



# ESTA BOARD AGENDA

Special Meeting

Friday, December 10, 2021 at 11:00am

**In accordance with Executive Order N-29-20 the meeting will be held virtually.**

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

**Chairperson: Jim Ellis**

**Vice-Chairperson: Bill Sauser**

Board Members:

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

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

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

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 12 by 4pm Thursday, December 9th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played at the appropriate time during the board meeting.

Email public comment: To submit an emailed public comment to the Board please email [pmoores@estransit.com](mailto:pmoores@estransit.com) by 4pm Thursday, December 9th and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

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

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

<https://us02web.zoom.us/j/7608711901?pwd=VS9TeE4rU0NleWFCY0JTOVhzaIEyQT09>

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

**Call to Order (Begin recording meeting)**

## **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.

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

## **A. Information Agenda**

- A-1 Executive Director Report
  - Reporting on ESTA activities and performance
- A-2 Financial Report for 2021/22
- A-3 Ridership Report

## **B. Action Agenda**

- B-1 2022 Board Election
- B-2 Budget Amendment – Community Rides
- B-3 Budget Amendment – Excess Inyo Local Transportation Funds
- B-4 Budget Appropriation – Hero Pay and Vaccine Incentive

## **C. Consent Agenda**

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

- C-1 Approval of Regular Meeting Minutes of November 12, 2021
- C-2 Bill 361 – Public Meetings

## **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 and John Vallejo. Bargaining Group; ESTA-ESTA Employee Association (EEA).
- E-2 Report on Closed Session as required by law.
  - Report on Item E-1

## **F. Adjournment**

The next regularly scheduled meeting is January 7, 2022 at 9:00 am. Check ESTA website for details on attending the meeting.

12/10/21

Please forward this message to the ESTA Board of Directors at the meeting this Friday November 12th. Several of the ESTA drivers were surprised and dismayed to discover on our paystubs received 11-02-21 that the SPTO balance changed to 0. Surely at a time when the COVID 19 Virus cases are higher in Inyo County and in the ESTA staff since early 2020, this change does not represent a concern for the health and welfare of the ESTA staff and passengers we serve!!! Also, our policy when staff members are exposed to a positive case of the COVID 19 Virus, they need to be off work so they do not potentially expose any of their coworkers!!! We the ESTA workers need to feel we are being protected from possible exposure so that we are also not endangering our families and ESTA passengers!!!

## STAFF REPORT

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

### Recruitment

Winter recruitment for Mammoth Lakes has not resulted in sufficient drivers for Winter service. Three to four drivers have been hired so far. Impacts to service are expected in the form of reduced Town Trolley service and longer wait times during passenger surges in Mammoth. Bishop recruitment has also slowed, and longer wait dial-a-ride times are expected.

### Bishop Airport

December 19<sup>th</sup> should be an eventful day at the airport. Preparations for the arrival of airline passengers have been underway seven days a week for a few months. ESTA signage throughout the terminal is planned and the impact to ESTA ridership will be closely monitored. I for one, plan to attend the momentous days events and observe the operation.

### Community

ESTA partnered with the Salvation Army and Grocery Outlet in Bishop to collect food in our annual Stuff-a-Bus event. Six pallets of food were collected to be placed in care packages for the holidays.



### **AB-361 Public Meetings**

Selection of Board meeting dates and/or special board meetings to satisfy the 30-day AB-361 requirements. Our regularly scheduled January 14 meeting is beyond the 30-day limit. January 7 is the Friday before and within the limit. Options:

1. Hold a special meeting before the regular meetings to satisfy the 30-day limit. This would be a relatively short meeting of around 10-15 minutes.
2. Change the regular meetings to always be within the 30-day limit. This is problematic due to the creeping back of the meeting dates with each successive month. By March the meeting would be on a Thursday, etc.
3. Disregard the restrictive 30-day limit and review the law's requirements at each regularly scheduled Board meeting. The consequences of this option could be the necessary repeat of the meeting due to a Brown Act complaint, if there should be one.

For what it's worth, the law never intended for there to be special public meetings specifically and exclusively to address jurisdictional emergency conditions. The bill was poorly written.

## STAFF REPORT

Subject: Financial Report – FY 2021/22  
Initiated by: Karie Bentley, Administration Manager

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The year-to-date roll-up and year end forecast for the 2021/22 fiscal year are included on the following pages. Reports are as of December 1, 2021.

Inyo County Local Transportation Commission authorized an unexpected payment of excess Local Transportation Funds in the amount of \$311,511. An action item will be presented today to amend the budget to include this revenue, and to authorize transfer of it into the Bishop Admin Building Fund.

All other revenue is coming in as expected. Much of ESTA's revenue is claimed on a reimbursement basis so it is normal to see low revenue amounts.

It is expected that 5232 Office & Other Equip <\$5,000 will be over budget due to unexpected purchases consisting in part of employee lockers and furniture.

It is expected that 5291 Office Space & Site Rental will be over budget. This is primarily due to the Bishop mobile office rent being more than anticipated. An analysis of current and future expenditures relating to this rental presented to the board at a future meeting.

5640 Structures & Improvements is \$455 over budget. These are items related to the Bishop Mobile Office. All items relating to the office were coded there upon the advice of the Inyo County Auditor's office to keep them out of the operating budget. At least some of this will be re-classified before year end.

Gas was budgeted at \$4.50 per gallon and averaged \$4.10 per gallon in November, with a fiscal year average of \$3.76 per gallon (16% below budget).

Overall maintenance and fuel costs are low due to not yet having the invoices for Mammoth base expenses for August through November.

The table below details the year-to-date revenue and expenses by budget line item and includes a year-end forecast.

Financial information as of: 12/1/2021

% of Fiscal Year: 43%

153299 - EASTERN SIERRA TRANSIT - ROLL UP

<b>OPERATING Revenue</b>		<b>FY21/22 Budget</b>	<b>YTD Actual</b>	<b>Balance</b>	<b>% of Budget</b>	<b>Year End Forecast</b>	<b>YE Forecast Variance</b>	<b>Comments</b>
4061	LOCAL TRANSPORTATION TAX	1,482,698	743,981	738,717	50%	1,802,209	319,511	Unbudgeted LTF Payment of 319K from Inyo.\$50,134 will fund Site Improvement in capital budget
4065	STATE TRANSIT ASST	338,363	-	338,363	0%	338,363	-	
4301	INTEREST FROM TREASURY	25,000	2,645	22,355	11%	25,000	-	
4498	STATE GRANTS	34,142	34,142	-	100%	34,142	-	
4499	STATE OTHER	76,449	-	76,449	0%	76,449	-	
4555	FEDERAL GRANTS	1,440,845	-	1,440,845	0%	1,440,845	-	
4599	OTHER AGENCIES	1,147,731	285,477	862,254	25%	1,147,731	-	\$69K of budget is Capital for Trolley
4819	SERVICES & FEES	1,861,192	713,209	1,147,983	38%	1,861,192	-	
4959	MISCELLANEOUS REVENUE	12,000	7,104	4,896	59%	12,000	-	
	<b>Revenue Total:</b>	<b>6,418,420</b>	<b>1,786,559</b>	<b>4,631,861</b>	<b>28%</b>	<b>6,737,931</b>	<b>319,511</b>	

<b>Operating Expenditure:</b>		<b>FY21/22 Budget</b>	<b>YTD Actual</b>	<b>Balance</b>	<b>% of Budget</b>	<b>Year End Forecast</b>	<b>YE Forecast Variance</b>	<b>Comments</b>
5001	SALARIED EMPLOYEES	1,550,789	521,938	1,028,851	34%			
5003	OVERTIME	125,662	41,582	84,080	33%			
5005	HOLIDAY OVERTIME	124,726	29,679	95,047	24%			
5012	PART TIME EMPLOYEES	480,243	164,681	315,562	34%			
	<b>Wages subtotal</b>	<b>2,281,420</b>	<b>757,880</b>	<b>1,523,540</b>	<b>33%</b>	<b>2,281,420</b>	<b>-</b>	
5021	RETIREMENT & SOCIAL SECURITY	57,216	15,755	41,461	28%	57,216	-	
5022	PERS RETIREMENT	260,870	87,114	173,756	33%	260,870	-	
5025	RETIREE HEALTH BENEFITS	2,640	-	2,640	0%	2,640	-	
5031	MEDICAL INSURANCE	258,790	69,480	189,310	27%	258,790	-	Does not include Nov. or Dec.
5043	OTHER BENEFITS	37,999	9,721	28,278	26%	37,999	-	
5045	COMPENSATED ABSENCE EXPENSE	160,001	57,581	102,420	36%	160,001	-	
5046	OPEB EXPENSE	59,539	59,539	-	100%	59,539	-	Lump sum payment made.
5047	EMPLOYEE INCENTIVES	6,300	521	5,779	8%	6,300	-	
5111	CLOTHING	1,500	403	1,097	27%	1,500	-	
5152	WORKERS COMPENSATION	105,500	105,033	467	100%	105,500	-	Paid in advance.
5154	UNEMPLOYMENT INSURANCE	45,000	265	44,735	1%	45,000	-	
5158	INSURANCE PREMIUM	202,770	202,297	473	100%	202,770	-	Paid in advance.
5171	MAINTENANCE OF EQUIPMENT	787,673	152,742	634,931	19%	787,673	-	Haven't received bills for Aug-Nov for Mammoth Lakes
5173	MAINTENANCE OF EQUIPMENT-MA	18,400	4,063	14,337	22%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	

Operating Expenditure:		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5211	MEMBERSHIPS	1,320	999	321	76%	1,320	-	
5232	OFFICE & OTHER EQUIP < \$5,000	16,015	13,878	2,137	87%	16,015	-	May go over budget. Unbudgeted purchases.
5238	OFFICE SUPPLIES	8,500	4,316	4,184	51%	8,500	-	
5253	ACCOUNTING & AUDITING SERVICE	49,750	10,950	38,800	22%	49,750	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	1,099	5,902	16%	7,001	-	
5263	ADVERTISING	42,202	15,490	26,712	37%	42,202	-	
5265	PROFESSIONAL & SPECIAL SERVICE	446,593	99,548	347,045	22%	446,593	-	
5291	OFFICE, SPACE & SITE RENTAL	208,297	107,022	101,275	51%	208,297	-	Bishop Admin office rent is more than budgeted. Reds permit was more than expected.
5311	GENERAL OPERATING EXPENSE	104,716	24,276	80,440	23%	104,716	-	
5326	LATE FEES & FINANCE CHARGES	300	61	239	20%	300	-	
5331	TRAVEL EXPENSE	16,499	4,618	11,881	28%	16,499	-	
5332	MILEAGE REIMBURSEMENT	32,355	4,343	28,012	13%	32,355	-	
5351	UTILITIES	68,204	8,968	59,236	13%	68,204	-	
5352	FUEL & OIL	684,902	120,354	564,548	18%	684,902	-	Haven't received bills for Aug-Nov for Mammoth Lakes
5539	OTHER AGENCY CONTRIBUTIONS	30,000	31,837	30,000	106%	31,837	(1,837)	\$31,873 contribution has been made to the Reds Road Fund. Note this is a transfer, rather than an actual report and does not show on the budget to actual report.
5901	CONTINGENCIES	100,000	-	100,000	0%	100,000	-	
	<b>Expenditure Total:</b>	<b>6,107,272</b>	<b>1,970,154</b>	<b>4,168,955</b>	<b>32%</b>	<b>6,109,109</b>		

TRANSFERS Expenditure		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	185,780	-	185,780	-	185,780	-	
	<b>Expenditure Total:</b>	<b>185,780</b>	<b>-</b>	<b>185,780</b>	<b>-</b>	<b>185,780</b>	<b>-</b>	
NET	TRANSFERS		-					

Projected Revenue less Projected Expenses: 628,822  
 Less Capital Trolley Match: 69,000  
 Less Capital Replacement Transfers: 185,780  
 Less Capital Structures & Improvements: 50,591  
 Operating Balance: 323,451

CAPITAL ACCOUNT Revenue		FY21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	92,000	-	92,000	0%	92,000	-	
4067	STATE TRANSIT ASST-CAPITAL	383,698	-	383,698	0%	383,698	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	19,188	19,118	70	100%	19,188	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	-	1,376,575	0%	1,376,575	-	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	
<b>Revenue Total:</b>		<b>1,871,461</b>	<b>19,118</b>	<b>1,852,343</b>	<b>1%</b>	<b>1,871,461</b>	<b>-</b>	

**Capital Expenditures**

5640	STRUCTURES & IMPROVEMENTS	50,136	50,591	(455)	101%	50,591	(455)	Bishop Admin Office Related, may be reclassified at a later date. Funded with operating revenue.
5650	EQUIPMENT	16,240	6,240	10,000	38%	16,240	-	Reds Radios & Electric Charger
5655	VEHICLES	2,074,119	-	2,074,119	0%	2,074,119	-	New Vehicles (5310, 5339(a))
<b>Expenditure Total:</b>		<b>2,140,495</b>	<b>56,831</b>	<b>2,083,664</b>	<b>3%</b>	<b>2,140,950</b>	<b>(455)</b>	

<b>Projected Capital Revenue Less Projected Expenses :</b>	<b>(269,489)</b>
<b>Plus Trolley Funding in Operating Revenue:</b>	<b>69,000</b>
<b>Plus Reds Radio Funding in Operating Revenue:</b>	<b>6,240</b>
<b>Plus Structures &amp; Improvements in Operating Revenue:</b>	<b>50,136</b>
<b>Plus LCTOP fund balance for Electric Vehicle:</b>	<b>143,871</b>
<b>Capital Balance:</b>	<b>(242)</b>

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

December 10, 2021  
 Agenda Item #A-2

Ledger: GL

As of 12/1/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Key: 153298 - ESTA - BUDGET</b>						
<b>OPERATING</b>						
Revenue						
Expenditure						
<b>NET OPERATING</b>		0.00	0.00	0.00	0.00	
<b>CAPITAL ACCOUNT</b>						
Revenue						
<b>NET CAPITAL ACCOUNT</b>		0.00	0.00	0.00	0.00	
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>						
<b>OPERATING</b>						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,482,698.00	743,981.39	0.00	738,716.61	50.17
4065	STATE TRANSIT ASST	338,363.00	0.00	0.00	338,363.00	0.00
4301	INTEREST FROM TREASURY	25,000.00	2,645.38	0.00	22,354.62	10.58
4498	STATE GRANTS	34,142.00	34,142.00	0.00	0.00	100.00
4499	STATE OTHER	76,449.00	0.00	0.00	76,449.00	0.00
4555	FEDERAL GRANTS	1,440,845.00	0.00	0.00	1,440,845.00	0.00
4599	OTHER AGENCIES	1,147,731.00	285,476.93	0.00	862,254.07	24.87
4819	SERVICES & FEES	1,861,192.00	713,208.79	0.00	1,147,983.21	38.32
4959	MISCELLANEOUS REVENUE	12,000.00	7,104.48	0.00	4,895.52	59.20
<b>Revenue Total:</b>		6,418,420.00	1,786,558.97	0.00	4,631,861.03	27.83
Expenditure						
5001	SALARIED EMPLOYEES	1,550,789.00	521,938.06	0.00	1,028,850.94	33.65
5003	OVERTIME	125,662.00	41,582.45	0.00	84,079.55	33.09
5005	HOLIDAY OVERTIME	124,726.00	29,678.52	0.00	95,047.48	23.79
5012	PART TIME EMPLOYEES	480,243.00	164,681.34	0.00	315,561.66	34.29
5021	RETIREMENT & SOCIAL SECURITY	57,216.00	15,754.96	0.00	41,461.04	27.53
5022	PERS RETIREMENT	260,870.00	87,114.40	0.00	173,755.60	33.39
5025	RETIREE HEALTH BENEFITS	2,640.00	0.00	0.00	2,640.00	0.00
5031	MEDICAL INSURANCE	258,790.00	69,480.07	0.00	189,309.93	26.84
5043	OTHER BENEFITS	37,999.00	9,721.24	0.00	28,277.76	25.58
5045	COMPENSATED ABSENCE EXPENSE	160,001.00	57,581.03	0.00	102,419.97	35.98
5046	OPEB EXPENSE	59,539.00	59,539.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	6,300.00	520.67	0.00	5,779.33	8.26
5111	CLOTHING	1,500.00	403.15	0.00	1,096.85	26.87
5152	WORKERS COMPENSATION	105,500.00	105,033.00	0.00	467.00	99.55
5154	UNEMPLOYMENT INSURANCE	45,000.00	265.39	0.00	44,734.61	0.58
5158	INSURANCE PREMIUM	202,770.00	202,297.00	0.00	473.00	99.76
5171	MAINTENANCE OF EQUIPMENT	787,673.00	152,742.36	0.00	634,930.64	19.39
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	4,062.98	0.00	14,337.02	22.08
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,320.00	999.00	0.00	321.00	75.68
5232	OFFICE & OTHER EQUIP < \$5,000	16,015.00	13,877.96	0.00	2,137.04	86.65
5238	OFFICE SUPPLIES	8,500.00	4,315.91	0.00	4,184.09	50.77
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	10,950.00	0.00	38,800.00	22.01
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	1,099.08	0.00	5,901.92	15.69
5263	ADVERTISING	42,202.00	15,489.73	0.00	26,712.27	36.70
5265	PROFESSIONAL & SPECIAL SERVICE	446,593.00	99,548.39	0.00	347,044.61	22.29
5291	OFFICE, SPACE & SITE RENTAL	208,297.00	107,021.53	0.00	101,275.47	51.37

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

December 10, 2021  
 Agenda Item #A-2

Ledger: GL

As of 12/1/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	104,716.00	24,275.76	0.00	80,440.24	23.18
5326	LATE FEES & FINANCE CHARGES	300.00	61.09	0.00	238.91	20.36
5331	TRAVEL EXPENSE	16,499.00	4,618.09	0.00	11,880.91	27.99
5332	MILEAGE REIMBURSEMENT	32,355.00	4,343.16	0.00	28,011.84	13.42
5351	UTILITIES	68,204.00	8,968.22	0.00	59,235.78	13.14
5352	FUEL & OIL	684,902.00	120,353.80	0.00	564,548.20	17.57
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	100,000.00	0.00	0.00	100,000.00	0.00
<b>Expenditure Total:</b>		<u>6,107,272.00</u>	<u>1,938,317.34</u>	<u>0.00</u>	<u>4,168,954.66</u>	<u>31.73</u>
<b>NET OPERATING</b>		<u>311,148.00</u>	<u>(151,758.37)</u>	<u>0.00</u>	<u>462,906.37</u>	
<b>NON-OPERATING</b>						
<b>Revenue</b>						
<b>NET NON-OPERATING</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						
4066	PTMISEA	92,000.00	0.00	0.00	92,000.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	383,698.00	0.00	0.00	383,698.00	0.00
4495	STATE GRANTS - CAPITAL	19,188.00	19,118.00	0.00	70.00	99.63
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	0.00	0.00	1,376,575.00	0.00
<b>Revenue Total:</b>		<u>1,871,461.00</u>	<u>19,118.00</u>	<u>0.00</u>	<u>1,852,343.00</u>	<u>1.02</u>
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	50,136.00	50,590.85	0.00	(454.85)	100.90
5650	EQUIPMENT	16,240.00	6,239.86	0.00	10,000.14	38.42
5655	VEHICLES	2,074,119.00	0.00	0.00	2,074,119.00	0.00
<b>Expenditure Total:</b>		<u>2,140,495.00</u>	<u>56,830.71</u>	<u>0.00</u>	<u>2,083,664.29</u>	<u>2.65</u>
<b>NET CAPITAL ACCOUNT</b>		<u>(269,034.00)</u>	<u>(37,712.71)</u>	<u>0.00</u>	<u>(231,321.29)</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	185,780.00	0.00	0.00	185,780.00	0.00
<b>Expenditure Total:</b>		<u>185,780.00</u>	<u>0.00</u>	<u>0.00</u>	<u>185,780.00</u>	<u>0.00</u>
<b>NET TRANSFERS</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>153299 Total:</b>		<u>(143,666.00)</u>	<u>(189,471.08)</u>	<u>0.00</u>	<u>45,805.08</u>	

**COUNTY OF INYO  
UNDESIGNATED FUND BALANCES**

December 10, 2021  
Agenda Item #A-2

AS OF 06/30/2022

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	3,735,789	2,190	42,012		38,038			3,741,953		3,741,953
1533 ESTA ACCUMULATED	1,525,820							1,525,820		1,525,820
1534 ESTA GENERAL RESERVE	535,168							535,168		535,168
1535 ESTA BUDGET STAB	214,065							214,065		214,065
1536 REDS MEADOW ROAD	144,737							144,737		144,737
6809 SRTP TRANSPORT PLAN	3,749					29,339		(25,590)		(25,590)
6820 NON-EMERGENCY TRAN REIM						6,680		(6,680)		(6,680)
6821 BISHOP YARD-ESTA	80					5,008		(4,928)		(4,928)
6822 LCTOP-ELECTRIC VEHICLE	163,058							163,058		163,058
6824 ESTA-LCTOP	26,221				103	985		25,133		25,133
6825 BISHOP ADMIN BUILDING	71,046							71,046		71,046
<b>ESTA Totals</b>	<b>6,419,733</b>	<b>2,190</b>	<b>42,012</b>		<b>38,141</b>	<b>42,012</b>		<b>6,383,782</b>		<b>6,383,782</b>
<b>Grand Totals</b>	<b>6,419,733</b>	<b>2,190</b>	<b>42,012</b>		<b>38,141</b>	<b>42,012</b>		<b>6,383,782</b>		<b>6,383,782</b>

**STAFF REPORT**

**Subject: Ridership Report October 2021**  
**Presented by: Phil Moores, Executive Director**

**Executive Summary**

Unsurprisingly, overall ridership increased in October compared to last year. Compared to pre-Covid, ridership was 27% down, which is less "down" than previous months.

<b>October Ridership Report</b>					
<b>Route</b>	<b>Pre-Covid April 2019</b>	<b>Covid 2020</b>	<b>Current 2021</b>	<b>Change Current vs. Last year</b>	<b>% Change Current vs Pre-Covid</b>
BEN	54.00	6.00	5.00	-1	-90.74%
BISDAR	3,792.00	2,439.00	2,762.00	323	-27.16%
BISFR	0.00	0.00	0.00	0	0.00%
BPTCAR	19.00	10.00	6.00	-4	-68.42%
LANC	476.00	215.00	350.00	135	-26.47%
LP/BIS	289.00	158.00	228.00	70	-21.11%
LPDAR	473.00	312.00	396.00	84	-16.28%
MAMFR	15,620.00	6,795.00	11,569.00	4,774	-25.93%
MDAR	266.00	124.00	150.00	26	-43.61%
MMSA	0.00	0.00	0.00	0	0.00%
MXP	369.00	190.00	180.00	-10	-51.22%
NRIDER	322.00	134.00	275.00	141	-14.60%
REDS	195.00	0.00	0.00	0	-100.00%
RENO	591.00	289.00	513.00	224	-13.20%
WLK	27.00	12.00	5.00	-7	-81.48%
<b>Total</b>	<b>22,493</b>	<b>10,684</b>	<b>16,439</b>	<b>5,755</b>	<b>-27%</b>

**Route Key**

<b>Route</b>	<b>Route(s)</b>
BEN	Benton
BISDAR	Bishop DAR
BISFR	Bishop Creek Shuttle
BPTCAR	Bridgeport to Carson
LANC	Bishop to Lancaster
LP/BIS	Lone Pine to Bishop
LPDAR	Lone Pine DAR
MAMFR	Summer(Purple, Town Trolley, Lakes Basin) Winter(Purple, evening and late night trolley)
MDAR	Mammoth DAR
MMSA	Summer(none), Winter(Red, Blue, Green, Yellow)
MXP	Mammoth Express
NRIDER	Night Rider
REDS	Reds Meadow
RENO	Bishop to Reno
WLK	Walker DAR

## STAFF REPORT

**Subject:** Election of 2022 Chairperson and Vice-Chairperson

**Presented By:** Phil Moores, Executive Director

**Background:**

Section 2.1 of the Joint Powers Agreement provides that the Board of Directors shall elect a Chair and Vice-Chair from among its members. The ESTA By-Laws specify that the representative elected to the Chair position shall alternate between Inyo and Mono Counties each year, and that the persons elected to the Chair and Vice-Chair positions shall not be from the same county.

**Analysis/Discussion:**

In keeping with the provisions outlined in the ESTA By-Laws, the Chair for the 2022 year should be from Mammoth Lakes or Mono County. Past practice has been that the Vice-Chair has been elected to the position of Chair in the year following their term as Vice-Chair. Director Sauser from the Town of Mammoth Lakes was elected to the position of Vice-Chair last year. Also, in keeping with the By-Laws, the Vice-Chair for 2022 should be from either Inyo County or the City of Bishop.

**Financial Considerations:**

None

**Recommendation:**

It is recommended the Board elect a Chairperson and Vice Chairperson for 2022.

## STAFF REPORT

Subject: Budget Amendment – Community Rides Bishop Dial-a-Ride  
Expansion

Initiated by: Karie Bentley, Administration Manager

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### Background:

On April 9, 2021 the Board of Directors of Eastern Sierra Transit Authority (ESTA) authorized an application for a National Rural Transit Assistance Program (RTAP) Community Rides Grant for an expansion of Bishop Dial-a-Ride. Several project sizes were submitted for consideration ranging from 19.5 hours of service per week to 10 hours of service per week.

On August 31, 2021 ESTA was selected for a RTAP Community Rides Award in the amount of \$73,398 for the Bishop Dial-a-Ride expansion. This program funds 15 months of the project, three months of planning and preparation and 12 months of service. The program expects that the service continues after the funding ends.

### Analysis/Discussion:

Upon further consideration of availability of ongoing funding, it was determined that a more modest expansion should be rolled out. It was decided to extend Bishop Dial-a-Ride by one hour Monday through Thursday beginning January 3, 2022, initially scheduling one driver, if demand warrants more service, a second driver will be added. This would be a 9 hour per week service expansion if both drivers are used. The cost for the expansion with two drivers is estimated to be \$51,000.

This project was not included in the FY 21/22 budget as the award was uncertain. Project billing will be January 2022 through December 2022. It is necessary to amend the FY 21/22 budget to reflect this additional revenue and expense. The FY 22/23 budget will include the revenue and expense for the balance of the project.

### Recommendation:

Authorize amending the FY 21-22 budget to increase estimated revenue in ESTA budget object code 4555 Federal Grants by \$25,500 and increase appropriations in the ESTA budget in object codes as follows:

5001 Salaried Employees by \$15,000  
5022 PERS Retirement by \$1,000  
5031 Medical Insurance by \$1,000  
5045 Compensated Absence Expense by \$1,500

5352 Fuel & Oil by \$2,000  
5171 Maintenance of Equipment by \$2,000  
5238 Office Supplies by \$1,000  
5263 Advertising by \$1,000  
5265 Professional Services \$1,000

## STAFF REPORT

Subject: Budget Amendment – Excess Inyo Local Transportation Funds  
Initiated by: Karie Bentley, Administration Manager

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### Background:

On June 25, 2021 the Board of Directors of Eastern Sierra Transit Authority (ESTA) approved a budget for Fiscal Year 2021-22. The budget included the expected Local Transportation Funds (LTF) for the fiscal year.

In addition to the expected 2021-22 LTF funds, Inyo Local Transportation Commission (ILTC) has, for a number of years, been accumulating excess LTF funds. The use of these funds has been informally discussed many times between ESTA and ILTC with the thought that the funds would eventually be put towards ESTA's new Bishop Administrative Office.

At the October 20, 2021 Inyo Local Transportation Commission meeting, Phil Moores requested the funds be paid to ESTA, rather than being held by ILTC. The ILTC Board approved a resolution authorizing the payment. Excess LTF funds in the amount of \$319,511 was received by ESTA on November 15, 2021.

ESTA would like to amend the budget to include these funds, and request Board approval to transfer the funds to budget unit 612507 – Bishop Admin Building Fund, to set them aside for the Bishop Administrative Office Project.

### Recommendation:

Authorize amending the FY 21-22 budget to increase estimated revenue in ESTA budget by a total of \$319,511 in 153202 Inyo and 153204 Bishop budgets, object code 4061 Local Transportation Tax, and approve a transfer of funds to 612507 – Bishop Admin Building Fund in the amount of \$319,511.

**STAFF REPORT**

Subject: Budget Appropriation – Hero Pay and Vaccine Incentive Pay  
Initiated by: Karie Bentley, Administration Manager

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**Background:**

On June 25, 2021 the Board of Directors of Eastern Sierra Transit Authority (ESTA) approved a budget for Fiscal Year 2021-22.

On November 12, 2021 the Board of Directors of Eastern Sierra Transit Authority approved Hero Pay and Vaccine Incentive Pay with a total budget of \$29,000.

A budget appropriation is required to move this amount of budget from contingency to payroll related line items. This appropriation requires Board approval.

A total of \$29,000 will be moved from Contingency in the Inyo and Mono Budgets and added 5001 Salaried Employees and 5012 Part Time Employees for Hero and Vaccine Incentive Pay in the Inyo, Mono, Bishop and Mammoth Lakes budgets.

**Recommendation:**

Authorize the attached Appropriation Change Request Form to move \$29,000 from 5901 Contingency to 5001 Salaried Employees and 5012 Part Time Employees for Hero and Vaccine Incentive Pay.



**EASTERN SIERRA TRANSIT AUTHORITY**

**Minutes of Friday, November 12, 2021 Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 9:00 a.m. on Friday, November 12, 2021, via Zoom. The following members were present: Directors Bob Gardner, Karen Schwartz, Jim Ellis, Jeff Griffiths and Rhonda Duggan. Directors Dan Totheroh, Bill Sauser and Kirk Stapp were absent.

Director Ellis led the Pledge of Allegiance.

Public Comment	None
Executive Directors Report	Mr. Moores reported on ESTA activities and performance. Mr. Moores introduced two Employees of the Quarter: Brian Von Tersch as second quarter winner and Craig Bernard as third quarter winner. Both are Utility and Bus Operator employees.
Preliminary Financial report FY 2020/21	Ms. Bentley presented Eastern Sierra Transit Authority's Preliminary Financial Report for FY 2020/21 as of October 22, 2021.
Financial Report 2021/22	Ms. Bentley presented the Financial Report for 2021/22 as of November 4, 2021.
Ridership Report	Mr. Moores presented the Ridership Report for August and September, 2021.
Vehicle Replacement Plan	Mr. Moores presented the Vehicle Replacement Plan report.
Grant Funding Opportunity – Fleet Replacement	Moved by Director Ellis and seconded by Director Griffiths to approve and pass Resolution 2021-08 authorizing submittal of an application for grant funding under the Federal Transit Administration's Bus and Bus Facilities Infrastructure Investment Program, and to approve the use of matching funds from the Town of Mammoth Lakes.  Roll call vote taken.  Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.
Budget Appropriation	Moved by Director Griffiths and seconded by Director Gardner to authorize the Appropriation Change Request Form to move \$6,239.86 to Budget Unit 153209 Reds Meadow, Object Code 5650 Equipment from the Reds Meadow line items 5232-Office & Other Equip<\$5,000 and 5001-Salaried Employees.  Roll call vote taken.  Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.

<p>Hero Pay – Vaccine Incentive</p>	<p>Moved by Director Schwartz and seconded by Director Gardner to authorize the Executive Director to carry out the Hero Pay – Vaccine Incentive premium pay program within the budget of up to \$29,000 +/- 10%.</p> <p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.</p>												
<p>2021-22 Winter Service Review</p>	<p>Moved by Director Gardner and seconded by Director Duggan to approve the 2021-22 Winter Service Plan as presented.</p> <p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.</p>												
<p>2022 Board Meeting Calendar</p>	<p>Moved by Director Schwartz and seconded by Director Gardner to approve this schedule of dates for the regular meetings of the board for 2022.</p> <table data-bbox="544 919 1534 1312"> <tr> <td>January 14 in Bishop, 9am</td> <td>July 8 in Bishop, 9am</td> </tr> <tr> <td>February 11 in Mammoth, 11am</td> <td>August 12 in Bishop, 11am</td> </tr> <tr> <td>March 11 in Bishop, 9am</td> <td>September 16 in Mammoth, 11am</td> </tr> <tr> <td>April 8 in Bishop, 11am</td> <td>October 14 in Mammoth, 11am</td> </tr> <tr> <td>May 13 in Mammoth, 9am</td> <td>November 18 in Bishop, 9am</td> </tr> <tr> <td>June 10 in Mammoth, 11am</td> <td>December 9 in Bishop, 11am</td> </tr> </table> <p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.</p>	January 14 in Bishop, 9am	July 8 in Bishop, 9am	February 11 in Mammoth, 11am	August 12 in Bishop, 11am	March 11 in Bishop, 9am	September 16 in Mammoth, 11am	April 8 in Bishop, 11am	October 14 in Mammoth, 11am	May 13 in Mammoth, 9am	November 18 in Bishop, 9am	June 10 in Mammoth, 11am	December 9 in Bishop, 11am
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<p>Election of 2022 Chairperson and Vice-Chairperson</p>	<p>The 2022 Election of Chairperson and Vice-Chairperson was postponed until December 10, 2021.</p>												
<p>Consent Agenda: Approval of Regular Meeting Minutes of August 13, 2021.</p>	<p>Moved by Director Griffiths and seconded by Director Gardner to approve the Consent Agenda Consisting of:</p> <p>Approval of Meeting Minutes of August 13, 2021.</p> <p>Updated Harassment, Discrimination and Retaliation Policy.</p>												

Approval of Updated Harassment, Discrimination and Retaliation Policy	<p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.</p>
AB 361 – Virtual Public Meetings	<p>Moved by Director Griffiths and seconded by Director Schwartz for the board to adopt findings pursuant to AB 361 that:</p> <p>A) the Board reconsidered the circumstances of the existing State of Emergency issued on March 4, 2020, in response to the COVID-19 pandemic;</p> <p>B) local officials continue to recommend measures to promote social distancing, and/or the state of emergency continues to directly impact the ability of the members to meet safely in person.</p> <p>Roll call vote taken.</p> <p>Motion carried 5-0 with Directors Sauser, Stapp and Totheroh absent.</p>
Board Member Comments	None
Closed Session	<p>Open Session was recessed at 9:49 am to convene in closed session to consider:</p> <p>DISCUSSION/POSSIBLE ACTION. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; Phil Moores and John Vallejo. Bargaining Group; ESTA- ESTA Employee Association (EEA)</p>
Report on closed session	Closed session was recessed at 10:06 am. Director Ellis stated there was nothing to report from the closed session.
Adjournment	<p>The Chairperson adjourned the meeting at 10:14 am</p> <p>The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for December 10, 2022 at 11:00 am. Check ESTA website for details on attending the meeting.</p>

Recorded & prepared by:

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Linda Robinson  
 Board Clerk  
 Eastern Sierra Transit Authority

Minutes approved:

## STAFF REPORT

**Subject:** AB 361 - Virtual Public Meetings

**Presented By:** Phil Moores, Executive Director

**Background:**

The Governors Executive Order 9-29-20 has expired. This Order allowed for Brown Act exceptions regarding virtual public meetings. AB 361 provides the opportunity for local governments to assess circumstances and continue meeting virtually if necessary.

**Analysis/Discussion:**

Inyo County continues to rank high among other counties in new Covid case percentage. Both Mono and Inyo County have tightened mask requirements for the public indoors. ESTA has experienced an outbreak of Covid-19 cases. All these facts point toward a continued virtual meeting format.

If virtual meetings are continued, AB 361 requires that every 30 days, a new assessment of circumstances and Board action to continue meeting virtually. A special meeting of the Board will be necessary January 7, 2022, to meet the 30-day requirement.

There is talk of the State Legislature increasing the 30-day requirement when they are back in session next year.

**Recommendation:**

Request Board adopt findings pursuant to AB 361 that: A) the Board reconsidered the circumstances of the existing State of Emergency issued on March 4, 2020, in response to the COVID-19 pandemic; and B) local officials continue to recommend measures to promote social distancing, and/or the state of emergency continues to directly impact the ability of the members to meet safely in person.