget, provided that TOWN may terminate this Agreement and/or decline to use ESTA workers for the provision of services if TOWN disapproves of the adjusted rates.

- c. Services Provided. The services to be provided by ESTA to TOWN shall consist of those specified in Attachment “B.”
- d. Contract Services. If ESTA is unable for any reason to furnish employees to provide the specified service level in spite of all reasonable efforts, ESTA shall not be held liable for services not provided.
- e. Management: TOWN shall at all times be responsible for management of the services provided by ESTA under this Agreement. However, as an employee of ESTA, any disciplinary actions will be managed by ESTA in cooperation with the TOWN.
- f. Drug and Alcohol Testing. While performing maintenance worker services for TOWN, ESTA shall provide pre-employment, post-accident, just-cause, and random drug and alcohol testing in accordance with Federal Transportation Administration regulatory requirements for its employees.

### 3.2 Administration, Reports, Accounting, Audits and Penalties

- a. Personnel and Training. TOWN shall provide ongoing training, retraining, and safety education for ESTA employees engaged in providing services hereunder that conforms to applicable regulatory requirements.
- b. Reports. TOWN shall develop and maintain records and reports of how many hours and on which days each ESTA employee has worked in providing services hereunder, along with general descriptions of the services performed by each employee.

### 3.3 Changes to Level of Service

TOWN and ESTA shall agree upon the timing of when services hereunder shall start and stop in any given period of time, as well as the number of ESTA employees who will provide such services. The nature, amount, and timing of such services may be amended upon mutual agreement of TOWN and ESTA without requiring an amendment to this Agreement.

### 3.4 Invoices.

ESTA will establish a process to account and bill TOWN for the services provided hereunder using the billing rates provided in Attachment “A”. ESTA and TOWN shall record all of the service hours and the TOWN shall provide ESTA with monthly reports for the services ESTA has provided to TOWN during the previous month. TOWN agrees to and shall pay all such invoices within thirty days of receipt.

## **Section 4: Administration of Agreement**

TOWN’s compliance with this Agreement shall be supervised and administered by ESTA by its Executive Director

**Section 5: Force Majeure**

ESTA shall not be charged, nor shall TOWN demand from ESTA, damages because of failure in providing the services described in this Agreement due to unforeseeable causes beyond the control and without the fault or negligence of ESTA. Such causes of excusable delay may include acts of public enemies, military attack and/or other actions, fires, floods, snow storms, earthquakes, epidemic, quarantine, restrictions, strikes, freight embargoes, public road closures, but in every case the delay is excusable only for so long as, and to the extent that, the excusable delay continues.

ESTA shall be entitled to no compensation for any service, the performance of which is excused pursuant to this paragraph.

Whenever ESTA has knowledge that any actual or potential force majeure may delay or prevent performance of ESTA's obligations under this Agreement, ESTA shall timely notify TOWN of the facts and, thereafter shall report to TOWN all relevant information then known to ESTA, and shall continue to so report.

**Section 6: Notice**

All notices shall be made by email, or hand-delivered, addressed as follows:

CITY: Public Works Director  
Town of Mammoth Lakes  
P.O. Box 1609  
Mammoth Lakes, CA 93546

ESTA: Executive Director  
Eastern Sierra Transit Authority  
P.O. Box 1357  
Bishop, CA 93515

Service of such notices shall be deemed complete three (3) days after deposit in the US Mail, email, or on the date hand-delivered.

**Section 7: Not an Agreement of Employment**

It is understood and acknowledged that this Agreement is not a contract of employment between TOWN and ESTA, or any agents, officers, or employees of ESTA. ESTA is, and shall at all times be, deemed to be an independent contractor. ESTA is not authorized to bind the TOWN to any contracts or other obligations. ESTA is not an agent or employee of the TOWN except as provided in the Joint Powers Agreement and shall at no time represent itself to be such agent or employee. Neither ESTA nor any of its employees or subcontractors shall be entitled to any benefits accorded to TOWN employees including but not limited to workers compensation, disability insurance, unemployment compensation, retirement benefits, vacation, or sick leave.

**Section 8: Precedence of Agreement Documents**

In the event of a conflict or ambiguity arising between this Agreement and other documents executed by the parties or any term therein, the document executed later in time shall prevail over the document executed earlier in time.

**Section 9: Continuity**

This Agreement is binding upon each of the parties and their respective heirs, shareholders, directors, partners, executors, and successors. Should ESTA change its structure during the term of this agreement, the TOWN reserves the right to terminate this agreement and to solicit new vendors for this service.

**Section 10: Assignment (ESTA)**

The performance of this Agreement may not be assigned, or in any way subcontracted on a continuing basis, except upon the prior written consent of TOWN. TOWN shall not consent to any proposed assignment or subcontracting, novation, other writing, or agreement that would have the effect of relieving ESTA of its responsibility and/or liability under Agreement.

**Section 11: Indemnification and Insurance Requirements**

- 11.1 ESTA hereby agrees to indemnify and holds harmless TOWN, its officers, employees, and agents from any and all liability or claim of liability, including attorney's fees, arising by reason of personal injury, death or property damage and resulting from ESTA's negligence, recklessness or willful misconduct in the performance of its duties and obligations under this agreement.
- 11.2 ESTA shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by ESTA, its agents, representatives, or employees. Currently, both the Town and ESTA are insured by California Joint Powers Insurance Authority. Thus, insurance limits are satisfied.

Minimum Limits of Insurance

ESTA and TOWN shall maintain limits no less than:

- 1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- 3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

4. Bonding Insurance: coverage for all ESTA employees who collect monetary payments for transit services rendered.

#### Verification of Coverage

ESTA shall furnish the TOWN, and the TOWN furnish ESTA with original endorsements effecting coverage required by this section. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the TOWN and ESTA before work commences. TOWN and ESTA reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

#### **Section 12: Successors**

This Agreement shall be binding upon, and shall inure to the parties hereto, and their respective shareholders, partners, directors, agents, personal representatives, successors-in-interest, and assigns. TOWN shall not assign its rights under this Agreement without prior written consent from ESTA.

#### **Section 13: Counterparts**

This Agreement may be executed simultaneously or in counterparts, and each of the counterparts shall be deemed to be an original, but all such counterparts shall constitute one and the same Agreement.

#### **Section 14: Governing Law**

This Agreement shall be construed and enforced pursuant to the laws of the State of California.

#### **Section 15: Compliance with Laws**

In addition to the laws, statutes, rules, and regulations specifically set forth herein, TOWN shall comply with any and all applicable laws, ordinances, statutes, codes and regulations of the federal, state, and local governments.

#### **Section 16: Termination**

1. TOWN may terminate this Agreement in the event of a material breach by ESTA. A “material breach” for this purpose shall constitute failure of ESTA to comply with any of the material terms of Agreement or to perform its obligations called for by Agreement if the failure continues for thirty (30) days after written notice has been given to ESTA.
2. ESTA may terminate this Agreement in the event of a material breach by TOWN. A “material breach” for this purpose shall constitute failure of TOWN to comply with any of the material terms of Agreement or to perform its obligations called for by Agreement if the failure continues for thirty (30) days after written notice has been given to TOWN.

3. This Agreement may also be terminated at any time upon mutual consent of both parties. Termination during a renewal term shall be made in the same manner and for the same reasons as during the initial term.

**Section 17: Waiver**

ESTA agrees that any waiver, or any breach or violation of any term or condition of this Agreement, or any failure to enforce any term or condition of this Agreement, shall not be deemed to be a waiver of any other term or condition contained herein, or a waiver of any subsequent breach or violation of the same, or any other term or condition.

**Section 18: Severability and Entire Agreement**

The validity, legality, or enforceability, in whole, or in part of any provision of this Agreement, shall not affect or impair the validity, legality, or enforceability, of other provisions. This Agreement and all exhibits, addenda, and documents incorporated by reference herein, constitute the full and complete understanding of the parties, and supersede any previous agreements or understandings, oral or written, with respect to the subject matter hereto. The Agreement may only be modified by a written instrument signed by both parties hereto.

**Section 19: Records**

1. In addition to all other records required to be produced or maintained pursuant to this Agreement, ESTA shall maintain any and all ledgers, books of account, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to TOWN for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to ESTA pursuant to this Agreement.
2. ESTA and TOWN shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
3. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the Town or ESTA. Copies of such documents shall be provided to TOWN or ESTA for inspection.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year herein above written.

TOWN OF MAMMOTH LAKES,  
Municipal Corporation

EASTERN SIERRA TRANSIT AUTHORITY  
Joint Powers Authority

By: \_\_\_\_\_

By: \_\_\_\_\_

Town Manager

Executive Director

Approved as to form:

\_\_\_\_\_  
Andrew Morris, Town Attorney

**Attachment A: Billing Rates**

The billing rates for the services provided pursuant to this Agreement are provided below.

ESTA Maintenance Worker Service \$ 42.00/hr.



**Attachment B: Services**

Services covered by this Agreement shall be as specified in the job descriptions set forth on the following pages.

## **PARKS MAINTENANCE WORKER**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties include, but are not limited to:

- Maintain plantings and grounds, recreation and play areas, athletic fields and inline/ice skating rinks.
- Water, weed, trim, renovate, fertilize, and mow lawns.
- Rake leaves, clean walkways, fields, courts, and other facilities.
- Spade and otherwise prepare ground around plants and shrubs, including mixing and applying fertilizers, insecticides, and herbicides.
- Plant and maintain trees, flowers, and shrubs.
- Pick up rubbish and paper; perform general grounds cleaning.
- Maintain sprinklers and irrigation equipment.
- Prepare and maintain athletic fields.
- Operate power mowers, edgers, sprayers, and other equipment.
- Participate in moving and installing park and recreational equipment.
- Drive vehicles used to transport materials, tools, and equipment as required.
- Build rough wooden structures as barricades, fences, and scaffolds; perform rough carpentry on park buildings.
- Perform janitorial work in park buildings including restrooms.
- Perform minor electrical, mechanical, and plumbing repairs.
- Assist in making repairs on doors, windows, floors, lockers, gates, roofs, and ceilings.
- Apply paint to building interiors, exteriors, fixtures and/or equipment, strip and paint or stain cabinets, doors, and woodwork.
- Remove snow from designated Town trails, parking lots, walkways, service roads, and ice rink.
- Help maintain and repair pool water treatment systems.
- Maintain and repair tennis courts and related equipment.
- Perform maintenance on the trail system.
- Perform related duties as assigned.

### **QUALIFICATIONS**

Knowledge of:

- Standard practices, methods, materials, and equipment used in construction and maintenance work.
- Operation and application of a variety of construction tools and equipment.
- Occupational hazard and safety precautions.
- Operations of an inline/ice skate rink.
- Safe work practices.
- Irrigation, fertilization, mowing techniques, and shrub, tree, and flower bed maintenance.

Ability to:

- Water, weed, trim, renovate, fertilize, and mow lawns.
- Use a variety of equipment and materials.
- Understand and carry out oral and written instructions.
- Work cooperatively with those contacted in the course of work.

Special requirements:

Must be available to work a flexible schedule; must use various cleaning solvents and other chemicals in the performance of duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade. Specialized training in the field of turf maintenance is preferred.

Experience:

Some experience in park maintenance or comparable duties is preferred.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record. Must pass an appropriate background check prior to the hire date. Possession of a valid California Class B license preferred.

**TOOLS AND EQUIPMENT USED**

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Motorized vehicles and equipment, including loaders, blower, cinder truck, dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mowers, trimmers, spreaders, seeders, and aerators.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to use hands to finger, handle, feel, and operate objects, tools, or controls. Frequent, repetitive use of arms and wrists is required. The employee will frequently be required to reach above or below their shoulders. The employee is frequently required to stand, walk, talk, smell, and hear. The employee is frequently required to bend, stoop, and twist and frequently required to crouch, squat, and climb ladders and stairs. Occasionally, the employee will be required to kneel and crawl.

The employee must frequently lift, carry, and/or push and pull up to 75 pounds and occasionally lift, carry, and/or push and pull up to 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting. While performing the duties of this job, the employee frequently works in outside weather conditions, which may include

extreme heat. The employee frequently works near moving mechanical parts and occasionally in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. This position is required to drive in various conditions to check status of projects and inspections.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

## **PUBLIC WORKS MAINTENANCE WORKER**

### **ESSENTIAL FUNCTIONS:**

Duties include, but are not limited to:

- Street flagging during road construction projects.
- Spread and compact asphalt concrete in patching, repairing, and re-construction of streets.
- Assist with using concrete cutting and breaking equipment; operating a jackhammer; placing and finishing concrete; constructing concrete forms; and, performing carpentry work.
- Install traffic cones, lights, signs, and barricades as necessary.
- Repair drainage ditches, storm drains, catch basins, and storm drainpipes.
- Perform work in emergency situations as required.
- Assist with the operation of specialized equipment in the striping and marking of streets, crosswalks, and curbs.
- Manufacture and install traffic signs and poles; remove when no longer required.
- Maintain daily work logs, vehicle operation logs, and street maintenance reports.
- Assist with the repair, replacement, and maintenance of electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment.
- Identify damaged or worn electrical components and take corrective action as assigned.
- Repair, install, and construct tables, shelves, cabinets, countertops, and other wood equipment and fixtures.
- Perform hand and bench work, operating planers, joiners, drill presses, power saws, and other woodworking machinery.
- Build rough wooden structures such as barricades, fences, and scaffolds; perform rough carpentry on parks and other Town buildings.
- Apply paint to building interiors, exteriors, fixtures and/or equipment; strip and paint or stain cabinets, doors, and woodwork.
- Install, maintain, and repair plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets, and water heaters.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Uses, methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction and maintenance of public works and town facilities.
- Standard practices, methods, materials and equipment used in construction and maintenance work.
- Operation of a variety of light and heavy power-driven equipment.
- Operation and application of a variety of construction tools and equipment.
- Traffic laws and rules used in truck and heavy equipment operations.
- Occupational hazard and safety precautions.

### **ABILITY TO:**

- Perform skilled maintenance, construction, and repair work in the area of work assigned.
- Use and operate hand tools, mechanical equipment, power tools and equipment required for the work in a safe and efficient manner.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.
- Attach auxiliary pieces of equipment to power-driven equipment.
- Work independently in the absence of supervision.
- Perform heavy manual labor.
- Read and interpret basic maps, blueprints, construction drawings, and schematics.
- Learn, understand, and interpret departmental policies and regulations.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND TRAINING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in heavy construction and/or equipment operation and/or in the building trades is highly desirable.

Experience:

Some experience in the construction and maintenance of public works facilities is preferable.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid Class C California driver's license. Possession of a California Class B driver's license is preferable.

**TOOLS AND EQUIPMENT USED**

Motorized vehicle and equipment, including dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, emulsion spray unit, asphalt crack sealing equipment, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or



procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee will be subject to all pre-employment tests per Town of Mammoth Lakes policies and procedures.