



BOARD OF DIRECTORS OF THE EASTERN SIERRA TRANSIT AUTHORITY

Regular Meeting
Friday January 15, 2016
Town of Mammoth Lakes Council Chambers
Minaret Village Shopping Center, Suite Z
Mammoth Lakes, California
10:00 a.m.

Note: In compliance with the Americans with Disabilities Act, if an individual requires special assistance to participate in this meeting, please contact Eastern Sierra Transit at (760) 872-1901 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)

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| 1. CALL TO ORDER | <u>DISPOSITION</u> |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. ROLL CALL | |
| 4. PUBLIC COMMENT | INFORMATION |
| 5. EMPLOYEE OF THE QUARTER PRESENTATION: (4 th Quarter 2015) | |
| 6. APPROVAL OF MINUTES | ACTION |
| Approval of minutes of the regular meeting of December 18, 2015 | |
| 7. LOW CARBON TRANSPORTATION OPERATION PROGRAM (LCTOP) GRANT | ACTION |
| Staff recommendation: Board approval is requested for a grant application to the State for funding through the Low Carbon Transportation Operations Program for three projects; continuation of additional Mammoth Express runs, addition of weekday, mid-day Lone Pine Express run, and fare reduction for Mammoth Express 10-punch pass. | |

- 8. DRUG AND ALCOHOL POLICY UPDATE** ACTION
 Staff recommendation: The Board is requested to pass and approve by Resolution the updated Eastern Sierra Transit Authority Drug and Alcohol Policy.
- 9. DONATION OF VEHICLE** ACTION
 Staff recommendation: The Board is requested approve the donation of a retired minivan to Northern Inyo Hospital in accordance with the ESTA Capital Asset Disposition Policy.
- 10. BUS ARRIVAL PREDICTION SYSTEM CONCERNS** DISCUSSION/ POSSIBLE ACTION
 Staff recommendation: The Board is requested to provide direction to staff regarding possible actions to implement to improve the functioning of the bus arrival prediction system.
- 11. AUDITED FINANCIAL STATEMENTS FY 2014/15** RECEIVE AND FILE
 The audited financial statements for FY 2014/15 will be distributed for the Board's information.
- 12. FINANCIAL REPORT** RECEIVE AND FILE
 FY 2015/16 report for the period ending January 12, 2016
- 13. OPERATIONS REPORT** RECEIVE AND FILE
 December 2015
- 14. REPORTS** INFORMATION
 a. Board Members
 b. Executive Director
- 15. FUTURE AGENDA ITEMS**
- 16. ADJOURNMENT** ACTION
 (The next regular meeting is scheduled for February 19, 2016 at 10:00a.m. in the City of Bishop)

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday December 18, 2015 Regular Meeting

The Board of Directors of the Eastern Sierra Transit Authority met at 11:30a.m. on Friday December 18, 2015 at the City of Bishop Council Chambers, Bishop, California. The following members were present: Jeff Griffiths, Dan Totheroh, Karen Schwartz, Jim Ellis, Jo Bacon and Michael Raimondo. Director Tim Alpers was absent. Josh Hart, Inyo County Planning Director, led the pledge of allegiance.

Public Comment	The Chairperson opened the public comment period at 11:45a.m. There was no one from the public wishing to address the Board. Public comment was closed.
Approval of Minutes	Moved by Director Totheroh and seconded by Director Schwartz to approve the minutes of the regular meeting of October 16, 2015. Motion carried 5-0, with Director Raimondo abstaining and with Director Alpers absent.
Election of Chairperson and Vice Chairperson	Moved by Director Ellis and seconded by Director Totheroh to elect Director Bacon to serve as Chairperson for 2016. Motion carried 6-0 with Director Alpers absent. Moved by Director Bacon and seconded by Director Ellis to elect Director Schwartz to serve as Vice Chairperson for 2016. Motion carried 6-0, with Director Alpers absent.
2016 Board Meeting Calendar	Moved by Director Bacon and seconded by Director Raimondo to approve the schedule of dates for the regular meetings of the Board for 2016 as suggested, with meetings being held on the third Friday of each month alternating between Bishop and Mammoth. Motion carried 6-0, with Director Alpers absent.
North Sierra Highway Specific Plan Funding Request	Moved by Director Totheroh and seconded by Director Schwartz to approve the request made by the County of Inyo Planning Department for assistance in funding a Specific Plan and associate Environmental Impact Report for the North Sierra Highway project in an amount up to \$5,000 per year for the first three years. Motion carried 6-0, with Director Alpers absent.

<p>Agreement for the Provision of Legal Services</p>	<p>Moved by Director Raimondo and seconded by Director Bacon to approve the agreement with the Inyo County Counsel's Office for the provision of legal services and authorized the Chairperson to sign the agreement on behalf of the Board. Motion carried 6-0, with Director Alpers absent.</p>
<p>Evening Service to Cerro Coso Bishop Campus</p>	<p>Moved by Director Schwartz and second by Director Totheroh to approve up to two additional hours of dial-a-ride service Monday through Thursday evening to provide service to the Bishop campus of Cerro Coso Community College. Motion carried 6-0, with Director Alpers absent.</p>
<p>Future Expansion of Service Days for Inter-City 5311(F) Funded Routes</p>	<p>Moved by Director Raimondo and seconded by Director Ellis to authorize staff to prepare a new grant application for the Section 5311(f) program to include five days per week service for both the Reno and Lancaster routes, with the understanding that state toll credit revenue would be available to provide the required matching funds in the first year of the agreement. Motion carried 6-0, with Director Alpers absent.</p>
<p>Mammoth Lakes Strategic Alignment Workshop Update</p>	<p>Mr. Helm gave an update on the Mammoth Lakes Strategic Alignment Workshops. The Board agreed Mr. Helm should continue to participate in the workshops.</p>
<p>Operations Report</p>	<p>Mr. Helm presented the Operations Report for the month of November 2015.</p>
<p>Financial Report</p>	<p>Mr. Helm presented the FY2015/16 Financial Report for the period ending December 15, 2015.</p>
<p>Board Member Reports</p>	<p>Director Ellis announced this will be his last meeting on the ESTA Board. He will be joining the LTC board.</p> <p>Director Raimondo reported the TOT is expected to be up 30%. Commercial air service started yesterday. He is looking forward to a busy season in Mammoth</p> <p>Director Bacon announced the Mammoth Lakes Town Council appreciates ESTA's work.</p>
<p>Executive Director Report</p>	<p>Mr. Helm reported the Bishop office dispatcher is retiring. A new dispatcher has been hired and has a start date of December 28th.</p>

Adjournment	The Chairperson adjourned the meeting at 12:57p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for January 15, 2016 in the Town of Mammoth Lakes.
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Recorded & Prepared by:

Susan Distel
Board Clerk
Eastern Sierra Transit Authority

STAFF REPORT

Subject: Low Carbon Transit Operations Program FY 2015-16 Funds

Initiated by: Jill Batchelder, Transit Analyst

BACKGROUND:

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

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

ANALYSIS/DISCUSSION:

Eastern Sierra Transit is requesting FY 2015-16 LCTOP funds from both the Inyo and Mono County LTCs to fund three projects: continued expansion of the Mammoth Express fixed route service, fare reduction for multi-rides passes on the Mammoth Express route, and the expansion of the Lone Pine Express fixed Route service.

The expansion of the Mammoth Express route is a continuation from the prior year and would continue to provide an additional northbound run departing Bishop at 6:50am to permit passengers to arrive in Mammoth in time to work a Monday through Friday 8:00am to 5:00pm shift, and an additional southbound run departing Mammoth at 7:00pm to permit passengers who work later shifts

(beyond 5:00pm), or who wish to stay in Mammoth for the early evening hours for shopping, dining or socializing, to travel back to the communities of Crowley Lake, Tom's Place or Bishop.

The second proposed project is for fare reduction on multi-ride 10-Punch passes on the Mammoth Express routes. The fare reduction on multi-ride 10-Punch passes would be available on all runs on the Mammoth Express route including: the north-bound 6:50am, 7:30am, 1:00pm and 6:10pm runs between Bishop and Mammoth Lakes, and the south-bound 7:50am, 2:05pm, 5:15pm and 7:00pm runs between Mammoth Lakes and Bishop. The prices for the 10-Ride passes would be reduced as follows: Bishop and Mammoth Lakes from \$63 to \$30, Tom's Place to Mammoth Lakes from \$36 to \$18, and Crowley Lake to Mammoth Lakes from \$27 to \$15. This amounts to an approximate 50% reduction from the current multi-ride pass price. The reduction in the price of the 10-Punch pass is anticipated to increase ridership by 25%.

The expansion of the Lone Pine Express fixed commuter route bus service will provide an additional northbound run departing Lone Pine mid-day. The additional mid-day run will permit passengers to spend a half day in Bishop for medical appointment, social services, shopping, and recreation opportunities when coordinated with the existing 6:30pm Lone Pine Express run from Bishop to Lone Pine. This additional service has been requested in the past through on-board surveys and public meetings. The expanded mid-day route will be coordinated with the 1:00pm departure of the Mammoth Express making an afternoon round trip travel between Lone Pine and Mammoth possible.

According to the guidelines established for the LCTOP, no areas within Inyo or Mono County are designated as a disadvantage community. For this reason, there is no requirement for ESTA or the Counties to expend these funds in any particular area of the Counties. While not technically meeting the requirement established by LCTOP, each of the three projects will benefit economically disadvantaged residents in Inyo and Mono County.

Eastern Sierra Transit will be taking this item to the Inyo County LTC on January 20, 2016 and Mono County LTC on February 11, 2016 for approval.

FINANCIAL CONSIDERATIONS:

The (LCTOP) provides formula funding for approved operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The allocation of funding from the State Controller's office for the Eastern Sierra Region totals \$58,037. The Section 99314 funds allocated to Eastern Sierra Transit are based primarily on ridership and revenues received during the

previous fiscal year and are planned to be divided between Inyo and Mono County projects with a 30% (Inyo), 70% (Mono) split.

Mono County (99313)	\$ 14,234
Eastern Sierra Transit Authority (99314)	\$ 25,812
Inyo County (99313)	\$ 17,991
Total	\$ 58,037

Project costs:

Expansion of the Mammoth Express Route

- The annual operating cost for additional fixed route service is \$30,389
- Expected fare revenue at 2.8 passenger trips per service hour and an average fare of \$5.50 = \$6,545
- Required LCTOP funding \$23,812

Price Reduction for 10-Ride Pass on the Mammoth Express

- Current average fare: \$5.70
- Projected average fare: \$3.97
- Reduction from current average fare -\$1.73
- Reduction in average fare times projected ridership will result in \$9,510 reduction in fare revenue (-\$1.73 x 5,500 trips = -\$9,510)
- LCTOP Revenue Needed \$9,510

Expansion of the Lone Pine Express Route

- The operating cost for additional fixed route service is \$28,899
- Expected fare revenue at 2.5 passenger trips per service hour and an average fare of \$5.25 = \$4,184
- Required LCTOP funding \$24,715

RECOMMENDATION

It is recommended that the Board approve Resolution #2016-01 allocating \$58,040 of FY 2015-16 Low Carbon Transit Operations Program (LCTOP) funds for the expansion of Mammoth Express fixed route service, Price Reduction for a 10-Ride Pass for the Mammoth Express Route, and Expansion of the Lone Pine Express Fixed Route Service. It is recommended that the Resolution also authorize the Executive Director to complete and execute all documents for the Low Carbon Transit Operations Program submittal, allocation requests, and required reporting.

RESOLUTION #2016-01

AUTHORIZATION OF FY2015-16 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS FOR EXPANSION OF THE MAMMOTH EXPRESS FIXED ROUTE SERVICE, FOR PRICE REDUCTION OF MULTI-RIDE PASSES, AND FOR EXPANSION OF THE LONE PINE EXPRESS FIXED ROUTE SERVICE; TO INCLUDE AUTHORIZATION FOR THE EASTERN SIERRA TRANSIT AUTHORITY EXECUTIVE DIRECTOR TO EXECUTE ALL REQUIRED DOCUMENTS OF THE LCTOP PROGRAM AND ANY AMENDMENTS THERETO WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

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

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

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

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

WHEREAS, the Eastern Sierra Transit Authority Board of Directors wishes to authorize the Executive Director to execute required documentation to utilize the FY2015-16 LCTOP funds;

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

NOW, THEREFORE, BE IT FURTHER RESOLVED that Eastern Sierra Transit Authority Board of Directors authorizes the Executive Director to execute all required documents of the FY 15/16 LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED this 15th day of January 2016, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Jo Bacon, Chairperson
Eastern Sierra Transit Authority Board of Directors

ATTEST:

Susan Distel, Board Clerk

STAFF REPORT

Subject: Drug and Alcohol Testing Policy Revision

Initiated by: John Helm, Executive Director

BACKGROUND:

In November of 2014, the ESTA Board of Directors most recently approved an amended Department of Transportation mandated Drug and Alcohol policy for the Eastern Sierra Transit Authority. The ESTA Drug and Alcohol policy is modeled on a template prepared by the Federal Transit Administration and distributed in California by the California Department of Transportation (Caltrans) and the California Association of Coordinated Transportation (CalACT).

ANALYSIS/DISCUSSION:

Last month, ESTA received correspondence from CalACT and Caltrans documenting a project that the agencies had implemented with RLS & Associates, an independent drug & alcohol testing policy compliance consulting firm, to update all 5311 subrecipient agency and/or their 3rd party contractor's locally adopted drug and alcohol policies. A few minor modifications were proposed for ESTA's existing drug and alcohol policy.

In summary, the changes to the policy are mostly administrative in nature and consist of the following:

- Deleted "mirrors" from the list of items that are not included in the definitions of items that qualify for "disabling damage" if inoperable

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, ~~mirrors~~ or windshield wipers that makes them inoperative.

- Deletes reference to Section Q.10 in Section G. Drug Statute Conviction (broaden reference to include all of Section Q)

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Eastern Sierra Transit Authority management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q.40 of this policy.

- Corrects outlining numbering for item Q.10

~~performed using non-DOT testing forms.~~

c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.

d. A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.

e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q.4-5 of this policy.

f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Eastern Sierra Transit Authority.

g. ~~A- Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.~~

4410) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

Eastern Sierra Transit Authority Drug and Alcohol Testing Policy *Page 23*

- Changes classification of Utility Worker from Non-Safety Sensitive to Safety Sensitive in Attachment A

Attachment A		
<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
<u>Safety Sensitive Positions</u>		
Executive Director	Driver/Dispatcher	FTA
Transit Analyst	Driver/Dispatcher	FTA
Transit Operations Supervisor	Driver/Dispatcher	FTA
Transit Operations Assistant	Driver/Dispatcher	FTA
Transit Trainer	Driver	FTA
Lead Transit Driver	Driver	FTA
Transit Driver	Driver	FTA
Dispatcher	Dispatcher	FTA
Account Clerk	Dispatcher	FTA
<u>Utility Worker</u>	<u>Vehicle Cleaning</u>	<u>FTA</u>
<u>Non Safety Sensitive Positions</u>		
Admin Analyst/Board Clerk	Administration/Fiscal	ESTA
Passenger Services Assistant	Ticket Sales	ESTA
<u>Utility Worker</u>	<u>Vehicle Cleaning</u>	<u>ESTA</u>

- Updates the website for the listed Substance Abuse Professional

Substance Abuse Professional

Human Behavior Associates, Inc.

Name: James Wallace

Address: 1350 Hayes St., Suite B-100, Benicia, CA 94510

Telephone: (707) 747-0117

| Fax: (707) 747-6646

<http://www.callhba.com/Default.asp>

The complete, revised ESTA Drug and Alcohol Testing Policy is included on the following pages.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

The Board is requested to pass and approve Resolution 2016-02, adopting and approving the revised Eastern Sierra Transit Authority Drug and Alcohol Testing Policy to be effective January 16, 2016.

RESOLUTION NO. 2016- 02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EASTERN SIERRA TRANSIT AUTHORITY (ESTA) ADOPTING ESTA'S REVISED DRUG AND ALCOHOL TESTING POLICY

WHEREAS, the Eastern Sierra Transit Authority (“ESTA”), as an entity providing transit services to the public and operating vehicles in the scope of public business, must comply with safety regulations promulgated by the United States Department of Transportation, specifically, implementing the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991; and

WHEREAS, ESTA must specifically comply with the regulations of the Federal Highway Administration; and

WHEREAS, adoption of a policy to implement a program for alcohol misuse and controlled substance abuse by employees with commercial driver’s licenses is one of ESTA’s obligations under these regulations; and

WHEREAS, such program is intended to help prevent accidents and injuries resulting from such misuse and use of drugs and alcohol, as well as to reduce ESTA’s liabilities for any such accidents and injuries; and

WHEREAS, it has been determined that the Eastern Sierra Transit Authority Drug and Alcohol Testing Policy adopted by the ESTA Board of Directors in April of 2007, and amended in November of 2012 and November of 2014, is in need of clarification and update.

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

The revised Eastern Sierra Transit Authority Drug and Alcohol Testing Policy, as mandated by the Department of Transportation, and attached hereto as Exhibit “A”, and which is incorporated herein by this reference is hereby adopted and is effective January 16, 2016.

APPROVED AND ADOPTED this 15th day of January, 2016, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jo Bacon, Chairperson
Eastern Sierra Transit Authority Board of Directors

Attest:

By: _____
Susan Distel – Board Clerk

DRUG AND ALCOHOL TESTING POLICY
Eastern Sierra Transit Authority
Adopted as of January 15, 2016

A. PURPOSE

- 1) The Eastern Sierra Transit Authority provides public transit and paratransit services for the residents of *Inyo and Mono Counties*. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Eastern Sierra Transit Authority declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Eastern Sierra Transit Authority and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Eastern Sierra Transit Authority will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties Eastern Sierra Transit Authority employees that do not perform safety-sensitive functions are also

covered under this policy under the sole authority of Eastern Sierra Transit Authority. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Drivers License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Covered Employee Under Company Authority: An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the Federal Transit Administration, Federal Railroad Administration, Federal Aviation Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by a Department of Health & Human Services (HHS)-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has

appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opiates, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
- (2) Fails to remain at the testing site until the testing process is complete
- (3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
- (5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure

- (6) Fails or declines to take a second test the employer or collector has directed you to take
- (7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
- (8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
- (9) If the MRO reports that there is verified adulterated or substituted test result
- (10) Failure or refusal to sign Step 2 of the alcohol testing form
- (11) Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process
- (13) Admit to the collector or MRO that you adulterated or substituted the specimen.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), and phencyclidine as described in Section H of this policy. Employees covered under company authority will also be tested for these same substances.

Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Eastern Sierra Transit Authority supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Eastern Sierra Transit Authority authority, a non-DOT alcohol test can be performed any time an employee is on duty.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while

having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Eastern Sierra Transit Authority under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Eastern Sierra Transit Authority employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Eastern Sierra Transit Authority management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted using the testing methodologies and thresholds defined in 49CFR part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up. All employees covered under company authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow up using non-DOT testing forms
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random alcohol test can be performed just

before, during, or after the performance of a safety-sensitive job function. Under Eastern Sierra Transit Authority authority, a non-DOT alcohol test can be performed any time an employee is on duty.

- 3) All employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Eastern Sierra Transit Authority. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opiates (including heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result.

The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Eastern Sierra Transit Authority Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Eastern Sierra Transit Authority will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however Eastern Sierra Transit Authority will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct Eastern Sierra Transit Authority to retest the employee under direct observation.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and

the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

- a. Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Eastern Sierra Transit Authority that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Eastern Sierra Transit Authority that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to you as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Eastern Sierra Transit Authority affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - b. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - c. An employee shall not be placed, transferred or promoted into a position covered under FTA or company authority until the employee takes a drug test with verified negative results.
 - d. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a SAP. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - e. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
 - f. If a pre-employment test is canceled, Eastern Sierra Transit Authority will require the applicant to take and pass another pre-employment drug test.
 - g. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
 - h. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative

dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- i. Applicants are required (even if ultimately not hired) to provide Eastern *Sierra Transit Authority* with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Eastern Sierra Transit Authority* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Eastern Sierra Transit Authority proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Eastern Sierra Transit Authority covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Eastern Sierra Transit Authority's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Eastern Sierra Transit Authority shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave

pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the ESTA Drug and Alcohol Program Manager.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Eastern Sierra Transit Authority shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Eastern Sierra Transit Authority. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS - All employees covered under FTA authority will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the operator will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.

- a. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
- b. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- c. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.
- d. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- f. In the rare event that Eastern Sierra Transit Authority is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Eastern Sierra Transit Authority may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT-covered safety-sensitive employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Eastern Sierra Transit Authority authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under Eastern Sierra Transit Authority's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

P. FOLLOW-UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination and referral to an SAP. A test refusal includes the following circumstances:
- a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
 - b. Fails to remain at the testing site until the testing process is complete
 - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
 - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
 - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
 - f. Fails or declines to take a second test the employer or collector has directed you to take
 - g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
 - h. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
 - i. If the MRO reports that there is verified adulterated or substituted test result
 - j. Failure or refusal to sign Step 2 of the alcohol testing form
 - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
 - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
 - m. Admit to the collector or MRO that you adulterated or substituted the specimen
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test (≥ 0.04 BAC), disciplinary action against the employee shall include:

- a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Eastern Sierra Transit Authority employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
 - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from Eastern Sierra Transit Authority employment.
- 5) The second instance of a verified positive drug or alcohol (≥ 0.04 BAC) test result including a sample submitted under the random, reasonable suspicion, return-to-duty, or follow-up drug/alcohol test provisions herein shall result in termination from Eastern Sierra Transit Authority employment.
- 6) A verified positive post-accident, or reasonable suspicion drug and/or alcohol (≥ 0.04) test shall result in termination.
- 7) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC.
- 8) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or

unpaid, shall be considered leave taken under the Family and Medical Leave Act.

- 9) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional, formulation of a treatment plan, and execution of a return to work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Eastern Sierra Transit Authority employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of the Eastern Sierra Transit Authority and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
 - e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q.4-5 of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Eastern Sierra Transit Authority.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

- 10) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Eastern Sierra Transit Authority is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Eastern Sierra Transit Authority Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on

- behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
 - 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
 - 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
 - 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Eastern Sierra Transit Authority or the employee.
 - 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
 - 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Eastern Sierra Transit Authority Board of Directors* on **January 15, 2016**.

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
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Safety Sensitive Positions

Executive Director	Driver/Dispatcher	FTA
Transit Analyst	Driver/Dispatcher	FTA
Transit Operations Supervisor	Driver/Dispatcher	FTA
Transit Operations Assistant	Driver/Dispatcher	FTA
Transit Trainer	Driver	FTA
Lead Transit Driver	Driver	FTA
Transit Driver	Driver	FTA
Dispatcher	Dispatcher	FTA
Account Clerk	Dispatcher	FTA
Utility Worker	Vehicle Cleaning	FTA

Non Safety Sensitive Positions

Admin Analyst/Board Clerk	Administration/Fiscal	ESTA
Passenger Services Assistant	Ticket Sales	ESTA

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

ESTA Drug and Alcohol Program Manager

Name: Susan Distel
Title: Administrative Analyst
Address: P.O. Box 1357 – Bishop, CA 93515
Telephone Number: (760) 872-1901 ext. 15

Medical Review Officer

Name: Brian Heinen MD
Title: Certified Medical Review Officer
Address: 151 Leon Ave Eunice, LA 70535
Telephone Number: 800-457-0493

Substance Abuse Professional

Human Behavior Associates, Inc.
Name: James Wallace
Address: 1350 Hayes St., Suite B-100, Benicia, CA 94510
Telephone: (707) 747-0117
Fax: (707) 747-6646
<http://www.callhba.com>

HHS Certified Laboratory Primary Specimen

Name: Alere Toxicology Services, Inc
Address: 1111 Newton St Gretna, LA 70053
Telephone Number: 800-433-3823

HHS Certified Laboratory Split Specimen

Name:
Address:
Telephone Number:

STAFF REPORT

Subject: Minivan Donation to Northern Inyo Hospital

Initiated by: John Helm, Executive Director

BACKGROUND:

The April 2014 update of the Inyo-Mono Counties Coordinated Public Transit – Human Services Transportation Plan (the Coordinated Plan) indicated that Northern Inyo Hospital identified a need to coordinate with the Consolidated Transit Services Agency (ESTA) to find a creative solution to providing transportation home for discharged patients after public transit service hours.

ANALYSIS/DISCUSSION:

Discussions between ESTA and Northern Inyo Hospital (NIH) staff in recent years have addressed a means to provide transportation for patients who are discharged from the hospital after public transit hours, or who need to travel to destinations outside of ESTA's service area. These discussions have included an option where ESTA could look to donate a retired vehicle to the hospital to be used for these transportation services.

Recently, and in conjunction with the challenges being faced by Southern Inyo Hospital, the Interim CEO of NIH, Dr. Kevin Flanigan, sent a letter to ESTA requesting the donation of a vehicle that has reached the end of its useful life. In the letter, Dr. Flanigan indicated that the vehicle would not be used to duplicate current ESTA services and would be used with staff in order to provide assistance to passengers entering their homes and acclimating after medical treatment. This is a level of service that goes beyond that which ESTA provides. A copy of this letter is included following the agenda item write-up.

ESTA currently has a 2008 model year wheelchair accessible minivan that has exceeded the end of its useful life and has recently been replaced by a 2013 model. Minivans are scheduled by the Federal Transit Administration (FTA) for a useful life of 4 years or 100,000 miles, whichever occurs first. This minivan is not currently needed for any existing ESTA services and would be planned to be sold at auction.

ESTA's Capital Asset Disposition Policy allows the Executive Director to approve the donation of a vehicle when the cost of selling the vehicle would exceed the fair market value of the vehicle. When the fair market value of the vehicle exceeds the disposition costs, the ESTA Board of Directors may approve the donation of the vehicle.

FINANCIAL:

It is estimated that the fair market value at public auction of the 2008 minivan that is being considered for donation to NIH would be in the range of \$9,000.00. The proceeds from the auction of the minivan could be used to augment ESTA's capital asset replacement reserve account. The reduction in proceeds to the reserve account could be justified in terms of the benefit to the community that the vehicle will provide by being donated to NIH.

LEGAL:

ESTA's Capital Asset Disposition Policy allows for the donation of a vehicle, with Board approval, when the fair market value of the vehicle exceeds the cost of disposition, which is the case with the vehicle being considered for donation to NIH.

RECOMMENDATION

It is recommended that the Board approve the donation of a 2008 wheelchair accessible minivan to Northern Inyo Hospital.



Northern Inyo Healthcare District

150 Pioneer Lane
Bishop, California 93514
(760) 873-5811 voice
(760) 872-2768 fax

Board of Directors

January 4, 2016

- ◆ **M.C. Hubbard**
President
- ◆ **Denise Hayden**
Vice President
- ◆ **Mary Mae Kilpatrick**
Secretary
- ◆ **Peter Watercott**
Treasurer
- ◆ **John Ungersma**
M.D.
Member At Large

Jill Batchelder
Eastern Sierra Transit Authority
P.O. Box 1357
Bishop, CA 93515

Dear Jill,

I'm writing to request the donation of your van that has come to its end-of-life cycle with your organization. You had mentioned at one of our recent transportation collaboration meetings that this might be a possibility to help get our program up and running.

The use of this van would be to transport community members who access the different health care agencies in the region when the current public transportation service cannot serve them. With the recent developments at Southern Inyo Hospital, the need for this type of service is even greater. The partners involved in this collaboration and who are willing to contribute resources to the project, outside of ESTA, include, Bishop Care Center, Pioneer Home Health, Inyo Mono Association for the Handicapped, Symons, Sierra Life Flight, Sterling Heights, Caltrans, Toiyabe, and local volunteer fire departments. All of these groups have come together to try to solve the issue of transportation that is outside of the current services.

The program we are looking to develop would not replace or duplicate current ESTA services, but look to provide transportation when ESTA routes are not running or when the medical and physical needs of the rider are beyond what ESTA can accommodate. A component of this program would look to serve those persons who need assistance getting into their homes and acclimated after medical treatment. Unfortunately, we know that ESTA is not able to provide that level of service to those in need. The hope is that this program will be able to deliver a customized service for those struggling with transportation issues, outside of ESTA's service delivery, and provide a higher level of care to those that need it.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Kevin S. Flanigan, MD MBA
Interim CEO

STAFF REPORT

Subject: Bus Arrival Prediction System Concerns

Initiated by: John Helm, Executive Director

BACKGROUND

- January 2010, ESTA issues RFP for Automated Customer Information System
- Responses were received from HBSS, NextBus, and RouteMatch
- September 2010, Notice To Proceed issued to NextBus for:
 - Installation and implementation of automatic vehicle location (AVL) system for 8 buses (4 routes; Reno, Lancaster, Mammoth Express, Lone Pine Express)
 - Configuration of telephone information system
 - Development of customer web portal
 - 5 years of hosting fee, cellular service fee, and extended warranty for 8 buses
 - Initial project cost = \$82,244 (lowest cost proposal, extensive references)
- Additional routes and vehicles added to the system over the years (currently 29 vehicles, 8 routes (added Red Line, Purple Line, Town Trolley, Reds Meadow Shuttle). Hardware costs for additional vehicles paid for through grant funding for the vehicles (Section 5320 for Reds Meadow buses, STIP for MMX, LPX buses), or from Measure U (TOML) for town route buses. Total expenditure for hardware and use fees through March 2016 ~ \$200k.
- Design inefficiencies due to need to equip every bus that may ever be needed for NextBus reporting to have dedicated hardware and to pay ongoing use fees (cellular, hosting). Over the course of a year, only 30% of the units are actually in service on average.
- Consistent problems, from the beginning, with reliability of the GPS/AVL hardware on the vehicles
- January 2013, NextBus acquired by Cubic
- Turnover among key staff members; responsiveness declined (Lancaster route schedule modified in July, schedule changes within the system still have not been made)
- For 30 day period ending 01.13.16, the Town Trolley only 75 NextBus records at the Village stop...should have been a total of 968 records (7.75%)

Future costs for NextBus service

\$55.00	monthly per bus fee for cellular and hosting fees
<u>29</u>	buses equipped with NextBus hardware
\$19,140	Annual costs for cellular and hosting fees

ALTERNATIVE ANALYSIS

Transitime Alternative

- Open source system to provide bus arrival prediction information, similar to NextBus
- Capabilities of both NextBus and Transitime
 - Bus arrival predictions through:
 - Smartphone
 - SMS (text message)
 - Telephone
 - Internet (PC)
 - Mapping showing current bus location on route
 - Reports showing on-time performance and other metrics
 - History of vehicle movements (record of time and place for the vehicles)
- Transitime uses a non-proprietary transmitter that plugs into an existing diagnostic port. Unit cost is \$300 vs. an average of \$2,500 for NextBus hardware
- Transitime tracker is mobile/interchangeable. The tracker can be unplugged from one unit and plugged into another in a matter of minutes. This means that not every bus has to be equipped with a tracker
- Tests of the tracker on Mammoth routes over the past three weeks have been promising

Real-Time Passenger Information Cost Comparison

<u>Unit Costs</u>	NextBus	Transitime
Hardware cost for GPS/AVL tracker	\$2,500	\$300
Route Configuration (\$/route)	\$2,500	\$500
Monthly Use fees per bus for base service(hosting and cellular)	\$55	\$30
Monthly Use fees per bus addl. Buses in service (hosting and cellular)	\$55	\$12
Monthly Use fees per bus units not used in service	\$55	\$0

<u>Transition Costs</u>	NextBus	Transitime
Hardware and route configuration (8 current routes, all 29 buses)	\$0	\$12,700
Annual Use fees base service (11 units)	\$7,260	\$3,960
Annual Use fees additional buses in service (5 units)	\$3,300	\$720
Annual Use fees for buses not used in service (13 units)	\$8,580	\$0
Total Year 1 Cost (Transition Year)	\$19,140	\$17,380
Total Annual Costs Years 2-5	\$19,140	\$4,680
Total 5-Year costs (no inflation factor)	\$95,700	\$36,100

RECOMMENDATION

It is recommended that the Board provide feedback to staff regarding future direction to address the ongoing concerns with the current Bus Arrival Prediction system.

Agenda Item #11
Audited Financial Statements FY 2014/15

**EASTERN SIERRA
TRANSIT AUTHORITY**

AUDITED FINANCIAL STATEMENTS

*For the Year Ended
June 30, 2015*

EASTERN SIERRA TRANSIT AUTHORITY

Financial Statements
For the Year Ended June 30, 2015

TABLE OF CONTENTS

FINANCIAL SECTION

Independent Auditor’s Report..... 1-3

Management’s Discussion & Analysis 4-7

BASIC FINANCIAL STATEMENTS:

Proprietary Fund –
Statement of Net Position 8
Statement of Revenues, Expenses, and Changes in Net Position 9
Statement of Cash Flows..... 10-11

Notes to Financial Statements..... 12-23

Required Supplementary Information - Pensions 24

Other Reports

Supplemental information:
Schedule of Expenditures of Federal Awards..... 25

Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards..... 26-27

Report on Compliance Over Financial Reporting Based on an
Audit of Financial Statements Performed in Accordance with
the Statutes, Rules and Regulations of the California
Transportation Development Act and the Allocation Instructions
and Resolutions of the Local Transportation Commission..... 28-29

Independent Auditor’s Report on compliance with requirements applicable to each major program
and Internal Control Over Compliance as required by OMB Circular A-133..... 30-31

Schedule of Findings and Questioned Costs..... 32

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

We have audited the accompanying financial statements of the Eastern Sierra Transit Authority as of and for the year ended June 30, 2015, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Eastern Sierra Transit Authority as of June 30, 2015, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Members of the Board of Directors
Eastern Sierra Transit Authority

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3–6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Eastern Sierra Transit Authority's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the basic financial statements. The schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Implementation of New Accounting Standards

As disclosed in Note 1 to the financial statements, the Eastern Sierra Transit Authority implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, during the fiscal year ended June 30, 2015.

Members of the Board of Directors
Eastern Sierra Transit Authority

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 22, 2015, on our consideration of the Eastern Sierra Transit Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Eastern Sierra Transit Authority's internal control over financial reporting and compliance.

Fechter & Company, Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California
December 22, 2015

**EASTERN SIERRA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)
JUNE 30, 2015**

As management of the Eastern Sierra Transit Authority (ESTA), we offer readers of our financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2014.

FINANCIAL HIGHLIGHTS

- The assets of ESTA exceeded its liabilities at the close of the year by \$7,967,812. Of this amount, \$3,019,758 may be used to meet ESTA's ongoing obligations to its customers and creditors.
- Revenue significantly exceeded expenditures, primarily as a result of \$304,192 in State Transit Assistance revenue that was not realized in the previous year due to restrictions on the use of the funds for capital projects that have not yet been implemented. Revenue also was increased in 2014/15 also as a result of an increase in Local Transit Fund revenues, increased gain on sale of retired assets, and increased interest and miscellaneous revenue. Transit expenses were moderated due to lower fuel costs in FY 14/15.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to ESTA's basic financial statements. ESTA's basic financial statements comprise three components: 1) government-wide financial statements, 2) notes to the financial statements, and 3) other reports including the schedule of federal awards.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of ESTA's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of ESTA's assets and liabilities, with the difference between the two reported as net position. The Statement of Activities presents information showing how ESTA's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event takes place, regardless of the timing of related cash flows. Therefore, revenues and expenses are reported in the statement for certain items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**EASTERN SIERRA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)
JUNE 30, 2015**

Other Reports

Other reports include the Schedule of Federal Awards along with the Schedule of Findings and Questioned Costs. The Schedule of Federal Awards includes federal grant activity in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations. Therefore some of the amounts differ from amounts presented in the basic financial statements. Additionally, this section contains reports on internal controls and compliance with financial and other matters.

NET POSITION

Condensed Statement of Net Position at June 30, 2015 and 2014

	Business Type Activities		
	2015	2014	Change
Assets			
Current and other assets	\$ 3,982,234	\$2,758,420	\$ 1,223,814
Capital assets	5,037,972	4,915,991	121,981
Total assets	<u>9,020,206</u>	<u>7,674,411</u>	<u>1,345,795</u>
Liabilities			
Current and other liabilities	638,778	475,087	(163,691)
Long-term liabilities	413,616	-	(413,616)
Total liabilities	<u>1,052,394</u>	<u>475,087</u>	<u>(577,307)</u>
Net position			
Invested in capital assets, net of related debt	5,037,972	4,915,991	121,981
Unrestricted	<u>2,929,840</u>	<u>2,283,333</u>	<u>646,507</u>
TOTAL NET POSITION	<u><u>\$ 7,967,812</u></u>	<u><u>\$7,199,324</u></u>	<u><u>\$ 768,488</u></u>

Net position invested in capital assets, net of related debt, represent 68 percent of total net position and reflect ESTA's investment in capital assets (consisting mainly of buses and equipment). ESTA uses the capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Unrestricted net position represents the remaining 32 percent that may be used to meet ESTA's ongoing obligations to staff members and creditors.

Net position may serve over time as a useful indicator of a government's financial position. In the case of ESTA, assets exceed liabilities by \$7,967,812 at the close of the most recent fiscal year. Besides capital assets, the most significant portion of ESTA's net position is \$3,288,337 of cash invested in the County's investment pool, and \$385,967 of accounts receivable. Cash and investments are maintained in the Inyo County's cash and investment pool where interest earned on ESTA's balance is apportioned to ESTA.

**EASTERN SIERRA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)
JUNE 30, 2015**

CHANGES IN NET POSITION

	Business Type Activities		
	2015	2014	Change
Program revenues			
Fare revenues	\$ 1,720,918	\$ 1,776,616	\$ (55,698)
Local Transportation Fund	1,278,976	1,225,598	53,378
State Transit Assistance	304,192	-	304,192
Operating grants	538,769	521,644	17,125
Capital grants	1,196,248	1,104,488	91,760
Other program revenues	905,852	805,852	100,000
General revenues			
Interest and other revenues	123,404	39,988	83,416
Total revenues	<u>6,068,359</u>	<u>5,474,186</u>	<u>594,173</u>
Expenses			
Transit expense	<u>5,026,715</u>	<u>4,723,763</u>	<u>(302,952)</u>
CHANGE IN NET POSITION	1,041,644	750,423	291,221
Net position – beginning of year	<u>7,199,324</u>	<u>6,448,901</u>	<u>750,423</u>
Prior period adjustment	<u>(273,156)</u>	<u>-</u>	<u>(273,156)</u>
End of Year	<u>\$ 7,967,812</u>	<u>\$ 7,199,324</u>	<u>\$ 858,406</u>

Total revenues increased \$594,173 from FY13/14 to \$6,068,359 from the prior year. Significant increases were realized in State Transit Assistance (+\$304,192) due to the fact that all FY13/14 revenue was restricted to capital expenses that were not realized that fiscal year; Other Program Revenue due to the fact that revenue from the Bishop Paiute Tribe was recognized in Fare Revenues in previous years, and; Capital Grants due to additional revenues received for bus purchases. Transit Expense increased \$213,034 from FY13/14 to \$4,936,797. While fuel expense was down due \$100,025 due to lower cost per gallon, increases in salaries and benefits due to an increased number of benefitted positions; increased professional and special service expense due to a project to pave the Bishop yard and a short range transit plan; increased rent expense due to a full year of expanded facility rental in Mammoth Lakes; and, increased insurance expense due to premium increases resulted in the overall \$213,034 expense. Revenues and expenses were down from the original budget again in FY 2014/15 due to the record low snowfall and associated service reductions on the MMSA routes.

**EASTERN SIERRA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)
JUNE 30, 2015**

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

ESTA's investment in capital assets, as of June 30, 2015, amounts to \$5,037,972 (net of accumulated depreciation). This investment in capital assets is comprised of buses and equipment. The large increase from the prior years is due to a large Federal grant that was for the purchase of new buses.

Debt Administration

ESTA did not have any long-term obligations as of June 30, 2015.

FUTURE ECONOMIC ISSUES

- The State of California issued a directive in 2015 that ended the PEPRA transit exemption. As a result of this directive, ESTA's PERS expense for employees hired after January 1, 2013 will be reduced from 15% to 6.25% of wages. Based on information known at this time, these savings will continue into the future.
- The ESTA Board approved a Capital Replacement Policy in April of 2015 that establishes that the Authority shall allocate sufficient funds in a multi-year capital plan and in annual operating budgets for the acquisition of needed capital asset replacements. The Authority's FY2015/16 budget includes an allocation of \$186,300 for capital replacement funding. Based upon this policy, future budgets will include a capital replacement allocation.
- ESTA's health insurance program premiums will be increased by 15% in 2016. This increase results in a situation where the monthly premium for ESTA's 75% employment category employees comes very close to exceeding the allowable percentage of 9.5% of earnings under the Affordable Care Act. The Authority is monitoring this situation closely at this time, however, future significant health insurance premium increases may require additional expense to ESTA in order to maintain the employees' contribution below the 9.5% limit.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of ESTA's financial position for all interested parties. Questions concerning any information in this report or requests for additional financial information should be addressed to the Eastern Sierra Transit Authority Executive Director, at P.O. Box 1357, Bishop, CA 93515 or the Inyo County Auditor-Controller at P.O. Drawer R, Independence, CA 93526.

**EASTERN SIERRA TRANSIT AUTHORITY
STATEMENT OF NET POSITION - PROPRIETARY FUND
JUNE 30, 2015**

ASSETS

Current Assets:

Cash	\$ 3,288,337
Accounts receivable	385,967

Total current assets	3,674,304
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Capital assets, net of accumulated depreciation	5,037,972
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TOTAL ASSETS	8,712,276
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DEFERRED OUTFLOWS OF RESOURCES

Deferred pensions (note 7)	307,930
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LIABILITIES AND NET POSITION

Current liabilities:

Accounts payable and accrued liabilities	244,003
Payroll liabilities	205,232
Non-current liability - Net pension liability (note 6)	413,616

Total liabilities	862,851
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DEFERRED INFLOWS OF RESOURCES

Deferred pensions (note 7)	189,543
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Net Position

Invested in capital assets, net	5,037,972
Unrestricted	2,929,840

Total net position	7,967,812
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TOTAL LIABILITIES AND NET POSITION	\$ 8,830,663
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The accompanying notes are an integral part of these financial statements

EASTERN SIERRA TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2015

Operating revenues:	
Fare revenues	\$ 1,720,918
	<u>1,720,918</u>
Total operating revenues	<u>1,720,918</u>
Operating expenses:	
Salaries & benefits	2,464,066
Fuel	427,268
Vehicle maintenance	360,299
Professional & other services	157,799
Depreciation expense	1,087,784
Insurance	201,456
Rents	193,557
Miscellaneous expenses	17,132
Parts & supplies	52,255
Utilities	34,470
Advertising	30,629
	<u>5,026,715</u>
Total operating expenses	<u>5,026,715</u>
Operating income (loss)	<u>(3,305,797)</u>
Non-operating revenues and (expenses):	
Local Transportation Fund allocation	1,278,976
State transportation fund allocation	304,192
PTMISEA revenues	15,000
Operating grants	523,769
Capital grants	1,196,248
Operating assistance	905,852
Gain on sale of asset	57,993
Other revenues	65,411
	<u>4,347,441</u>
Total non-operating revenues and (expenses)	<u>4,347,441</u>
Change in net position	1,041,644
Beginning net position	<u>7,199,324</u>
Prior period adjustment (note 8)	<u>(273,156)</u>
Ending net position	<u><u>\$ 7,967,812</u></u>

The accompanying notes are an integral part of these financial statements

**EASTERN SIERRA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2015**

Cash flows from operating activities:	
Receipts from customers	\$ 1,720,918
Other operating expenses	(1,466,306)
Payroll and related fringe benefits	<u>(2,446,771)</u>
Net cash (used in) operating activities	<u>(2,192,159)</u>
 Cash Flows from non-capital financing activities:	
Local transportation fund allocation	1,278,976
State transit assistance allocation	304,192
Operating and capital grants	1,611,851
Operating assistance	905,852
Other revenues	<u>65,411</u>
Net cash provided by non-capital financing activities	<u>4,166,282</u>
 Cash flows from capital and related financing activities:	
Proceeds from asset sales	57,993
Payments for capital assets	<u>(1,209,766)</u>
Net cash provided by (used in) capital and related financing activities	<u>(1,151,773)</u>
Net increase in cash and cash equivalents	822,350
Cash and cash equivalents, beginning of year	<u>2,465,987</u>
Cash and cash equivalents, end of year	<u><u>\$ 3,288,337</u></u>

The accompanying notes are an integral part of these financial statements

**EASTERN SIERRA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS (continued)
FOR THE YEAR ENDED JUNE 30, 2015**

**Reconciliation of operating income (loss) to net cash
provided by (used) by operating activities:**

Operating income (loss) \$ (3,305,797)

Adjustments to reconcile operating income (loss) to net
cash provided (used) by operating activities:

Depreciation	1,087,784
Increase (decrease) in accounts payable and accrued liabilities	(13,514)
Increase (decrease) in payroll liabilities	17,295
Change in net pension liability	<u>22,073</u>

Net cash provided (used) by operating activities **\$ (2,192,159)**

The accompanying notes are an integral part of these financial statements

Note 1: SIGNIFICANT ACCOUNTING POLICIES

A. THE REPORTING ENTITY

The Eastern Sierra Transit Authority (the Authority) was established in 2007 by a joint powers agreement between Inyo County, Mono County, the City of Bishop, and the Town of Mammoth Lakes to operate a regional transportation system in the Eastern Sierra region.

As required by Governmental Accounting Standards Board (GASB) Statement No. 14, “The Financial Reporting Entity”, the Authority has reviewed criteria to determine whether other entities with activities that benefit the Authority should be included within its financial reporting entity. The criteria include, but are not limited to, whether the entity has a significant operational and financial relationship with the Authority.

The Authority has determined that no other outside entity meets the above criteria and, therefore, no agency has been included as a component unit in the Authority’s financial statements. In addition, the Authority is not aware of any entity that has such a relationship to the Authority that would result in the Authority being considered a component unit of that other entity.

B. BASIS OF PRESENTATION

The accounts of the Authority are organized and operated on the basis of funds, each of which is considered an independent fiscal and accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, net position, revenues, and expenses, as appropriate. Resources are allocated to and accounted for in individual funds based on the purpose for which they are to be spent and the means by which spending activities are controlled. The Authority distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing transportation services to customers. The Authority’s accounts are organized into the following fund types:

Proprietary Fund Type

The enterprise fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Unrestricted net position for the enterprise fund represents the net assets available for future operations.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1: SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund is accounted for on a flow of economic resources measurement focus. This measurement focus emphasizes the determination of increased/decreased net position. The accrual basis of accounting is used for the enterprise fund. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Pursuant to GASB Statement No. 20, "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting," all Financial Accounting Standards Board (FASB) statements and authoritative pronouncements issued on and before November 30, 1989 are applied to proprietary operations unless they conflict with GASB pronouncements. The Authority has elected not to apply FASB statements issued subsequent to November 30, 1989.

Operating Revenues - Revenues from the sale of tickets and passenger rides are recognized as income when the related service is provided.

Non-Operating Revenues – the Authority receives substantial funds that are not reported as operating revenues. For example, the Authority receives operating assistance from the Town of Mammoth Lakes. These funds are recognized as revenue when all applicable eligibility requirements are met. The Authority receives annual allocations from the Local Transportation and State Transit Assistance funds of the two counties it provides services in. These allocations are recognized into income as received. The Authority also receives a number of grants from various sources. These are recognized into income as eligibility requirements are met.

The following is a description of the Authority's main funding sources:

Passenger Revenue:

Passenger fares consist of fare charges to the users of the system.

Operating Assistance:

As mentioned above, the Town of Mammoth Lakes, a member of the Joint Powers Authority, provides operating assistance to the Authority. These revenues are not included as a component of fare revenues, but instead are reported as non-operating revenues.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1: SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Federal Transit Administration (FTA):

FTA revenues are funded by a federal gas tax and revenues of the federal general fund. The Authority receives Section 5311 and Section 5316 grants which are used for operations. In addition, the Authority has received funds from Sections 5310 and 5320 as well as American Recovery and Reinvestment Act of 2009 (ARRA) funds, which have been used for capital assistance.

Transportation Development Act (TDA):

TDA provides funding for public transit operators. This is also known as Local Transportation Fund (LTF) funding. This state fund is one quarter of a percent of the sales taxes assessed in the multi-jurisdictional region. The Inyo County and Mono County Local Transportation commissions are responsible for apportionment of these funds within both Inyo and Mono Counties. This funding is highly dependent on local economic activity.

State Transit Assistance (STA):

STA funding comes from the Public Transportation Act (PTA) which derives its revenue from the state sales tax on gasoline. These funds are designated as discretionary or formula. The former is appropriated by the legislature. The latter is a formula based on population and fares generated.

D. BUDGETARY INFORMATION

State law requires the adoption of an annual budget for the enterprise fund, which must be approved by the Board of Directors. The Budget is prepared on an accrual basis. The board of Directors adopts an annual budget for transit operations. The Executive Director shall have the authority to transfer funds between line items, not to exceed \$5,000 or 20% for any one line item, whichever is greater, with the limits of the overall budget. The Executive Director shall report, on a regular basis, any such transfers to and from budgeted line items. Budget amendments in excess of \$5,000 or 20% of a line item, whichever is greater, shall require Board approval.

E. CASH AND EQUIVALENTS

For purposes of the statement of cash flows, the Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash and equivalents.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1: SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. INVESTMENTS

Investments consist of funds deposited in the pooled fund with Inyo County. Investments are stated at market value. Such investments are within the State Statutes and the Authority's investment policy.

G. CAPITAL ASSETS

Capital assets are stated at historical cost. The cost of normal maintenance and repairs is charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related properties. Depreciation is computed using the straight-line method over estimated useful lives as follows:

Buildings and improvements	40 to 50 years
Buses and maintenance vehicles	4 to 12 years
Light-rail structures and light-rail vehicles	25 to 45 years
Other operating equipment	5 to 15 years

It is the policy of the Authority to capitalize all capital assets with an individual cost of more than \$5,000, and a useful life in excess of one year.

H. COMPENSATED ABSENCES

The Authority's policy allows employees to accumulate earned but unused comprehensive leave and compensated time off, which will be paid to employees upon separation from the Authority's service, subject to a vesting policy.

I. FEDERAL, STATE, AND LOCAL GRANT FUNDS

Grants are accounted for in accordance with the purpose for which the funds are intended. Approved grants for the acquisition of land, building, and equipment are recorded as revenues as the related expenses are incurred. Approved grants for operating assistance are recorded as revenues in which the related grant conditions are met. Advances received on grants are recorded as a liability until related grant conditions are met. The Transportation Development Act (TDA) provides that any funds not earned and not used may be required to be returned to their source.

When both restricted and unrestricted resources are available for the same purpose the Authority uses restricted resources first.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1: SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

K. ALLOWANCE FOR DOUBTFUL ACCOUNTS

Accounts receivable consist entirely of amounts due from other governmental agencies for operating and capital grants. Management believes its accounts receivable to be fully collectible, and, accordingly, no allowance for doubtful accounts is required.

L. IMPLEMENTATION OF NEW ACCOUNTING PRINCIPLES

The following Governmental Accounting Standards Board (GASB) Statements were implemented during the 2015 fiscal year:

GASB Statement No. 68 – Accounting and Financial Reporting for Pensions – an amendment of GASB Statement 27 – The provisions of this statement are effective for financial statements for fiscal years beginning after June 15, 2014.

GASB Statement No. 71 – Pension Transition for Contributions Made Subsequent to the easurement Date – an amendment of GASB Statement No 27. The provisions of this statement are effective for financial statements for fiscal years beginning after June 15, 2014.

Note 2: CASH AND INVESTMENTS

Cash & investments consisted of the following at June 30, 2015:

Deposits held in the County of Inyo investment pool	\$ 3,224,952
Deposits held in financial institutions	63,285
Imprest cash	100
Total	<u>\$ 3,288,337</u>

A. CUSTODIAL CREDIT RISK

At June 30, 2015, the carrying amount of the deposits held at banks was \$63,285 and the bank balances totaled \$63,285. The bank balances are insured by the FDIC for \$250,000 and the remaining was collateralized, as required by California Government Code 53630, by the pledging financial institution with assets held in a common pool for the Authority and other

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 2: CASH AND INVESTMENTS (Continued)

governmental agencies. State law requires that the collateral be equal to or greater than 100% of all public deposit that is held with the pledging financial institution if government securities are used or 150% if mortgages are used as the collateral.

B. AUTHORIZED INVESTMENTS

California statutes authorize the Authority to invest idle or surplus funds in a variety of credit instruments as provided for in California Government Code Section 53600, Chapter 4 – Financial Affairs.

The Government Code allows investments in the following instruments:

- Securities of the United States Government, or its agencies
- Small Business Administration loans
- Certificates of Deposit (or Time Deposits) Negotiable Certificates of Deposit
- Commercial paper and medium-term corporate notes
- Local Agency Investment Fund (State Pool and County Pool) Demand Deposits
- Repurchase Agreements (Repos)
- Passbook Savings Account Demand Deposits
- Reverse Repurchase Agreements
- County Cash Pool

The bulk of the District's assets are held in an investment pool with the County of Inyo. More information about the County's investments can be found in the County's financial statements.

C. CASH IN COUNTY TREASURY

Cash in Inyo County is held by the Inyo County Treasurer in an investment pool. The County maintains a cash and investment pool in order to facilitate the management of cash. Cash in excess of current requirements is invested in various interest-bearing securities. Information regarding categorization and fair value of investments can be found in the County's financial statements. The Treasurer's investments and policies are overseen by the Inyo County Treasury Oversight Committee.

Government Accounting Standards Board Statement No. 40 requires additional disclosures about a government's deposits and investment risks that include custodial risk, credit risk, concentration risk and interest rate. The Authority did not have a deposit or investment policy that addresses specific types of risks.

Required risk disclosures for the Authority's investment in the Inyo County Investment Pool at June 30, 2015 were as follows:

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 2: CASH AND INVESTMENTS (Continued)

C. CASH IN COUNTY TREASURY (Continued)

Credit Risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	320 days average maturity

The fair value of the Authority's investment in the Inyo County Investment Pool is determined on an amortized cost basis which approximates fair value.

Note 3: CAPITAL ASSETS

Capital assets consisted of the following at June 30, 2015:

	Balance 7/1/2014	Additions	Disposals	Balance 6/30/2015
Vehicles	\$8,270,822	\$1,196,582	\$(634,728)	\$8,832,676
Equipment	223,513	13,184	-	236,698
Buildings/structures	53,655	-	-	53,655
 Total assets	 8,547,990	 1,209,766	 (634,728)	 9,123,029
 Accumulated depreciation	 (3,631,999)	 (1,087,784)	 634,728	 (4,085,055)
 Capital Assets, Net	 \$4,915,991	 \$ 121,981	 \$ -	 \$5,037,972

Depreciation expense was \$1,087,784 for the year ended June 30, 2015.

Note 4: LEASES

The Authority leases buildings and office facilities under non-cancelable operating leases. Total cost for such leases was \$36,133 for the year ended June 30, 2014. The future minimum lease payments for these leases are as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2016	\$ 168,000
2017	150,000
2018	150,000
2019	150,000
2020	150,000
 Total	 \$ 768,000

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 5: FARE REVENUE RATIO

The Authority is required to maintain a fare revenue-to-operating expense ratio of 10% in accordance with the Transportation Development Act. The fare revenue-to-operating expense ratio for the Authority is calculated as follows for the year ended June 30:

	2015
Fare Revenues	\$1,720,918
Total Revenues	1,720,918
Operating Expenses	5,026,715
Less Allowable Exclusions:	
Depreciation and Amortization	1,087,784
Net Operating Expenses	\$3,938,931
Fare Revenue Ratio	43.69%

Note 6: AUTHORITY EMPLOYEE’S RETIREMENT PLAN (DEFINED BENEFIT PLAN)

A. Plan Description

The Authority’s defined benefit pension plan, the California Public Employee’s Retirement System, provides retirement and disability annual cost of living adjustments, and death benefits to plan members and beneficiaries. The California Public Employee’s Retirement System (CalPERS), a cost sharing multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employee’s Retirement Law. The Authority selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through local ordinance (other local methods). CalPERS issues a separate report.

B. Funding Policy

Active plan members in the Authority’s defined pension plan are required to contribute either 8%, 7% or 6.25% of their annual covered salary depending upon the plan in which the employee participates. The Authority is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The required employer contribution rates for 2014-15 were 15.611%, 11.032%, or 6.25% of covered payroll depending upon the retirement plan. The contribution requirements of the plan members are established by state statute and the employer contribution rate is established and may be amended by CalPERS. Per the employee Memorandum of Understanding, the Authority pays the plan members contribution on their behalf for employees hired on or before December 31, 2012.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

**Note 6: AUTHORITY EMPLOYEE'S RETIREMENT PLAN (DEFINED BENEFIT PLAN)
(Continued)**

At June 30, 2015 the District reported a liability of \$413,616 in the Statement of Net Position for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2014 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, which was actuarially determined.

For the fiscal year ended June 30, 2015 the District recognized pension expense of \$330,003 in its Government-Wide financial statements. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

C. Actuarial Assumptions

The total pension liability in the June 30, 2015 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

- Discount Rate/Rate of Return – 7.5%, net of investment expense
- Inflation Rate – 2.75%
- Salary increases – Varies by Entry Age and Service
- COLA Increases – up to 2.75%
- Post-Retirement Mortality – Derived using CalPERS' Membership Data for all Funds

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period July 1, 2010 through June 30, 2013.

The long-term expected rate of return on pension plan investments (7.5%) was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

**Note 6: AUTHORITY EMPLOYEE’S RETIREMENT PLAN (DEFINED BENEFIT PLAN)
(Continued)**

C. Actuarial Assumptions (Continued)

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global Equity	47.0%	5.71%
Global Fixed Income	19.0%	2.43%
Inflation Sensitive	6.0%	3.36%
Private Equity	12.0%	6.95%
Real Estate	11.0%	5.13%
Infrastructure and Forestland	3.0%	5.09%
Liquidity	2.0%	(1.05)%

The discount rate used to measure the total pension liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. In theory, the discount rate may differ from the long-term expected rate of return discussed previously. However, based on the projected availability of the pension fund’s fiduciary net position, the discount rate is equal to the long-term expected rate of return on pension plan investments, and was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.5%) or 1 percentage point higher (8.5%) than the current rate:

	1% Decrease 6.50%	Discount Rate 7.5%	1% Increase 8.5%
District’s proportionate share of the net pension plan liability	\$ 686,096	\$ 413,616	\$ 187,484

Detailed information about the pension fund’s fiduciary net position is available in the separately issued CALPERS comprehensive annual financial report which may be obtained by contacting PERS.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 7: DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

Pursuant to GASB Statement No. 63, the District recognized deferred outflows of resources in the government-wide and proprietary fund statements. These items are a consumption of net position by the District that is applicable to a future reporting period.

The District has one item that is reportable on the Government-wide Statement of Net Position as Deferred Outflows of Resources which is related to pensions. The sum total is \$307,930.

The District also recognized deferral inflows of resources in the government-wide financial statements. This is an acquisition of net position by the District that is applicable to a future reporting period. The District has one item related to pensions that is captured as a deferred inflow of resources. The sum total at year-end was \$189,543.

Under the modified accrual basis of accounting, it is not enough that revenue is earned; it must also be available to finance expenditures of the current period. Governmental funds will therefore include deferred inflows of resources for amounts that have been earned but are not available to finance expenditures in the current period.

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

\$307,930 was reported as deferred outflows of resources related to pension resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year-end June 30, 2016.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Amount
2016	\$ 55,621
2017	55,621
2018	50,132
2019	28,169
Total	\$ 189,543

Note 8: PRIOR PERIOD ADJUSTMENT

A prior period adjustment was recorded in the financial statements in an amount totaling \$273,156 to decrease the beginning net position. The adjustment was made to reflect the prior period costs related to the implementation of the net pension liability.

**EASTERN SIERRA TRANSIT AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 9: SUBSEQUENT EVENTS

Management has evaluated subsequent events to determine if events or transactions occurring through December 22, 2015, the date the basic financial statements, were available to be issued, require adjustment to, or disclosure in the basic financial statements. No events were found to have occurred that would materially affect the carrying balances of assets and liabilities at the balance sheet date out of the ordinary course of business operations.

**EASTERN SIERRA TRANSIT AUTHORITY
REQUIRED SUPPLEMENTARY INFORMATION - PENSIONS
FOR THE YEAR ENDED JUNE 30, 2015**

Eastern Sierra Transit Authority – Schedule of the Authority’s proportionate share of the Net Pension Liability:

Last 10 Fiscal years*:

	<u>FY 2014</u>
District’s proportion of the net pension liability	Varies by plan
District’s proportionate share of the net pension liability	\$ 413,616
District’s covered employee payroll	1,366,206
District’s proportionate share of the net pension liability as a percentage of its covered-employee payroll	30.27%
Plan Fiduciary net position as a percentage of the total pension liability	79.87%

*Amounts presented above were determined as of 6/30.
Additional years will be presented as they become available.

CALPERS - Schedule of District contributions

Last 10 Fiscal Years*:

	<u>FY 2014</u>
Actuarially determined contribution	\$ 115,464
Total actual contributions	(115,464)
Contribution deficiency (excess)	<u>\$ -</u>
District’s covered-employee payroll	\$ 1,366,206
Contributions as a percentage of covered employee payroll	8.45%

OTHER REPORTS

**EASTERN SIERRA TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2015**

Grantor/Pass-through Grantor/Program Name	Federal CFDA Number	Contract Number	Period	Contract Amount	Federal Expenditures
<u>CALIFORNIA DEPARTMENT OF TRANSPORTATION</u>					
<u>FEDERAL DEPARTMENT OF TRANSPORTATION</u>					
FTA Section 5311 Apportionment	20.509	SA# 6414138	7/1//13 - 3/31//15	\$	124,623 *
FTA Section 5311 Apportionment	20.509	SA# 6414137	7/1//13 - 3/31//15		95,432 *
FTA Section 5311(f)	20.509	SA # 643456	7/1/14-6/30/15		179,227 *
FTA Secion 5316 Job Access and Reverse Comr	20.516	SA #643618	10/1/13- 6/30/15		27,930
FTA Secion 5316 Job Access and Reverse Comr	20.516	SA #643632	1/1/14-7/31/15		38,534
FTA Sction 5317 New Freedom	20.516	SA #643706	10/1/13- 10/31/16		13,608
FTA Secion 5316 Job Access and Reverse Comr	20.516	SA #643600	10/1/13- 01/30/15		682
FTA Section 5311	20.516	SA #640187	2/1/11-12/31/18		24,692
Totals					<u>\$ 504,728</u>

* - Denotes a major program

Note 1 - This schedule includes the federal grant activity of the Eastern Sierra Transit Authority and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Eastern Sierra Transit Authority which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 22, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Eastern Sierra Transit Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Eastern Sierra Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Eastern Sierra Transit Authority's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Eastern Sierra Transit Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fechter & Company, Certified Public Accountants

A handwritten signature in cursive script that reads "Fechter & Company, CPAs". The signature is written in black ink and is positioned below the printed name of the firm.

Sacramento, California
December 22, 2015

**REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH THE STATUTES, RULES, AND REGULATIONS OF THE
CALIFORNIA TRANSPORTATION DEVELOPMENT ACT AND THE
ALLOCATION INSTRUCTIONS AND RESOLUTIONS OF THE
TRANSPORTATION COMMISSION**

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

We have audited the financial statements of the Eastern Sierra Transit Authority as of and for the years ended June 30, 2015 and have issued our report thereon dated December 22, 2015. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the comptroller General of the United States.

As part of obtaining reasonable assurance about whether the Eastern Sierra Transit Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that allocations made and expenditures paid by the Mono County Local Transportation Commission and Inyo County Transportation Commission were made in accordance with the allocation instructions and resolutions of the Commission and in conformance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Section 6667 that are applicable to the Eastern Sierra Transit Authority. In connection with our audit, nothing came to our attention that caused us to believe the Eastern Sierra Transit Authority failed to comply with the Statutes, Rules and Regulations of the California Transportation Development Act and the allocation instructions and resolutions of the Local Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

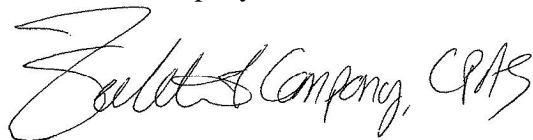
Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

In November 2006, California voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the 19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

During the fiscal year ended June 30, 2015, the Authority received proceeds of \$15,000 of PTMISEA funds from the Mono County LTC to purchase a pressure washer in Mammoth Lakes, CA

This report is intended solely for the information and use of the Eastern Sierra Transit Authority, the Mono and Inyo County Local Transportation Commissions, management, the California Department of Transportation, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

Fechter & Company, Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, CA
December 22, 2015

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

Compliance

We have audited the Eastern Sierra Transit Authority's compliance with the types of compliance requirements described in the OMB Circular A-133 *Compliance Supplement* that could have a direct and material effect on each of the Eastern Sierra Transit Authority's major federal programs for the year ended June 30, 2015. The Eastern Sierra Transit Authority's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our Responsibility is to express an opinion for each of the Eastern Sierra Transit Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Eastern Sierra Transit Authority's compliance with those requirements and performing such other procedures as we considered necessary under the circumstances.

We believe that our audit provides a reasonable basis for our opinion. However, our audit does not provide a legal determination of the Eastern Sierra Transit Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Eastern Sierra Transit Authority complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

Members of the Board of Directors
Eastern Sierra Transit Authority
Bishop, California

Report on Internal Control Over Compliance

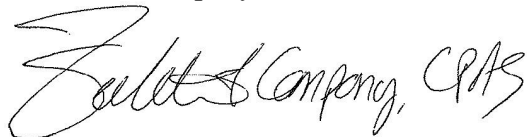
Management of the Eastern Sierra Transit Authority is responsible for establishing and maintaining an effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Eastern Sierra Transit Authority's internal control over compliance with the types of requirements that could have direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of the Eastern Sierra Transit Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct a material noncompliance with a compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Fechter & Company, Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California
December 22, 2015

**EASTERN SIERRA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

Section I – Summary of Auditor’s Results

Financial Statements:

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? No
- Significant deficiencies identified that are not considered to be material weaknesses? No
- Noncompliance material to financial statements noted? No

Federal Awards:

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiencies identified that are not considered to be material weaknesses? No

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? No

Identification of major programs:

<u>Program Title</u>	<u>CFDA Number</u>
Non-Urbanized Area Formula Program Grant	20.509

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee No

STAFF REPORT

Subject: Financial Report – FY 2015/16

Initiated by: John Helm, Executive Director

Financial reports for FY 2015/16 were prepared on January 12, 2016, which is 53.6% through the fiscal year. Total revenues are at 36% of the annual budget amount, and total expenses are at 40% of the year’s budget. Receipt of revenues is trending generally according to anticipated timing. Although both revenues and expenses typically lag the calendar, reductions in the major expense categories of fuel and maintenance are well below budget, primarily due to low fuel prices and unrealized maintenance expenses. Significant charges for physical damage repairs, and a major engine repair will be charged within the next month. Holiday and overtime expense as a percentage of the annual budget are greater than the calendar period, however, a greater percentage of the busy peak seasons in Mammoth (July, August and the busy Christmas period), and holidays (8 of the 10 holidays) has been realized than is reflected in the calendar year percentage.

The table below summarizes the expenses by major expense category.

Category	Percent of the fiscal year		% of Budget
	Budget	Actual as of 01.12.16	
Total Salaries	1,728,564	815,557	47%
Total Benefits	750,636	244,025	33%
Total Insurance	302,890	261,477	86%
Total Maintenance	585,160	145,862	25%
Facilities	229,570	41,750	18%
Total Services	240,830	104,044	43%
Fuel	709,340	144,900	20%
Other	161,378	47,763	30%
	4,708,368	1,805,378	38%

The roll-up, the budget unit summary, and the fund balance report for FY 2015/16 as prepared on January 12, 2016, are included on the following pages.

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

Ledger: GL

As of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,232,955.00	473,938.57	0.00	759,016.43	38.43
4065	STATE TRANSIT ASST	322,876.00	31,202.00	0.00	291,674.00	9.66
4301	INTEREST FROM TREASURY	2,600.00	1,495.04	0.00	1,104.96	57.50
4499	STATE OTHER	111,620.00	19,989.20	0.00	91,630.80	17.90
4555	FEDERAL GRANTS	594,951.00	53,721.31	0.00	541,229.69	9.02
4599	OTHER AGENCIES	849,814.00	453,676.63	0.00	396,137.37	53.38
4819	SERVICES & FEES	1,827,906.00	728,198.51	0.00	1,099,707.49	39.83
4959	MISCELLANEOUS REVENUE	5,000.00	3,206.30	0.00	1,793.70	64.12
	Revenue Total:	<u>4,947,722.00</u>	<u>1,765,427.56</u>	<u>0.00</u>	<u>3,182,294.44</u>	<u>35.68</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,163,600.00	532,124.01	0.00	631,475.99	45.73
5003	OVERTIME	32,230.00	20,039.78	0.00	12,190.22	62.17
5005	HOLIDAY OVERTIME	101,606.00	61,917.74	0.00	39,688.26	60.93
5012	PART TIME EMPLOYEES	431,128.00	201,475.38	0.00	229,652.62	46.73
5021	RETIREMENT & SOCIAL SECURITY	40,306.00	19,332.41	0.00	20,973.59	47.96
5022	PERS RETIREMENT	229,100.00	71,575.18	0.00	157,524.82	31.24
5031	MEDICAL INSURANCE	298,940.00	89,302.00	0.00	209,638.00	29.87
5043	OTHER BENEFITS	32,290.00	11,412.91	0.00	20,877.09	35.34
5045	COMPENSATED ABSENCE EXPENSE	143,500.00	51,513.47	0.00	91,986.53	35.89
5047	EMPLOYEE INCENTIVES	6,500.00	889.27	0.00	5,610.73	13.68
5111	CLOTHING	8,400.00	0.00	0.00	8,400.00	0.00
5152	WORKERS COMPENSATION	90,890.00	90,353.00	0.00	537.00	99.40
5154	UNEMPLOYMENT INSURANCE	45,000.00	4,147.00	0.00	40,853.00	9.21
5158	INSURANCE PREMIUM	167,000.00	166,977.00	0.00	23.00	99.98
5171	MAINTENANCE OF EQUIPMENT	544,860.00	140,688.18	21,600.00	382,571.82	29.78
5173	MAINTENANCE OF	22,300.00	5,173.73	0.00	17,126.27	23.20
5191	MAINTENANCE OF STRUCTURES	18,000.00	0.00	0.00	18,000.00	0.00
5211	MEMBERSHIPS	2,142.00	610.00	0.00	1,532.00	28.47
5232	OFFICE & OTHER EQUIP < \$5,000	11,100.00	4,764.58	0.00	6,335.42	42.92
5238	OFFICE SUPPLIES	9,186.00	2,735.74	0.00	6,450.26	29.78
5253	ACCOUNTING & AUDITING SERVICE	40,550.00	6,750.00	0.00	33,800.00	16.64
5254	AUDITING SERVICE	8,360.00	0.00	0.00	8,360.00	0.00
5260	HEALTH - EMPLOYEE PHYSICALS	6,400.00	3,030.00	0.00	3,370.00	47.34
5263	ADVERTISING	36,600.00	19,050.08	0.00	17,549.92	52.04
5265	PROFESSIONAL & SPECIAL SERVICE	148,920.00	75,214.04	41,906.70	31,799.26	78.64
5291	OFFICE, SPACE & SITE RENTAL	180,070.00	32,500.00	0.00	147,570.00	18.04
5311	GENERAL OPERATING EXPENSE	44,630.00	24,629.03	0.00	20,000.97	55.18
5331	TRAVEL EXPENSE	7,100.00	6,691.50	0.00	408.50	94.24
5332	MILEAGE REIMBURSEMENT	21,020.00	8,332.48	0.00	12,687.52	39.64
5351	UTILITIES	49,500.00	9,249.89	0.00	40,250.11	18.68
5352	FUEL & OIL	709,340.00	144,899.97	0.00	564,440.03	20.42
5901	CONTINGENCIES	57,800.00	0.00	0.00	57,800.00	0.00
	Expenditure Total:	<u>4,708,368.00</u>	<u>1,805,378.37</u>	<u>63,506.70</u>	<u>2,839,482.93</u>	<u>39.69</u>
NET OPERATING		<u>239,354.00</u>	<u>(39,950.81)</u>	<u>(63,506.70)</u>	<u>342,811.51</u>	
CAPITAL ACCOUNT						
Revenue						

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

Ledger: GL

As of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance	%
4066	PTMISEA	460,000.00	383,385.17	0.00	76,614.83	83.34
4495	STATE GRANTS - CAPITAL	222,000.00	0.00	0.00	222,000.00	0.00
4911	SALES OF FIXED ASSETS	0.00	9,900.00	0.00	(9,900.00)	0.00
Revenue Total:		<u>682,000.00</u>	<u>393,285.17</u>	<u>0.00</u>	<u>288,714.83</u>	<u>57.66</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	532,000.00	488,636.48	10,975.00	32,388.52	93.91
5655	VEHICLES	200,000.00	0.00	0.00	200,000.00	0.00
Expenditure Total:		<u>732,000.00</u>	<u>488,636.48</u>	<u>10,975.00</u>	<u>232,388.52</u>	<u>68.25</u>
NET CAPITAL ACCOUNT		<u>(50,000.00)</u>	<u>(95,351.31)</u>	<u>(10,975.00)</u>	<u>56,326.31</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	186,300.00	0.00	0.00	186,300.00	0.00
Expenditure Total:		<u>186,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>186,300.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>3,054.00</u>	<u>(135,302.12)</u>	<u>(74,481.70)</u>	<u>212,837.82</u>	

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance
Key: 153200 - EASTERN SIERRA TRANSIT FUND					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 153201 - ESTA ADMINISTRATION					
Revenue					
4060	TAXES - SALES	0.00	0.00	0.00	0.00
4350	REV USE OF MONEY & PROPERTY	0.00	892.71	0.00	(892.71)
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		0.00	892.71	0.00	(892.71)
Expenditure					
5000	SALARIES & BENEFITS	0.00	(11.35)	0.00	11.35
5100	SERVICES & SUPPLIES	0.00	34.05	0.00	(34.05)
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	22.70	0.00	(22.70)
Key Total:		0.00	870.01	0.00	(870.01)
Key: 153202 - INYO TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	311,866.00	91,103.64	0.00	220,762.36
4350	REV USE OF MONEY & PROPERTY	650.00	0.00	0.00	650.00
4400	AID FROM OTHER GOVT AGENCIES	81,440.00	24,016.41	0.00	57,423.59
4600	CHARGES FOR CURRENT SERVICES	51,401.00	25,483.25	0.00	25,917.75
4900	OTHER REVENUE	1,500.00	669.72	0.00	830.28
Revenue Total:		446,857.00	141,273.02	0.00	305,583.98
Expenditure					
5000	SALARIES & BENEFITS	310,260.00	130,891.91	0.00	179,368.09
5100	SERVICES & SUPPLIES	122,800.00	43,595.34	0.00	79,204.66
5200	INTERNAL CHARGES	10,300.00	10,842.00	0.00	(542.00)
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	12,440.00	0.00	0.00	12,440.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
Expenditure Total:		460,800.00	185,329.25	0.00	275,470.75
Key Total:		(13,943.00)	(44,056.23)	0.00	30,113.23
Key: 153203 - MONO TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	249,613.00	94,034.11	0.00	155,578.89
4350	REV USE OF MONEY & PROPERTY	650.00	0.00	0.00	650.00
4400	AID FROM OTHER GOVT AGENCIES	33,571.00	136.98	0.00	33,434.02
4600	CHARGES FOR CURRENT SERVICES	13,494.00	5,661.61	0.00	7,832.39
4900	OTHER REVENUE	0.00	10,016.35	0.00	(10,016.35)

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance
Revenue Total:		297,328.00	109,849.05	0.00	187,478.95
Expenditure					
5000	SALARIES & BENEFITS	157,360.00	44,514.81	0.00	112,845.19
5100	SERVICES & SUPPLIES	85,499.00	17,363.40	0.00	68,135.60
5200	INTERNAL CHARGES	6,420.00	5,963.00	0.00	457.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	5,200.00	0.00	0.00	5,200.00
5900	RESERVES	2,800.00	0.00	0.00	2,800.00
Expenditure Total:		257,279.00	67,841.21	0.00	189,437.79
Key Total:		40,049.00	42,007.84	0.00	(1,958.84)
Key: 153204 - BISHOP TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	311,866.00	91,103.68	0.00	220,762.32
4350	REV USE OF MONEY & PROPERTY	650.00	0.00	0.00	650.00
4400	AID FROM OTHER GOVT AGENCIES	81,440.00	35,716.41	0.00	45,723.59
4600	CHARGES FOR CURRENT SERVICES	59,783.00	32,289.58	0.00	27,493.42
4900	OTHER REVENUE	1,500.00	819.43	0.00	680.57
Revenue Total:		455,239.00	159,929.10	0.00	295,309.90
Expenditure					
5000	SALARIES & BENEFITS	337,610.00	128,564.62	0.00	209,045.38
5100	SERVICES & SUPPLIES	119,730.00	51,395.76	0.01	68,334.23
5200	INTERNAL CHARGES	11,200.00	10,842.00	0.00	358.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	12,440.00	0.00	0.00	12,440.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
Expenditure Total:		485,980.00	190,802.38	0.01	295,177.61
Key Total:		(30,741.00)	(30,873.28)	(0.01)	132.29
Key: 153205 - MAMMOTH TRANSIT SERVICE					
Revenue					
4060	TAXES - SALES	348,795.00	125,399.14	0.00	223,395.86
4350	REV USE OF MONEY & PROPERTY	650.00	0.00	0.00	650.00
4400	AID FROM OTHER GOVT AGENCIES	1,035,674.00	383,806.83	0.00	651,867.17
4600	CHARGES FOR CURRENT SERVICES	11,335.00	3,256.51	0.00	8,078.49
4900	OTHER REVENUE	1,500.00	425.69	0.00	1,074.31
Revenue Total:		1,397,954.00	512,888.17	0.00	885,065.83
Expenditure					
5000	SALARIES & BENEFITS	607,000.00	325,253.73	0.00	281,746.27
5100	SERVICES & SUPPLIES	500,869.00	148,938.90	0.01	351,930.09
5200	INTERNAL CHARGES	22,680.00	22,589.00	0.00	91.00
5600	FIXED ASSETS	222,000.00	0.00	0.00	222,000.00
5800	OTHER FINANCING USES	31,220.00	0.00	0.00	31,220.00
5900	RESERVES	12,000.00	0.00	0.00	12,000.00
Expenditure Total:		1,395,769.00	496,781.63	0.01	898,987.36
Key Total:		2,185.00	16,106.54	(0.01)	(13,921.53)
Key: 153206 - 395 ROUTE					
Revenue					
4060	TAXES - SALES	175,454.00	65,700.00	0.00	109,754.00
4400	AID FROM OTHER GOVT AGENCIES	271,051.00	46,068.45	0.00	224,982.55
4600	CHARGES FOR CURRENT SERVICES	170,235.00	118,738.27	0.00	51,496.73
4900	OTHER REVENUE	0.00	621.16	0.00	(621.16)

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance
Revenue Total:		616,740.00	231,127.88	0.00	385,612.12
Expenditure					
5000	SALARIES & BENEFITS	322,690.00	128,953.47	0.00	193,736.53
5100	SERVICES & SUPPLIES	273,030.00	84,766.21	0.00	188,263.79
5200	INTERNAL CHARGES	11,020.00	11,294.00	0.00	(274.00)
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5900	RESERVES	10,000.00	0.00	0.00	10,000.00
Expenditure Total:		616,740.00	225,013.68	0.00	391,726.32
Key Total:		0.00	6,114.20	0.00	(6,114.20)
Key: 153207 - SPECIALS					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	8,000.00	269.65	0.00	7,730.35
Revenue Total:		8,000.00	269.65	0.00	7,730.35
Expenditure					
5000	SALARIES & BENEFITS	2,570.00	28.07	0.00	2,541.93
5100	SERVICES & SUPPLIES	3,500.00	244.00	0.00	3,256.00
5200	INTERNAL CHARGES	200.00	181.00	0.00	19.00
5900	RESERVES	0.00	0.00	0.00	0.00
Expenditure Total:		6,270.00	453.07	0.00	5,816.93
Key Total:		1,730.00	(183.42)	0.00	1,913.42
Key: 153208 - COMMUTER VANPOOL					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 153209 - REDS MEADOW					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	375,624.00	433,504.82	0.00	(57,880.82)
4900	OTHER REVENUE	500.00	0.00	0.00	500.00
Revenue Total:		376,124.00	433,504.82	0.00	(57,380.82)
Expenditure					
5000	SALARIES & BENEFITS	162,530.00	154,357.81	0.00	8,172.19
5100	SERVICES & SUPPLIES	179,190.00	151,196.18	0.00	27,993.82
5200	INTERNAL CHARGES	6,230.00	7,228.00	0.00	(998.00)
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	25,000.00	0.00	0.00	25,000.00
5900	RESERVES	3,000.00	0.00	0.00	3,000.00
Expenditure Total:		375,950.00	312,781.99	0.00	63,168.01
Key Total:		174.00	120,722.83	0.00	(120,548.83)
Key: 153210 - MMSA-MAMMOTH MT SKI AREA					
Revenue					

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	1,085,430.00	88,079.94	0.00	997,350.06
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		1,085,430.00	88,079.94	0.00	997,350.06
Expenditure					
5000	SALARIES & BENEFITS	427,610.00	87,493.98	0.00	340,116.02
5100	SERVICES & SUPPLIES	516,800.00	69,003.15	21,600.00	426,196.85
5200	INTERNAL CHARGES	17,420.00	16,715.00	0.00	705.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	100,000.00	0.00	0.00	100,000.00
5900	RESERVES	20,000.00	0.00	0.00	20,000.00
Expenditure Total:		1,081,830.00	173,212.13	21,600.00	887,017.87
Key Total:		3,600.00	(85,132.19)	(21,600.00)	110,332.19

Key: 153299 - EASTERN SIERRA TRANSIT

Revenue

4060	TAXES - SALES	1,555,831.00	505,140.57	0.00	1,050,690.43
4350	REV USE OF MONEY & PROPERTY	2,600.00	1,495.04	0.00	1,104.96
4400	AID FROM OTHER GOVT AGENCIES	2,238,385.00	910,772.31	0.00	1,327,612.69
4600	CHARGES FOR CURRENT SERVICES	1,827,906.00	728,198.51	0.00	1,099,707.49
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	5,000.00	13,106.30	0.00	(8,106.30)
Revenue Total:		5,629,722.00	2,158,712.73	0.00	3,471,009.27

Expenditure

5000	SALARIES & BENEFITS	2,487,600.00	1,059,582.15	0.00	1,428,017.85
5100	SERVICES & SUPPLIES	2,072,078.00	655,443.22	63,506.70	1,353,128.08
5200	INTERNAL CHARGES	90,890.00	90,353.00	0.00	537.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	732,000.00	488,636.48	10,975.00	232,388.52
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	186,300.00	0.00	0.00	186,300.00
5900	RESERVES	57,800.00	0.00	0.00	57,800.00
Expenditure Total:		5,626,668.00	2,294,014.85	74,481.70	3,258,171.45
Key Total:		3,054.00	(135,302.12)	(74,481.70)	212,837.82

Key: 153211 - ESTA ACCUMULATED CAPITAL OUT

Revenue

4350	REV USE OF MONEY & PROPERTY	0.00	240.29	0.00	(240.29)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	240.29	0.00	(240.29)
Key Total:		0.00	240.29	0.00	(240.29)

Key: 153212 - ESTA GENERAL RESERVE

Revenue

4350	REV USE OF MONEY & PROPERTY	0.00	261.99	0.00	(261.99)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	261.99	0.00	(261.99)
Key Total:		0.00	261.99	0.00	(261.99)

Key: 153213 - ESTA-BUDGET STABILIZATION RESER

Revenue

4350	REV USE OF MONEY & PROPERTY	0.00	104.79	0.00	(104.79)
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COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
	Revenue Total:	<u>0.00</u>	<u>104.79</u>	<u>0.00</u>	<u>(104.79)</u>
	Key Total:	<u>0.00</u>	<u>104.79</u>	<u>0.00</u>	<u>(104.79)</u>
Key: 612502 - SRTP TRANSPORT PLAN					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	94,620.00	17,495.12	0.00	77,124.88
	Revenue Total:	<u>94,620.00</u>	<u>17,495.12</u>	<u>0.00</u>	<u>77,124.88</u>
Expenditure					
5100	SERVICES & SUPPLIES	94,620.00	54,818.20	22,306.68	17,495.12
	Expenditure Total:	<u>94,620.00</u>	<u>54,818.20</u>	<u>22,306.68</u>	<u>17,495.12</u>
	Key Total:	<u>0.00</u>	<u>(37,323.08)</u>	<u>(22,306.68)</u>	<u>59,629.76</u>
Key: 612490 - ACIS-AUTOMATED CUSTOMER IS					
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
	Expenditure Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Key Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key: 612491 - NIGHT RIDER					
Revenue					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
	Revenue Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
	Expenditure Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Key Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Key: 612493 - JARC-LONE PINE/BISHOP					
Revenue					
4060	TAXES - SALES	65,263.00	21,600.00	0.00	43,663.00
4400	AID FROM OTHER GOVT AGENCIES	65,264.00	13,307.43	0.00	51,956.57
4600	CHARGES FOR CURRENT SERVICES	24,503.00	11,892.08	0.00	12,610.92
4900	OTHER REVENUE	0.00	553.95	0.00	(553.95)
	Revenue Total:	<u>155,030.00</u>	<u>47,353.46</u>	<u>0.00</u>	<u>107,676.54</u>
Expenditure					
5000	SALARIES & BENEFITS	80,780.00	32,662.21	0.00	48,117.79
5100	SERVICES & SUPPLIES	71,540.00	13,775.20	0.00	57,764.80
5200	INTERNAL CHARGES	2,710.00	2,711.00	0.00	(1.00)
	Expenditure Total:	<u>155,030.00</u>	<u>49,148.41</u>	<u>0.00</u>	<u>105,881.59</u>
	Key Total:	<u>0.00</u>	<u>(1,794.95)</u>	<u>0.00</u>	<u>1,794.95</u>
Key: 612494 - JARC-MAMMOTH EXPRESS					
Revenue					
4060	TAXES - SALES	42,974.00	16,200.00	0.00	26,774.00
4400	AID FROM OTHER GOVT AGENCIES	76,975.00	2,494.08	0.00	74,480.92
4600	CHARGES FOR CURRENT SERVICES	28,101.00	9,022.80	0.00	19,078.20
	Revenue Total:	<u>148,050.00</u>	<u>27,716.88</u>	<u>0.00</u>	<u>120,333.12</u>
Expenditure					
5000	SALARIES & BENEFITS	73,410.00	24,474.42	0.00	48,935.58
5100	SERVICES & SUPPLIES	71,930.00	12,128.70	0.00	59,801.30
5200	INTERNAL CHARGES	2,710.00	1,988.00	0.00	722.00
	Expenditure Total:	<u>148,050.00</u>	<u>38,591.12</u>	<u>0.00</u>	<u>109,458.88</u>
	Key Total:	<u>0.00</u>	<u>(10,874.24)</u>	<u>0.00</u>	<u>10,874.24</u>

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Key: 612496 - MONO COUNTY BUS SHELTERS					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612497 - GOOGLE TRANSIT PHASE 2					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	12,500.00	360.87	0.00	12,139.13
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
Revenue Total:		12,500.00	360.87	0.00	12,139.13
Expenditure					
5000	SALARIES & BENEFITS	1,570.00	524.11	0.00	1,045.89
5100	SERVICES & SUPPLIES	10,930.00	0.00	19,600.00	(8,670.00)
Expenditure Total:		12,500.00	524.11	19,600.00	(7,624.11)
Key Total:		0.00	(163.24)	(19,600.00)	19,763.24
Key: 612498 - CAPP-CLEAN AIR PROJECT PROGRAM					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612499 - MOBILITY MANAGEMENT 14					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
Revenue Total:		0.00	0.00	0.00	0.00
Expenditure					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
Expenditure Total:		0.00	0.00	0.00	0.00
Key Total:		0.00	0.00	0.00	0.00
Key: 612489 - NON-EMERGENCY TRAN REIM					
Revenue					
4400	AID FROM OTHER GOVT AGENCIES	25,850.00	3,984.56	0.00	21,865.44
Revenue Total:		25,850.00	3,984.56	0.00	21,865.44
Expenditure					
5000	SALARIES & BENEFITS	4,210.00	1,874.36	0.00	2,335.64
5100	SERVICES & SUPPLIES	21,640.00	8,184.13	0.00	13,455.87
Expenditure Total:		25,850.00	10,058.49	0.00	15,791.51
Key Total:		0.00	(6,073.93)	0.00	6,073.93
Key: 612503 - BISHOP YARD-ESTA					
Revenue					
4060	TAXES - SALES	50,000.00	0.00	0.00	50,000.00
4350	REV USE OF MONEY & PROPERTY	0.00	(4.74)	0.00	4.74
4400	AID FROM OTHER GOVT AGENCIES	460,000.00	383,385.17	0.00	76,614.83

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Income Grouping

Ledger: GL

As Of 1/12/2016

Object	Description	Budget	Actual	Encumbrance	Balance
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
Revenue Total:		510,000.00	383,380.43	0.00	126,619.57
Expenditure					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	510,000.00	488,636.48	10,975.00	10,388.52
Expenditure Total:		510,000.00	488,636.48	10,975.00	10,388.52
Key Total:		0.00	(105,256.05)	(10,975.00)	116,231.05

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2016

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	1,549,025	145,466	381,724		24,990			2,051,225	21,600	2,029,625
1533 ESTA ACCUMULATED	458,957							458,957		458,957
1534 ESTA GENERAL RESERVE	500,334							500,334		500,334
1535 ESTA BUDGET STAB	200,133							200,133		200,133
6809 SRTP TRANSPORT PLAN	182	17,495				55,000		(37,323)	22,307	(59,630)
6810 ACIS-AUTOMATED CUST IS	150					150				
6813 JARC-LONE PINE/BISHOP	41,724					57,000		(15,276)		(15,276)
6814 JARC-MAMMOTH EXPRESS	29,889					37,000		(7,111)		(7,111)
6817 GOOGLE TRANSIT PHASE 2	15,107					16,000		(893)	19,600	(20,493)
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	7,791					14,000		(6,209)		(6,209)
6821 BISHOP YARD-ESTA	117,700					202,574		(84,874)	10,975	(95,849)
ESTA Totals	2,926,142	162,961	381,724		24,990	381,724		3,064,113	74,482	2,989,631
Grand Totals	2,926,142	162,961	381,724		24,990	381,724		3,064,113	74,482	2,989,631

MONTHLY REPORT

DECEMBER 2015

	Dec-15	Nov-15	Percent Change	Dec-14	Percent Change
PASSENGERS					
Adult	125,951	43,351	190.5%	111,494	13.0%
Senior	1,664	1,364	22.0%	1,577	5.5%
Disabled	1,189	1,126	5.6%	1,106	7.5%
Wheelchair	360	362	-0.6%	375	-4.0%
Child	17,550	8,150	115.3%	16,890	3.9%
Child under 5	246	219	12.3%	332	-25.9%
Total Passengers	146,960	54,572	169.3%	131,774	11.5%
FARES	\$35,492.05	\$24,223.01	46.5%	\$32,817.60	8.1%
SERVICE MILES	81,788	59,324	37.9%	79,333	3.1%
SERVICE HOURS	5,421	3,484	55.6%	4,989	8.7%
Passengers per Hour	27.11	15.66	73.1%	26.41	2.6%

RIDERSHIP COMPARISON

REPORT MONTH THIS YEAR/LAST YEAR					FISCAL YEAR TO DATE		
Route	Dec-15	Dec-14	Variance	% Change	FY 15/16	FY 14/15	% Change
Mammoth Express	402	216	186	86.1%	1,955	1,612	21.3%
Lone Pine to Bishop	348	340	8	2.4%	2,067	2,316	-10.8%
Lone Pine DAR	239	313	-74	-23.6%	1,566	1,838	-14.8%
Tecopa	13	16	-3	-18.8%	78	80	-2.5%
Walker DAR	215	131	84	64.1%	1,203	874	37.6%
Bridgeport to G'Ville	38	33	5	15.2%	238	244	-2.5%
Benton to Bishop	27	100	-73	-73.0%	181	562	-67.8%
Bishop DAR	3,369	3,492	-123	-3.5%	20,881	19,302	8.2%
Nite Rider	319	348	-29	-8.3%	2,130	2,011	5.9%
Mammoth FR	33,010	31,711	1,299	4.1%	223,812	208,893	7.1%
Mammoth DAR	361	284	77	27.1%	1,458	1,326	10.0%
Reno	434	360	74	20.6%	3,398	2,848	19.3%
Lancaster	353	365	-12	-3.3%	2,492	2,749	-9.3%
MMSA	107,103	93,177	13,926	14.9%	134,795	104,249	29.3%
June Lake Shuttle	729	888	-159	N/A	729	888	-17.9%
TOTALS	146,960	131,774	15,186	11.5%	538,875	479,395	12.4%

PASSENGERS PER SERVICE HOUR

REPORT MONTH - THIS YEAR/LAST YEAR				FISCAL YEAR TO DATE		
Route	Dec-15	Dec-14	% Change	FY 15/16	FY 14/15	% Change
Mammoth Express	3.12	3.28	-4.7%	2.63	3.55	-26.0%
Lone Pine to Bishop	2.93	2.92	0.3%	3.03	3.39	-10.4%
Lone Pine DAR	1.70	2.24	-24.2%	1.80	2.12	-15.0%
Tecopa	1.18	1.45	-18.8%	1.18	1.28	-7.9%
Walker DAR	1.59	1.09	45.9%	1.59	1.15	37.6%
Bridgeport to G'Ville	1.39	1.57	-11.5%	1.50	1.54	-2.3%
Benton to Bishop	2.32	6.13	-62.1%	2.19	4.69	-53.4%
Bishop DAR	3.88	4.29	-9.5%	4.05	3.88	4.4%
Nite Rider	5.32	5.04	5.4%	5.28	4.95	6.7%
Mammoth FR	28.47	26.52	7.4%	24.63	23.85	3.2%
Mammoth DAR	1.74	1.82	-4.2%	1.31	1.24	5.1%
Reno	1.84	1.67	10.2%	2.54	2.19	15.9%
Lancaster	2.78	2.43	14.4%	3.06	3.29	-7.1%
MMSA	50.91	51.08	-0.3%	50.63	47.87	5.8%
June Lake Shuttle	8.46	12.16	-30.4%	8.46	12.16	-30.4%
Total	27.11	26.41	2.6%	19.33	18.25	5.9%

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
Dec-15																	
Mammoth Express	\$2,367.50	315	38	12	1	18	18	402	162	129	5,042	4,884	5.89	.48	3.12	39.2	0.08
Lone Pine to Bishop	\$1,684.50	235	55	40	2	7	9	348	140	119	5,377	5,202	4.84	.32	2.93	45.2	0.07
Lone Pine DAR	\$583.40	10	107	51	18	47	6	239	148	141	1,198	1,191	2.44	.49	1.70	8.5	0.20
Tecopa	\$65.00	0	13	0	0	0	0	13	11	11	181	181	5.00	.36	1.18	16.5	0.07
Walker DAR	\$590.10	4	33	174	0	4	0	215	144	135	1,037	898	2.74	.66	1.59	7.7	0.24
Bridgeport to G'Ville	\$298.00	6	32	0	0	0	0	38	32	27	875	596	7.84	.50	1.39	32.0	0.06
Benton to Bishop	\$126.50	11	3	8	0	0	5	27	25	12	1,128	562	4.69	.23	2.32	97.1	0.05
Bishop DAR	\$7,489.00	858	1,193	741	325	103	149	3,369	934	869	10,044	9,062	2.22	.83	3.88	11.6	0.37
Nite Rider	\$1,245.00	233	24	39	13	0	10	319	61	60	932	920	3.90	1.35	5.32	15.5	0.35
Mammoth FR	\$0.00	28,437	0	0	0	4,573	0	33,010	1,204	1,159	16,104	15,468	N/A	N/A	28.47	13.9	2.13
Mammoth DAR	\$948.00	221	40	53	0	16	31	361	211	207	1,111	1,020	2.63	.93	1.74	5.4	0.35
Reno	\$9,006.05	300	81	35	1	16	1	434	259	235	9,924	9,554	20.75	.94	1.84	42.2	0.05
Lancaster	\$5,842.00	244	45	30	0	17	17	353	142	127	6,073	5,993	16.55	.97	2.78	47.8	0.06
MMSA	\$0.00	94,352	0	6	0	12,745	0	107,103	2,242	2,104	25,953	24,165	N/A	N/A	50.91	12.3	4.43
Total	\$35,492.05	125,951	1,664	1,189	360	17,550	246	146,960	5,818	5,421	87,312	81,788	.24	.43	27.11	16.1	1.80
Dec-14																	
Mammoth Express	\$1,164.25	160	26	14	0	4	12	216	90	66	2,925	2,821	5.39	.41	3.28	44.4	0.08
Lone Pine to Bishop	\$1,774.75	244	60	28	3	2	3	340	145	117	5,561	5,024	5.22	.35	2.92	47.7	0.07
Lone Pine DAR	\$744.80	33	106	65	27	79	3	313	147	140	1,123	1,123	2.38	.66	2.24	8.0	0.28
Tecopa	\$77.00	0	14	2	0	0	0	16	11	11	265	265	4.81	.29	1.45	24.1	0.06
Walker DAR	\$375.60	6	19	96	0	10	0	131	128	120	962	798	2.87	.47	1.09	8.0	0.16
Bridgeport to G'Ville	\$227.70	4	29	0	0	0	0	33	25	21	599	429	6.90	.53	1.57	28.5	0.08
Benton to Bishop	\$362.75	49	4	11	0	0	36	100	36	16	1,400	700	3.63	.52	6.13	85.8	0.14
Bishop DAR	\$7,675.05	887	1,149	716	322	189	229	3,492	875	815	9,967	9,175	2.20	.84	4.29	12.2	0.38
Nite Rider	\$1,377.00	285	25	11	20	0	7	348	71	69	1,007	999	3.96	1.38	5.04	14.6	0.35
Mammoth FR	\$0.00	26,720	0	0	0	4,991	0	31,711	1,238	1,196	16,968	16,348	N/A	N/A	26.52	14.2	1.94
Mammoth DAR	\$693.20	150	22	71	2	7	32	284	157	156	1,034	956	2.44	.73	1.82	6.6	0.30
Reno	\$7,401.25	252	67	27	1	11	2	360	247	215	9,895	9,259	20.56	.80	1.67	46.0	0.04
Lancaster	\$5,773.75	254	56	38	0	9	8	365	171	150	7,100	6,963	15.82	.83	2.43	47.3	0.05
MMSA	\$0.00	81,563	0	27	0	11,587	0	93,177	1,924	1,824	23,853	22,435	N/A	N/A	51.08	13.1	4.15
Total	\$32,817.60	111,494	1,577	1,106	375	16,890	332	131,774	5,351	4,989	84,924	79,333	.25	.41	26.41	17.0	1.66

VARIANCE BY ROUTE (RAW NUMBERS) – December 2015 TO December 2014

ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$1,203.25	155	12	-2	1	14	6	186	72	63	2117	2063	0.50	0.07	-0.15	-5.22	0.01
Lone Pine to Bishop	-\$90.25	-9	-5	12	-1	5	6	8	-5	2	-184	178	-0.38	-0.03	0.01	-2.50	0.00
Lone Pine DAR	-\$161.40	-23	1	-14	-9	-32	3	-74	1	1	75	68	0.06	-0.17	-0.54	0.48	-0.08
Tecopa	-\$12.00	0	-1	-2	0	0	0	-3	0	0	-84	-84	0.19	0.07	-0.27	-7.64	0.01
Walker DAR	\$214.50	-2	14	78	0	-6	0	84	16	15	75	100	-0.12	0.19	0.50	-0.34	0.08
Bridgeport to G'Ville	\$70.30	2	3	0	0	0	0	5	8	6	276	167	0.94	-0.03	-0.18	3.49	-0.01
Benton to Bishop	-\$236.25	-38	-1	-3	0	0	-31	-73	-11	-5	-272	-138	1.06	-0.29	-3.80	11.30	-0.09
Bishop DAR	-\$186.05	-29	44	25	3	-86	-80	-123	59	54	77	-113	0.03	-0.01	-0.41	-0.67	-0.01
Nite Rider	-\$132.00	-52	-1	28	-7	0	3	-29	-9	-9	-75	-79	-0.05	-0.03	0.27	0.94	0.00
Mammoth FR	\$0.00	1717	0	0	0	-418	0	1299	-33	-36	-864	-880	N/A	N/A	1.95	-0.30	0.19
Mammoth DAR	\$254.80	71	18	-18	-2	9	-1	77	54	51	77	64	0.19	0.20	-0.08	-1.26	0.06
Reno	\$1,604.80	48	14	8	0	5	-1	74	12	20	29	295	0.19	0.14	0.17	-3.82	0.01
Lancaster	\$68.25	-10	-11	-8	0	8	9	-12	-29	-23	-1027	-970	0.73	0.15	0.35	0.55	0.01
MMSA	\$0.00	12,789	0	-21	0	1,158	0	13,926	317	280	2,100	1,730	N/A	N/A	-0.17	-0.74	0.28

VARIANCE BY ROUTE (PERCENTAGE) – December 2015 TO December 2014

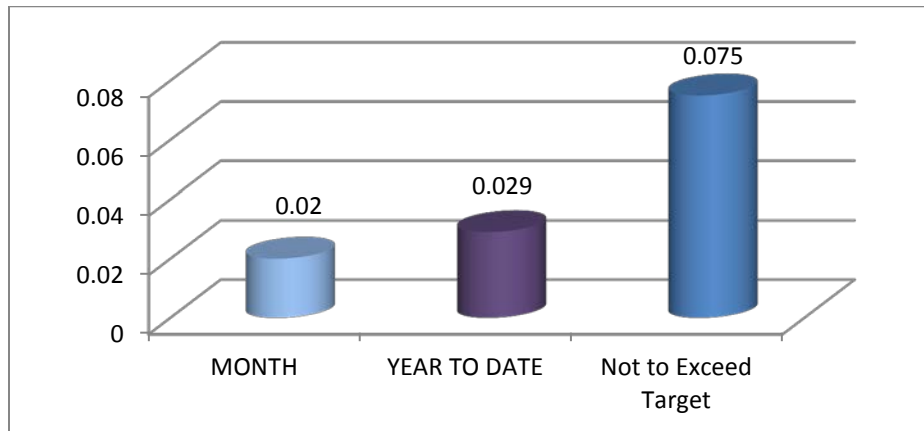
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	103%	97%	46%	-14%		350%	50%	86%	80%	95%	72%	73%	9%	17%	-5%	-12%	7%
Lone Pine to Bishop	-5%	-4%	-8%	43%	-33%	250%	200%	2%	-4%	2%	-3%	4%	-7%	-8%	0%	-5%	-1%
Lone Pine DAR	-22%	-70%	1%	-22%	-33%	-41%	100%	-24%	1%	1%	7%	6%	3%	-26%	-24%	6%	-28%
Tecopa	-15.6%		-7.1%	-100.0%				-18.8%	0.0%	0.0%	-31.7%	-31.7%	3.9%	23.6%	-18.8%	-31.7%	19.0%
Walker DAR	57%	-33%	74%	81%		-60%		64%	13%	13%	8%	13%	-4%	40%	46%	-4%	46%
Bridgeport to G'Ville	31%	50%	10%					15%	31%	30%	46%	39%	14%	-6%	-12%	12%	-17%
Benton to Bishop	-65%	-78%	-25%	-27%			-86%	-73%	-30%	-29%	-19%	-20%	29%	-57%	-62%	13%	-66%
Bishop DAR	-2.4%	-3.3%	3.8%	3.5%	0.9%	-45.5%	-34.9%	-3.5%	6.7%	6.6%	0.8%	-1.2%	1.1%	-1.2%	-9.5%	-5.5%	-2.3%
Nite Rider	-10%	-18%	-4%	255%	-35%		43%	-8%	-13%	-13%	-7%	-8%	-1%	-2%	5%	6%	0%
Mammoth FR		6%				-8%		4%	-3%	-3%	-5%	-5%	N/A	N/A	7%	-2%	10%
Mammoth DAR	37%	47%	82%	-25%	-100%	129%	-3%	27%	34%	33%	7%	7%	8%	28%	-4%	-19%	19%
Reno	22%	19%	21%	30%	0%	45%	-50%	21%	5%	9%	0%	3%	1%	18%	10%	-8%	17%
Lancaster	1%	-4%	-20%	-21%		89%	113%	-3%	-17%	-15%	-14%	-14%	5%	18%	14%	1%	12%
MMSA		16%		-78%		10%		15%	16%	15%	9%	8%	N/A	N/A	0%	-6%	7%

Comments

There were three comments received during the month of December 2015.

- December 14 – Passenger wrote to say that the 8:20am Red Line did not run, making him late for a dentist appointment. That run had experienced a problem with the tire chains which caused it to run late.
- December 22nd - Passenger called to state that the 9:30 Red Line departure from Main Lodge left passengers when there was room on the bus.
- December 28th - Passenger phoned to say that she called for Bishop dial-a-ride at 4:50pm on Saturday and the driver said she'd be right there. The bus never showed up and she had to wait an hour until Night Rider came on and started answering the phones in order to get a ride. Scheduling for transition from day service to Night Rider is being reviewed to address these concerns.

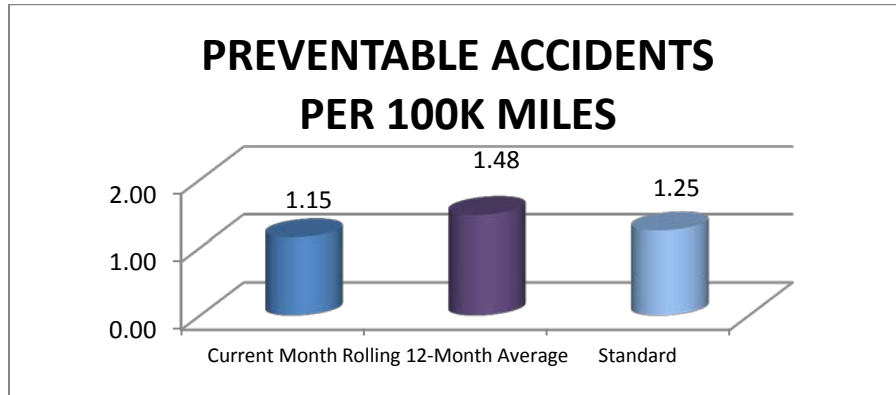
COMPLAINTS PER 1,000 PASSENGERS



Accident/Incidents

There was one preventable accident in December 2015.

- December 29th - An individual reported to the driver that the ESTA bus had hit his car in the parking lot. Driver unaware of this collision. No damage noted on bus. Claim still being investigated.



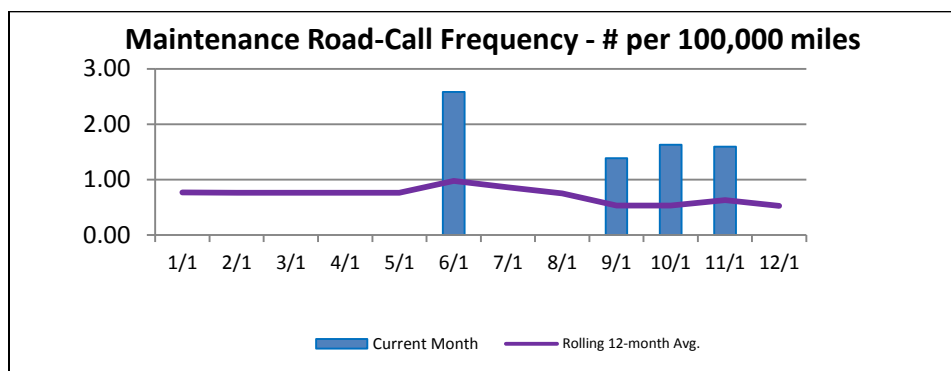
Missed Runs

There were two missed runs in December 2015.

- December 16th – Bridgeport to Gardnerville due to driver issue
- December 25th – Missed first run of Gray Line due to driver issue

Road Call Frequency

There were no Road Calls during the month of December 2015. The rolling 12-month road call frequency is 0.63 per 100,000 miles traveled.



Bishop Area Dial-A-Ride Wait Times

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

DECEMBER 2015

		Percent	Goal
<i>IMMEDIATE RESPONSE TRIPS</i>			
Total Trips:	1,754	69% of trips	
Average Wait Time (min.):	15		< 20 minutes
# > 30 minute wait:	120	6.8%	< 5%
<i>ADVANCE RESERVATION TRIPS</i>			
Total Trips:	788	31% of trips	
On Time Trips (± 10 min.)	664	84%	
<i>TOTAL SCHEDULED TRIPS</i>		2,794	
No-Shows	192/112	6.9% /4.0%	Incl / Excl Ckpts
Cancellations	60	2.1%	

