



ESTA BOARD AGENDA

Regular Meeting

Friday, August 9, 2019 at 11:00am
City of Bishop Council Chambers
301 West Line St, Bishop, California
The Agenda is available at www.estransit.com

Chairperson: Jeff Griffiths

Vice-Chairperson: Bob Gardner

Board Members:

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

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

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

Call to Order

Pledge of Allegiance

Roll Call

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

A. Information Agenda

- A-1 Executive Director Report
Reporting on ESTA activities and performance
- A-2 Employee of the Quarter
- A-3 Financial Report – Preliminary 2018-19 Annual
- A-4 Financial Report – FY 2019-20
- A-5 Operations Report
- A-6 Quarterly update on Recommendation of Triennial Audit and
Organizational Assessment
- A-7 Bishop Administrative Facility

B. Action Agenda

- B-1 Contingency Fleet Plan
- B-2 The Limited Route
- B-3 SB-1 State of Good Repair Funding Project list, Authorized Agents and Certifications and Assurances.

C. Consent Agenda

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

- C-1 Approval of Meeting Minutes of June 14, 2019
- C-2 Approval of CLA Engagement Letter
- C-3 Approval of eight weeks of unpaid leave for benefited employee
- C-4 Route 395 schedule change

D. Board Member Comments

E. Closed Session

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

F. Adjournment

The next scheduled regular meeting will be **September 13, 2019** at 2520 Main St., Ste. Z, Town of Mammoth Lakes, California at 9:00 am.

STAFF REPORT

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

Safety:

The Lakes Basin Tolley has experienced several problems with bike trailers. Lost and damaged bicycles and one dislodged trailer on the highway. We have closed several stations on the trailers with weak or broken components. We inspected the hitches on the fleet of trailers. We are currently working with the manufacturers on a design that will accommodate the new fat tire bikes more safely.

Maintenance:

Discussions with TOML are ongoing regarding the ESTA fleet. The Town has not been able to adequately service the vehicles with current mechanic staffing levels. The potential for utilizing the ESTA leased facility in Mammoth is being explored. The ideal solution is a dedicated mechanic solely concerned with keeping ESTA vehicles in good running condition. However, the Town's many and various responsibilities make this difficult. In cooperation with Town staff, I have issued a letter to the Town increasing the preventative maintenance inspection schedule from 5000 miles/120-day to 5000 miles/60-day. As an example, San Luis Obispo RTA services their fleet on a 3000 mile/45-day schedule. It's important to note, this more challenging schedule may result in missed service.

Administration:

Charter Report

The ESTA Charter Policy notifications are being sent to all known parties that request charters. This notification provides information about the new policy and fee changes. Completed charters since our last meeting include Mules Days, Bluesapalooza, and Mammoth Half Marathon (MHM). The MHM director, Chip Slaven, congratulated ESTA on, "Flawlessly delivering 1,100 runners to the start line in under one hour. Also, runners were returned to the hotels without a single complaint." ESTA did not have sufficient drivers to meet the demand of Bluesapalooza and partnered with the Mountain to shuttle visitors to the event. Upcoming charters include Gran Fondo September 7th and DayTripper Devils Postpile October 8th. Due to lack of drivers, denied charters included Jazz by the Creek and June Mountain Music Festival. It is estimated that ESTA receives over 40 requests per year.

Training:

Our insurance Authority (CJPIA) provided training on contract risk reduction and this is very useful as we prepare agreements for services and products.

We trained seven new bus drivers for service in Mammoth and Lone Pine. There are still blanks in the Mammoth weekly schedule, but drivers are volunteering for overtime.

Karie attended the CJPIA board meeting in La Palma, Ca (along with Director Schwartz) and helped achieve a quorum so business could get done.

Planning:

Analysis of the 395 North schedule is complete. Concerns about the drive time and break time are resolved. Drivers, supervisors, and myself determined a new schedule planned for implementation September 16th, 2019. The schedule is included in the Consent Agenda.



STAFF REPORT

Subject: Employee of the Quarter

Presented by: Phil Moores, Executive Director

ESTA has an Employee of the Quarter program which rotates between the Mammoth Lakes and Bishop yards. The program is sustained by coworker nominations and a selection committee comprised of drivers, office staff, and supervisors. Winners are selected for outstanding professionalism and customer service. This month's winner demonstrated a high degree of dependability and conscientiousness. He operates the Night Trolley in Mammoth which can present some unique challenges. He is relied on by visitors, residents, and employees to get them home safely at night. Please join me in congratulating Tim Morley as this quarter's winner!

STAFF REPORT

Subject: Financial Report – Preliminary FY 2018/19
 Presented by: Karie Bentley, Administration Manager

The year-to-date roll-up, budget unit summary and fund balance reports for the 2019/20 fiscal year as of August 2, 2019 are included on the following pages. Revenue and expenses continue to come in.

Maintenance and fuel expenses reflect invoicing from the Town of Mammoth Lakes through May 2019. Fuel expense per gallon is 22% below the budgeted amount for the year.

Actual year to date expense for facilities, which includes the utilities, is over budget due to \$5K phone bill from previous fiscal years that was never received by ESTA and a change in utility billing practice with the Town of Mammoth Lakes (TOML). Previously TOML paid utility bills for our Mammoth Operations facility and then invoiced ESTA for a portion of the bills. The practice has been changed so that ESTA pays the utility bills and invoices TOML for their portion, resulting in a higher utility expense, however, year-to-date ESTA has receive payments of \$7K which show up in the Miscellaneous Revenue line item in the attached financial report and offsets the overage on the budget.

The table below summarizes the revenue and the expenses by major expense category.

ESTA Operating Expenses FY 18-19			
% of fiscal year →			100.0%
Category	Budget	Actual Year To Date	% of Budget
Total Revenue	5,237,282	4,823,746	92.1%
EXPENSES			
Total Salaries	2,003,628	1,942,097	96.9%
Total Benefits	792,182	603,375	76.2%
Total Insurance	339,976	293,761	86.4%
Total Maintenance	610,480	537,682	88.1%
Facilities	246,694	254,887	103.3%
Total Services	211,400	184,257	87.2%
Fuel	632,752	463,280	73.2%
Other	223,050	103,215	46.3%
Total Expenses	5,060,162	4,382,554	86.6%

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

August 9, 2019
 Agenda Item A-3

Ledger: GL

As of 6/30/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,279,564.00	1,211,006.92	0.00	68,557.08	94.64
4065	STATE TRANSIT ASST	397,932.00	322,326.00	0.00	75,606.00	81.00
4301	INTEREST FROM TREASURY	24,000.00	46,811.09	0.00	(22,811.09)	195.04
4498	STATE GRANTS	57,985.00	39,744.00	0.00	18,241.00	68.54
4499	STATE OTHER	71,626.00	57,681.73	0.00	13,944.27	80.53
4555	FEDERAL GRANTS	453,001.00	275,138.90	0.00	177,862.10	60.73
4599	OTHER AGENCIES	878,855.00	831,765.90	0.00	47,089.10	94.64
4747	INSURANCE PAYMENTS	0.00	31,564.84	0.00	(31,564.84)	0.00
4819	SERVICES & FEES	2,069,319.00	1,987,180.41	0.00	82,138.59	96.03
4959	MISCELLANEOUS REVENUE	5,000.00	20,526.16	0.00	(15,526.16)	410.52
	Revenue Total:	<u>5,237,282.00</u>	<u>4,823,745.95</u>	<u>0.00</u>	<u>413,536.05</u>	<u>92.10</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,525,159.00	1,318,715.73	0.00	206,443.27	86.46
5003	OVERTIME	69,218.00	116,390.71	0.00	(47,172.71)	168.15
5005	HOLIDAY OVERTIME	131,197.00	101,051.02	0.00	30,145.98	77.02
5012	PART TIME EMPLOYEES	278,054.00	405,939.45	0.00	(127,885.45)	145.99
5021	RETIREMENT & SOCIAL SECURITY	47,606.00	40,178.19	0.00	7,427.81	84.39
5022	PERS RETIREMENT	225,009.00	182,356.16	0.00	42,652.84	81.04
5031	MEDICAL INSURANCE	326,565.00	228,409.88	0.00	98,155.12	69.94
5043	OTHER BENEFITS	38,493.00	35,140.51	0.00	3,352.49	91.29
5045	COMPENSATED ABSENCE EXPENSE	143,459.00	112,200.10	0.00	31,258.90	78.21
5047	EMPLOYEE INCENTIVES	11,050.00	5,090.61	0.00	5,959.39	46.06
5111	CLOTHING	4,600.00	2,669.36	0.00	1,930.64	58.02
5152	WORKERS COMPENSATION	124,786.00	99,935.00	0.00	24,851.00	80.08
5154	UNEMPLOYMENT INSURANCE	45,000.00	32,996.97	0.00	12,003.03	73.32
5158	INSURANCE PREMIUM	170,190.00	160,829.00	0.00	9,361.00	94.49
5171	MAINTENANCE OF EQUIPMENT	581,980.00	516,782.23	0.00	65,197.77	88.79
5173	MAINTENANCE OF EQUIPMENT-	18,500.00	20,739.36	0.00	(2,239.36)	112.10
5191	MAINTENANCE OF STRUCTURES	10,000.00	160.00	0.00	9,840.00	1.60
5211	MEMBERSHIPS	2,300.00	1,014.00	0.00	1,286.00	44.08
5232	OFFICE & OTHER EQUIP < \$5,000	14,500.00	3,525.79	0.00	10,974.21	24.31
5238	OFFICE SUPPLIES	7,600.00	8,646.35	0.00	(1,046.35)	113.76
5253	ACCOUNTING & AUDITING SERVICE	48,500.00	43,490.00	0.00	5,010.00	89.67
5260	HEALTH - EMPLOYEE PHYSICALS	6,200.00	1,804.25	0.00	4,395.75	29.10
5263	ADVERTISING	51,200.00	36,919.32	0.00	14,280.68	72.10
5265	PROFESSIONAL & SPECIAL SERVICE	105,500.00	102,043.73	0.02	3,456.25	96.72
5291	OFFICE, SPACE & SITE RENTAL	194,694.00	185,190.88	0.00	9,503.12	95.11
5311	GENERAL OPERATING EXPENSE	51,830.00	46,643.88	0.00	5,186.12	89.99
5331	TRAVEL EXPENSE	5,000.00	5,392.27	0.00	(392.27)	107.84
5332	MILEAGE REIMBURSEMENT	26,220.00	25,825.40	0.00	394.60	98.49
5351	UTILITIES	52,000.00	69,695.73	0.00	(17,695.73)	134.03
5352	FUEL & OIL	632,752.00	463,279.79	0.00	169,472.21	73.21
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5700	CONSTRUCTION IN PROGRESS	0.00	9,498.00	0.00	(9,498.00)	0.00
5901	CONTINGENCIES	51,000.00	0.00	0.00	51,000.00	0.00
	Expenditure Total:	<u>5,060,162.00</u>	<u>4,382,553.67</u>	<u>0.02</u>	<u>677,608.31</u>	<u>86.60</u>
NET OPERATING		<u>177,120.00</u>	<u>441,192.28</u>	<u>(0.02)</u>	<u>(264,072.26)</u>	

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

Ledger: GL

As of 6/30/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
CAPITAL ACCOUNT						
Revenue						
4066	PTMISEA	303,936.00	9,498.00	0.00	294,438.00	3.12
4067	STATE TRANSIT ASST-CAPITAL	0.00	7,335.45	0.00	(7,335.45)	0.00
4495	STATE GRANTS - CAPITAL	54,766.00	51,080.49	0.00	3,685.51	93.27
	Revenue Total:	<u>358,702.00</u>	<u>67,913.94</u>	<u>0.00</u>	<u>290,788.06</u>	<u>18.93</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	120,000.00	0.00	0.00	120,000.00	0.00
5650	EQUIPMENT	74,766.00	57,719.93	0.00	17,046.07	77.20
5655	VEHICLES	183,936.00	192,752.15	0.00	(8,816.15)	104.79
	Expenditure Total:	<u>378,702.00</u>	<u>250,472.08</u>	<u>0.00</u>	<u>128,229.92</u>	<u>66.13</u>
NET CAPITAL ACCOUNT		<u>(20,000.00)</u>	<u>(182,558.14)</u>	<u>0.00</u>	<u>162,558.14</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	170,520.00	0.00	0.00	170,520.00	0.00
	Expenditure Total:	<u>170,520.00</u>	<u>0.00</u>	<u>0.00</u>	<u>170,520.00</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>(13,400.00)</u>	<u>258,634.14</u>	<u>(0.02)</u>	<u>(272,034.12)</u>	

COUNTY OF INYO
UNDESIGNATED FUND BALANCES
AS OF 06/30/2019

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	2,334,166	283,166	78,600	280,082	388,439			2,587,575		2,587,575
1533 ESTA ACCUMULATED	1,203,487							1,203,487		1,203,487
1534 ESTA GENERAL RESERVE	518,619							518,619		518,619
1535 ESTA BUDGET STAB	207,446							207,446		207,446
1536 REDS MEADOW ROAD	57,239							57,239		57,239
6813 JARC-LONE PINE/BISHOP	11,353	694			2,530	42,000		(32,483)		(32,483)
6814 JARC-MAMMOTH EXPRESS	18,935	577			1,843			17,669		17,669
6817 GOOGLE TRANSIT PHASE 2	55							55		55
6818 CAPP-CLEAN AIR PROJECT	2,923							2,923		2,923
6819 MOBILITY MANAGEMENT 14	2,227							2,227		2,227
6820 NON-EMERGENCY TRAN REIM	3,313	7,664			1,784	16,100		(6,907)		(6,907)
6821 BISHOP YARD-ESTA	10,715					15,500		(4,785)		(4,785)
6822 LCTOP-ELECTRIC VEHICLE	26,575							26,575		26,575
6823 PTMISEA-CAPITAL PROJECT	179,148							179,148		179,148
6824 ESTA-LCTOP	1,347			3,653	16	5,000		(16)		(16)
ESTA Totals	4,577,548	292,101	78,600	283,735	394,612	78,600		4,758,772		4,758,772
Grand Totals	4,577,548	292,101	78,600	283,735	394,612	78,600		4,758,772		4,758,772

STAFF REPORT

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

The summary table below is for the 2019/20 fiscal year as of August 2, 2019. Due to an issue with the budgeting software, more detailed financial reports are not available at this time. Inyo County Auditor’s Office is actively working to resolve this issue.

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

ESTA Operating Expenses FY19-20			
% of fiscal year →			9.0%
Category	Budget	Actual Year To Date	% of Budget
Total Revenue	5,408,213	77,112	1.4%
EXPENSES			
Total Salaries	2,088,694	102,091	4.9%
Total Benefits	764,276	12,932	1.7%
Total Insurance	323,760	279,663	86.4%
Total Maintenance	634,789	13,294	2.1%
Facilities	257,344	14,828	5.8%
Total Services	213,874	16,015	7.5%
Fuel	632,751	1,375	0.2%
Other	343,511	7,242	2.1%
Total Expenses	5,258,999	447,440	8.5%

STAFF REPORT

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

Executive Summary

May:

Ridership increased 17.5% in May 2019 compared to last year. Passengers per service hour continues to be strong at around 18 PSH. Accidents (zero!), Bishop Dial-a-Ride wait times, road calls, and customer comments met the monthly goals. We missed around 3 trips in May due to mechanical issues.

June:

Ridership decreased 41.4% in June 2019 compared to last year due to late snow fall. Passengers per service hour dropped to 11 PSH. Accidents (one minor), Bishop Dial-a-Ride wait times, road calls, and customer comments met the monthly goals. We missed around 2 trips in June due to mechanical issues.

	May-19	Apr-19	Percent Change	May-18	Percent Change
PASSENGERS					
Adult	26,157	73,962	-64.6%	20,314	28.8%
Senior	2,014	1,916	5.1%	2,246	-10.3%
Disabled	938	869	7.9%	920	2.0%
Wheelchair	294	353	-16.7%	436	-32.6%
Child	3,027	11,356	-73.3%	3,626	-16.5%
Child under 5	492	435	13.1%	465	5.8%
Total Passengers	32,922	88,891	-63.0%	28,007	17.5%
FARES	\$36,972.30	\$31,538.85	17.2%	\$37,459.60	-1.3%
SERVICE MILES	62,152	80,848	-23.1%	65,483	-5.1%
SERVICE HOURS	3,583	5,001	-28.4%	3,710	-3.4%
Passengers per Hour	9.19	18	-48.3%	7.55	21.7%

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	May-19	May-18	Variance	% Change
Mammoth Express	430	357	73	20.4%
Lone Pine to Bishop	302	402	-100	-24.9%
Lone Pine DAR	367	412	-45	-10.9%
Tecopa	8	12	-4	-33.3%
Walker DAR	137	147	-10	-6.8%
Bridgeport to G'Ville	11	40	-29	-72.5%
Benton to Bishop	29	36	-7	-19.4%
Bishop DAR	3,635	4,171	-536	-12.9%
Nite Rider	379	423	-44	-10.4%
Mammoth FR	24,209	20,246	3,963	19.6%
Mammoth DAR	566	316	250	79.1%
Reno	689	685	4	0.6%
Lancaster	525	442	83	18.8%
MMSA	1,200	0	1,200	0.0%
TOTALS	32,922	28,007	4,915	17.5%

PASSENGERS PER SERVICE HOUR				PAX MILES/ SVC HOUR
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	May-19	May-18	% Change	
Mammoth Express	5.20	4.33	20.2%	
Lone Pine to Bishop	2.86	3.73	-23.3%	
Lone Pine DAR	2.37	2.67	-11.2%	
Tecopa	0.74	0.78	-5.1%	
Walker DAR	0.83	0.93	-11.0%	
Bridgeport to G'Ville	0.59	1.21	-50.9%	
Benton to Bishop	1.87	2.32	-19.4%	
Bishop DAR	3.98	4.32	-7.9%	
Nite Rider	5.53	6.41	-13.7%	
Mammoth FR	19.09	14.86	28.4%	
Mammoth DAR	2.96	1.75	69.6%	
Reno	2.41	2.37	1.9%	217.46
Lancaster	2.24	1.94	15.0%	212.80
MMSA	32.88	#DIV/0!	#DIV/0!	
Total	9.19	7.55	21.7%	

August 9, 2019
Agenda Item A-5

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
May-19																	
Mammoth Express	\$2,012.00	381	37	3	2	4	3	430	96	83	3,810	3,720	4.68	.54	5.20	46.1	0.12
Lone Pine Express	\$1,635.75	194	75	20	3	8	2	302	127	105	5,296	4,802	5.42	.34	2.86	50.2	0.06
Lone Pine DAR	\$936.80	22	173	74	15	83	0	367	162	155	1,428	1,425	2.55	.66	2.37	9.2	0.26
Tecopa	\$40.00	0	8	0	0	0	0	8	11	11	299	299	5.00	.13	.74	27.6	0.03
Walker DAR	\$384.60	11	9	109	0	8	0	137	176	165	723	514	2.81	.75	.83	4.4	0.27
Bridgeport to G'Ville	\$81.50	0	2	9	0	0	0	11	22	19	570	300	7.41	.27	.59	30.8	0.04
Benton to Bishop	\$161.00	3	15	11	0	0	0	29	29	16	1,265	646	5.55	.25	1.87	81.6	0.04
Specials	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Bishop DAR	\$8,380.40	1,162	1,385	604	258	55	171	3,635	999	913	9,991	9,243	2.31	.91	3.98	10.9	0.39
Mule Days	\$431.00	316	64	1	0	49	5	435	34	31	257	243	.99	1.77	13.95	8.2	1.79
Nite Rider	\$1,509.00	283	15	51	12	9	9	379	69	69	961	935	3.98	1.61	5.53	14.0	0.41
Mammoth FR	\$0.00	21,567	0	3	0	2,639	0	24,209	1,317	1,268	16,445	15,821	N/A	N/A	19.09	13.0	1.53
Mammoth DAR	\$838.00	267	6	0	0	0	293	566	192	191	747	667	1.48	1.26	2.96	3.9	0.85
Reno	\$13,096.00	489	126	37	1	36	0	689	309	286	12,526	11,989	19.01	1.09	2.41	43.8	0.06
Lancaster	\$7,466.25	393	99	16	3	5	9	525	261	235	11,190	11,037	14.22	.68	2.24	47.7	0.05
MMSA	\$0.00	1,069	0	0	0	131	0	1,200	38	37	542	511	N/A	N/A	32.88	14.8	2.35
Total	\$36,972.30	26,157	2,014	938	294	3,027	492	32,922	3,841	3,583	66,050	62,152	1.12	.59	9.19	18.4	0.53
May-18																	
Mammoth Express	\$1,841.40	286	50	3	0	5	13	357	97	83	3,934	3,845	5.16	.48	4.33	47.7	0.09
Lone Pine Express	\$2,200.00	247	99	38	11	3	4	402	128	108	5,211	4,784	5.47	.46	3.73	48.4	0.08
Lone Pine DAR	\$1,028.40	18	226	93	17	58	0	412	162	155	1,586	1,582	2.50	.65	2.67	10.3	0.26
Tecopa	\$61.00	2	8	0	0	2	0	12	15	15	345	345	5.08	.18	.78	22.4	0.03
Walker DAR	\$459.90	5	21	121	0	0	0	147	168	158	1,165	1,059	3.13	.43	.93	7.4	0.14
Bridgeport to G'Ville	\$262.00	0	40	0	0	0	0	40	43	33	1,314	827	6.55	.32	1.21	39.8	0.05
Benton to Bishop	\$200.00	4	23	9	0	0	0	36	31	16	1,304	678	5.56	.29	2.32	84.1	0.05
Specials	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Bishop DAR	\$9,210.80	1,376	1,459	497	386	170	283	4,171	1,045	966	11,106	10,249	2.21	.90	4.32	11.5	0.41
Mule Days	\$291.50	214	62	1	0	27	14	318	57	52	338	315	.92	.93	6.10	6.5	1.01
Nite Rider	\$1,678.80	314	33	39	15	4	18	423	68	66	1,057	1,057	3.97	1.59	6.41	16.0	0.40
Mammoth FR	\$0.00	16,913	0	0	0	3,333	0	20,246	1,423	1,362	17,988	17,097	N/A	N/A	14.86	13.2	1.18
Mammoth DAR	\$532.80	134	13	35	1	3	130	316	183	181	684	594	1.69	.90	1.75	3.8	0.53
Reno	\$12,915.50	490	129	43	4	16	3	685	329	290	13,205	12,112	18.85	1.07	2.37	45.6	0.06
Lancaster	\$6,777.50	311	83	41	2	5	0	442	252	227	11,113	10,939	15.33	.62	1.94	48.9	0.04
Total	\$37,459.60	20,314	2,246	920	436	3,626	465	28,007	3,999	3,710	70,350	65,483	1.34	.57	7.55	19.0	0.43

VARIANCE BY ROUTE (RAW NUMBERS) – May 2019 to May 2018																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$170.60	95	-13	0	2	-1	-10	73	-2	0	-124	-125	-0.48	0.06	0.87	-1.61	0.02
Lone Pine Express	-\$564.25	-53	-24	-18	-8	5	-2	-100	0	-2	85	18	-0.06	-0.12	-0.87	1.81	-0.02
Lone Pine DAR	-\$91.60	4	-53	-19	-2	25	0	-45	0	1	-158	-157	0.06	0.01	-0.30	-1.05	0.00
Tecopa	-\$21.00	-2	0	0	0	-2	0	-4	-5	-5	-46	-46	-0.08	-0.04	-0.04	5.22	-0.01
Walker DAR	-\$75.30	6	-12	-12	0	8	0	-10	8	7	-442	-545	-0.32	0.31	-0.10	-3.01	0.13
Bridgeport to G'Ville	-\$180.50	0	-38	9	0	0	0	-29	-21	-15	-744	-527	0.86	-0.05	-0.62	-8.95	-0.01
Benton to Bishop	-\$39.00	-1	-8	2	0	0	0	-7	-2	0	-39	-32	0.00	-0.05	-0.45	-2.52	-0.01
Bishop DAR	-\$830.40	-214	-74	107	-128	-115	-112	-536	-46	-52	-1115	-1006	0.10	0.01	-0.34	-0.56	-0.01
Nite Rider	-\$169.80	-31	-18	12	-3	5	-9	-44	1	3	-96	-122	0.01	0.03	-0.88	-1.99	0.01
Mammoth FR	\$0.00	4654	0	3	0	-694	0	3963	-107	-94	-1543	-1276	N/A	N/A	4.23	-0.24	0.35
Mammoth DAR	\$305.20	133	-7	-35	-1	-3	163	250	9	10	63	73	-0.21	0.36	1.22	0.13	0.32
Reno	\$180.50	-1	-3	-6	-3	20	-3	4	-20	-4	-679	-123	0.15	0.03	0.05	-1.78	0.00
Lancaster	\$688.75	82	16	-25	1	0	9	83	9	7	77	98	-1.11	0.06	0.29	-1.21	0.01
MMSA	\$0.00	1,069	0	0	0	131	0	1,200	38	37	542	511					

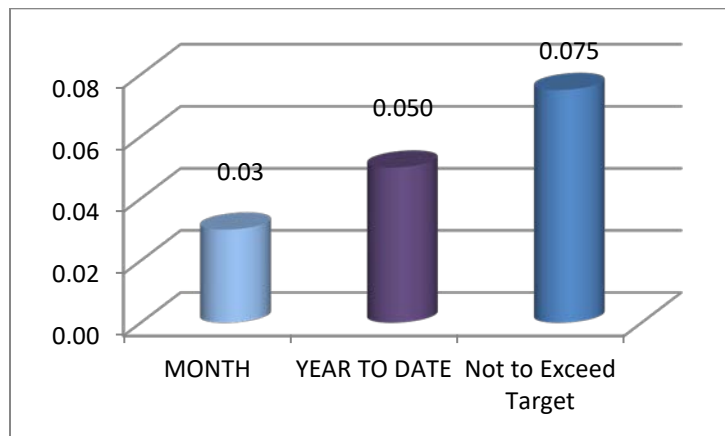
VARIANCE BY ROUTE (PERCENTAGE) – May 2019 to May 2018																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	9%	33%	-26%	0%		-20%	-77%	20%	-2%	0%	-3%	-3%	-9%	13%	20%	-3%	24%
Lone Pine Express	-26%	-21%	-24%	-47%	-73%	167%	-50%	-25%	0%	-2%	2%	0%	-1%	-26%	-23%	4%	-25%
Lone Pine DAR	-9%	22%	-23%	-20%	-12%	43%		-11%	0%	0%	-10%	-10%	2%	1%	-11%	-10%	-1%
Tecopa	-34%	-100%	0%			-100%		-33%	-30%	-30%	-13%	-13%	-2%	-24%	-5%	23%	-23%
Walker DAR	-16%	120%	-57%	-10%				-7%	5%	5%	-38%	-51%	-10%	72%	-11%	-41%	92%
Bridgeport to G'Ville	-69%		-95%					-73%	-48%	-44%	-57%	-64%	13%	-14%	-51%	-23%	-24%
Benton to Bishop	-20%	-25%	-35%	22%				-19%	-6%	0%	-3%	-5%	0%	-16%	-19%	-3%	-15%
Bishop DAR	-9.0%	-15.6%	-5.1%	21.5%	-33.2%	-67.6%	-39.6%	-12.9%	-4.4%	-5.4%	-10.0%	-9.8%	4.4%	0.9%	-7.9%	-4.9%	-3.4%
Nite Rider	-10%	-10%	-55%	31%	-20%	125%	-50%	-10%	2%	4%	-9%	-12%	0%	2%	-14%	-12%	1%
Mammoth FR		28%				-21%		20%	-7%	-7%	-9%	-7%	N/A	N/A	28%	-2%	29%
Mammoth DAR	57%	99%	-54%	-100%	-100%	-100%	125%	79%	5%	6%	9%	12%	-12%	40%	70%	3%	60%
Reno	1%	0%	-2%	-14%	-75%	125%	-100%	1%	-6%	-1%	-5%	-1%	1%	2%	2%	-4%	2%
Lancaster	10%	26%	19%	-61%	50%	0%		19%	4%	3%	1%	1%	-7%	9%	15%	-2%	18%
MMSA																	

Customer Comments - May

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

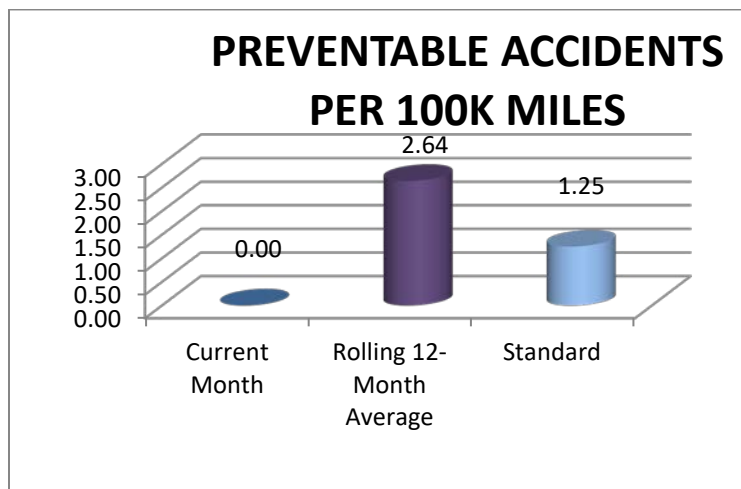
- 5/20: Customer called to complain about no seats being available on Lancaster Route in Mojave. Driver had to take a van instead of a larger bus due to high profile vehicle restriction due to heavy wind conditions.
- 5/29: Customer called to complain that a driver was rude to her family member and did not have a bus pass to sell.
- 5/29: Customer emailed to compliment driver Phil Therrien stating that he was a very skilled driver and knowledgeable about ESTA routes and connections to other systems.

COMPLAINTS PER 1,000 PASSENGERS



Accident/Incidents - May

There were no preventable accidents in May 2019.



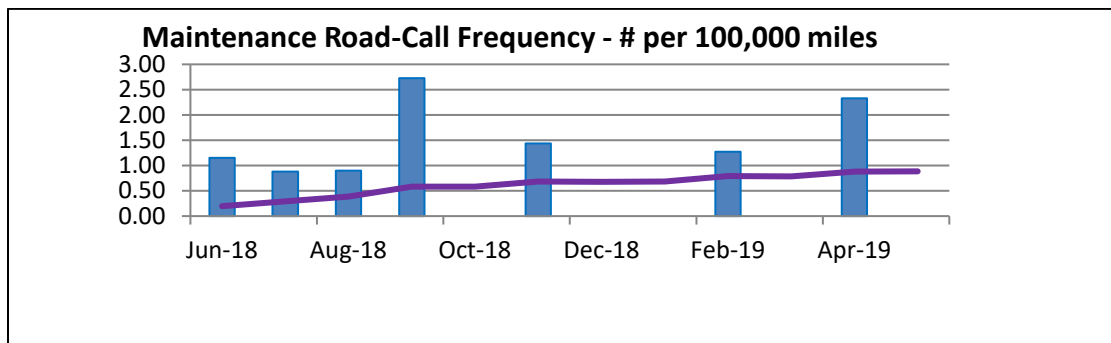
Missed Runs - May

There were 3 missed/late runs in May 2019.

- 5/13: One Trolley run missed due to mechanical issue.
- 5/13: One Purple run missed due to electrical issue.
- 5/15: One Trolley run missed due to mechanical issue.

Road Call Frequency - May

There were no Road Calls during the month of May 2019. The rolling 12-month road call frequency is 0.88 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.)

MAY 2019

		PERCENT	GOAL
IMMEDIATE RESPONSE TRIPS			
Total Trips:	2,213	78.4%	
Average Wait Time (min.):	13		< 20 Minutes
Trips > 30 Minute Wait:	86	3.9%	< 5%
ADVANCE RESERVATION TRIPS			
Total Trips:	609	21.6%	
On Time Trips (± 10 min.)	543	89.2%	
TOTAL SCHEDULED TRIPS			
	2,822		
No-Shows Including Checkpoints	212	7.5%	
No-Shows Excluding Checkpoints	120	4.3%	
Cancellations	72	2.6%	

MONTHLY OPERATIONS REPORT - June

	Jun-19	May-19	Percent Change	Jun-18	Percent Change
PASSENGERS					
Adult	32,540	26,180	24.3%	54,678	-40.5%
Senior	1,809	2,014	-10.2%	2,314	-21.8%
Disabled	767	938	-18.2%	848	-9.6%
Wheelchair	306	294	4.1%	383	-20.1%
Child	5,039	3,053	65.1%	10,924	-53.9%
Child under 5	410	492	-16.7%	567	-27.7%
Total Passengers	40,871	32,971	24.0%	69,714	-41.4%
FARES	\$44,931.70	\$37,021.30	21.4%	\$132,786.24	-66.2%
SERVICE MILES	62,760	62,184	0.9%	78,711	-20.3%
SERVICE HOURS	3,722	3,587	3.8%	4,893	-23.9%
Passengers per Hour	10.98	9.19	19.5%	14.25	-22.9%

PASSENGERS PER SERVICE HOUR				
REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/
Route	Jun-19	Jun-18	% Change	SVC HOUR
Mammoth Express	5.85	5.30	10.4%	
Lone Pine Express	4.08	5.68	-28.1%	
Lone Pine DAR	2.33	2.49	-6.5%	
Tecopa	0.91	0.42	117.2%	
Walker DAR	0.69	0.95	-27.5%	
Bridgeport to G'Ville	0.84	1.09	-22.4%	
Benton to Bishop	3.12	2.07	50.6%	
Bishop DAR	3.70	4.19	-11.8%	
Nite Rider	5.02	5.10	-1.6%	
Mammoth FR	21.55	21.02	2.5%	
Mammoth DAR	2.24	1.45	54.4%	
Reno	2.83	3.09	-8.4%	326.08
Lancaster	2.72	3.46	-21.4%	258.13
Reds Meadow	#DIV/0!	29.21	#DIV/0!	
Bishop Creek	2.30	3.14	-26.7%	
Specials	37.51	18.64	101.2%	
Total	10.98	14.25	-22.9%	

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	Jun-19	Jun-18	Variance	% Change
Mammoth Express	435	411	24	5.8%
Lone Pine Express	395	610	-215	-35.2%
Lone Pine DAR	326	366	-40	-10.9%
Tecopa	10	6	4	66.7%
Walker DAR	98	147	-49	-33.3%
Bridgeport to G'Ville	22	28	-6	-21.4%
Benton to Bishop	47	39	8	20.5%
Bishop DAR	3,229	3,924	-695	-17.7%
Nite Rider	339	393	-54	-13.7%
Mammoth FR	33,080	37,758	-4,678	-12.4%
Mammoth DAR	395	249	146	58.6%
Reno	753	877	-124	-14.1%
Lancaster	581	771	-190	-24.6%
Reds Meadow	0	22,854	-22,854	-100.0%
Bishop Creek	130	182	-52	-28.6%
Specials	1,031	1,277	-246	-19.3%
TOTALS	40,871	69,714	-28,843	-41.4%

August 9, 2019
Agenda Item A-5

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Jun-19																	
Mammoth Express	\$1,890.00	394	35	1	2	2	1	435	87	74	3,491	3,439	4.34	.55	5.85	47.0	0.13
Lone Pine Express	\$2,366.00	295	59	22	2	14	3	395	113	97	4,538	4,406	5.99	.54	4.08	46.9	0.09
Lone Pine DAR	\$840.80	14	198	79	16	18	1	326	147	140	1,286	1,283	2.58	.66	2.33	9.2	0.25
Tecopa	\$52.00	4	6	0	0	0	0	10	11	11	315	315	5.20	.17	.91	28.6	0.03
Walker DAR	\$267.60	13	0	85	0	0	0	98	152	143	473	380	2.73	.70	.69	3.3	0.26
Bridgeport to G'Ville	\$135.00	0	0	22	0	0	0	22	29	26	568	425	6.14	.32	.84	21.8	0.05
Benton to Bishop	\$261.00	12	29	6	0	0	0	47	30	15	1,295	653	5.55	.40	3.12	85.9	0.07
Specials	\$1,350.00	970	12	0	0	49	0	1031	37	27	670	477	N/A	N/A			
Bishop DAR	\$7,460.85	1,132	1,208	429	264	30	166	3,229	953	873	9,118	8,373	2.31	.89	3.70	10.4	0.39
Nite Rider	\$1,351.20	248	19	32	14	16	10	339	68	68	949	910	3.99	1.48	5.02	14.1	0.37
Mammoth FR	\$0.00	28,227	0	16	0	4,837	0	33,080	1,589	1,535	19,514	18,827	N/A	N/A	21.55	12.7	1.76
Mammoth DAR	\$563.00	169	13	0	3	0	210	395	177	176	541	468	1.43	1.20	2.24	3.1	0.84
Reno	\$19,170.75	577	124	46	1	5	0	753	284	266	11,141	10,950	25.46	1.75	2.83	41.9	0.07
Lancaster	\$8,753.50	427	87	29	4	15	19	581	235	214	10,211	10,082	15.07	.87	2.72	47.7	0.06
Reds Meadow	\$0.00	0	0	0	0	0	0	0	0	0	0	0					
Bishop Creek	\$470.00	58	19	0	0	53	0	130	65	56	1,863	1,772	3.62	.27	2.30	33.0	0.07
Total	\$44,931.70	32,540	1,809	767	306	5,039	410	40,871	3,977	3,722	65,973	62,760	1.10	.72	10.98	17.7	0.65
Jun-18																	
Mammoth Express	\$2,255.50	325	48	15	0	11	12	411	91	78	3,655	3,576	5.49	.63	5.30	47.1	0.11
Lone Pine Express	\$3,548.75	437	105	33	17	13	5	610	129	107	4,954	4,688	5.82	.76	5.68	46.1	0.13
Lone Pine DAR	\$921.60	33	222	72	19	20	0	366	154	147	1,515	1,509	2.52	.61	2.49	10.3	0.24
Tecopa	\$31.00	2	4	0	0	0	0	6	14	14	430	430	5.17	.07	.42	30.0	0.01
Walker DAR	\$428.40	5	18	124	0	0	0	147	166	155	1,070	844	2.91	.51	.95	6.9	0.17
Bridgeport to G'Ville	\$196.00	0	28	0	0	0	0	28	32	26	909	593	7.00	.33	1.09	35.3	0.05
Benton to Bishop	\$201.50	2	20	15	0	0	2	39	36	19	1,454	717	5.17	.28	2.07	77.1	0.05
Specials	\$2,065.99	1,128	0	8	0	14	0	1,277	79	69	968	685	N/A	N/A			
Bishop DAR	\$8,866.00	1,420	1,551	441	314	17	181	3,924	1,011	936	10,659	9,767	2.26	.91	4.19	11.4	0.40
Nite Rider	\$1,554.60	285	39	30	23	7	9	393	81	77	1,181	1,181	3.96	1.32	5.10	15.3	0.33
Mammoth FR	\$0.00	31,668	0	17	0	6,073	0	37,758	1,862	1,796	23,116	22,169	N/A	N/A	21.02	12.9	1.70
Mammoth DAR	\$468.40	123	17	13	1	8	87	249	172	172	616	540	1.88	.87	1.45	3.6	0.46
Reno	\$20,135.00	666	145	41	9	15	1	877	315	284	12,445	11,777	22.96	1.71	3.09	43.8	0.07
Lancaster	\$10,435.50	591	117	39	0	14	10	771	252	223	11,024	10,447	13.54	1.00	3.46	49.4	0.07
Reds Meadow	\$81,666.00	17,989	0	0	0	4,605	260	22,854	857	783	10,740	9,650	3.57	8.46	29.21	13.7	2.37
Bishop Creek	\$645.00	78	24	0	0	80	0	182	66	58	1,823	1,722	3.54	.37	3.14	31.5	0.11
Total	\$132,786.24	54,678	2,314	848	383	10,924	567	69,714	5,260	4,893	84,878	78,711	1.90	1.69	14.25	17.3	0.89

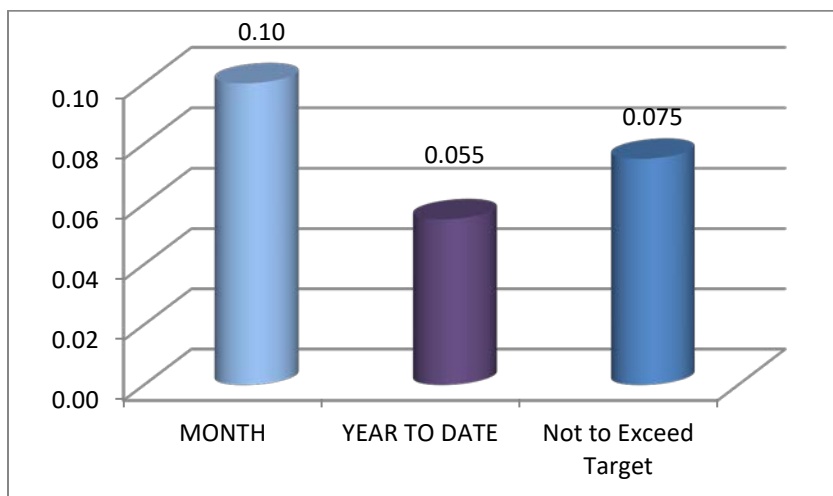
VARIANCE BY ROUTE (RAW NUMBERS) – June 2019 to June 2018																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILE S	SVC MILE S	AVG FARE	REVS VC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-\$365.50	69	-13	-14	2	-9	-11	24	-4	-3	-164	-137	-1.14	-0.08	0.55	-0.19	0.01
Lone Pine Express	-\$1,182.75	-142	-46	-11	-15	1	-2	-215	-16	-11	-416	-282	0.17	-0.22	-1.60	0.79	-0.04
Lone Pine DAR	-\$80.80	-19	-24	7	-3	-2	1	-40	-7	-7	-229	-226	0.06	0.04	-0.16	-1.12	0.01
Tecopa	\$21.00	2	2	0	0	0	0	4	-3	-3	-115	-115	0.03	0.09	0.49	-1.36	0.02
Walker DAR	-\$160.80	8	-18	-39	0	0	0	-49	-14	-13	-597	-464	-0.18	0.20	-0.26	-3.58	0.08
Bridgeport to G'Ville	-\$61.00	0	-28	22	0	0	0	-6	-3	0	-341	-168	-0.86	-0.01	-0.24	-13.52	0.00
Benton to Bishop	\$59.50	10	9	-9	0	0	-2	8	-6	-4	-159	-64	0.39	0.12	1.05	8.72	0.02
Bishop DAR	-\$1,405.15	-288	-343	-12	-50	13	-15	-695	-58	-63	-1541	-1394	0.05	-0.02	-0.50	-0.95	-0.02
Nite Rider	-\$203.40	-37	-20	2	-9	9	1	-54	-13	-10	-232	-271	0.03	0.17	-0.08	-1.28	0.04
Mammoth FR	\$0.00	-3441	0	-1	0	-1236	0	-4678	-273	-261	-3602	-3342	N/A	N/A	0.52	-0.16	0.05
Mammoth DAR	\$94.60	46	-4	-13	2	-8	123	146	4	5	-75	-72	-0.46	0.34	0.79	-0.52	0.38
Reno	-\$964.25	-89	-21	5	-8	-10	-1	-124	-31	-18	-1304	-827	2.50	0.04	-0.26	-1.96	-0.01
Lancaster	-\$1,682.00	-164	-30	-10	4	1	9	-190	-17	-9	-813	-365	1.53	-0.13	-0.74	-1.66	-0.02
Reds Meadow	-\$81,666.00	-17989	0	0	0	-4605	-260	-22854	-857	-783	-10740	-9650					
Bishop Creek	-\$175.00	-20	-5	0	0	-27	0	-52	-1	-2	40	50	0.07	-0.11	-0.84	1.55	-0.03
VARIANCE BY ROUTE (PERCENTAGE) – June 2019 to June 2018																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILE	AVG FARE	VC MILE	SVC HR	SVC HR	SVC MI
Mammoth Express	-16%	21%	-27%	-93%		-82%	-92%	6%	-4%	-4%	-4%	-4%	-21%	-13%	10%	0%	10%
Lone Pine Express	-33%	-32%	-44%	-33%	-88%	8%	-40%	-35%	-12%	-10%	-8%	-6%	3%	-29%	-28%	2%	-31%
Lone Pine DAR	-9%	-58%	-11%	10%	-16%	-10%		-11%	-5%	-5%	-15%	-15%	2%	7%	-6%	-11%	5%
Tecopa	68%	100%	50%					67%	-23%	-23%	-27%	-27%	1%	129%	117%	-5%	128%
Walker DAR	-38%	160%	-100%	-31%				-33%	-8%	-8%	-56%	-55%	-6%	39%	-27%	-52%	48%
Bridgeport to G'Ville	-31%		-100%					-21%	-8%	1%	-38%	-28%	-12%	-4%	-22%	-38%	10%
Benton to Bishop	30%	500%	45%	-60%			-100%	21%	-17%	-20%	-11%	-9%	7%	42%	51%	11%	32%
Bishop DAR	-15.8%	-20.3%	-22.1%	-2.7%	-15.9%	76.5%	-8.3%	-17.7%	-5.7%	-6.7%	-14.5%	-14.3%	2.3%	-1.8%	-11.8%	-8.3%	-4.0%
Nite Rider	-13%	-13%	-51%	7%	-39%	129%	11%	-14%	-16%	-12%	-20%	-23%	1%	13%	-2%	-8%	12%
Mammoth FR		-11%		-6%		-20%		-12%	-15%	-15%	-16%	-15%	N/A	N/A	2%	-1%	3%
Mammoth DAR	20%	37%	-24%	-100%	200%	-100%	141%	59%	3%	3%	-12%	-13%	-24%	39%	54%	-15%	83%
Reno	-5%	-13%	-14%	12%	-89%	-67%	-100%	-14%	-10%	-6%	-10%	-7%	11%	2%	-8%	-4%	-8%
Lancaster	-16%	-28%	-26%	-26%		7%	90%	-25%	-7%	-4%	-7%	-3%	11%	-13%	-21%	-3%	-22%
Reds Meadow	-100%	-100%				-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Bishop Creek Shuttle	-27%	-26%	-21%			-34%		-29%	-1%	-3%	2%	3%	2%	-29%	-27%	5%	-31%

Customer Comments - June

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

- 6/3: Customer called to complain that the bus to Reno was late to Bridgeport, causing him to leave the stop and miss the bus.
- 6/19: Customer called to complain that a trolley driver did not allow him to board with unsheathed ice axes.
- 6/22: Customer called to report a trolley speeding on Lakeview Blvd. Complaint confirmed with GPS tracker and appropriate speed addressed with the driver in question.
- 6/25: Customer called to complain about route modifications during the marathon.

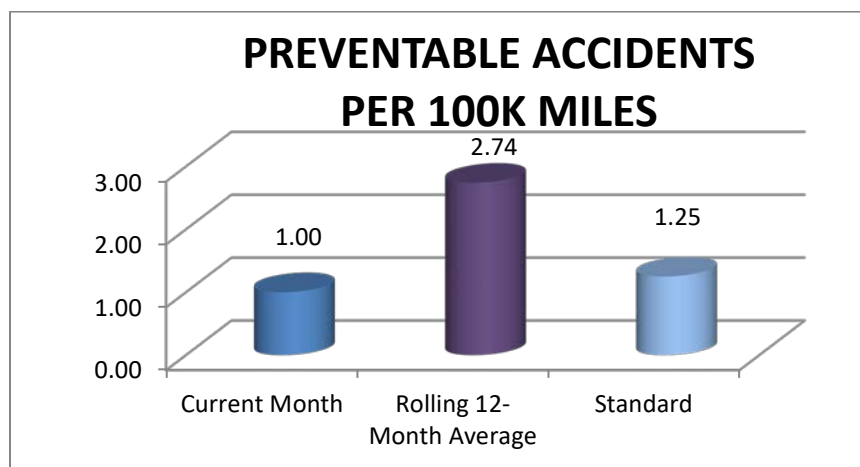
COMPLAINTS PER 1,000 PASSENGERS - June



Accident/Incidents - June

There was one preventable accident in June 2019.

- 6/24: Bishop Dial-a-Ride driver backed into a pole at very slow speed causing minor body damage.



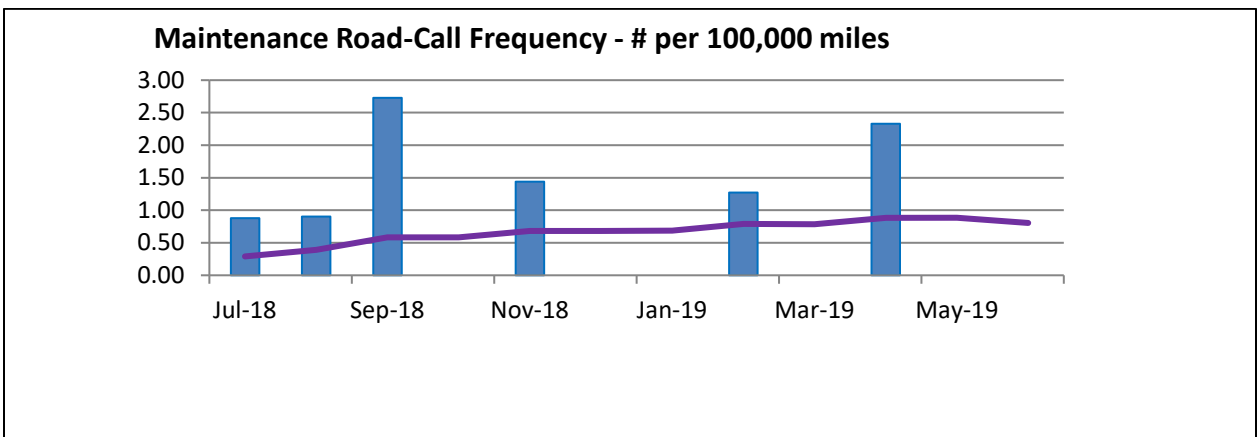
Missed Runs - June

There were 2 missed/late runs in June 2019.

- 6/9: One Purple run missed due to mechanical issue.
- 6/30: One Lakes Basin Trolley run missed due to mechanical issue with bike trailer.

Road Call Frequency - June

There were no Road Calls during the month of June 2019. The rolling 12-month road call frequency is 0.80 per 100,000 miles traveled.



STAFF REPORT

Subject: Organizational Assessment and Triennial Audit Recommendations Update
Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

In October 2017, the ESTA Board approved award of a contract to The Matrix Consulting Group to perform an Organizational Assessment of the Authority. The Organizational Assessment report is available on ESTA's website at:

<https://www.estransit.com/wp-content/uploads/2018/05/ESTA-Organizational-Assessment-Final-Report.pdf>

Additionally, Michael Baker International completed the triennial performance audit of ESTA for the three-year period ending June 30, 2016. The report is available here:

https://www.estransit.com/wp-content/uploads/2018/12/FY-2014-16_TDA-Performance-Audit_ESTA_Final.pdf

At the request of the Board, the status of these recommendations is being reported on quarterly.

ANALYSIS/DISCUSSION:

Efforts continue to document procedures, cross train administrative staff and improve administrative support in areas where employees indicated concerns with existing practices. A survey is in the works to get feedback on or progress in this area.

ESTA's on-boarding and new hire training was strengthened with an additional instructor. More time is being invested in new drivers and feedback from supervisory staff is positive.

Payroll software research has been underway since February. The complexity of both the PERS calculations and cost tracking for various routes has presented challenges. Work on this project has been put on hold for the summer/fall due to numerous grant applications and the need to prepare for the annual financial audit.

Ten additional on-board video camera systems were installed on ESTA's fleet in March 2019.

Fleet replacement strategy follows the capital replacement plan and funds are set aside to match future grant opportunities.

Fleet maintenance, especially during winter months has presented a number of challenges in Mammoth. The Executive Director is actively reviewing maintenance strategies with the Town of Mammoth Lakes and looking for a creative solution.

The monthly operations report has some of the new recommended performance standards, and other changes are in process.

Tables listing the recommendations of the organizational assessment and the Triennial Audit follow this report along with a brief status report.

FINANCIAL CONSIDERATIONS

The Organizational Assessment and Triennial Audit Recommendation Update is presented at this time for the Board’s information and consideration. Any costs associated with the recommendations will be provided as they become known.

RECOMMENDATION

The Organizational Assessment and Triennial Audit update is presented at this time as an information item for the Board.

Triennial Audit Recommendations:

1. Ensure vehicle maintenance is conducted within maintenance parameters. <i>(High Priority)</i>	Fleet maintenance in Mammoth Lakes is under review.
2. Study feasibility of bringing 45-day vehicle inspections in-house. <i>(Medium Priority)</i>	This task is pending.
3. Include comparison of performance against new standards in the monthly operations report. <i>(Medium Priority)</i>	Some new standards have been incorporated into the monthly operations report.
4. Continue working with Mono and Inyo LTCs and Caltrans to procure additional on-board video cameras for the bus fleet. <i>(Medium Priority)</i>	Ten additional video systems were installed in March 2019. Staff is looking for opportunities to find funding for additional camera systems.

Summary of Organizational Assessment Recommendations

Rec.	Recommendation	Priority	Status
1	ESTA should adopt a new organizational structure that consolidates all administrative activities under an Administrative Manager position.	1	Done
2	ESTA should adopt revised position titles and job duty descriptions for the administrative positions.	1	Done
3	ESTA should adopt salary levels that are competitive with the market for administrative and supervisory staff positions.	1	Done
4	ESTA should consider adding 1.5 administrative support positions to its staff including making the current half-time clerical position in Bishop full-time and adding a full-time clerical position to the Mammoth Lakes terminal.	1	Bishop half-time clerical position has been made full time. Half-time admin staff in Mammoth was discontinued.
5	ESTA should assign back-up dispatch duties to the added clerical positions so that professional staff currently backing up the dispatchers can focus on more technical duties.	1	Done
6	ESTA should work to improve administrative support areas where employees indicated concerns with existing practices.	2	Improvements continue, an employee survey is in the works to gauge progress.
7	ESTA should develop a procedures manual covering all key administrative processes.	3	ongoing
8	ESTA should develop an annual training plan to ensure that a minimum of two staff are proficient in critical administrative functional areas and processes.	4	Administration Manager is cross training the Admin. Spec. I & III in a number of areas. Administration Manager is also working to understand Executive Director Responsibilities
9	ESTA should assess the feasibility of acquiring an integrated financial/personnel management system that includes time keeping/payroll functionality.	2	Payroll software research is underway.
10	ESTA should have a systems/data security audit completed by a qualified company specializing in cyber security.	1	Not yet started.
11	ESTA should develop a workforce plan to project retirements and replacement for critical positions.	4	Not yet started.
12	ESTA should review its fleet operations to ensure the most cost-effective and beneficial models are in place for replacing, fueling, and maintaining its buses and other vehicles.	4	Fleet replacement strategy is being reviewed. Fleet maintenance in Mammoth under review.

Staff Report

Subject: Bishop Administration Building
Prepared By: Phil Moores, ESTA Executive Director

BACKGROUND

Two factors are driving the need for a new ESTA administration building in Bishop. First, the commercialization of the Bishop airport will eventually (not immediately) require additional airport staff expanding into the current ESTA leased offices. Second, ESTA has outgrown the current office space. Commercial flights are expected October 1, 2020.

ANALYSIS/DISCUSSION

ESTA has been given pre-award authority to begin the building project. This means the changes in the LADWP land lease, building design and engineering, and the environmental processes can begin. This can be done on a reimbursement basis. Inyo County has generously offered to assist in project management. County Staff is evaluating the extent of their ability to assist ESTA with the project. They are moving engineering staff to the airport as the commercialization project gets rolling and ESTA's building is in an advantageous location for assistance.

A permanent modular office building is a leading option for the facility due to ease of build and cost savings. Here are a few samples of modern modular buildings.







FINACIAL CONSIDERATIONS

The budget for the project was estimated last year at around 1.2 million dollars. Market labor and price forces, building design, and building materials are major factors in cost. The current building fund is \$702,139 which includes a grant award of \$457,139 and local matching funds of \$245,000. More than half of the local funds need to be held back for matching funds in future grant applications. The local matching funds include \$90k State of California Public Transportation Modernization Improvement, and Service

Enhancement Account funds (PTMISEA) which must be committed and spent on a completed project by June 2023. Also, there is \$155k California State Transit Assistance funds from FY14 and FY17 that are capital restricted.

NEXT STEPS

The following milestones for the ESTA project are scheduled:

1. **Ongoing** - Inyo County expects to deliver a lease to ESTA by October 15, 2019. This lease will go into effect when ESTA moves from the existing airport offices.
2. **September 2019** - Environmental review may involve a California Environmental Quality Act (CEQA) document submitted to a State Clearing House and filed with the County Recorder. The County Also, a National Environmental Policy Act (NEPA) document must be filed with Caltrans. Both of these will be presented to the Board as informational items. These documents must be completed and approved before the design and engineering begins. There is grant/project planning meeting with the FTA, Caltrans, Inyo County, and ESTA scheduled for September 24th.
3. **October 2019** - Design and Engineering. I will write the RFP for the design and engineering team and bring it to the Board for approval. This team will design the layout of the project and provide engineering plans for utilities and infrastructure supporting the building. Inyo County is expected to assist with the selection and management of the design and engineering process.
4. Construction. An RFP will be prepared for the building once sufficient funds have been secured. Estimates for the building itself run from \$522k to \$900k. This includes a poured concrete foundation and fully functioning building trucked in and assembled.
5. Project closeout. Staff will ensure all grant requirements are met. Also, all contracted deliverables must be satisfied before full payment is rendered. These stipulations will be included in the RFP.



Staff Report

Subject: Contingency Fleet Plan
Prepared By: Phil Moores, ESTA Executive Director

BACKGROUND

ESTA's vehicle fleet age presents both financial and operational challenges. Older vehicles are expensive to maintain and operationally unreliable. One condition of federal grant applications is an explanation of spare ratios. Exorbitant spare ratios reflect poorly on scoring grant applications. Due to ESTA's remote location, harsh environment, and limited mechanical support, we require a fleet much larger than agencies in more urban locations.

DISCUSSION

The FTA allows for a contingency fleet which can be excluded from spare ratio calculations. The conditions for maintaining the contingency fleet include documenting the use of the fleet and establishing a plan for its use. The plan is attached on page B-1-2.

RECOMMENDATION

Adopt the ESTA Contingency Fleet Plan.

ESTA Contingency Fleet Plan

The ESTA Contingency Fleet Plan is designed to identify vehicles held in reserve for emergency use separate from the active fleet. These vehicles must be beyond their useful life as defined in FTA Super Circular 5010.1E. These vehicles are reserved for emergency evacuation, temporary replacements for buses in the active fleet during major overhauls or bus maintenance activities, and other activities that take a portion of the active fleet temporarily out of service. The contingency fleet is separate from the spare fleet, and is not included in the spare ratio.

The contingency fleet must be inspected, maintained, and stored properly. The buses will be stored and protected alongside the active fleet and will only be activated for reasons stated above. The buses will be inspected and serviced at the same interval as active buses.

Use of buses from the contingency fleet must be documented using the following information:

1. Date activated
2. Reason activated
3. Date returned to contingency status

Here is the list of vehicles in the contingency fleet:

NO	YEAR	MAKE/MODEL	Miles When Removed	VIN	Useful Life Years Limit	Useful Life Miles Limit	Age When Removed	Date Removed
600	2010	FORD/E-450		1FD4E4FS7ADB01795	7	200k	9	6/13/2019
692	2008	FORD/E-450		1FD4E45S18DB29496	7	200k	11	6/13/2019
695	2008	FORD/E-450		1FD4E45S08DB29500	7	200k	11	6/13/2019
697	2009	FORD/E-450		1FD4E45S58DB60170	7	200k	10	6/13/2019
698	2009	FORD/E-450		1FD4E45S48DB60208	7	200k	10	6/13/2019
707	2011	FORD/F-550		1FDAF5GTXBEB76958	7	200k	8	6/13/2019
709	2012	FORD/F-550		1FDUF5GT7CEA43718	7	200k	7	6/13/2019
907	2006	Supreme / Classic American		1F6NF53YX60A18327	7	200k	13	6/13/2019



The Limited Route Service Analysis

Date: August 1, 2019
To: ESTA Board of Directors
Prepared By: Phil Moores, ESTA Executive Director
Subject: The Limited - Service West of Club Drive on Old Mammoth Road

BACKGROUND:

I was asked by members of the ESTA Board and the Town Council to evaluate the possibility of reinstating service west of Club Drive on Old Mammoth Road. The Town pays ESTA a generous portion of the costs (57%) associated with delivering fare free service within the city limits for a portion of the year on the summer Trolleys (Town and Lakes Basin), and pays the same portion (57%) for year-around service on the Purple Line. Thus, the Town plays an important role in deciding service changes on these lines. Transit service west of Club Drive (Snow Creek Athletic Club) on Old Mammoth Road has been discussed for many years. I have researched, read reports and emails, and viewed Town Council meeting video from as far back as 2009.

There have been many hours of research by Town residents, ESTA staff, Town staff, and the Town Council on this subject. Here is a general chronology (I am sure not including every step along the way) on the progress over the years:

1. **In 2009** the Sherwin Area Recreational Plan calls for public transit to the Mill City staging area at La Verne and Fir Streets. This plan was developed to identify trail networks and play areas around Mammoth. The Mill City staging area is one of only a few major hubs in the planned recreational system with restrooms, expanded parking, and a transit bus turnaround. This plan supports year-round access to the Mill City recreational area and considers public transit an important part of reducing congestion and parking. The plan sites consistency with the TOML General Plan vision of public transit mobility. However, the Forest Service has not approved the plan, there are some serious contamination issues to deal with at Mill City, and the Town has not prioritized Mill City over other transit projects.
2. **On November 2, 2016**, TOML Town Council approved the diversion of funds from portions of the Gray Line to an expanded Town Trolley route. The elimination of service west of Club Drive on Old Mammoth Road was part of that approved plan. The report considered in that 2016 decision is Attachment A. The Attachment A describes a thoughtful and complete approach to the service changes considered by Town Residents, ESTA staff, ESTA Board, Town Staff, and the Town Council. A poster was prepared and distributed around December 17, 2016, to make the public aware of ESTA's and the Council's decision. A flyer was prepared and distributed around the same time to further inform the public about the changes. On November 2, 2016, John Helm presented the Town Council with

August 9, 2019

Item B-2

ESTA Short Range Transit Plan elements identifying gaps in the Town's service along Meridian Blvd. after 6pm. In viewing the 2016 meeting, the Council discussed, supported and voted unanimously to move Gray Line resources to Meridian and add \$40,000 annually to make it happen.

Integral to the decision was consideration of ridership along the deleted portion of Old Mammoth. It was determined that there was limited use west of Aspen Village and the new endpoint of the Red Line at Club Drive was within walking distance of Aspen Village via a path.

3. January 2017 - Residents of the Old Mammoth Area voiced ongoing concerns about the loss of service above Club Drive and the Town's failure to work toward the SHARP plan's goals. One resident continues to communicate this position (Attachment B).
4. Spring 2017 – The Limited Line was introduced in response to the residents' concerns. The Limited operated until the summer of 2017 and was discontinued due to poor ridership.
5. Fall 2017 – Two round trips on The Limited Line were instituted to serve the school children. The service was added to the Dial-a-Ride. The Limited operated during the school year through Spring of 2019. Plans to create a turn-around at Woodman Rd. stalled with Water District concerns.
6. Spring of 2019 – In an ESTA Board report, ESTA staff recommended the discontinuation of The Limited due to poor ridership, Dial-a-Ride conflicts, and the associated overtime incurred in operating it. The recommendation for deletion was denied to allow for further consideration.

Presently, ESTA has been asked to present some options regarding service to upper Old Mammoth Road. Before the options are described, here are a few details that influence the service decisions:

1. Staff reports that the Red Line and Town Trolley do not have the scheduling time for an extension beyond Club Drive. Currently, driver breaks are limited and occasionally non-existent. Also, there are currently no restrooms available above Club Drive. At most, infrequent and limited loops to Woodman may be tolerated.
2. Red Fir is not a good turn-around point due to the narrow road, particularly in winter. Also, the residents are not all in favor of using Red Fir. They cite concerns about safety, noise, and frequency.
3. Old Mammoth Road beyond Red Fir climbs at a steep enough angle to make drivers of large buses wary in winter. Even with chains the large buses struggle up and down the sometimes-icy road. Reports of difficulty driving above Club Drive in full-size transit buses have been received. Starting from a full stop to turn left onto Red Fir in a large bus is particularly challenging on ice.

4. With hazardous road conditions in winter, the residents above Aspen Village have expressed concerns about children walking down Old Mammoth to the bus stop.
5. Driver availability is a primary concern with ESTA. Maintenance is also an important concern. Tough questions about funding expanded service should be considered. Should funds be used to enhance the employment package and attract and retain drivers? Or should funds be used to improve the struggling maintenance support?
6. The Town of Mammoth Lakes council voted in favor of discontinuing The Limited route due to the fact that Mammoth Unified School District has committed to begin service three times a day beginning with the new school year August 21, 2019.

The following options are drafted and presented here for discussion, adjustment, and recommendation by the ESTA Board. The Mono Local Transportation Commission defined the upper Old Mammoth area as an unmet transit need due to the potential elimination of the limited service. This is a controversial position due the fact that there are other neighborhoods in Mammoth without service and Dial-a-ride is available to residents in this area.

Consideration of present and future service may be appropriate. In other words, one option may be appropriate now, while another may represent the best future scenario.

Option 1 - Status Quo

Currently, the Mammoth Dial-a-Ride starts early to run the Limited Line at 7:40am from Aspen Village up to Red Fir and back down to the schools, hospital, and the Village (when necessary). The reverse occurs in the afternoons at 2:45pm (usually from the schools). This is predominantly school children, is not represented on the system map, and only runs on school days. The website describes the times and locations for the service. One consideration is the reinstatement of the MUSD school bus service will decimate the ridership on this route.

Annual Cost: \$7,420, plus costs associated with marketing, if that is desired.

175 school days. The a.m. trip is overtime for the DAR resulting in 44 hrs. @ \$80/hr. or \$3,900 (only wages add cost). The p.m. trip is 44 hours straight time resulting in \$3,520.

Option 2 – Discontinue Service

Average ridership of 3.7 riders per trip, serves very few residents and school children.

Annual savings: \$7,420

Option 3 – Limited Plus

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This option continues the ESTA school bus DAR services to non-school days during the school year. Major holidays exempted. Residents may continue to use the DAR during the summer months when the DAR is not running the school trips. As mentioned above, the reinstatement of the MUSD school bus service will decimate the ridership on this route.

Annual Cost: \$8,620. Adds roughly 30 service days to the current schedule.

Option 4 – Red Line/Town Trolley Expansion

The Red Line and Town Trolley routes are stretched to the limit for time. During busy trips, drivers do not get a break at Snow Creek. Every minute counts. However, a one-mile loop to Woodman every third trip could be accommodated. I would recommend limiting the span of service from 8am to 5pm, Monday thru Friday. I cannot support expansion beyond Woodman for the Red Line or Town Trolley.

Annual cost: unknown. Capital-wise, the Woodman turn-around would need to be approved and completed. Operationally, the cost impact is negligible.

Option 5 – New Route

Since the Red Line and the Town Trolley do not have the time to stretch up to Red Fir and beyond, a new route is the only option.

Annual cost: depending on the extent of the new route, costs range from \$200k-\$320k, not including a new vehicle.

Recommendation:

Staff recommends Option 2 – Discontinue Service, since the reinstatement of MUSD school bus service beginning August 21, 2019 duplicates our service.

**Mammoth Lakes Town Council
Agenda Action Sheet**

Council Meeting Date: November 2, 2016

Date Prepared: October 27, 2016

Prepared by: Grady Dutton, Public Works Director

Title: Authorize Town Staff to work with the Eastern Sierra Transit Authority (ESTA) to add the enhanced Meridian Blvd trolley route

Agenda: Policy

Recommended Motion: Authorize Town Staff to work with ESTA to add the enhanced Meridian Blvd trolley route and to determine the additional cost.

Background Information: ESTA's short-range transit management plan identified Meridian Blvd. as an area deficient in evening transit service. John Helm, ESTA Executive Director, has been reviewing options to address this need for the Town of Mammoth Lakes. He has presented information to the ESTA Board, the Planning and Economic Development Commission and briefly highlighted the item with Town Council. ESTA and others are in the process of putting together visitor information on available transit routes. To have comprehensive information, the Meridian Blvd. Route option should be included if it is implemented. The route adds value to both residents and visitors.

John Helm has reviewed a few alternatives to add this service beginning this winter; however, each option does have a cost associated with the additional services. This past year the restricted funds available for transit are higher than anticipated. At this time it is estimated the Town could provide additional funding up to \$150,000 for the enhanced service. It is understood there is no guarantee the same level of funding would be available for next winter. There are a few options to be considered within the funding limit. The item is being brought forward for Council discussion and direction as the timing is very tight to implement the new route and have it be part of the printed route information. If authorized to proceed, a final option and funding amount will be brought back to Town Council for review and approval.

Funds Available: Yes

Account #: Restricted Transit Funds

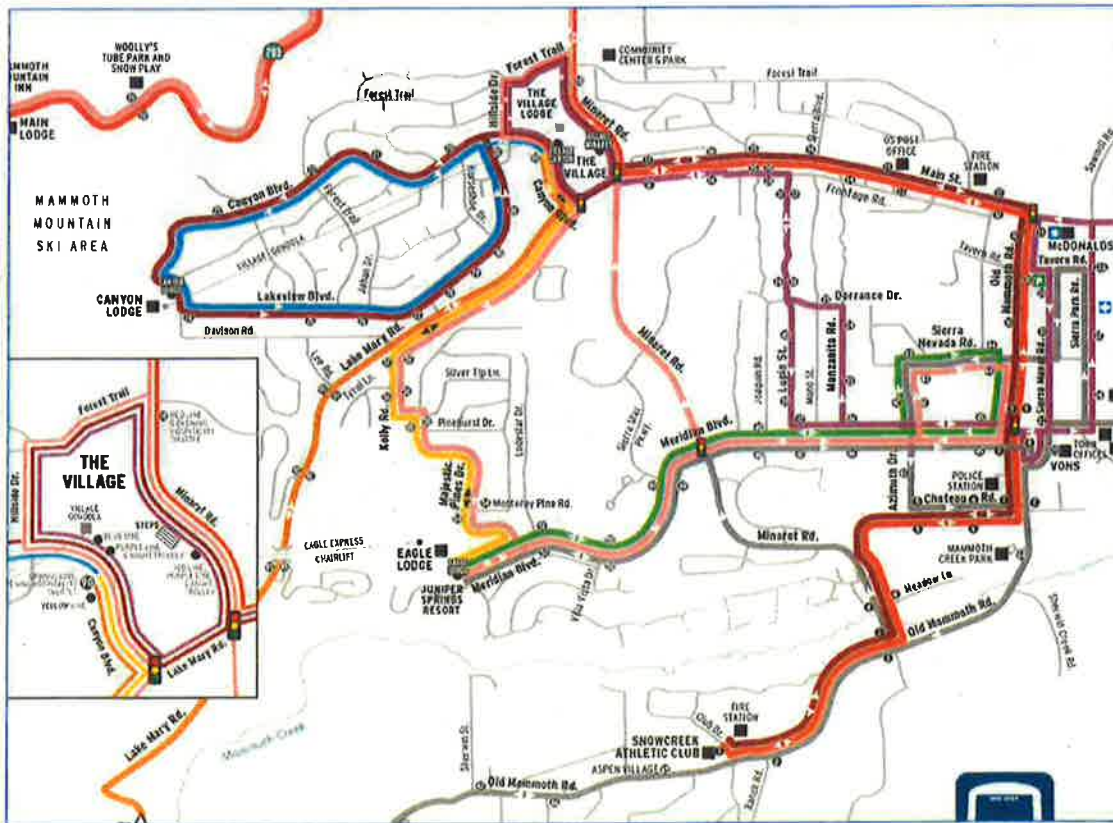
Reviewed by: Town Manager

Attachment: ESTA information from October 12 PEDC

ESTA Staff Report January 4, 2017 GRAY LINE DISCONTINUATION

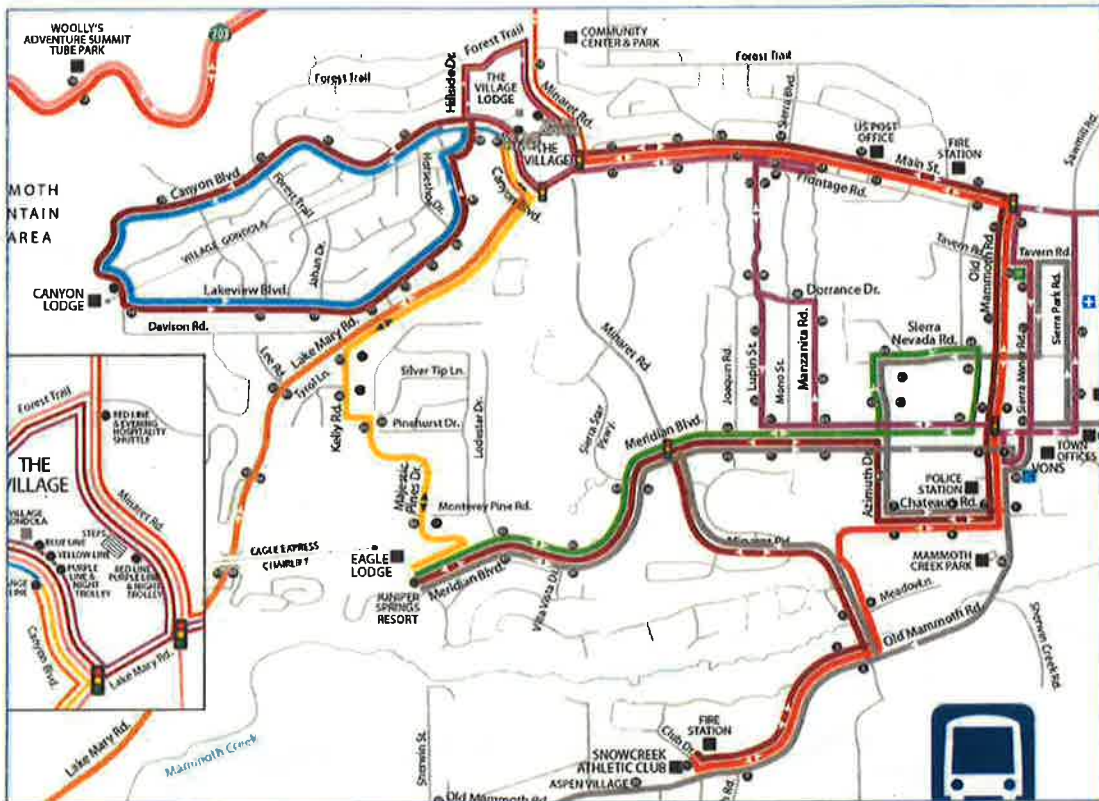
Background:

The Town Trolley route was modified on December 14th to begin providing service to the area Meridian Corridor area along Meridian Boulevard from Old Mammoth Road to Juniper Springs Resort. To fund this year-round route expansion, Town Council approved up to \$150,000 in additional monies over three years to be used along with the operating costs from the Gray Line which was discontinued on December 17th. The rationale for the discontinuation of the Gray Line is that fact that the Red, Green and Purple Lines, along with the reconfigured Trolley route served the vast majority of the Gray Line route and that, to operate the Gray Line in addition to these routes would be providing redundant service to most of the stops. The winter route map from last year showing each of the routes is depicted below.



The trolley route modification has the trolley provide service all along Meridian Boulevard from Old Mammoth Road to Juniper Springs Resort and is depicted on the map below:

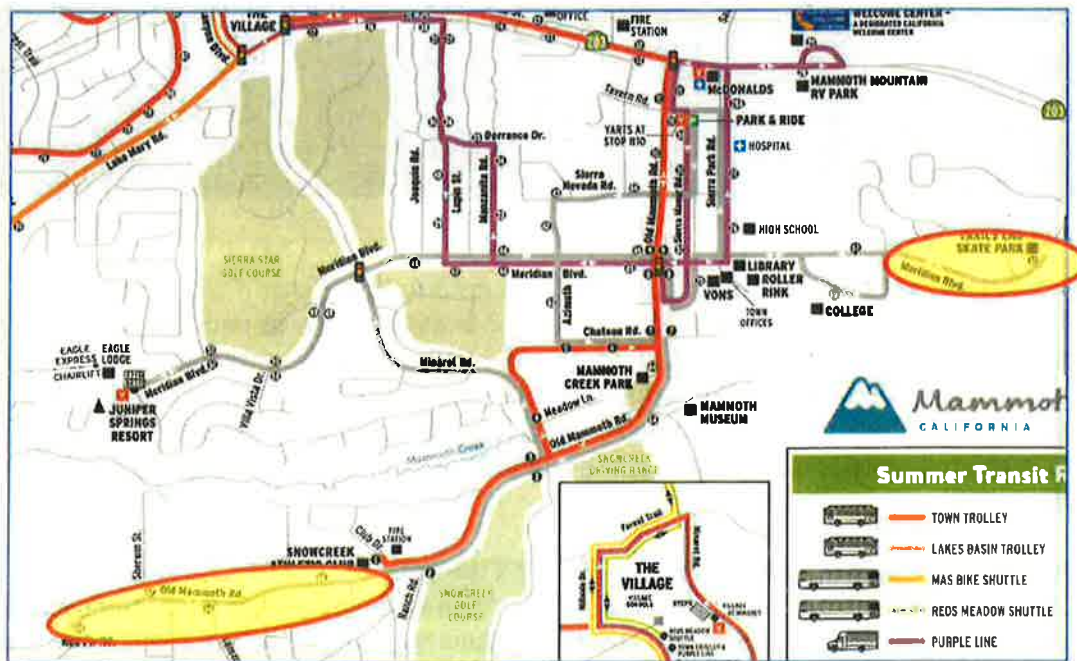
Attachment A



To provide the same 20-minute service frequency, it was necessary to add a third trolley to the route. By way of illustration, a trolley would depart Snowcreek Athletic Club every twenty minutes and would operate the full route (new service area along Meridian as well as service to the stops on Canyon and Lakeview Boulevards). This new route configuration provides service to much of the existing Gray Line route and addresses nearly all of the Gray Line stops that are significant trip generators. The financial analysis to fund the Trolley route modification with operating funds from the Gray Line, which was considered by Town Council at the November 2nd meeting is identified in the table below.

	CURRENT	PROPOSED	VARIANCE
	Svc Hrs	Svc Hrs	Svc Hrs
Peak Summer	2,300	3,815	1,515
Fall Shoulder	988	2,590	1,602
Peak Winter	1,790	2,565	775
Late Winter	327	69	-258
Spring Shoulder	234	1,590	1,356
	<u>5,640</u>	<u>10,630</u>	<u>4,990</u>
Cost @ \$42/hour	\$236,862	\$446,439	\$209,577
Gray Line	4,015	0	-4,015
Cost @ \$42/hour	\$168,630	\$0	-\$168,630
Total Cost			
Trolley and Gray Line	\$405,492	\$446,439	\$40,947

The elimination of the Gray Line in order to fund the expansion of the Town Trolley route would mean the elimination of transit service to certain areas currently served by the Gray Line. Specifically, the area of Old Mammoth west of Snowcreek Athletic Club would no longer be provided service. The map below shows the entire Gray Line route. The areas shaded in yellow are the areas of the Gray Line service area that will not be served by either the modified trolley route, or the Red Green or Purple Lines.



Aspen Village, which is directly west of and adjacent to the Snowcreek Athletic Club is a significant trip generator from this area. Although ESTA does collect ridership data by individual stop, anecdotally, from the Gray Line drivers, ridership from the stops beyond Aspen Village has been very minimal. Aspen Village is connected to the Snowcreek Athletic Club by a maintained bike path and is approximately 1,000 feet from the Snowcreek bus stop, which is not considered an unreasonable distance to walk (walk path delineated by yellow line on aerial photo below). Students will still be able to travel between the Snowcreek Athletic Club stop and the schools by using the Red and Purple Lines. Students along Meridian Boulevard can travel to and from school using the Green and Purple Lines. The photo below depicts the walking path from Aspen Village to the Snowcreek Athletic Club bus stop.



The Gray Line also serves the stop at the College and the Skate Park. The Skate Park stop is not served during the winter months and a plan will be developed to serve that location prior to next summer. The Purple Line route has been modified to provide service to the College and to the stop in front of the elementary school. Aside from the shaded areas shown in the map above, no other area currently served by the Gray Line would have an unreasonable walk to other fixed routes, including the newly modified Trolley route.

Outreach Conducted Regarding the Route Change

The decision regarding the modification of the routes, including the discontinuation of the Gray Line was discussed at a number of public meetings this fall. Following is a list

of the outreach efforts undertaken to inform the community regarding the proposed route change and to notify riders once the change is approved.

October 12: presentation to Mammoth Lakes Planning & Economic Development Committee: Winter transit workshop discussed a number of proposed service changes, including the expansion of the trolley route. The agenda write-up mentioned that it could be funded by merging the Gray Line into the new Trolley route, as much of the routes would be duplicative. PEDC indicated support for the proposed changes

October 19: Presentation to ESTA Board about proposed service changes. Mentioned to ESTA Board that PEDC had indicated support for all proposed service changes. ESTA Board indicated support for the proposed changes

November 2: Presentation to Town Council regarding proposed service changes. The agenda handout included the handout from the October 12, PEDC meeting. Council approved the funding for the service changes (including using funds from the Gray Line for the expanded trolley service) at this meeting.

November 23: Emailed MUSD Superintendent Klein about the cessation of the Gray Line and options that students could use to get to/from school.

November 29: Notices posted in Gray Line and Purple Line buses notifying of Gray Line service end effective December 17, 2016

December 9 – December 16: Flyer (English/Spanish) distributed to all children riding on the Gray and Purple Lines indicating that the Gray Line would end effective December 17 and indicating that service to most all areas could be provided using the Red, Green, or Purple Lines. Children requested to share the flyer with their parents

December 10 – Notices (English/Spanish) posted at the Gray Line bus stops indicating that service would end effective December 17

December 13 – Press release sent to local media (radio and newspaper) advising of end of service effective December 17. Newspaper notices published 12/15 and 12/16.

Attachment B

pmoores@estransit.com

From: Lyle Koegler <lylekoegler@gmail.com>
Sent: Thursday, April 11, 2019 4:38 PM
To: pmoores@estransit.com
Cc: scorless@mono.ca.gov; choff@townofmammothlakes.ca.gov; dholler@townofmammothlakes.ca.gov; bsauter@townofmammothlakes.ca.gov; jwentworth@townofmammothlakes.ca.gov; lsalcido@townofmammothlakes.ca.gov; sbrown@townofmammothlakes.ca.gov; lyndasalcidomammothlakes@gmail.com; tmtconsulting@gmail.com; cathyontheroad@yahoo.com; Janelle Walker; kstapp@townofmammothlakes.ca.gov; Paul Geffre; rgeffre@gmail.com; phealy@mammothusd.org; Joel Rathje; kbentley@estransit.com
Subject: Re: Old Mammoth "Limited" Service/Red line expansion Into Old Mammoth....TOML RECREATIONAL PLAN CONTINUITY

Mr. Moores,

We are reaching out to you regarding ESTAs Limited Service in Old Mammoth. The Limited (old gray line) has been an extremely valuable and reliable service this past school year for many families residing in old mammoth. We understand that the current operation may not be a sustainable long term solution to provide transit into our neighborhood, so we would like to re-kindle the conversation with you about this issue and hopefully work together to continue a service that makes sense and supports the school children/workers in old mammoth while meeting our growing recreational needs...

Please see the below email for a more detailed background about this topic that has been occurring over the past 2 years with your predecessors and our elected officials.

Congratulations on your appointment as the new director of ESTA and we look forward to working with you! Please feel free to contact us anytime.

Lyle Koegler & Janelle Walker
62 Red Fir Rd
818-521-4369

On Aug 2, 2018, at 11:11, Lyle Koegler <lylekoegler@gmail.com> wrote:

Hello Ms. Bentley and Mr. Rye,

It was a pleasure speaking with you last night at the town council meeting and hearing about the status of ESTA service. Thank you for listening to our concerns and thoughts regarding transit in Old Mammoth. We understand that you have some tough decisions to make and have to navigate a transit environment that is plagued with challenging hurdles. We appreciate all you are trying to accomplish. The residents of Old Mammoth would like to be involved in the transit decision making process and we would like to work together with ESTA, the TOML, and MLR/MLTPA to come up with a viable transit solution that makes sense for all.

The old Gray line was great to have, however, it did not take riders to areas of high usage or value, which in our opinion contributed to low ridership.... It wasn't worth the trouble to go anywhere on the gray line, thus we rarely used it for day to day travels. The limited line this last year was a great alternative solution and fix to provide some sort of service to Old Mammoth and was utilized every weekday by our school children. It was reliable and safe and provided efficient service and met the need

of our school children. We hope you reconsider re-establishing the limited service before school starts, to fulfill that need until a longer term solution is implemented.

Regarding The Red Line Expansion:

Last night, You mentioned revitalizing the effort to place a turn around at Woodman St to extend the Red Line. This proposal was discussed over year ago with the TOML, Mammoth Lakes Recreation, and various cooperation agencies. We are happy to see the possible idea of the red line expansion being considered again. However we are surprised to see the Woodman St option back on the table without consideration for a better option that was already presented a year ago to Mammoth Lakes town leadership and John Helm..... as discussed and promised last night, we attached the original email with the links. Most recipients included in this email have already been included in the attached email correspondence a year ago, sans Council members Stapp and Salcido. Please consider the list of Pros/cons to the two potential red line expansion turnarounds that we have listed below before moving forward with the Woodman St Turn Around.

Woodman St Turnaround

PROS:

- 0.7 miles shorter distance than to the Mill City proposed turn around.
- Land usage agreement between TOML and Water District could be streamlined.
- Provides extended service to more of Old Mammoth.
- Great for residences in Lower Old Mammoth to provide daily school and recreational access.

CONS:

- Does not comply with TOML's already established vision for public transit. (See SHARP document link)
- Turn Around is limited and tight for trolleys and large Buses.
- Turn around around is sandwiched in a residential neighborhood and involves narrow street usage. Residences are less than 30 feet from turn around.
- Terminates at a location that has little to no recreational value.
- Forces families and individuals who live above Woodman St to walk down the most dangerous blind corners of Old Mammoth Road, absent of any MUP or safe route of travel, especially during winter months on a notorious icy corner.
- Removal of trees and vegetation
- Does not service all of Old Mammoth.

Mill City Turnaround

PROS:

- Remains focused and true to TOML's already established vision for public transit. (See SHARP document link)
- Reduces traffic congestion and severe public impact for Lakes basin access, allowing residents and visitors on the south east side of town directly access recreational opportunities in an already highly used zone.
- A temporary Larger turnaround exists on already disturbed (road base) ground on USFS parcel located between La Verne Street and Fir St.
- Less impact on residential street and neighbor hoods. Closest residence is 100 Yards away.
- Does not involve turning around on narrow residential streets
- No vegetation removal required.
- High recreational value. Already Planned and Pre identified Transit Hub by TOML for recreation purposes.
- Non-transferable direct transit from MMSA to Sherwins trailhead/recreation zone.
- Services the entirety of Old Mammoth. Great for ALL residences in Old Mammoth by providing daily school and recreational access.
- Provides access/egress to over the snow users accessing the Sherwin's and beyond.

-Serves as a trail head destination for Nordic/snowshoers to access the lakes basin zone via the old Mammoth Rd "back route", reducing the impact of the Lake Mary/lakes basin access area with overly impacted traffic and parking.

-Summer recreational opportunities are infinite as well at this location. (Mtn Biking, Hiking, climbing.)

CONS:

-0.7 miles further up the road.

-Grade of Old Mammoth Rd past Upper Red Fir, however it is no steeper than certain sections on HWY 203

We would like to have your weigh in on these PRO and CONS to see if there are any that were missed and add to the list so that it may assist you in making a better informed decision on the most appropriate transit solution. Also, we would like to set up a site visit to the old mammoth area specifically to the Woodman St, Mill City turnarounds and the dangerous access point/travel route for residences west of Woodman. This will ensure that all the players can get on the same page, and understand the various issues.

Looking forward to meeting you in Old Mammoth to discuss and please call me at any time to discuss further. I can coordinate with the other residents.

Thank you!

Lyle Koegler
62 Red Fir Rd
818-521-4369 cell

Begin forwarded message:

From: Lyle Koegler <lylekoegler@gmail.com>
Date: November 5, 2017 at 21:18:18 PST
To: bsauser@townofmammothlakes.ca.gov, cfernie@townofmammothlakes.ca.gov, choff@townofmammothlakes.ca.gov, davidtpage@gmail.com, jrathje@townofmammothlakes.ca.gov, jhelm@estransit.com, jwentworth@townofmammothlakes.ca.gov
Cc: Janelle Walker <janellewalker@fs.fed.us>, scorless@mono.ca.gov
Subject: Red line expansion Into Old Mammoth....A better Solution...TOML RECREATIONAL PLAN CONTINUITY!

Director John Helm and Mammoth Leadership,

We've had some time to discuss and digest the redline expansion with our fellow neighbors and residents on Red Fir Rd. There are valid concerns that need to be addressed with frequency, speed limits, and vehicle types if Red Fir Rd were to be used as a turn around. Shuttle service to our area is critical and we all agree it is much needed, but we realized that we need to be thinking bigger, more forward, and be in line with our vision and plans already set forth by this town and community. The expansion should be more in Lock step with the already identified public transportation/recreational needs set forth by this town, via the Sherwin Working Group (SWG) which included the TOML, MLTPA, and the USFS.

The Sherwins Area Recreational Plan (SHARP) identifies that a multi-use staging area is needed on Old Mammoth Road at the intersection of La Verne/Fir Streets (Mill City). It also states **"This staging area will be served by public transit"**. (See below attachments-SHARP document) Although the town and cooperating partners are probably a while off from formalizing this multi-use staging area, we believe there is still an opportunity to start now with enacting that vision by providing the public transit piece. This hub would provide access to many outdoor recreational activities that fall in line with the vision of Mammoth Lakes. A shuttle stop at this location will provide access/egress to over the snow users accessing the Sherwins and beyond. It could also serve as a trail head for Nordic/snowshoers to access the lakes basin zone via the old Mammoth Rd "back route". Maybe Tamarack would eventually consider grooming down to this location..? Also, it goes without saying that the summer recreational opportunities are infinite as well at this location. A direct non transferable shuttle from/to MMSA to a Sherwins trailhead sounds "magical" and opens up all kinds of new recreational opportunities that don't involve driving your car everywhere and battling parking!

By extending the red line up to the La Verne location (Mill City), it would keep the shuttle bus off of Red Fir where many families whose kids and pets play in and adjacent to the street. The shuttle will still provide access to all of Old Mammoth, including Red Fir, and potentially increase ridership by providing a portal for infinite recreational opportunities. Ridership would open up to more demographics than just Old Mammoth residents. We are not claiming to be transportation experts, but there seems to be more than enough turn around space at the La Verne (Mill City) intersection, **with a few short term ad hoc adjustments** to the vacant land sandwiched between La Verne and Fir Rd on the east side of Old Mammoth Rd.

If we're going to expand the Red Line, lets do this right initially and expand the service to a location that makes more sense and is in line with the TOML's General Plan and vision. This service would further enact the needs identified by the SHARP/TOML and open up even more recreational opportunities/public transit to not only Old Mammoth resident , but the the entire Town!

Thank you for all you do!
Respectfully,
Lyle Koegler
62 Red Fir Rd
818-521-4369

This is a follow up to the email I sent early in support of the Red Line expansion. I will be unable to attend the meeting. Please submit this as my formal comment. I hope my fellow neighbors will do the same!

From the SHARP Document:

<http://www.ci.mammoth-lakes.ca.uhttp://www.ci.mammoth-lakes.ca.us/DocumentCenter/Home/View/2248s/DocumentCenter/Home/View/2248>

Multi-use staging area at Mill City

Develop a multi-use staging area at Mill City, located at the Old Mammoth Road winter closure. Facilities will include signage, expanded parking, and bathrooms. This staging area will be open year-round to non-motorized use (see Summer Map ID #4) and open to OSV use after April 17, when snowmobiles are permitted in the Lakes Basin. This staging area will be served by public transit (see Winter Map ID #12).

RATIONALE: This facility will provide an alternative to the borrow pit staging area (see Winter Map ID #1), which will relieve pressure on the main parking/staging areas at the eastern end of the Sherwins and provide an alternative access/egress point to the Sherwins area for non-motorized users wishing total separation from OSV staging prior to April 17. It also will relieve pressure on the existing Lake Mary Road winter closure staging area. Parking along Old Mammoth Road will continue to be permitted per Town of Mammoth Lakes policy until the parking area is completed.

Public-transit stops near staging areas and trailheads

Public-transit stops should be located within reasonable walking distance of the following staging areas and trailheads: the Mill City staging area (see Summer Map ID #4); the borrow pit staging area (see Summer Map ID #1); the Lake Mary Road winter closure staging area (see Summer Map ID #12a); and the Snowcreek VIII access/egress point (see Summer Map ID #3). See also the public-transit proposal described in Winter Map ID #12.

RATIONALE: Public-transit stops close to staging areas and trailheads will make it easy for those who do not have a vehicle available to them (or a driver's license) to access the Sherwins zone via formal access/egress points with facilities of some kind. **Expanded routes support the Town of Mammoth Lakes General Plan vision for public-transportation mobility and can help alleviate potential traffic congestion both on the roads and at the parking areas.** Adding stops near these points also supports the area's internal connectivity (i.e., the stacked-loop system described in Summer Map ID #8) by enabling users to enter or exit from the location that is most desirable or convenient.

NOTE: The turnaround for public transit at the Mill City staging area could be built at the same time that the parking area is expanded.

With regards to the Red Line on Red Fir, here is a great question for you to consider and answer:

Why would Red Fir Residents ever consider a temporary red line (large bus) service coming down their street when the plan is to abandon the residents of Red Fir in the spring and not provide service to them at all?! The near term proposal to build a turn around at Woodman and force Red Fir families/residents to walk a 1/3 of a mile down a precarious section of Old Mammoth rd does not make sense or benefit Red Fir residents in any way....We don't want to be used for our street for the short term then be completely abandoned to not have any service at all...it provides no long term benefit to us and only short term pitfalls.

We applaud Director John Helms and the TOML's efforts to extend the Red Line Service. It is crucially needed and welcomed, however we believe the current proposal is shortsighted and fails to fulfill our recreational needs in Mammoth Lakes and doesn't maximize on ridership to and from Key recreational nodes within our town.

A VIABLE SOLUTION?:

Using Red Fir Rd for this winter only as a turn around for the Red Line has many issues associated with it....Children safety, Frequency, Speed Limit...Theres more negative than positive. Plus, the tentative plan to construct a bus turnaround at Woodman Street removes and abandons service to Red Fir residents and offers minimal recreational value. If any turn around is to be constructed, it should be at a location that makes sense and fits the master recreational/public transit plans of this town. The expansion of public transit needs to be in "lock step" with the already identified public transportation/recreational needs set forth by this town. The once Sherwin Working Group (SWG) which included the TOML, MLTPA, and the USFS produced a plan and while we realize this plan is a bit older, it still holds it's value and relevancy.

As you know, The Sherwin's Area Recreational Plan (SHARP), produced by the SWG, identifies that a multi-use staging area is needed on Old Mammoth Road at the intersection of La Verne/Fir Streets (Mill City). The SHARP document also states **"This staging area will be served by public transit" and "Expanded routes support the Town of Mammoth Lakes General Plan vision for public-transportation mobility and can help alleviate potential traffic congestion both on the roads and at the parking areas."** We realize the town and cooperating recreational partners are probably a while off from formalizing this multi-use staging area, but the public transit piece could be a reality in the near-term. We also understand that there is a CERCLA issue in the vicinity of Mill City

STAFF REPORT

Subject: SB-1 State of Good Repair Funding Project List FY 2019-20

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

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

ANALYSIS/DISCUSSION:

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

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

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

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

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Preventative Maintenance
- New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

The estimate of available SGR funds for FY 2019/20 identifies a total of \$75,425 in available SGR funding. Of this total SGR allocation, \$25,059 is from Inyo County population-based SGR, \$18,352 is from Mono County population-based, and \$32,014 is shown as Mono County revenue-based funds. These Mono County revenue-based funds include a portion of the revenue-based STA SGR component that is derived from Inyo County. As in previous years, the SGR funding will be used to support preventive maintenance activities.

The initial Project List due date is September 1, 2019. In order to be able to receive funding for Fiscal Year 2019-20, approved Project Lists must be submitted to Caltrans by September 1, 2019. A resolution documenting this approval is also included.

FINANCIAL CONSIDERATIONS

These \$75,425 in SGR funds will supplement the ESTA operating budget by paying for a portion of preventative maintenance activities in FY 2019-20.

RECOMMENDATION

It is recommended that the Board approve Resolution #2019-06 Approving ESTA's Fiscal Year 2019-20 State of Good Repair project lists, selecting Authorized Agents and authorizing execution of the Certifications and Assurances for the California State of Good Repair Program.

Attachments: Inyo Project List 2019-20
Mono Project List 2019-20
Certifications and Assurances Form
Updated Authorized Agent Form
Resolution 2019-06

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Eastern Sierra Transit Authority

Effective Date: August 9, 2019 .

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project.
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.
- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3)

years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

EASTERN SIERRA TRANSIT AUTHORITY

BY:

Phil Moores, Executive Director

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

Division of Rail and Mass Transportation
State Transit Assistance State of Good Repair Program
Authorized Agent Form



Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

___Phil Moores, Executive Director of Eastern Sierra Transit Authority _____ *OR*
(Name and Title of Authorized Agent)

___Karie Bentley, Administration Manager of Eastern Sierra Transit Authority __ *OR*
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

AS THE _____ *Chairperson* _____
(Chief Executive Officer / Director / President / Secretary)

OF THE __ Eastern Sierra Transit Authority Board of Directors
(Name of County/City Organization)

Jeff Griffiths

(Print Name)

Chairperson

(Title)

(Signature)

Approved this _____ 9th _____ day of _____ August _____, 2019 _____

RESOLUTION NO. 2019-06

**A RESOLUTION OF THE EASTERN SIERRA TRANSIT AUTHORITY BOARD OF DIRECTORS
SELECTING AUTHORIZED AGENTS, AUTHORIZING THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES, AND PROJECT LIST FOR THE CALIFORNIA STATE
OF GOOD REPAIR PROGRAM FOR FY 2019-20**

WHEREAS, the Eastern Sierra Transit Authority is an eligible transit operator and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) 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 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

WHEREAS, the Eastern Sierra Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director and Administration Manager; and are approving an updated Authorized Agent form to reflect recent staffing changes; and

WHEREAS, the Eastern Sierra Transit Authority concurs with and approves the attached project list for State of Good Repair program funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Sierra Transit Authority 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 SGR funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Eastern Sierra Transit Authority_ approves the Eastern Sierra Transit Authority State of Good Repair project lists for 2019-20

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

APPROVED AND ADOPTED this 9th day of August, 2019, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES: NOES: ABSTAIN: ABSENT:

Attest: Linda Robinson, Secretary of the Board

Jeff Griffiths, Chairperson
ESTA Board of Directors

By: _____

Mono SGR Project List 2019-20

State of Good Repair Project Information										
#	Recipient/Region <i>Auto-Populated</i>	Sub-Recipient/Operator <i>Dropdown Selection</i>	Project Title <i>Project Titles must match if appearing on a previous list. Max 75 Characters</i>	Project Description <i>Max 300 Characters If you need more space place additional information in Notes</i>	Asset Type <i>Dropdown Selection</i>	Project Category <i>Dropdown Selection</i>	Current Condition of Asset <i>Dropdown Selection</i>	Useful Life If applicable <i>In Years</i>	Project Dates	
									Project Start Date <i>MM/DD/YYYY</i>	Project Completion Date <i>MM/DD/YYYY</i>
	<i>Auto-Populated from Regional Entity Info Tab</i>									
1	Mono County Local Transportation Commission	Eastern Sierra Transit Authority	Preventative Maintenance	Preventive maintenance for Eastern Sierra Transit Authority's revenue vehicles in Mono County. The project is ongoing. Funding will offset preventive maintenance expenditures incurred from July 1, 2019 through June 30, 2020.	Other	Maintenance	Moderate	n/a	07/01/2019	06/30/2020
2	Mono County Local Transportation Commission									
3	Mono County Local Transportation Commission									
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40	Mono County Local Transportation Commission									

#	Project Location City	Project Location County	Existing State of Good Repair Project	SGR Costs				Non-SGR Costs			Total Project	Legislative Districts			Notes, Comments, Additional Information
				2019-20 SGR Costs 99313	2019-20 SGR Costs 99314	Total SGR Costs 99313	Total SGR Costs 99314	Total Other SB1 Costs <i>Please identify Program in Notes</i>	Total STA Costs - <i>Not Including SGR</i>	Total All Other Funds		Congressional	Senate	Assembly	
							<i>New</i>								
1	Mono County	Mono County	No	\$ 18,352	\$ 32,014	\$ 18,352	\$ 32,014			\$ 50,366	8	8	26		
2										\$ -					
3										\$ -					
4										\$ -					
5										\$ -					
6										\$ -					
7										\$ -					
8										\$ -					
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25										\$ -					

Inyo SGR Project List 2019-20

State of Good Repair Project Information										
#	Recipient/Region <i>Auto-Populated</i>	Sub-Recipient/Operator <i>Dropdown Selection</i>	Project Title <i>Project Titles must match if appearing on a previous list. Max 75 Characters</i>	Project Description <i>Max 300 Characters If you need more space place additional information in Notes</i>	Asset Type <i>Dropdown Selection</i>	Project Category <i>Dropdown Selection</i>	Current Condition of Asset <i>Dropdown Selection</i>	Useful Life If applicable <i>In Years</i>	Project Dates	
									Project Start Date <i>MM/DD/YYYY</i>	Project Completion Date <i>MM/DD/YYYY</i>
	<i>Auto-Populated from Regional Entity Info Tab</i>									
1	Inyo County Local Transportation Commission	Eastern Sierra Transit Authority	Preventative Maintenance	Preventive maintenance for Eastern Sierra Transit Authority's revenue vehicles in Inyo County. The project is ongoing. Funding will offset preventive maintenance expenditures incurred from July 1, 2019 through June 30, 2020.	Other	Maintenance	Moderate	n/a	07/01/2019	06/30/2020
2	Inyo County Local Transportation Commission									
3	Inyo County Local Transportation Commission									
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40	Inyo County Local Transportation Commission									

#	Project Location City	Project Location County	Existing State of Good Repair Project	SGR Costs							Non-SGR Costs			Total Project	Legislative Districts			Notes, Comments, Additional Information
				2019-20 SGR Costs 99313	2019-20 SGR Costs 99314	Total SGR Costs 99313	Total SGR Costs 99314	Total Other SB1 Costs <i>Please Identify Program in Notes</i>	Total STA Costs - <i>Not Including SGR</i>	Total All Other Funds	Congressional	Senate	Assembly					
			<i>New</i>															
1	Inyo County	Inyo County	No	\$ 25,059	\$ -	\$ 25,059	\$ -				\$ 25,059	8	8	26				
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EASTERN SIERRA TRANSIT AUTHORITY

**Minutes of Friday, June 14, 2019
 Regular Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:00 a.m. on Friday, June 14, 2019 at the Town of Mammoth Lakes Council Chambers, Mammoth Lakes, California. The following members were present: Bob Gardner, Dan Totheroh, Jeff Griffiths, Jennifer Halferty, Kirk Stapp and Bill Sauser. Jim Ellis and Karen Schwartz was absent. Director Gardner led the pledge of allegiance.

Public Comment	None.
Executive Director Report	Mr. Moores reported on ESTA activities and performance.
Financial Report	Ms. Bentley presented the Financial Report for the 2018/19 fiscal year as of June 3, 2019.
Operations Report	Mr. Moores presented the Monthly Operations Report for April 2019.
Bishop Airport Commercialization Update	Mr. Moores presented an update regarding possible bus service once Bishop Airport is commercialized.
2019 5339(b) Application	Moved by Director Sauser and seconded by Director Stapp to adopt Resolution 2019-04 authorizing competitive application for 5339(b) Grants for Buses and Bus Facilities Program for seventeen replacement vehicles. Motion carried 6-0 with Directors Ellis and Schwartz absent.
5339(b) Savings Application	Moved by Director Halferty and seconded by Director Gardner to adopt Resolution 2019-05 authorizing non-competitive application 5339(b) Grants for Buses and Bus Facilities Program for one trolley. Motion carried 6-0 with Directors Ellis and Schwartz absent.
Town of Mammoth Lakes Rate Increase	Moved by Director Gardner and seconded by Director Sauser to approve Eastern Sierra Transit Authority's request for a rate increase from the Town of Mammoth Lakes and authorize the Executive Director to negotiate the amended agreement along with any minor adjustments. Motion carried 6-0 with Directors Ellis and Schwartz absent.

Fiscal Year 19-20 Budget	Moved by Director Gardner and seconded by Director Halferty to approve the proposed FY 2019/20 Operating and Capital budget. Motion carried 6-0 with Director Ellis and Schwartz absent.
Consent Agenda	Moved by Director Gardner and seconded by Director Totheroh to approve consent agenda consisting of: <ul style="list-style-type: none"> • Approval of Meeting Minutes of April 12, 2019 • Approval of 2019 Historical Society Agreement Motion carried 6-0 with Directors Ellis and Schwartz absent.
Closed Session	Open Session was recessed at 12:12 p.m. to convene in closed session with Directors Ellis and Schwartz absent to consider Agenda item #E Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) Authority designated representatives; Phil Moores, Karie Bentley, and John Vallejo. Bargaining Group; ESTA-EEA.
Report on Closed Session	Closed Session was recessed at 1:06 p.m. Director Griffiths indicated there was nothing to report from the closed session.
Board Member Reports	None
Adjournment	The Chairperson adjourned the meeting at 1:06 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for August 9, 2019 at City of Bishop Council Chambers 301 West Line St., Bishop, CA at 9:00 am.

Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Financial Audit Services Contract and Engagement Letter Approval

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

The Eastern Sierra Transit Authority is required to have an independent audit each year. At the June 15, 2018 Board Meeting, CliftonLarsonAllen LLP (CLA) was selected to provide these financial auditing services with the option of extending the contract for three additional one-year periods. CLA's audit of ESTA's finances was satisfactorily performed in 2018.

ANALYSIS:

Although staff is empowered to execute the contract, CliftonLarsonAllen LLP requested that the governing board also approve their engagement letter, which is included as an attachment. Amy Shepard, Inyo County's auditor, has approved the engagement letter. CLA's auditors are scheduled to be on site for the audit November 12-14, 2019.

FINANCIAL CONSIDERATIONS

Eastern Sierra Transit will be responsible for payment as outlined in the contract. The cost will be \$15,440.00, plus a major program testing (if needed) of \$1,840.

RECOMMENDATION

Board is requested to approve the Letter of Engagement to retain CLA as described in the contract.



CliftonLarsonAllen LLP
925 Highland Pointe Drive, Suite 450
Roseville, CA 95678-5423
916-784-7800 | fax 916-784-7850
CLAconnect.com

July 17, 2019

Board of Directors
Eastern Sierra Transit Authority
Bishop, California

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Eastern Sierra Transit Authority (“you,” “your,” or “entity”) for the year ended June 30, 2019.

Elba Zuniga is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the Eastern Sierra Transit Authority (the Authority), as of and for the year ended June 30, 2019, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. GASB-required supplementary pension, and Other Post Employment Benefits (OPEB) information.

We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to

express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. 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 basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental

regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic 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. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other

matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other

offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit on November 12, 2019.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Nevada Department of Taxation, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Nevada Department of Taxation. If we are aware that

a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of California, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services are as follows:

June 30, 2019	
Eastern Sierra Transit Authority Audit, including compilation of financial statements and the preparation of the State Controller’s Annual Report	\$15,440
Major program Testing – Uniform Guidance, if required	1,840
Total	\$17,280

The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and

reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include the following activities:

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions)
- Calculating accruals
- Analyzing transactions for proper recording
- Converting cash basis accounting records to accrual basis
- Processing immaterial adjustments through the financial statements
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities

- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control
- Substantial increases in the number or significance of problem loans
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

Changes in engagement timing and assistance by your personnel

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of the District's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

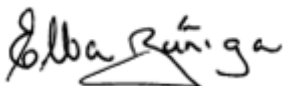
CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Elba Zuniga, CPA
Principal
916-784-7800
Elba.Zuniga@CLAconnect.com

Enclosure

Response:

This letter correctly sets forth the understanding of Eastern Sierra Transit Authority.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____



Staff Report

Subject: Medical Leave Extension
Prepared By: Phil Moores, ESTA Executive Director

BACKGROUND

ESTA's personnel rule 10.4 E requires Board approval for leave extensions beyond 30 calendar days. Leaves may not exceed one year.

DISCUSSION

Bus Operator Debbie Lowe has exhausted her FMLA that began March 29, 2019 and is requesting an extension for medical reasons. Her expected return date is September 1, 2019. She is a benefited employee hired January 2002.

RECOMMENDATION

Approve leave extension request for Debbie Lowe up to, but not over one year.

The ESTA Contingency Fleet Plan is designed to identify vehicles held in reserve for emergency use separate from the active fleet. These vehicles must be beyond their useful life as defined in FTA Super Circular 5010.1E. These vehicles are reserved for emergency evacuation, temporary replacements for buses in the active fleet during major overhauls or bus maintenance activities, and other activities that take a portion of the active fleet temporarily out of service. The contingency fleet is separate from the spare fleet, and is not included in the spare ratio.

The contingency fleet must be inspected, maintained, and stored properly. The buses will be stored and protected alongside the active fleet and will only be activated for reasons stated above. The buses will be inspected and serviced at the same interval as active buses.

Use of buses from the contingency fleet must be documented using the following information:

1. Date activated
2. Reason activated
3. Date returned to contingency status

Here is the list of vehicles in the contingency fleet:

NO	YEAR	MAKE/MODEL	Miles When Removed	VIN	Useful Life Years Limit	Useful Life Miles Limit	Age When Removed	Date Removed
600	2010	FORD/E-450		1FD4E4FS7ADB01795	7	200k	9	6/13/2019
692	2008	FORD/E-450		1FD4E45S18DB29496	7	200k	11	6/13/2019
695	2008	FORD/E-450		1FD4E45S08DB29500	7	200k	11	6/13/2019
697	2009	FORD/E-450		1FD4E45S58DB60170	7	200k	10	6/13/2019
698	2009	FORD/E-450		1FD4E45S48DB60208	7	200k	10	6/13/2019
707	2011	FORD/F-550		1FDAF5GTXBEB76958	7	200k	8	6/13/2019
709	2012	FORD/F-550		1FDUF5GT7CEA43718	7	200k	7	6/13/2019
907	2006	Supreme / Classic American		1F6NF53YX60A18327	7	200k	13	6/13/2019



Staff Report

Subject: 395 Schedule Change
Prepared By: Phil Moores, ESTA Executive Director

BACKGROUND

The 395 schedule did not provide adequate driver breaks and needed revision. In addition, the Nevada endpoint changed from Reno to Sparks.

DISCUSSION

Research was conducted with drivers and staff to improve break times and on-time performance for the route. The effective date is planned for September 16, 2019. An implementation plan was devised to account for public and staff notification as well as technical milestones. Here is the before and after schedule:

NORTH	Stop	Current Schedule	Proposed Schedule	Proposed Segment Time (minutes)	SOUTH	Stop	Current Schedule	Proposed Schedule	Proposed Segment Time (minutes)
	Lone Pine	6:15	6:10			Greyhound	1:10	1:30	
	Indep	6:30	6:27	17		Reno Airport	1:30	1:40	10
	Big Pine	7:00	6:53	26		Carson	2:05	2:15	40
	Bishop	7:30	7:25	27		Gardner	2:30	2:45	32
	Tom's	7:55	7:55	25		Walker	3:10	3:30	43
	Crowley	8:05	8:05	10		Bridgeport	3:55	4:05	45
	Mammoth	8:20	8:20	15		Lee Vining	4:25	4:41	30
	June	8:40	8:50	20		June	4:35	4:51	10
	Lee Vining	8:50	9:00	10		Mammoth	5:15	5:15	20
	Bridgeport	9:20	9:36	36		Crowley	5:30	5:30	15
	Walker	10:00	10:12	36		Tom's	5:35	5:35	5
	Gardner	10:45	10:50	38		Bishop	6:30	6:15	40
	Carson	11:10	11:17	27		Big Pine	6:45	6:30	15
	Reno Airport	12:00	12:00	43		Indep	7:25	6:55	25
	Greyhound	12:15	12:10	10		Lone Pine	7:40	7:15	20
	Gas Station	12:30	12:16	16					
	Greyhound		12:20	4					
				290					290

INFORMATIONAL

According to the ESTA Service Change Policy the planned schedule adjustments are considered De Minimis and do not require Board approval.