

**BOARD OF DIRECTORS  
OF THE  
EASTERN SIERRA TRANSIT AUTHORITY**



Regular Meeting  
Friday April 21, 2017  
City of Bishop Council Chambers  
301 West Line St  
Bishop, California  
11:00 a.m.

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

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|--|--------------------|
| <b>1. CALL TO ORDER</b>  | <b>DISPOSITION</b> |
| <b>2. PLEDGE OF ALLEGIANCE</b>   |                    |
| <b>3. ROLL CALL</b>  |                    |
| <b>4. PUBLIC COMMENT</b>   | INFORMATION        |
| <b>5. APPROVAL OF MINUTES:</b>   | ACTION             |
| a. Regular meeting of March 17, 2017   |                    |
| <b>6. REDS MEADOW ROAD REHABILITATION PROJECT SUPPORT</b>  | ACTION             |
| Staff recommendation: The Board is requested to approve a letter of support to be provided to the Town of Mammoth Lakes for the Federal Lands Access Program grant application for the rehabilitation of the Reds Meadow Road.                                     |                    |
| <b>7. FINANCIAL REPORT</b>   | RECEIVE AND FILE   |
| a. FY 2016/17 report for the period ending April 19, 2017  |                    |
| <b>8. CALPERS UNFUNDED LIABILITY PAY-OFF</b>   | ACTION             |
| Staff Recommendation: It is recommended that the Board approve Resolution #2017-01 authorizing the Authority to pay-off the CalPERS unfunded liability, and authorizing the Executive Director to complete and execute all necessary documents for this to happen. |                    |

- 9. SOCIAL MEDIA POLICY** ACTION  
Staff recommendation: The Board is requested to approve the draft Social Media policy for the Eastern Sierra Transit Authority
- 10. 2017 BISHOP CREEK SHUTTLE SPECIAL USE PERMIT** ACTION  
Staff recommendation: The Board is requested to ratify the Special Use Permit application that has been submitted to the U.S. Forest Service for the operation of the Bishop Creek Shuttle service in 2017, and to authorize the Executive Director to execute all associated documentation.
- 11. ESTA GOVERNING BOARD ELIGIBILITY** ACTION  
Staff recommendation: The Board is recommended to provide direction to staff to address the sunset provision in subsection 1.2.2 of the ESTA Joint Powers Agreement.
- 12. MAMMOTH TRANSIT SURVEY** INFORMATION  
The results of a recent on-line passenger survey for transit services in the Mammoth Lakes area will be presented for the Board's information.
- 13. OPERATIONS REPORT** RECEIVE AND FILE  
March 2017
- 14. REPORTS** INFORMATION  
a. Board Members  
b. Executive Director
- 15. FUTURE AGENDA ITEMS**
- 16. ADJOURNMENT** ACTION  
The next regular meeting will be May 19<sup>th</sup> in Mammoth Lakes.

# EASTERN SIERRA TRANSIT AUTHORITY

## Minutes of Friday, March 17, 2017 Regular Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 8:36 a.m. on Friday March 17, 2017 at the City of Bishop Council Chambers, Bishop California. The following members were present: Karen Schwartz, Bob Gardner, Jeff Griffiths, Cleland Hoff, Bill Sauser, Mark Tillemans and Kirk Stapp. Director Joe Pecsí was absent. Director Schwartz led the pledge of allegiance.

Public Comment	None.
Approval of Minutes	Moved by Director Griffiths and seconded by Director Stapp to approve the minutes of the regular meeting of February 17, 2017. Motion carried 6-0, with Director Tillemans abstaining and Director Pecsí absent.
Reds Meadow Road Rehabilitation Funding Update	Moved by Director Sauser and seconded by Director Stapp to adopt and approve Resolution 2017-03 approving a \$1.00 surcharge to the Reds Meadow Shuttle adult fare to help fund the long-term maintenance of the Reds Meadow Shuttle Road. Motion carried 7-0 with Director Pecsí absent.
Low Carbon Transit Operations Program Funds	Moved by Director Stapp and seconded by Director Sauser to adopt and approve Resolution 2017-01 authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) Project, continuing the expansion of the Mammoth Express and Lone Pine Express fixed route services. Motion carried 7-0 with Director Pecsí absent.
Title VI Program	Moved by Director Griffiths and seconded by Director Gardner to adopt and approve Resolution 2017-02 approving the Authority's Title VI Program including the Public Participation and Language Assistance Plans. Motion carried 7-0 with Director Pecsí absent.
2017 Reds Meadow Shuttle Special Use Permit	Moved by Director Gardner and seconded by Director Stapp to enter into a Special Use Permit to be issued by the U.S. Forest Service for the Operation of the Reds Meadow Service in 2017, and to authorize the Executive Director to execute all required documents for the Permit. Motion carried 7-0 with Director Pecsí absent.
Bi-Annual Service Review	Mr. Helm presented the Bi-Annual Service Review which included the following notable changes: new summer seasonal service to Bishop Creek Recreation Area, Gray Line Service replaced by

	<p>expanded Town Trolley route, transition of Red Line service in May to the newly expanded trolley service, continuation of mid-day service from Lone Pine to Bishop (M, W, F) and operation of June Lake Shuttle on an abbreviated season.</p> <p>Moved by Director Griffiths and seconded by Director Tillemans to approve the proposed services for the coming six months as outlined in the Bi-Annual Service Review. Motion carried 7-0 with Director Pecszi absent.</p>
ESTA Governing Board	The sunset provision regarding the appointment of a member of the public at large in subsection 1.2.2 of the ESTA Joint Powers Agreement expires June 30, 2017. Directors agreed to address this item at ESTA's April Board of Director's Meeting.
Financial Report	Mr. Helm presented the Financial Report for the period ending March 15, 2017.
Operating Cost by Route Update	Mr. Helm presented a report with an update of the Operating Costs by Route analysis for 2016.
Operations Report	Mr. Helm presented the Operations Report for the month of February 2017.
Board Member Reports	<p>Director Stapp reported attendance at a Mammoth Lakes housing meeting and looks forward to seeing the housing plan.</p> <p>Director Schwartz reported excitement on Facebook about the new Bishop Creek Route.</p>
Executive Director Report	Mr. Helm reported attending a joint meeting of the Mammoth Lakes Town Council and the Planning & Economic Development Commission to discuss draft 1.0 of the Walk, Bike Ride project.
Future Agenda Items	None.
Adjournment	<p>The Chairperson adjourned the meeting at 10:00 a.m.</p> <p>The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for April 21, 2017, in the City of Bishop.</p>

Recorded & Prepared by:

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Karie Bentley  
Board Clerk  
Eastern Sierra Transit Authority

Minutes approved:

## **STAFF REPORT**

Subject: Reds Meadow Road Rehabilitation Project Letter of Support

Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

In association with a Federal Lands Access Program (FLAP) grant that the Town of Mammoth Lakes intends to submit next month, at the ESTA March Board Meeting the Board approved Resolution 2017-03, which authorized a surcharge to be added to the Reds Meadow Shuttle fare to help pay for long-term maintenance of the rehabilitated Reds Meadow Road.

### **ANALYSIS:**

The FLAP grant for the rehabilitation of the Reds Meadow Road is due no later than May 12, 2017. The Town is putting the finishing touches on the application and has requested letters of support from all stakeholders. A draft letter of support for the Town's FLAP grant application for the rehabilitation of the Reds Meadow Road is included on the following page for the Board's review.

### **RECOMMENDATION**

The Board is requested to approve the draft letter of support for the grant application by the 'Town of Mammoth Lakes' for the rehabilitation of the Reds Meadow Road authorizing the Board Chair to sign the letter, or to provide other direction to staff regarding the Town's request for a letter of support.



## Eastern Sierra Transit Authority

703 Airport Road  
P.O. Box 1357  
Bishop, CA 93515  
760.872.1901

April 21, 2017

Ms. Morgan Malley  
Lead FLAP Transportation Planner  
Central Federal Lands Highway Division  
12300 West Dakota Ave, Ste 380B  
Lakewood, CO 80228

**Subject: Red's Meadow Road Rehabilitation Project  
Town of Mammoth Lakes  
FLAP Grant Application**

Dear Ms. Malley,

On behalf of the Board of Directors of the Eastern Sierra Transit Authority, I would like to take this opportunity to provide our strong support for the Town of Mammoth Lakes anticipated Federal Lands Access Program (FLAP) Application for the proposed Rehabilitation of Red's Meadow Road.

Red's Meadow Road provides public access to a number of significant national resources including Devils Postpile National Monument, access to the John Muir and Ansel Adams Wilderness Areas, and trailheads to the John Muir and Pacific Crest Trails. As the operator of the Red's Meadow Shuttle, we are directly aware that the road is badly deteriorated and that without this project it is likely the public will lose access to these valuable public lands.

We urge serious consideration of this application by yourself and the Program Decision Committee.

Thank you in advance for your consideration.

Karen Schwartz  
Chairperson  
Eastern Sierra Transit Authority Board of Directors

c: Town of Mammoth Lakes  
Federal Lands Access Program, Program Decision Committee

**Programming Decisions Committee (PDC) Contact List**

<b>Agency</b>	<b>Contact</b>	<b>Email Address</b>
California Department of Transportation (CALTRANS)	April Nitsos, Division of Local Assistance	<a href="mailto:aprilnitsos@dot.ca.gov">aprilnitsos@dot.ca.gov</a>
Trinity County Department of Transportation	Richard Tippett, Trinity County DOT Director	<a href="mailto:rtippett@trinitycounty.org">rtippett@trinitycounty.org</a>
Federal Highway Administration (FHWA), Central Federal Lands Highway Division (CFLHD)	Ryan Tyler, Branch Chief	<a href="mailto:ryan.tyler@dot.gov">ryan.tyler@dot.gov</a>

## STAFF REPORT

Subject: Financial Report – FY 2016/17

Initiated by: John Helm, Executive Director

The year to date roll-up, budget unit summary, and fund balance reports prepared on April 19, 2017 (80% through the fiscal year) are included on the following pages.

Revenue receipts lag the calendar primarily as a result of delays in receipt of the federal contracts for this fiscal year. The contracts have been received and fully executed and invoicing for nine months of the fiscal year should be paid within the next 45 days. Expenses lag the calendar primarily as a result of delays in receipt of invoices for fuel and maintenance from the Town of Mammoth Lakes. The financial reports detailed below and on the following pages reflect Mammoth fuel and maintenance expense only through December. Overtime expense exceeds budget this year as a result of recruitment challenges, however, total salaries expense with six pay periods remaining in the fiscal year is only one percent above budget. Year-to-date fuel cost per gallon continues to be 41% below the budgeted price per gallon

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

<b>ESTA Operating Expenses FY16/17</b>			
Percent of the fiscal year			<b>80.0%</b>
<b>Category</b>	<b>Budget</b>	<b>Actual as of 04.19.17</b>	<b>% of Budget</b>
<b>Total Revenue</b>	<b>4,735,967</b>	<b>3,245,672</b>	<b>68.5%</b>
<b>EXPENSES</b>			
Total Salaries	1,723,310	1,340,228	77.8%
Total Benefits	759,746	494,193	65.0%
Total Insurance	337,020	312,342	92.7%
Total			
Maintenance	581,720	315,361	54.2%
Facilities	229,570	180,123	78.5%
Total Services	161,400	107,867	66.8%
Fuel	630,910	222,340	35.2%
Other	119,700	81,526	68.1%
<b>Total Expenses</b>	<b>4,543,376</b>	<b>3,053,981</b>	<b>67.2%</b>



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

Ledger: GL

As of 4/19/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>						
<b>OPERATING</b>						
<b>Revenue</b>						
4061	LOCAL TRANSPORTATION TAX	1,234,781.00	867,451.64	0.00	367,329.36	70.25
4065	STATE TRANSIT ASST	226,218.00	107,222.00	0.00	118,996.00	47.39
4301	INTEREST FROM TREASURY	10,000.00	12,584.13	0.00	(2,584.13)	125.84
4499	STATE OTHER	58,000.00	87,292.18	0.00	(29,292.18)	150.50
4555	FEDERAL GRANTS	560,512.00	46,735.89	0.00	513,776.11	8.33
4599	OTHER AGENCIES	801,556.00	807,333.40	0.00	(5,777.40)	100.72
4819	SERVICES & FEES	1,839,900.00	1,316,448.89	0.00	523,451.11	71.55
4959	MISCELLANEOUS REVENUE	5,000.00	604.07	0.00	4,395.93	12.08
	<b>Revenue Total:</b>	<u>4,735,967.00</u>	<u>3,245,672.20</u>	<u>0.00</u>	<u>1,490,294.80</u>	<u>68.53</u>
<b>Expenditure</b>						
5001	SALARIED EMPLOYEES	1,151,800.00	925,450.99	0.00	226,349.01	80.34
5003	OVERTIME	26,500.00	58,041.71	0.00	(31,541.71)	219.02
5005	HOLIDAY OVERTIME	96,740.00	93,335.54	0.00	3,404.46	96.48
5012	PART TIME EMPLOYEES	448,270.00	263,400.23	0.00	184,869.77	58.75
5021	RETIREMENT & SOCIAL SECURITY	40,880.00	30,013.64	0.00	10,866.36	73.41
5022	PERS RETIREMENT	239,166.00	150,622.79	0.00	88,543.21	62.97
5031	MEDICAL INSURANCE	302,770.00	202,804.12	0.00	99,965.88	66.98
5043	OTHER BENEFITS	32,910.00	19,056.47	0.00	13,853.53	57.90
5045	COMPENSATED ABSENCE EXPENSE	140,820.00	89,978.36	0.00	50,841.64	63.89
5047	EMPLOYEE INCENTIVES	3,200.00	1,717.81	0.00	1,482.19	53.68
5111	CLOTHING	4,300.00	6,929.91	0.00	(2,629.91)	161.16
5152	WORKERS COMPENSATION	97,243.00	97,245.00	0.00	(2.00)	100.00
5154	UNEMPLOYMENT INSURANCE	45,000.00	25,264.00	0.00	19,736.00	56.14
5158	INSURANCE PREMIUM	194,777.00	189,833.00	0.00	4,944.00	97.46
5171	MAINTENANCE OF EQUIPMENT	545,920.00	299,224.23	0.00	246,695.77	54.81
5173	MAINTENANCE OF	22,800.00	15,087.14	0.00	7,712.86	66.17
5191	MAINTENANCE OF STRUCTURES	13,000.00	1,049.65	0.00	11,950.35	8.07
5211	MEMBERSHIPS	1,850.00	740.00	0.00	1,110.00	40.00
5232	OFFICE & OTHER EQUIP < \$5,000	9,900.00	8,975.13	0.00	924.87	90.65
5236	INFORMATION SERVICES POSTAGE	0.00	346.00	0.00	(346.00)	0.00
5238	OFFICE SUPPLIES	8,100.00	4,004.44	0.00	4,095.56	49.43
5253	ACCOUNTING & AUDITING SERVICE	40,190.00	29,900.00	0.00	10,290.00	74.39
5254	AUDITING SERVICE	11,080.00	0.00	0.00	11,080.00	0.00
5260	HEALTH - EMPLOYEE PHYSICALS	6,400.00	1,994.41	0.00	4,405.59	31.16
5263	ADVERTISING	49,330.00	28,773.66	0.00	20,556.34	58.32
5265	PROFESSIONAL & SPECIAL SERVICE	54,400.00	47,198.77	0.00	7,201.23	86.76
5291	OFFICE, SPACE & SITE RENTAL	180,070.00	141,639.57	0.00	38,430.43	78.65
5311	GENERAL OPERATING EXPENSE	44,630.00	49,628.45	0.00	(4,998.45)	111.19
5331	TRAVEL EXPENSE	2,100.00	1,390.35	0.00	709.65	66.20
5332	MILEAGE REIMBURSEMENT	21,020.00	9,511.98	0.00	11,508.02	45.25
5351	UTILITIES	49,500.00	38,483.51	0.00	11,016.49	77.74
5352	FUEL & OIL	630,910.00	222,340.34	0.00	408,569.66	35.24
5901	CONTINGENCIES	27,800.00	0.00	0.00	27,800.00	0.00
	<b>Expenditure Total:</b>	<u>4,543,376.00</u>	<u>3,053,981.20</u>	<u>0.00</u>	<u>1,489,394.80</u>	<u>67.21</u>
<b>NET OPERATING</b>		<u>192,591.00</u>	<u>191,691.00</u>	<u>0.00</u>	<u>900.00</u>	

**CAPITAL ACCOUNT**

User: JHELM - John Helm

Page

Date: 04/19/2017

Report: GL8006: Fin Stmt Budget to Actual with Encumbrance

19

Time: 13:41:07

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

Ledger: GL

As of 4/19/2017

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Revenue</b>						
4066	PTMISEA	297,000.00	0.00	0.00	297,000.00	0.00
4495	STATE GRANTS - CAPITAL	51,700.00	92,812.35	0.00	(41,112.35)	179.52
4557	FEDERAL GRANTS - CAPITAL	<u>6,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,400.00</u>	<u>0.00</u>
	<b>Revenue Total:</b>	355,100.00	92,812.35	0.00	262,287.65	26.13
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	120,000.00	16,741.25	10,975.00	92,283.75	23.09
5650	EQUIPMENT	79,640.00	12,271.83	0.00	67,368.17	15.40
5655	VEHICLES	<u>177,000.00</u>	<u>81,302.35</u>	<u>0.00</u>	<u>95,697.65</u>	<u>45.93</u>
	<b>Expenditure Total:</b>	376,640.00	110,315.43	10,975.00	255,349.57	32.20
<b>NET CAPITAL ACCOUNT</b>		<u>(21,540.00)</u>	<u>(17,503.08)</u>	<u>(10,975.00)</u>	<u>6,938.08</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	<u>183,140.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,140.00</u>	<u>0.00</u>
	<b>Expenditure Total:</b>	183,140.00	0.00	0.00	183,140.00	0.00
<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>(12,089.00)</u>	<u>174,187.92</u>	<u>(10,975.00)</u>	<u>(175,301.92)</u>	

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

Object	Description	Budget	Actual	Encumbrance	Balance
<b>Key: 153200 - EASTERN SIERRA TRANSIT FUND</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 153201 - ESTA ADMINISTRATION</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	187,145.49	0.00	(187,145.49)
4350	REV USE OF MONEY & PROPERTY	0.00	7,694.70	0.00	(7,694.70)
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	194,840.19	0.00	(194,840.19)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	179,692.66	0.00	(179,692.66)
5100	SERVICES & SUPPLIES	0.00	72.25	0.00	(72.25)
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	179,764.91	0.00	(179,764.91)
<b>Key Total:</b>		0.00	15,075.28	0.00	(15,075.28)
<b>Key: 153202 - INYO TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	353,629.00	137,933.56	0.00	215,695.44
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	6,762.10	0.00	64,820.90
4600	CHARGES FOR CURRENT SERVICES	55,060.00	44,664.96	0.00	10,395.04
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
<b>Revenue Total:</b>		484,272.00	189,452.42	0.00	294,819.58
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	306,240.00	203,705.59	0.00	102,534.41
5100	SERVICES & SUPPLIES	126,391.00	75,059.49	0.00	51,331.51
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	6,135.91	0.00	37,454.09
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
<b>Expenditure Total:</b>		505,705.00	296,569.99	0.00	209,135.01
<b>Key Total:</b>		(21,433.00)	(107,117.57)	0.00	85,684.57
<b>Key: 153203 - MONO TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	219,745.00	166,443.06	0.00	53,301.94
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	31,862.00	81,526.15	0.00	(49,664.15)
4600	CHARGES FOR CURRENT SERVICES	17,840.00	24,545.94	0.00	(6,705.94)

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
<b>Revenue Total:</b>		271,947.00	272,606.95	0.00	(659.95)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	116,990.00	76,909.68	0.00	40,080.32
5100	SERVICES & SUPPLIES	80,055.00	25,058.75	0.00	54,996.25
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	81,302.35	0.00	(81,302.35)
5800	OTHER FINANCING USES	5,350.00	0.00	0.00	5,350.00
5900	RESERVES	2,800.00	0.00	0.00	2,800.00
<b>Expenditure Total:</b>		212,002.00	190,077.78	0.00	21,924.22
<b>Key Total:</b>		59,945.00	82,529.17	0.00	(22,584.17)
<b>Key: 153204 - BISHOP TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	353,629.00	137,933.59	0.00	215,695.41
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	71,583.00	6,762.10	0.00	64,820.90
4600	CHARGES FOR CURRENT SERVICES	63,440.00	57,291.01	0.00	6,148.99
4900	OTHER REVENUE	1,500.00	91.80	0.00	1,408.20
<b>Revenue Total:</b>		492,652.00	202,078.50	0.00	290,573.50
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	323,280.00	201,321.68	0.00	121,958.32
5100	SERVICES & SUPPLIES	122,971.00	83,304.25	0.00	39,666.75
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	43,590.00	6,135.92	0.00	37,454.08
5800	OTHER FINANCING USES	12,815.00	0.00	0.00	12,815.00
5900	RESERVES	5,000.00	0.00	0.00	5,000.00
<b>Expenditure Total:</b>		519,325.00	302,430.85	0.00	216,894.15
<b>Key Total:</b>		(26,673.00)	(100,352.35)	0.00	73,679.35
<b>Key: 153205 - MAMMOTH TRANSIT SERVICE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	303,458.00	233,872.94	0.00	69,585.06
4350	REV USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	2,500.00
4400	AID FROM OTHER GOVT AGENCIES	1,000,418.00	537,663.59	0.00	462,754.41
4600	CHARGES FOR CURRENT SERVICES	12,690.00	16,967.24	0.00	(4,277.24)
4900	OTHER REVENUE	1,500.00	236.87	0.00	1,263.13
<b>Revenue Total:</b>		1,320,566.00	788,740.64	0.00	531,825.36
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	603,340.00	457,521.38	0.00	145,818.62
5100	SERVICES & SUPPLIES	488,412.00	287,287.68	0.00	201,124.32
5200	INTERNAL CHARGES	24,311.00	24,311.00	0.00	0.00
5600	FIXED ASSETS	191,000.00	12,391.25	0.00	178,608.75
5800	OTHER FINANCING USES	32,160.00	0.00	0.00	32,160.00
5900	RESERVES	12,000.00	0.00	0.00	12,000.00
<b>Expenditure Total:</b>		1,351,223.00	781,511.31	0.00	569,711.69
<b>Key Total:</b>		(30,657.00)	7,229.33	0.00	(37,886.33)
<b>Key: 153206 - 395 ROUTE</b>					
<b>Revenue</b>					
4060	TAXES - SALES	172,739.00	84,394.00	0.00	88,345.00
4400	AID FROM OTHER GOVT AGENCIES	267,688.00	16,000.95	0.00	251,687.05
4600	CHARGES FOR CURRENT SERVICES	169,380.00	172,909.41	0.00	(3,529.41)

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4900	OTHER REVENUE	0.00	91.80	0.00	(91.80)
<b>Revenue Total:</b>		609,807.00	273,396.16	0.00	336,410.84
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	327,720.00	195,400.93	0.00	132,319.07
5100	SERVICES & SUPPLIES	265,871.00	132,266.21	0.00	133,604.79
5200	INTERNAL CHARGES	11,669.00	11,669.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		605,260.00	339,336.14	0.00	265,923.86
<b>Key Total:</b>		4,547.00	(65,939.98)	0.00	70,486.98
<b>Key: 153207 - SPECIALS</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	8,000.00	4,875.00	0.00	3,125.00
<b>Revenue Total:</b>		8,000.00	4,875.00	0.00	3,125.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	2,570.00	3,736.70	0.00	(1,166.70)
5100	SERVICES & SUPPLIES	3,700.00	0.00	0.00	3,700.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		6,270.00	3,736.70	0.00	2,533.30
<b>Key Total:</b>		1,730.00	1,138.30	0.00	591.70
<b>Key: 153208 - COMMUTER VANPOOL</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5200	INTERNAL CHARGES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 153209 - REDS MEADOW</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
4600	CHARGES FOR CURRENT SERVICES	375,630.00	475,892.75	0.00	(100,262.75)
4900	OTHER REVENUE	500.00	0.00	0.00	500.00
<b>Revenue Total:</b>		376,130.00	475,892.75	0.00	(99,762.75)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	176,470.00	169,296.31	0.00	7,173.69
5100	SERVICES & SUPPLIES	175,355.00	192,774.66	0.00	(17,419.66)
5200	INTERNAL CHARGES	6,807.00	6,807.00	0.00	0.00
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	24,000.00	0.00	0.00	24,000.00
5900	RESERVES	3,000.00	0.00	0.00	3,000.00
<b>Expenditure Total:</b>		385,632.00	368,877.97	0.00	16,754.03
<b>Key Total:</b>		(9,502.00)	107,014.78	0.00	(116,516.78)
<b>Key: 153210 - MMSA-MAMMOTH MT SKI AREA</b>					

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

Object	Description	Budget	Actual	Encumbrance	Balance
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	317,025.71	0.00	(317,025.71)
4600	CHARGES FOR CURRENT SERVICES	1,085,440.00	482,208.52	0.00	603,231.48
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		1,085,440.00	799,234.23	0.00	286,205.77
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	480,670.00	265,860.07	0.00	214,809.93
5100	SERVICES & SUPPLIES	502,506.00	229,289.42	0.00	273,216.58
5200	INTERNAL CHARGES	18,477.00	18,479.00	0.00	(2.00)
5600	FIXED ASSETS	0.00	0.00	0.00	0.00
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	96,000.00	0.00	0.00	96,000.00
5900	RESERVES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		1,097,653.00	513,628.49	0.00	584,024.51
<b>Key Total:</b>		(12,213.00)	285,605.74	0.00	(297,818.74)
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>					
<b>Revenue</b>					
4060	TAXES - SALES	1,460,999.00	974,673.64	0.00	486,325.36
4350	REV USE OF MONEY & PROPERTY	10,000.00	12,584.13	0.00	(2,584.13)
4400	AID FROM OTHER GOVT AGENCIES	1,775,168.00	1,034,173.82	0.00	740,994.18
4600	CHARGES FOR CURRENT SERVICES	1,839,900.00	1,316,448.89	0.00	523,451.11
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
4900	OTHER REVENUE	5,000.00	604.07	0.00	4,395.93
<b>Revenue Total:</b>		5,091,067.00	3,338,484.55	0.00	1,752,582.45
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	2,487,356.00	1,841,351.57	0.00	646,004.43
5100	SERVICES & SUPPLIES	1,930,977.00	1,115,384.63	0.00	815,592.37
5200	INTERNAL CHARGES	97,243.00	97,245.00	0.00	(2.00)
5560	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	376,640.00	110,315.43	10,975.00	255,349.57
5700	DEPRECIATION	0.00	0.00	0.00	0.00
5800	OTHER FINANCING USES	183,140.00	0.00	0.00	183,140.00
5900	RESERVES	27,800.00	0.00	0.00	27,800.00
<b>Expenditure Total:</b>		5,103,156.00	3,164,296.63	10,975.00	1,927,884.37
<b>Key Total:</b>		(12,089.00)	174,187.92	(10,975.00)	(175,301.92)
<b>Key: 153211 - ESTA ACCUMULATED CAPITAL OUT</b>					
<b>Revenue</b>					
4350	REV USE OF MONEY & PROPERTY	0.00	2,350.78	0.00	(2,350.78)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	2,350.78	0.00	(2,350.78)
<b>Key Total:</b>		0.00	2,350.78	0.00	(2,350.78)
<b>Key: 153212 - ESTA GENERAL RESERVE</b>					
<b>Revenue</b>					
4350	REV USE OF MONEY & PROPERTY	0.00	1,823.33	0.00	(1,823.33)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	1,823.33	0.00	(1,823.33)
<b>Key Total:</b>		0.00	1,823.33	0.00	(1,823.33)
<b>Key: 153213 - ESTA-BUDGET STABILIZATION RESER</b>					
<b>Revenue</b>					

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4350	REV USE OF MONEY & PROPERTY	0.00	727.75	0.00	(727.75)
4800	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	727.75	0.00	(727.75)
<b>Key Total:</b>		0.00	727.75	0.00	(727.75)
<b>Key: 612502 - SRTP TRANSPORT PLAN</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612490 - ACIS-AUTOMATED CUSTOMER IS</b>					
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612491 - NIGHT RIDER</b>					
<b>Revenue</b>					
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612493 - JARC-LONE PINE/BISHOP</b>					
<b>Revenue</b>					
4060	TAXES - SALES	57,799.00	14,451.00	0.00	43,348.00
4400	AID FROM OTHER GOVT AGENCIES	67,800.00	13,824.62	0.00	53,975.38
4600	CHARGES FOR CURRENT SERVICES	24,410.00	19,257.54	0.00	5,152.46
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		150,009.00	47,533.16	0.00	102,475.84
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	83,820.00	47,105.10	0.00	36,714.90
5100	SERVICES & SUPPLIES	63,268.00	38,021.03	0.00	25,246.97
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
<b>Expenditure Total:</b>		150,005.00	88,043.13	0.00	61,961.87
<b>Key Total:</b>		4.00	(40,509.97)	0.00	40,513.97
<b>Key: 612494 - JARC-MAMMOTH EXPRESS</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	12,500.00	0.00	(12,500.00)
4400	AID FROM OTHER GOVT AGENCIES	105,884.00	31,763.12	0.00	74,120.88
4600	CHARGES FOR CURRENT SERVICES	28,010.00	17,836.52	0.00	10,173.48
<b>Revenue Total:</b>		133,894.00	62,099.64	0.00	71,794.36
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	60,640.00	37,251.83	0.00	23,388.17
5100	SERVICES & SUPPLIES	69,878.00	30,038.91	0.00	39,839.09
5200	INTERNAL CHARGES	2,917.00	2,917.00	0.00	0.00
<b>Expenditure Total:</b>		133,435.00	70,207.74	0.00	63,227.26

**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

Object	Description	Budget	Actual	Encumbrance	Balance
<b>Key Total:</b>		459.00	(8,108.10)	0.00	8,567.10
<b>Key: 612496 - MONO COUNTY BUS SHELTERS</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612497 - GOOGLE TRANSIT PHASE 2</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	12,500.00	14,835.56	0.00	(2,335.56)
4600	CHARGES FOR CURRENT SERVICES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		12,500.00	14,835.56	0.00	(2,335.56)
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	1,899.00	749.05	0.00	1,149.95
5100	SERVICES & SUPPLIES	10,930.00	12,700.00	0.00	(1,770.00)
<b>Expenditure Total:</b>		12,829.00	13,449.05	0.00	(620.05)
<b>Key Total:</b>		(329.00)	1,386.51	0.00	(1,715.51)
<b>Key: 612498 - CAPP-CLEAN AIR PROJECT PROGRAM</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	0.00	0.00	0.00	0.00
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612499 - MOBILITY MANAGEMENT 14</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		0.00	0.00	0.00	0.00
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
<b>Expenditure Total:</b>		0.00	0.00	0.00	0.00
<b>Key Total:</b>		0.00	0.00	0.00	0.00
<b>Key: 612489 - NON-EMERGENCY TRAN REIM</b>					
<b>Revenue</b>					
4400	AID FROM OTHER GOVT AGENCIES	25,850.00	8,009.92	0.00	17,840.08
<b>Revenue Total:</b>		25,850.00	8,009.92	0.00	17,840.08
<b>Expenditure</b>					
5000	SALARIES & BENEFITS	3,717.00	2,800.59	0.00	916.41
5100	SERVICES & SUPPLIES	21,640.00	9,511.98	0.00	12,128.02
<b>Expenditure Total:</b>		25,357.00	12,312.57	0.00	13,044.43
<b>Key Total:</b>		493.00	(4,302.65)	0.00	4,795.65
<b>Key: 612503 - BISHOP YARD-ESTA</b>					
<b>Revenue</b>					
4060	TAXES - SALES	0.00	0.00	0.00	0.00



**COUNTY OF INYO**

**Budget to Actuals with Encumbrances by Key/Income Grouping**

Ledger: GL

As Of 4/19/2017

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
4350	REV USE OF MONEY & PROPERTY	0.00	(12.43)	0.00	12.43
4400	AID FROM OTHER GOVT AGENCIES	120,000.00	0.00	0.00	120,000.00
4900	OTHER REVENUE	0.00	0.00	0.00	0.00
<b>Revenue Total:</b>		120,000.00	(12.43)	0.00	120,012.43
<b>Expenditure</b>					
5100	SERVICES & SUPPLIES	0.00	0.00	0.00	0.00
5600	FIXED ASSETS	120,000.00	4,350.00	10,975.00	104,675.00
<b>Expenditure Total:</b>		120,000.00	4,350.00	10,975.00	104,675.00
<b>Key Total:</b>		0.00	(4,362.43)	(10,975.00)	15,337.43

**COUNTY OF INYO  
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2017

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	2,688,978		37,449		68,181			2,658,246		2,658,246
1533 ESTA ACCUMULATED	649,708							649,708		649,708
1534 ESTA GENERAL RESERVE	504,427							504,427		504,427
1535 ESTA BUDGET STAB	201,769							201,769		201,769
6813 JARC-LONE PINE/BISHOP	3,234				96	23,500		(20,362)		(20,362)
6814 JARC-MAMMOTH EXPRESS	32,575				41			32,534		32,534
6817 GOOGLE TRANSIT PHASE 2	657							657		657
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	3,345					8,206		(4,861)		(4,861)
6821 BISHOP YARD-ESTA	637					5,743		(5,106)	10,975	(16,081)
<b>ESTA Totals</b>	<b>4,090,480</b>		<b>37,449</b>		<b>68,318</b>	<b>37,449</b>		<b>4,022,162</b>	<b>10,975</b>	<b>4,011,187</b>
<b>Grand Totals</b>	<b>4,090,480</b>		<b>37,449</b>		<b>68,318</b>	<b>37,449</b>		<b>4,022,162</b>	<b>10,975</b>	<b>4,011,187</b>

## STAFF REPORT

Subject: CalPERS Unfunded Liability Payoff

Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

The Eastern Sierra Transit Authority will have a total unfunded pension liability amount of \$463,569 as of May 25, 2017. This liability is currently set up with CalPERS to be paid off over 30 years through an annual, incremental lump-sum payment. CalPERS charges interest (7.375%) for the financing of the liability.

### **ANALYSIS/DISCUSSION:**

Each year, CalPERS actuaries calculate a funded ratio, which is the ratio of market value of assets in the fund to the liabilities for each retirement plan. The funded ratios vary from year to year and are based on the market value of assets. In order to reduce overall retirement plan expense in the long term, the Auditor-Controller and ESTA staff are recommending that Authority fund balance revenues be used to payoff the accrued unfunded liability of the pension plans.

The unfunded pension liability lump-sum payoff amounts for ESTA's retirement plans have been requested from CalPERS. The process requires that a specific date for the payoff be identified, and that the date be prior to May 31, 2017. The calculations for the proposed payoff of ESTA's unfunded pension liability are based on a payoff date of May 25, 2017 and are identified in the table below.

Plan	Plan #	Unfunded Accrued Liability Payoff 05.25.17
Classic	7203	460,259
2nd Tier	23155	2,420
PEPRA	26134	890
		<hr/> 463,569

The recommendation to payoff the unfunded liability is made in large part due to the interest charges that would accrue over time if the liability were to be paid off over the 30 year time frame calculated by CalPERS. According to the most recent actuarial report, the total payments to the unfunded liability to pay the amount off over 30 years would amount to \$995,033. This amounts to more than \$530,000 in additional payments as opposed to a lump sum payment at this time.

Plan	Plan #	Lump Sum Pay-off	30-Yr Payment	Var.
Classic	7203	460,259	985,500	525,241
2nd Tier	23155	2,420	6,972	4,552
PEPRA	26134	890	2561	1,671
TOTAL		463,569	995,033	531,464

For the information of the Board, the documentation received this week from CalPERS indicating the payoff amounts for the three ESTA retirement plans, as well as a copy of the 30-year amortization schedule for the Classic plan (the plan with the largest UAL) is included on the following pages.

**FINANCIAL:**

Paying off the CalPERS unfunded liability next month would increase the PERS Retirement expenditure line item (object code 5022) by \$463,569 this fiscal year, and would decrease the fund balance by a like amount. As of April 19, 2017, the Authority’s undesignated fund balance is \$4,011,187.00.

**RECOMMENDATION**

In order to complete the recommended payoff of the unfunded liability, the Board is requested to:

- a. approve the payoff of the Eastern Sierra Transit Authority CalPERS unfunded liability in an amount not to exceed \$500,000.00
- b. authorize a budget amendment to add up to \$500,000.00 to the PERS Retirement object code
- c. authorize a transfer of up to \$500,000.00 from the 1532 Eastern Sierra Transit Undesignated Fund Balance to pay for the increased PERS Retirement expenditure, and
- d. authorize the Executive Director and/or Auditor Controller to execute all required documentation with CalPERS to complete the unfunded liability payoff.



**California Public Employees' Retirement System**  
**Actuarial Office**  
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 Sacramento, CA 94229-2709  
 TTY: (916) 795-3240  
 (888) 225-7377 phone • (916) 795-2744 fax  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

April 20, 2017

CalPERS ID: 3435315822  
 Employer Name: EASTERN SIERRA TRANSIT AUTHORITY  
 Rate Plan: MISCELLANEOUS PLAN [7203]

Re: Lump Sum Payment to reduce the Unfunded Actuarial Liability

Dear Requestor:

As requested, 2017-2018 employer contribution rate information on your lump sum payment follows.

**If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.**

The information is based on the most recent annual valuation and assumes payment *by May 25, 2017 and* no further contractual or financing changes taking effect before June 30, 2017. The Unfunded Liability will be reduced or eliminated by a lump sum payment in the amount of **\$460,259**. There will be no change to your 2016-17 contributions.

Valuation as of June 30, 2015	Pre-Payment	Post Payment
Projected 6/30/17 Total Unfunded Liability <sup>1</sup>	\$ 463,498	
Payment on 5/25/2017	\$ 460,259	
<b>Revised 6/30/17 Total Unfunded Liability<sup>1</sup></b>		<b>\$ 0</b>
2017-2018 Employer Contributions		
Base Total Normal Cost for Formula	17.485%	17.485%
Surcharges for Class 1 Benefit		
None	0.000%	0.000%
Phase out of Normal Cost Difference	<u>0.000%</u>	<u>0.000%</u>
Plan's Total Normal Cost	17.485%	17.485%
Formula's Expected Employee Contribution Rate	<u>7.946%</u>	<u>7.946%</u>
Employer Normal Cost Rate	9.539%	9.539%
Side Fund	\$ 6,429	\$ 0
Share of Pre-2013 Pool UAL	8,465	0
Asset (Gain)/Loss 6/30/13	9,166	0
Non-Asset (Gain)/Loss 6/30/13	(88)	0
Asset (Gain)/Loss 6/30/14	(5,407)	0
Assumption Change 6/30/14	5,029	0
Non-Asset (Gain)/Loss 6/30/14	6	0
Asset (Gain)/Loss 6/30/15	1,872	0
Non-Asset (Gain)/Loss 6/30/15	(146)	0
2017-2018 Employer Unfunded Liability Payment	\$ 25,326	\$ 0

<sup>1</sup>Newly calculated amounts were based on a discount rate of 7.375%, which will be used in the June 30, 2016 valuation, rather than the 7.5% used in the June 30, 2015 valuation.

Required Employer Contribution After Payment	Fiscal Year
Employer Normal Cost Rate	2017-18
<i>Plus Either</i>	9.539%
1) Monthly Employer Dollar UAL Payment	\$ 0
<i>Or</i>	
2) Annual Lump Sum Prepayment Option	\$ 0
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars). Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change. §20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.</i></p>	

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by May 25, 2017. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



JEAN FANNJIANG, ASA, MAAA  
Senior Pension Actuary, CalPERS

# LUMP SUM PAYMENT REQUEST

Please complete and return this form to the following address:

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P.O. Box 942703  
Sacramento, CA 94229-2703  
Or fax to: 916-795-7622.

If a wire transfer is being used, it should go to the following account:

ABA#0260-0959-3  
  
Bank of America Sacramento Main  
555 Capitol Mall, Suite 1555  
Sacramento, CA 95814  
  
For credit to State of CA, CalPERS  
Account # 01482-80005

Please e-mail [FCSD\\_public\\_agency\\_wires@calpers.ca.gov](mailto:FCSD_public_agency_wires@calpers.ca.gov) and your actuary on the day of the wire to ensure timely crediting to your account. Any individual wire totaling over \$5,000,000 requires a 72 hour notice.

Employer Name: EASTERN SIERRA TRANSIT AUTHORITY

CalPERS ID: 3435315822

Member Group or Plan: MISCELLANEOUS PLAN

Rate Plan ID: 7203

Amount: **\$ 460,259**

Purpose:	Pay Off Unfunded Liability
Base(s) to which payment is applied:	All

In recognition of our payment please revise our required employer contribution effective July 1, 2017:

Name and Title: (Please Print): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Fiscal Services verification**      **Date Received** \_\_\_\_\_      **Amount Received** \_\_\_\_\_

**PERS01F0036 DMC (02-2009)**      **Reference #** \_\_\_\_\_      **Name and Date:** \_\_\_\_\_



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April 20, 2017

CalPERS ID: 3435315822

Employer Name: EASTERN SIERRA TRANSIT AUTHORITY  
 Rate Plan: MISCELLANEOUS SECOND TIER PLAN [23155]

Re: Lump Sum Payment to reduce the Unfunded Actuarial Liability

Dear Requestor:

As requested, 2017-2018 employer contribution rate information on your lump sum payment follows.

**If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.**

The information is based on the most recent annual valuation and assumes payment *by May 25, 2017 and* no further contractual or financing changes taking effect before June 30, 2017. The Unfunded Liability will be reduced or eliminated by a lump sum payment in the amount of **\$2,420**. There will be no change to your 2016-17 contributions.

Valuation as of June 30, 2015	Pre-Payment	Post Payment
Projected 6/30/17 Total Unfunded Liability <sup>1</sup>	\$ 2,437	
Payment on 5/25/2017	\$ 2,420	
<b>Revised 6/30/17 Total Unfunded Liability<sup>1</sup></b>		<b>\$ 0</b>
2017-2018 Employer Contributions		
Base Total Normal Cost for Formula	15.314%	15.314%
Surcharges for Class 1 Benefit		
None	0.000%	0.000%
Phase out of Normal Cost Difference	<u>0.000%</u>	<u>0.000%</u>
Plan's Total Normal Cost	15.314%	15.314%
Formula's Expected Employee Contribution Rate	<u>6.896%</u>	<u>6.896%</u>
Employer Normal Cost Rate	8.418%	8.418%
Fresh Start 6/30/2015	\$ 147	\$ 0
2017-2018 Employer Unfunded Liability Payment	\$ 147	\$ 0

<sup>1</sup>Newly calculated amounts were based on a discount rate of 7.375%, which will be used in the June 30, 2016 valuation, rather than the 7.5% used in the June 30, 2015 valuation.



Required Employer Contribution After Payment	Fiscal Year
Employer Normal Cost Rate	2017-18
	8.418%
<i>Plus Either</i>	
1) Monthly Employer Dollar UAL Payment	\$ 0
<i>Or</i>	
2) Annual Lump Sum Prepayment Option	\$ 0
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars). Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change. \$20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.</i></p>	

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by May 25, 2017. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



JEAN FANNJIANG, ASA, MAAA  
Senior Pension Actuary, CalPERS

# LUMP SUM PAYMENT REQUEST

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If a wire transfer is being used, it should go to the following account:

ABA#0260-0959-3

Bank of America Sacramento Main  
555 Capitol Mall, Suite 1555  
Sacramento, CA 95814

For credit to State of CA, CalPERS  
Account # 01482-80005

Please e-mail [FCSD\\_public\\_agency\\_wires@calpers.ca.gov](mailto:FCSD_public_agency_wires@calpers.ca.gov) and your actuary on the day of the wire to ensure timely crediting to your account. Any individual wire totaling over \$5,000,000 requires a 72 hour notice.

Employer Name: EASTERN SIERRA TRANSIT AUTHORITY

CalPERS ID: 3435315822

Member Group or Plan: MISCELLANEOUS SECOND TIER PLAN

Rate Plan ID: 23155

Amount: **\$ 2,420**

Purpose:	Pay Off Unfunded Liability
Base(s) to which payment is applied:	All

In recognition of our payment please revise our required employer contribution effective July 1, 2017:

Name and Title: (Please Print): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Fiscal Services verification**      **Date Received** \_\_\_\_\_      **Amount Received** \_\_\_\_\_

**PERS01F0036 DMC (02-2009)**      **Reference #** \_\_\_\_\_      **Name and Date:** \_\_\_\_\_



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April 20, 2017

CalPERS ID: 3435315822  
 Employer Name: EASTERN SIERRA TRANSIT AUTHORITY  
 Rate Plan: PEPRA MISCELLANEOUS PLAN [26134]

Re: Lump Sum Payment to reduce the Unfunded Actuarial Liability

Dear Requestor:

As requested, 2017-2018 employer contribution rate information on your lump sum payment follows.

**If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.**

The information is based on the most recent annual valuation and assumes payment *by May 25, 2017 and* no further contractual or financing changes taking effect before June 30, 2017. The Unfunded Liability will be reduced or eliminated by a lump sum payment in the amount of **\$890**. There will be no change to your 2016-17 contributions.

Valuation as of June 30, 2015	Pre-Payment	Post Payment
Projected 6/30/17 Total Unfunded Liability <sup>1</sup>	\$ 896	
Payment on 5/25/2017	\$ 890	
<b>Revised 6/30/17 Total Unfunded Liability<sup>1</sup></b>		<b>\$ 0</b>
2017-2018 Employer Contributions		
Base Total Normal Cost for Formula	12.783%	12.783%
Surcharges for Class 1 Benefit		
None	0.000%	0.000%
Phase out of Normal Cost Difference	<u>0.000%</u>	<u>0.000%</u>
Plan's Total Normal Cost	12.783%	12.783%
Formula's Expected Employee Contribution Rate	<u>6.250%</u>	<u>6.250%</u>
Employer Normal Cost Rate	6.533%	6.533%
Fresh Start 6/30/2015	\$ 54	\$ 0
2017-2018 Employer Unfunded Liability Payment	\$ 54	\$ 0

<sup>1</sup>Newly calculated amounts were based on a discount rate of 7.375%, which will be used in the June 30, 2016 valuation, rather than the 7.5% used in the June 30, 2015 valuation.

	Fiscal Year
<b>Required Employer Contribution After Payment</b>	<b>2017-18</b>
<b>Employer Normal Cost Rate</b>	<b>6.533%</b>
<i>Plus Either</i>	
<b>1) Monthly Employer Dollar UAL Payment</b>	<b>\$ 0</b>
<i>Or</i>	
<b>2) Annual Lump Sum Prepayment Option</b>	<b>\$ 0</b>
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars). Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change. \$20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.</i></p>	

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by May 25, 2017. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



JEAN FANNJIANG, ASA, MAAA  
Senior Pension Actuary, CalPERS

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Please e-mail [FCSD\\_public\\_agency\\_wires@calpers.ca.gov](mailto:FCSD_public_agency_wires@calpers.ca.gov) and your actuary on the day of the wire to ensure timely crediting to your account. Any individual wire totaling over \$5,000,000 requires a 72 hour notice.

Employer Name: EASTERN SIERRA TRANSIT AUTHORITY

CalPERS ID: 3435315822

Member Group or Plan: PEPRA MISCELLANEOUS PLAN

Rate Plan ID: 26134

Amount: **\$ 890**

Purpose:	Pay Off Unfunded Liability
Base(s) to which payment is applied:	All

In recognition of our payment please revise our required employer contribution effective July 1, 2017:

Name and Title: (Please Print): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Fiscal Services verification**      **Date Received** \_\_\_\_\_      **Amount Received** \_\_\_\_\_

**PERS01F0036 DMC (02-2009)**      **Reference #** \_\_\_\_\_      **Name and Date:** \_\_\_\_\_

## 30-Year Amortization Schedule and Alternatives

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	20 Year Amortization		15 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2017	464,050	25,327	464,050	35,038	464,050	42,539
6/30/2018	472,594	30,791	462,525	36,089	454,748	43,815
6/30/2019	476,114	36,559	459,796	37,172	443,425	45,130
6/30/2020	473,917	39,340	455,740	38,287	429,890	46,484
6/30/2021	468,673	42,463	450,223	39,436	413,937	47,878
6/30/2022	459,796	43,737	443,102	40,619	395,341	49,315
6/30/2023	448,934	45,049	434,220	41,838	373,861	50,794
6/30/2024	435,896	46,401	423,408	43,093	349,236	52,318
6/30/2025	420,478	47,793	410,485	44,385	321,184	53,887
6/30/2026	402,462	49,227	395,251	45,717	289,402	55,504
6/30/2027	381,607	50,703	377,495	47,088	253,559	57,169
6/30/2028	357,657	52,224	356,984	48,501	213,302	58,884
6/30/2029	330,334	53,791	333,471	49,956	168,247	60,651
6/30/2030	299,337	55,405	306,686	51,455	117,981	62,470
6/30/2031	264,343	57,067	276,338	52,999	62,059	64,344
6/30/2032	225,000	44,845	242,113	54,588		
6/30/2033	195,379	42,155	203,673	56,226		
6/30/2034	166,325	39,263	160,652	57,913		
6/30/2035	138,090	36,161	112,655	59,650		
6/30/2036	110,955	17,993	59,258	61,440		
6/30/2037	100,621	18,533				
6/30/2038	88,953	19,089				
6/30/2039	75,833	19,661				
6/30/2040	61,135	20,251				
6/30/2041	44,724	14,707				
6/30/2042	32,829	14,467				
6/30/2043	20,291	10,475				
6/30/2044	10,952	6,231				
6/30/2045	5,313	1,723				
6/30/2046	3,925	4,069				
<b>Totals</b>		<b>985,500</b>		<b>941,491</b>		<b>791,183</b>
<b>Estimated Savings</b>				<b>44,008</b>		<b>194,316</b>

Current CalPERS Board policy prioritizes the order for which lump sum contributions in excess of the required employer contribution shall be applied. Excess contributions shall first be applied toward payment on the plan's side fund, and any remainder shall then be applied toward the plan's share of the pool's unfunded accrued liability.

Please contact the plan actuary before making such a payment to ensure that the payment is applied correctly.

## **STAFF REPORT**

Subject: Social Media Policy  
Initiated by: Jill Batchelder, Transit Analyst

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### **BACKGROUND:**

The California Joint Powers Insurance Authority (CJPIA), which provides liability and workers' compensation coverage for ESTA, recently issued guidance advising its members to adopt or update a policy relative to the use of social media.

### **ANALYSIS/DISCUSSION:**

CJPIA's recent communication with its members indicated that:

- Nearly every public agency now uses social media to provide and improve upon their engagement and interaction with the public
- Confusion can sometimes result regarding an employee's agency, professional, and personal online activities.
- Having, implementing, applying, and enforcing a Social Media Policy is critical.

To that end, CJPIA has provided a policy template that ESTA has used to craft the draft policy listed on the following pages. In reviewing the policy template for ESTA's situation the following were considered:

- Clearly define ESTA's agency's social media goals, objectives, and resources.
- Meet with all necessary social media stakeholders to ensure their input is understood and consistent with the defined goals, objectives, and resources.
- Determine any existing ESTA policies and procedures that are impacted by the proposed Social Media Policy, and ascertain whether revisions to any existing policies need to occur or if existing policies need to be replaced or abandoned.

- Obtain input from legal counsel to ensure the proposed Social Media Policy is consistent with current law, rules, and regulations.
- Coordinate training of applicable ESTA personnel so that they are aware of and understand the policy following creation, adoption, and implementation of the policy.
- Establish a review procedure so that the Social Media Policy remains up-to-date.
- Establish an enforcement procedure so that the Social Media Policy is effective.

The proposed ESTA Social Media Policy has been developed keeping in mind that the First Amendment to the United States Constitution provides free speech protection in a social media setting. Social media sites, by their very nature, encourage dialogue, conversation, and collaboration amongst users. Accordingly, the policy defines that ESTA's use of social media sites shall be as a limited public forum to the extent possible through individual site settings and disclaimers.

The proposed ESTA Social Media Policy is included on the following pages for the Board's review.

### **LEGAL:**

The proposed Social Media Policy has been reviewed by John Vallejo, Inyo County Assistant County Counsel, who provides legal services for ESTA.

### **FINANCIAL:**

Approval of a Social Media Policy is not anticipated to have any financial impact, other than mitigation of potential future legal expense.

### **RECOMMENDATION**

The Board is requested to approve the Eastern Sierra Transit Authority Social Media Policy.



# Social Media Policy

## 1. Purpose

- a. This Social Media Policy of the Eastern Sierra Transit Authority (ESTA) establishes authority-wide guidelines, protocols, and procedures for the use by ESTA staff of third-party platforms commonly known as social media sites, channels, and technology. ESTA regards social media and any official online and Internet presence as a means of augmenting and enhancing traditional communication methods and to engage, convey information to, and communicate with members of the public in order to meet ESTA missions and goals. This policy applies to all ESTA employees, officers, volunteers, and any consultants, providers, and contractors acting in an official capacity and when communicating with the public on behalf of ESTA.
- b. ESTA intends for its use of any social media site to relate solely to matters of ESTA business and does not, in any way, intend to nor actually create general public forums.
- c. The types of content, technologies, and services covered by this policy include: Media Sharing (examples: YouTube, Flickr, iTunes), Blogging/Microblogging (examples: WordPress, Blogger, Twitter), Social Networking (examples: Facebook, LinkedIn, Instagram), Document and Data Sharing Repositories (examples: Scribd, SlideShare, Socrata), Social Bookmarking (examples: Delicious, Digg, Reddit), Wikis (examples: Aboutus, Wikipedia, Ballotpedia), Mash-ups (examples: Trendsmat, TimeTube, Craigslist), Really Simple Syndication (RSS) (examples: Google News, New York Times, CNN), and Widgets (examples: Google Maps, AddThis, Facebook "Like"). The foregoing are examples, only, and the references are not to be considered a requirement that ESTA use any of these third-party tools, services, or technologies.
- d. ESTA has an overriding interest in protecting the integrity of the information posted on its social media sites and the content that is attributed to ESTA or its officials while, at the same time, mitigating and/or eliminating associated risks from the use of such technology.
- e. If ESTA changes its direction on social media use, this policy will be revised and social media activity shall be adjusted accordingly. Any questions relating to this policy should be directed to ESTA's Transit Analyst.
- f. While this policy acknowledges that social media is a way to engage with others, this policy is not intended to require ESTA, nor any ESTA employee, nor contractor acting in an official ESTA capacity to actually use social media. ESTA will periodically conduct a risk assessment of the

use of social media technology and sites and determine whether the use of social media sites is appropriate and whether appropriate risk mitigation controls can be implemented.

## **2. General Policy**

- a.** While ESTA-approved social media sites are to be used for the purpose stated, above, they are not intended to replace nor serve as the primary means of ESTA's communication with anyone. ESTA does have an official website. This website shall remain the primary means of online communication with the public.
- b.** To the extent possible, ESTA social media sites shall be consistently branded and contain visual elements/graphics clearly identifying such sites as official ESTA sites, and distinguishing them from non-professional or personal use. Such identification of official ESTA social media sites shall include the use of the ESTA logo, contact information including an official ESTA email address, link to the official ESTA website, and links to other ESTA social media sites, as applicable.
- c.** ESTA's Transit Analyst is responsible for the administration of ESTA's social media sites, enforcement of this policy, and securing protection of ESTA information and technology assets against potential destructive technical incidents in the context of social media use. Approval of ESTA social media sites under consideration by ESTA shall be made by the Executive Director following consultation from ESTA's legal counsel, human resources, and risk management personnel, as appropriate.
  - i.** Administration of ESTA's social media sites shall include, but is not limited to, regular monitoring of each site, as well as reviewing and approving all content for ESTA's social media sites. ESTA reserves the right to refrain from posting or to remove any content that is not consistent with this and other ESTA policies or that it is in violation of applicable law(s). Such administration shall also include ensuring compliance by ESTA and authorized posters on ESTA's behalf with all applicable federal, state, county, and local laws, regulations, and policies.
  - ii.** If it is determined that any social media communication needs to be corrected, amended, or clarified, ESTA will determine what modification or supplement to the earlier social media communication is needed. Employees seeking a correction should raise any concern with ESTA management.
  - iii.** ESTA's Transit Analyst shall maintain a list of all ESTA social media sites that are approved and operating.



rights enforceable by law by any party in a civil or criminal action, nor do they create any obligation or duty of care.

- l. Technology, social media capabilities and scope, and online behaviors are changing constantly. Because of this constant adjustment and adaptation, ESTA reserves the right to change, modify, or otherwise amend all or part of this Policy at any time.
- m. Any ESTA employee who violates this Policy may be denied access to all ESTA social media sites.
- n. ESTA social media sites shall be managed consistent with the Brown Act, the Political Reform Act, and the California Election Code. Elected and appointed members of this authority shall not respond to any published postings, nor use any social media site or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body, or for any political purpose.
- o. ESTA social media sites are subject to the California Public Records Act. Any content maintained on an official ESTA social media format that is related to ESTA business, including a list of subscribers, posted communications, and communications submitted for posting, may be considered a public record and subject to public disclosure. California Public Records Act requests for the production of social media site content shall be referred to the ESTA Board Clerk and ESTA legal counsel for review and further handling.

In general, official postings on ESTA social media sites should reflect information that can be found on ESTA's official website or by other official communication means. Social media use on ESTA's behalf is not intended to be a source for original or new ESTA content. If original or new content is created within a social media setting and on ESTA's behalf, it must be captured and maintained in a recordkeeping system that comports with ESTA's Record Retention Policy.

### **3. Personal Use of Social Media by ESTA Employees and Contractors**

The Eastern Sierra Transit Authority recognizes that employees and contractors have the right to express their personal views through social media activity. However, ESTA principles, guidelines, and standards of conduct that apply to employees and contractors acting in their official capacities and carrying out their official duties for ESTA may also apply to an employee's and contractor's participation in social media. For example, employees and contractors are bound by ESTA's Code of Conduct and similar ESTA policies. Further, employees and contractors must understand that non-public information (e.g., personal privacy information, proprietary information, confidential information, information pertaining to pending or threatened litigation, personnel matters, attorney-client and attorney work

product information, or information subject to government privileges, among others) may not be conveyed through social media unless and until the release of such information becomes lawful and has been authorized by ESTA management in accordance with the law.

Neither employees nor contractors need to obtain permission from ESTA to participate in social media sites in their *personal* capacity. Employees and contractors are cautioned, however, that there may be restrictions on the receipt of compensation, disclosure of nonpublic information, and improper use of an ESTA title or official ESTA position that may apply to social media activity – even when an employee or contractor thinks they are acting in a personal capacity. Employees and contractors are encouraged to check with ESTA management if there are any questions.

When an employee or contractor uses social media in a personal capacity, they are doing so for themselves and they are not speaking nor communicating on behalf of ESTA. Employees and contractors should make certain that it does not appear they are speaking for ESTA unless authorized to do so.

Employees and contractors should not use official ESTA emails when establishing, setting up, or using social media sites for personal or non-ESTA/non-official activities.

An employee may include their job title or position with ESTA in the area of social media designation for biographical information.

If an employee or contractor has any concern that their use of social media may create the impression that their views are from, by, or sanctioned by ESTA, they may use a disclaimer to address this situation. For example, the following disclaimer could be displayed in a profile or other prominent place on a social media site: *“The views and information presented here are mine.”* Employees and contractors should contact ESTA management with any questions or concerns they have over the use of such a disclaimer.

Employees and contractors should not use their ESTA position, title, or authority to endorse any product, service, company, non-profit organization, or any other enterprise, unless such endorsement is authorized. Any official reference to a product, service, or entity should be in furtherance of ESTA’s legal authority in carrying out official functions.

#### **4. Content**

- a.** ESTA social media sites should be used to communicate ESTA missions and messages where there is a legitimate business purpose to do so. Those authorized to post social media content on behalf of ESTA should carefully weigh options and risk management concerns when deciding whether to use social media at all. Announcements and other ESTA-generated content should be objective and descriptive; use a polite and

professional tone; contain only information that is freely available to the public (do not post any content that is not considered public information) and that is not made confidential by any policy of ESTA, or by local, state or federal law; and such content should comply with all local, state and federal rules, regulations and policies.

- b.** Third-party social media sites officially used by ESTA should not be the only place in which the public can view ESTA information to the extent possible.
- c.** When an employee or contractor posts to social media in an official ESTA capacity, ESTA is responsible for that content. Employees and contractors authorized to post on ESTA's behalf and in an official capacity should remember that standards of ethical behavior and other ESTA policies apply to online postings. Employees and contractors posting on ESTA's behalf when authorized to do so should assume there is no expectation of privacy when using social media tools on ESTA's behalf.
- d.** The failure to comply with this and other applicable policies of ESTA will be reviewed on a case-by-case basis and may result in disciplinary action.
- e.** As a public authority, ESTA abides by certain standards to serve all constituents in a civil and unbiased manner. As such, ESTA has implemented Social Media Comment and Content Moderation policies.
- f.** Images, text, video, audio files, and other content are subject to the Copyright Law of the United States of America and related codes, policies, and directives. For questions regarding copyright issues, contact ESTA's legal counsel.
- g.** ESTA social media content, including comments, pictures, or other material, containing content that is determined to be detrimental to the purpose of ESTA's social media sites, shall not be allowed and is subject to removal and/or restriction. Consistent with the purpose of this use of ESTA social media sites as a Limited Public Forum, ESTA reserves the right to moderate, monitor, remove, prohibit, restrict, block, suspend, terminate, delete, discontinue or reject comments and access to comments if they are:
  - i.** Profane, obscene, pornographic, abusive, threatening, racist, defamatory, offensive or contain violent language
  - ii.** Trolling (posts that are deliberately offensive, provocative, or disruptive and intended to hijack our content, deflect our information off-track, upset someone or create angry responses from employees or other visitors)
  - iii.** Messages that are a violation of existing law or regulation

- iv. Violations of the intellectual property rights of others
- v. Spam (unsolicited messages that are usually intended as advertising or messages that are repeatedly posted on the same site)
- vi. Attacks or calls-to-action for attacks on specific groups
- vii. Intended to harass, threaten or abuse an individual or are defamatory, derogatory, or are personal attacks on any ESTA official, employee, resident, or business person
- viii. Hateful or discriminatory comments regarding or comments that promote, foster, or perpetuate discrimination or harassment on the basis of race, ethnicity, religion, gender, disability, sexual orientation, political beliefs, or a protected class under local, state, or federal law
- ix. Links or comments containing sexually explicit content material
- x. Links to malicious software or sites
- xi. Cyber-stalking or threats to an individual or organization, or intended to collect or post private information and data without disclosure (e.g., doxxing)
- xii. Messages that relate to confidential, private, or proprietary information
- xiii. Messages that are inappropriate, in poor taste, or otherwise contrary to the purposes of our site or the business of ESTA
- xiv. Self-promotion
- xv. Solicitation of funds
- xvi. Unsolicited business proposals and inquiries
- xvii. Reports of criminal or suspicious activity (please contact your local police authority directly with this type of information)
- xviii. Encouragement of illegal or unlawful activity
- xix. Any form of legal and/or administrative notices or processes
- xx. Posts not in compliance with our social media host's own terms and conditions

xxi. Posts that attempt to or do take over a thread in ways that are contrary to these terms and conditions (including random or unintelligible posts)

- h.** Any unofficial or non-authorized content and all content posted by a member of the public on ESTA's social media site are the opinions of the person making the post. Appearance of content on ESTA's social media sites does not necessarily imply endorsement of, nor agreement by, ESTA, nor does such content necessarily reflect the opinions or policies of ESTA.
- i.** ESTA reserves the right to deny access to ESTA social media sites for any individual who violates this Policy, at any time and without prior notice.
- j.** For any social media site approved by ESTA, ESTA may develop additional usage or other standards to optimize ESTA's use of such third-party site.
- k.** Any content posted on a social media site may also be subject to third-party, site-specific rules or policies. ESTA reserves the right to report any such violations of a third-party site's rules or policies. ESTA also reserves the right to report any post to law enforcement.

## **5. Privacy**

ESTA shall establish a Website Privacy Policy. Although some third-party social media providers might be exempt from privacy policy requirements, ESTA will abide by its policy with respect to ESTA's official website. However, ESTA cannot guarantee nor enforce such privacy policies on third-party sites. ESTA will periodically review the privacy policies of third party social media sites to make a risk assessment as to the continued use of such third-party offerings.

## **6. Disclaimer**

ESTA cannot control and is not responsible for unofficial and other content on social media sites.



## **STAFF REPORT**

Subject: 2017 Bishop Creek Shuttle Special Use Permit  
Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

Last month, the ESTA Board approved new summer seasonal service to be operated from Bishop to recreation sites in the Bishop Creek Recreation Area.

### **ANALYSIS/DISCUSSION:**

Following last month's ESTA Board meeting, staff from the U.S. Forest Service contacted ESTA to advise that a Special Use Permit was necessary for the new Bishop Creek Shuttle route due to the fact that the service will deliver passengers to the Inyo National Forest. ESTA is familiar with the Special Use Permit application process through its experience operating the Reds Meadow Shuttle. Due to the fact that the Bishop Creek Shuttle will be operated on state and county roads, unlike the Reds Meadow Shuttle which is operated on a Forest Service road, staff did not believe that a Special Use Permit was required for the Bishop Creek Shuttle. Nonetheless, having been informed that a permit is required, an application was submitted and the Board is being asked at this time to ratify that application.

Provisions in the Reds Meadow Shuttle Special Use Permit, which are expected to be included in the Bishop Creek Shuttle Special Use Permit include:

- Non-exclusive use: Other uses that do not materially interfere with ESTA's authorized use will be permitted.
- Description of applicable annual fees (3% of gross revenue)
- Requirement for Forest Service review of proposed fare pricing
- Requirement for submittal of annual operating plan

The proposed 2017 Special Use Permit Application and associated Annual Operating Plan are included for review by the Board. John

Vallejo, Inyo County Assistant Counsel, has previously reviewed ESTA's U.S. Forest Service Special Use Permit.

A copy of the 2017 season Special Use Permit application and the 2017 season Annual Operating Plan for the Bishop Creek Shuttle Service are attached for the Board's review.

### **FINANCIAL CONSIDERATIONS**

The Special Use Permit application indicates that total revenue for the service this summer will amount to \$2,000, which will result in a use permit fee of \$60.00 (3% of gross revenue). The revenues and expenses for the Bishop Creek Shuttle will be included in the FY 2017/18 Budget.

### **RECOMMENDATION**

The Board is requested to ratify the Special Use Permit application and Annual Operating Plan for the operation of the Bishop Creek Shuttle in 2017, and to authorize the Executive Director to execute any additional required documents for the Permit.

Use Code: 153  
Authorization ID:  
Contact Name:  
Expiration Date:

FS-2700-3f (10/09)  
OMB No. 0596-0082

**SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING**  
Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)  
(Ref.: FSH 2709.11, section 41.53)

**PART I - APPLICATION**

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**1. APPLICANT INFORMATION**

Applicant Name: EASTERN SIERRA TRANSIT AUTHORITY

Business Name: EASTERN SIERRA TRANSIT AUTHORITY

Applicant's Complete Address: P.O. BOX 1357 (703B AIRPORT ROAD), BISHOP, CA 93515

Telephone Number: 760.872.1901 Fax Number: 760.784.9566

E-mail Address: jhelm@estransit.com

Website: www.estransit.com

As an applicant, are you:

<input type="checkbox"/> Individual	If yes, are you a citizen of the United States?
<input type="checkbox"/> Corporation	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Limited Liability Company	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Partnership or Association	If yes, provide a copy of your partnership or association agreement.
<input type="checkbox"/> State Government or Agency	(Includes state universities)
<input checked="" type="checkbox"/> Local Government or Agency	(Includes high schools)
<input type="checkbox"/> Nonprofit	(Please attach a copy of your IRS Form 990)

Under the Regulatory Flexibility Act, a small entity is a firm that is "independently owned and operated" and "not dominant in its field of operation." The United States Small Business Administration has developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than \$6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity? YES

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**2. DESCRIPTION OF PROPOSED ACTIVITY**

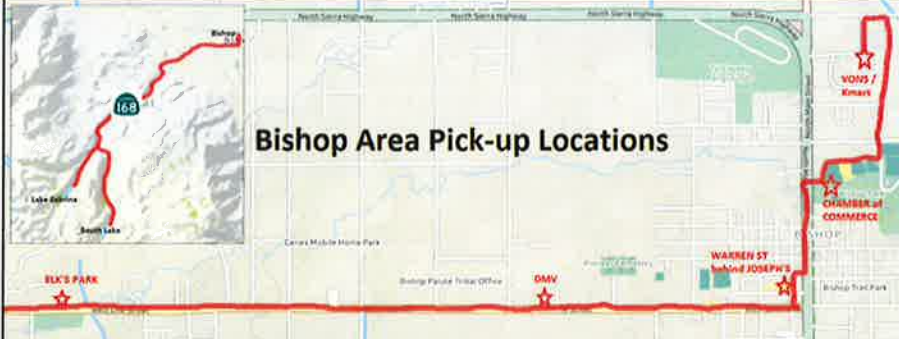
New, twice daily fixed route service from Bishop, California to the Bishop Creek Recreation Area in the Inyo National Forest. Bus would depart Bishop at 8:00am and 3:15pm and would provide service to South Lake and to Lake

Sabrina as well as all points in between where it is safe to stop the bus. Route would operate Memorial Day weekend, then seven days/week from June 17 through August 20, then weekends and holidays from August 26 through October 15, a total of 84 service days. Additional details are included in the Operating Plan

**3. ADVERTISING.** Provide a current brochure and current advertising materials or website address.

ESTA's website is [www.estransit.com](http://www.estransit.com). The link to the page with information about the Bishop Creek Shuttle is <http://www.estransit.com/routes-schedule/community-routes/bishop-creek-shuttle/>. A copy of the planned flyer for the service is included below.

## Bishop Creek Shuttle



### Bishop Area Pick-up Locations


LOCATION	MORNING DEPARTURES	AFTERNOON DEPARTURES
Vons/Kmart	8:00am	3:15pm
Chamber of Commerce	8:02am	3:17pm
Joseph's Market	8:04am	3:19pm
DMV	8:06am	3:21pm
Elk's Park	8:08am	3:23pm
South Lake	8:45am	4:00pm
Lake Sabrina	9:10am	4:25pm
Bishop	9:45am	5:00pm

**Service Days/Season:**  
Memorial Day weekend, then 7 days/week from June 17 through August 20, then weekends through October 15.


**Flag Stops:**  
The bus will make "flag stops" as requested and as able based on safety considerations. Expected flag-stop locations would include Buttermilk Road at Hwy 168, North Lake Road at Hwy 168, Bishop Creek Lodge, Parchers Resort, Tyee Lakes Trailhead, and Aspendell, as well as campgrounds along the route.

**Fares:**  
\$5.00 for a one-way adult trip, \$2.50 discounted fare for seniors 60+, disabled, youth 5-15. Ten-ride passes are offered for a 10% discount (\$45 adults/ \$22.50 discount)

Eastern Sierra Transit operates under permit on the Inyo National Forest



**760-872-1901 ext. 22**  
**www.estransit.com**  
Eastern Sierra Transit is an equal opportunity provider



**4. CLIENT CHARGES.** Provide a description of client charges and fees and what they cover. Attach a current rate sheet.

Fare for the Bishop Creek Shuttle is \$5.00 one-way for an adult, and \$2.50 one-way for discount (youth age 5 to 16, senior 60+, and disabled passengers). 10-ride passes may be purchased for a 10% discount.

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**5. GUIDE IDENTIFICATION**

All of the drivers of the Bishop Creek Shuttle will hold a current, valid commercial driver's license (Class B, or A) with passenger endorsement. The drivers will also hold a current valid commercial driver's medical certificate, and will be enrolled in the State of California Employer Pull Notice. Drivers are advised to contact 911 in the event of a medical emergency.

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**6. OPERATING PLAN.** Attach two signed copies of an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.

Operating Plan is included with this Application

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**7. LIABILITY INSURANCE.** The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

An insurance certificate will be provided to the Forest Service prior to approval of the Application.

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**8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM.** If you plan to use an acknowledgment of risk form, attach a copy.

N/A

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**9. EXPERIENCE.** List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years. If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any performance evaluations received. List all citations or violations received in association with outfitting and guiding activities.

ESTA has operated the Reds Meadow Shuttle service continuously under a Special Use Permit issued by the U.S. Forest Service each summer since 2012.

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**10. SIGNATURE.** I hereby certify that I am of legal age and am authorized to do business in the State of California. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.

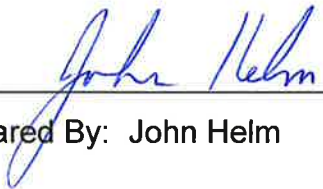
Printed Name: JOHN HELM Signature:  Date: 03.24.17

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false statements or representations shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

**2017 Annual Operating Plan  
Bishop Creek Shuttle**

**Business Name: EASTERN SIERRA TRANSIT AUTHORITY  
Contact: JOHN HELM  
Phone Number: 760.872.1901  
Email: jhelm@estransit.com**

  
\_\_\_\_\_  
Prepared By: John Helm

March 24, 2017  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By-Special Use Permit Admin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Officer Signature  
White Mountain & Mt. Whitney Ranger Districts

\_\_\_\_\_  
Date

**2017 OPERATING PLAN  
INYO NATIONAL FOREST**

**I. GENERAL OVERVIEW OF OPERATIONS**

**A. Business Name:**

1. Legal Business Entity (e.g. Non-profit Corporation, dba, Inc., LLC):  
**EASTERN SIERRA TRANSIT AUTHORITY, a California Joint Powers Authority**
2. Holder Authorized Agent:  
**JOHN HELM**
3. Address  
**P.O. BOX 1357, BISHOP, CA 93515:**
4. Phone Number(s):  
**760.872.1901**
5. Fax Number:  
**760.784.9566**
6. e-mail:  
**jhelm@estransit.com**
7. Web Address:  
**www.estransit.com**

**B. Operating Season or Dates and Areas of Operations (including all days that clients are under your care and guidance):**

ANTICIPATED OPERATING SEASON FOR THE 2017 BISHOP CREEK SHUTTLE IS MAY 27 THROUGH OCTOBER 15.

**C. Total Estimated Revenue (for entire trip duration whether on Inyo NF land or not)**

**\$2,000.00**

**D. Total number of clients and total number of guides and client to guide ratio:**

ESTIMATE OF 500 PASSENGER TRIPS

**E. Describe any Temporary Facilities to be used (portable shelters, rock hardware, etc.)**

NONE

**F. First Aid Training. List yourself and your employees and indicate the level of training and the expiration date of the certifications.**

ESTA EMPLOYEES ARE NOT TRAINED IN FIRST AID AS THEY DO NOT USE THESE SKILLS ON A REGULAR BASIS. IF SOMEONE NEEDS MEDICAL ATTENTION, THE DRIVERS ARE TRAINED TO RADIO OR PHONE (911) FOR ASSISTANCE. ALL BUSES ARE EQUIPPED WITH A BASIC FIRST AID KIT WHICH CAN BE USED BY A DRIVER (IF EXPERIENCED IN FIRST AID CARE) OR BYSTANDER.

**G. Will you use any type of radio communication system for general operations or for emergencies? Describe system:**

ESTA USES A 2-WAY RADIO SYSTEM (VHF, 155.805), THAT IS BASED IN BISHOP. IT IS EXPECTED THAT MUCH OF THE ROUTE (ABOVE STARLITE ROAD) WILL NOT BE ABLE TO COMMUNICATE WITH THE MAIN ANTENNA AT THE BISHOP AIRPORT. CELL PHONES WILL ALSO BE USED WHERE POSSIBLE, HOWEVER, MUCH OF THE UPPER PART OF THE ROUTE IS NOT SERVED BY CELLULAR COMMUNICATIONS.

**H. Explain your emergency procedures in case of accidents or other emergencies:**

- IN THE CASE OF ANY SHUTTLE COLLISIONS OR INCIDENTS REQUIRING MEDICAL ATTENTION, LAW ENFORCEMENT ASSISTANCE, OR ANY OTHER POTENTIALLY SERIOUS SITUATIONS, ESTA WILL FOLLOW THEIR ESTABLISHED PROTOCOL FOR SUCH INCIDENTS WHICH INCLUDES:
  - DRIVER SHALL IMMEDIATELY NOTIFY THE DISPATCHER VIA TWO-WAY RADIO OR CELL PHONE ADVISING OF THE SITUATION THAT HAS OCCURRED AND, SPECIFICALLY, IF THERE ARE ANY INJURIES, SIGNIFICANT PROPERTY DAMAGE OR ROADWAY OBSTRUCTION. IF NECESSARY, DRIVER MAY ENLIST ASSISTANCE OF BYSTANDER TO ASSIST WITH COMMUNICATIONS THROUGH OTHER RESOURCES (E.G. LAND-LINE AT NEARBY RESORT).
  - DISPATCHER OR OPERATIONS SUPERVISOR WILL COORDINATE APPROPRIATE RESPONSE DEPENDING UPON THE SITUATION.
  - IMMEDIATE CARE OF ANY INJURED PERSONS, AND PROTECTING AGAINST FURTHER INJURY OR DAMAGE SHALL TAKE PRIORITY
- ANY COLLISION OR INCIDENT REQUIRING MEDICAL ATTENTION OR INVOLVING A FATALITY WILL BE REPORTED TO THE FOREST SERVICE PROGRAM MANAGER IMMEDIATELY.
- ANY INCIDENT THAT WILL BLOCK OR DELAY TRAFFIC WILL BE COMMUNICATED AS SOON AS IS REASONABLE TO THE APPROPRIATE LAW ENFORCEMENT AGENCY (INYO COUNTY SHERIFF'S OFFICE OR CALIFORNIA HIGHWAY PATROL) VIA 911.
- THE FOREST SERVICE PROGRAM MANAGER WILL BE NOTIFIED OF ALL COLLISIONS OR INCIDENTS WITHIN 24 HOURS.
- ESTA OR ITS SURROGATE WILL PROVIDE COPIES OF ALL COLLISION OR INCIDENT REPORTS TO THE FOREST SERVICE PROGRAM MANAGER WITHIN 72 HOURS.

**I. Explain in detail how operations will be run (describe use on Forest):**

THE BISHOP CREEK RECREATION AREA SOUTHWEST OF BISHOP IS COMPRISED OF NUMEROUS LAKES AND STREAMS AND PROVIDES PRIMARY TRAILHEADS TO BISHOP PASS AND TO PAIUTE PASS WHICH CONNECT WITH THE PACIFIC CREST TRAIL AND THE JOHN MUIR TRAIL, AS WELL AS THE SABRINA BASIN TRAILHEAD ORIGINATING AT LAKE SABRINA. THESE TRAILHEADS SERVE AS POTENTIAL TRANSIT TRIP GENERATORS FOR THROUGH-HIKERS WHO WANT TO TAKE A BREAK FROM, OR TO REJOIN THE TRAIL. THE EXTENSIVE RECREATION (FISHING, HIKING, CAMPING) OPPORTUNITIES IN THIS AREA ALSO SERVE AS A DRAW FOR RESIDENTS AND VISITORS TO THE OWENS VALLEY. RECOGNIZING THESE FACTORS, THE EASTERN SIERRA TRANSIT AUTHORITY SHORT RANGE TRANSIT PLAN, COMPLETED IN 2015, IDENTIFIED A RECOMMENDATION THAT THE AUTHORITY LOOK TO IMPLEMENT A PILOT PROGRAM TO PROVIDE TRANSIT SERVICE TO NATIONAL FOREST RECREATION AREAS, SPECIFICALLY, THE BISHOP CREEK RECREATION AREA. IN RESPONSE TO THIS RECOMMENDATION, ESTA IS PLANNING TO INITIATE NEW, SEASONAL SUMMER TRANSIT SERVICE IN 2017 FROM BISHOP TO THE BISHOP CREEK RECREATION AREA WITH TWO DAILY ROUND TRIPS. THE SPECIFICS OF THIS PROPOSED SERVICE ARE DETAILED BELOW.

**SERVICE DAYS/SEASON:**

MEMORIAL DAY WEEKEND, THEN 7 DAYS/WEEK FROM JUNE 17 (FATHER'S DAY WEEKEND) THROUGH AUGUST 20 (DAY PRIOR TO SCHOOL START), THEN WEEKENDS THROUGH OCTOBER 15. THIS WOULD RESULT IN A TOTAL OF 84 SERVICE DAYS

**SCHEDULE:**

ONE ROUND-TRIP IN THE MORNING DEPARTING BISHOP VONS/KMART AT 8:00AM, MAKING STOPS AT CITY PARK, JOSEPH'S BUS STOP ON WARREN STREET, DMV BUS STOP ON WEST LINE STREET, AND ELK'S PARK ON WEST LINE STREET, THEN PROCEEDING TO SOUTH LAKE (8:45), AND LAKE SABRINA (9:10) BEFORE RETURNING TO BISHOP (9:45).

ONE ROUND TRIP IN THE AFTERNOON DEPARTING BISHOP VONS/KMART AT 3:15PM, MAKING STOPS AT CITY PARK, JOSEPH'S BUS STOP, DMV BUS STOP, AND ELK'S PARK, THEN PROCEEDING TO SOUTH LAKE (4:00), AND LAKE SABRINA (4:25) BEFORE RETURNING TO BISHOP (5:00).



THE BUS WILL MAKE "FLAG STOPS" AS REQUESTED AND AS ABLE BASED ON SAFETY CONSIDERATIONS. EXPECTED FLAG-STOP LOCATIONS WOULD INCLUDE, BUT ARE NOT LIMITED TO BUTTERMILK ROAD AT HWY 168, STARLITE DRIVE AT HWY 168, ASPENDELL, NORTH LAKE ROAD AT HWY 168, PARCHEERS RESORT, TYEE LAKES TRAILHEAD, AND SOUTH FORK BISHOP CREEK VILLAGE, AS WELL AS ALL OF THE CAMPGROUNDS ALONG THE ROUTE.

THE BUS WILL USE THE PARKING LOT TURNAROUNDS AT SOUTH LAKE AND AT LAKE SABRINA TO TURN AROUND. ESTA PLANS TO OPERATE THE ROUTE WITH A 15-PASSENGER CUTAWAY STYLE BUS THAT IS ADA COMPLIANT (2 MOBILITY DEVICE SECUREMENT POSITIONS) AND HAS A BIKE RACK WHICH CAN HOLD TWO BIKES (SEE PHOTO BELOW).



**FARES:**

\$5.00 FOR A ONE-WAY TRIP, \$2.50 FOR DISCOUNT CATEGORIES (SENIOR, DISABLED, YOUTH). TEN-RIDE PASSES WOULD BE OFFERED FOR A 10% DISCOUNT (\$45 / \$22.50).

**J. Provide basic, daily itineraries for each type of trip:**

THE ROUTE SCHEDULE AND ITINERARY ARE LISTED IN THE PRECEDING SECTION. MAPS SHOWING THE ROUTE AND THE BISHOP LOCATIONS ARE INCLUDED BELOW.



- STASH YOUR TRASH AND PICK UP WASTE
- LEAVE IT AS YOU FIND IT
- KEEP WILDLIFE WILD
- SHARE THE TRAILS AND MANAGE YOUR PET

**M. RESERVED SITES – NONE**

THIS PERMIT DOES NOT INCLUDE RESERVED SITES.

**N. DESCRIBE EDUCATION COMPONENT OF PERMITTED ACTIVITIES**

- THE BISHOP CREEK SHUTTLE'S PRIMARY PURPOSE IS TO PROVIDE SAFE, RELIABLE TRANSPORTATION FROM THE BISHOP AREA TO DESTINATIONS IN THE BISHOP CREEK RECREATION AREA. HOWEVER, ESTA DRIVERS WILL BE PROVIDED TRAINING AND INFORMATION ABOUT THE BISHOP CREEK RECREATION AREA AND WILL BE PREPARED TO SHARE THIS INFORMATION WITH PASSENGERS AS APPROPRIATE. SUCH INFORMATION WOULD LIKELY INCLUDE, BUT NOT BE LIMITED TO: AREA TRAILS AND TRAILHEADS, FISHING OPPORTUNITIES, ACCESS TO THRU-HIKE TRAILS, SAFETY PRECAUTIONS (WATER, LAYERS, TIME PLANNING, ETC.), FIRE RESTRICTIONS, WILDERNESS PERMIT REQUIREMENTS, AND NAMES OF PROMINENT GEOLOGIC FEATURES.

**II. FOREST SERVICE STANDARDS AND GUIDELINES AND AUTHORIZED USE**

- A. This permit does not authorize use on other federal lands, private lands, wilderness areas or research natural areas. It is the permit holder's responsibility to know and inform participants of land line locations.
- B. Participants must remain on trail within the Schulman Grove and Patriarch Grove interpretive areas. Areas outside of these two interpretive sites/trails are open to cross country (unless posted otherwise). Travel so as to not create a visible path. Do not collect any materials from within the Ancient Bristlecone Pine Forest. (Prohibited by law)
- C. Remain on established trails and boardwalks at all Mono Lake destinations. Participants are encouraged to carpool. Do not park in the Navy Beach parking area.
- D. Do not climb on or otherwise disturb tufa towers.
- E. Do not block or prohibit the public's access to any location.
- F. Wilderness access is not authorized.**
- G. Do not disturb any amphibians or sage grouse.
- H. The District Ranger may withhold authorization for the holder to use all or part of an assigned amount of service days for reasons of resource protection, public health and safety, or because of permit violations.
- I. The permittee, as well as his or her employees, agents, guests, and customers, shall abide by all current Forest Service regulations. The permittee is wholly responsible for any actions of these persons. Clientele shall be informed of all regulations regarding National Forest regulations, as discussed in the Operating Plan.
- J. The permittee shall furnish a report of actual use and financial report within thirty (30) days of the close of the season's operations.**
- K. All advertising, including circulars, brochures, advertising, and other materials, or on its World Wide Web site, signs, or letterheads must be approved by the Forest Service prior to publication.**
- L. Motorized vehicle use shall be restricted to existing roads and trails designated on the 2015 Motorized Vehicle Use Map. Park vehicles so as not to block gates, driveways, travel ways.
- M. Take care to protect habitat by avoiding wet meadows, avoid disturbance to riparian habitat along lakeshores and by depositing human waste or other wastewater 200 feet or more from any surface water. Be aware that chemicals such as sunscreen or insect repellent on your skin can affect localized water quality along streams

banks or lake shores. Amphibian species are directly affected by these chemicals. **California State Code 14 CCR § 40 instructs that you must not, among other things, capture, collect, intentionally kill or injure, possess, or transport any native amphibian species.** Be vigilant in your "Leave no Trace" practices, and ensure that your clients do the same. Careful use of the wilderness resource will protect the species and help to allow the continuance of commercial services.

- N. We expect our permittees to conduct their operations in a manner which protects not only the natural resources of the Inyo National Forest but also our rapidly disappearing cultural resources. The ethical treatment of archeological sites and sensitive cultural areas should clearly be a concern of everyone who uses our forests. This should be a particular concern of our permittees and their clients. Archeological sites may be observed, but artifacts of any kind are not to be disturbed, removed or destroyed.

**Indiscriminate dissemination of locational data; GPS coordinates, detailed maps or photographs revealing the presence of cultural resources will always result in the disappearance of archeological sites and violations of federal laws such as Archaeological Resources Protection Act, National Historic Preservation Act and Native American Graves and Repatriation Act.**

- O. The introduction and spread of non-native plant species and its potential for ecosystem impacts is one of the greatest threats currently facing public lands. Weeds can be spread to new areas in many ways, including in the clothing or shoes of unsuspecting hikers. In order to prevent the spread of weeds into undeveloped areas, outfitter/guide permittees and their clients will check boots, socks, and clothing, and vehicle tires, as applicable, for "hitch-hiking" seeds or other plant parts prior to entering permit areas. Any weeds will be disposed of in trash receptacles. The permit holder will take all steps necessary to prevent the introduction and spread of noxious weeds on National Forest System Lands, including:
- a. Check clothing and equipment for weed seeds prior to and upon leaving forest lands.
  - b. Stay on established roads and trails.
  - c. Wash vehicles, including undercarriage, prior to driving on forest lands to prevent establishing new weed populations.
  - d. Avoid traveling through or camping in weed infested areas.
  - e. Report only small or new infestations of weeds to the permit administrator.

### III. SAFETY AND ACCIDENT HANDLING

- A. **Incident Notification.** The holder shall be required to contact the authorized officer as soon as practicable after the following incidents that occur on National Forest System (NFS) lands within the authorized area:
1. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
  2. Any failure of a structural, mechanical, electrical component and its primary connection, or operator error, which impairs the operation or function of a passenger ropeway in a way that could affect public safety, or any ropeway incident that requires reporting to State authorities;
  3. A search and rescue operation to locate a person; or
- i. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.
- B. **Method of Notification.** The authorized officer shall determine protocol for how the notification must be made. Notification may be tailored to the unique characteristics of the permitted operation. Report incidents to the assigned permit administrator. All injuries or accidents of clients or employees occurring on National Forest Lands will be reported at the earliest opportunity to the Permit Administrator, White Mountain Ranger District Office (760-873-2510).
- C. **Contents of Notification.** When notifying the authorized officer of an incident, the holder shall be required to specify when, where, and how it occurred, and who was present or affected by the event.
- D. All guides who work alone with their clients will have, as a minimum, a current wilderness first responder card or equivalent first aid certificate..
- E. All major searches or rescue operations will involve the County Sheriff's Department. Emergency Dispatch numbers will be known by all employees.

F. Requests for helicopter rescues will be coordinated through the Sheriff's Department. Forest Supervisor approval must be obtained prior to all flight for life rescue in any Wilderness area.

#### IV. TITLE VI COMPLIANCE

##### A. Non-discrimination policy

1. Permit Holder and employees shall not discriminate by segregation or otherwise against any person on the basis of race, color, sex (in educational activities), national origin, age or disability, by curtailing or by refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally and that the holder and employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments, and the Age Discrimination Act of 1975.
2. Holder shall include and require compliance with the above nondiscrimination provisions in any third party agreement made with respect to the operations under this permit.
3. Signs setting forth this policy of nondiscrimination to be furnished by the Forest Service will be conspicuously displayed at the public entrance to the premises, and at other exterior or interior locations as directed by the Forest Service.
4. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

##### B. Public notification of non-discrimination policy

1. The following **nondiscrimination statement shall be posted** in the Holder's office where visible to clients and employees. The nondiscrimination statement shall also be included (in full) on **all printed and electronic materials** that are produced for public distribution or information:

**"In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)**

**Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.**

**To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provided in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (a) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (b) fax: (202) 690-7442; or (c) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)."**

**"USDA is an equal opportunity provider, employer, and lender."**

2. If the size of printed material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text: **"This institution is an equal opportunity provider."** It is expected that the full text be included in all but the smallest print advertising.
3. Printed material also must include the following statement: **"Holder' operates under a permit from the Inyo National Forest."**

##### C. Equal Access To Federal Programs

In addition to the above non-discrimination policy, the holder agrees to insure that its program and activities are open to the general public on an equal basis and without regard to any non-merit factor.

### Fee Determination

for temporary special use permits (FS-2700-3f)

Permit Holder: Eastern Sierra Transit Authority  
Authorization ID:  
Period of Use: May 27, 2017 – October 15, 2017  
Service Days Authorized: 85  
Client Charges:

Flat fee for Temporary use Permits (FSH 2709.11 37.21b)

Number of Service Days	Flat Fee	Maximum Gross Revenue for Each Bracket of Service Days*
1 to 50	\$150	\$10,000
51 to 100	\$300	\$20,000
101 to 150	\$450	\$30,000
151 to 200	\$600	\$40,000

\*A service day is counted for service to a client for any part of a day on National Forest System lands. If the gross revenue exceeds the bracket maximum, then a fee of 3% of the gross will apply.

\_\_\_\_ Service days authorized = \$ \_\_\_\_\_ non-refundable flat fee for 2017.

**Or**

Estimated Gross Revenue: \$2,000.00

3% of gross revenue = \$60.00 \_\_\_\_\_

Holder Signature: 

Date: 03.24.2017

Print Name: John Helm

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## **STAFF REPORT**

Subject: Governing Board Member Eligibility  
Initiated by: John Helm, Executive Director

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### **BACKGROUND:**

In October of 2015, the ESTA Board approved Resolution 2015-02 approving amendment of the ESTA Joint Powers Agreement authorizing the member entities to appoint an individual from the public at large to fill one of the entities two positions on the Authority's Board of Directors. This amendment is effective until June 30, 2017.

### **ANALYSIS/DISCUSSION:**

The Third Amendment to the Eastern Sierra Transit Authority Joint Powers Agreement, which added subsection 1.2.2 to the JPA and which permits member entities to appoint a member of the public at large to serve as one of the entity's two ESTA Directors, includes sunset language that defines that this provision will be repealed as of June 30, 2017 unless extended. In response to a request by the ESTA Board at the March 2017 meeting, Director Gardner offered to determine if the Mono County Board of Supervisors desired that the provision to be continued. The response from the Mono BOS was in the affirmative.

In response to the Mono County Board of Supervisors' request that Section 1.2.2 of the ESTA JPA be continued, the Board is requested to approve one of the following options, or to provide other direction to staff regarding section 1.2.2 of the JPA.

1. Delete the first sentence of section 1.2.2, which would have the effect of extending the ability of member entities to appoint a member of the public at large to serve on the ESTA Board indefinitely
2. Modify the date in section 1.2.2 in order to extend this provision to a future date to be identified by the Board
3. Take no action, in which case the provision defined in section 1.2.2 that permits member entities to appoint a member of the public at

large to serve as one of the entity's two ESTA Directors would expire as of July 1, 2017 and would no longer be effective.

**FINANCIAL:**

Extension of the provision in subsection 1.2.2 will have no financial impact on the Authority.

**RECOMMENDATION**

The Board is recommended to provide direction to staff to address the sunset provision in subsection 1.2.2 of the ESTA Joint Powers Agreement.



## **STAFF REPORT**

Subject: Mammoth Transit Passenger Survey Results

Initiated by: John Helm, Executive Director

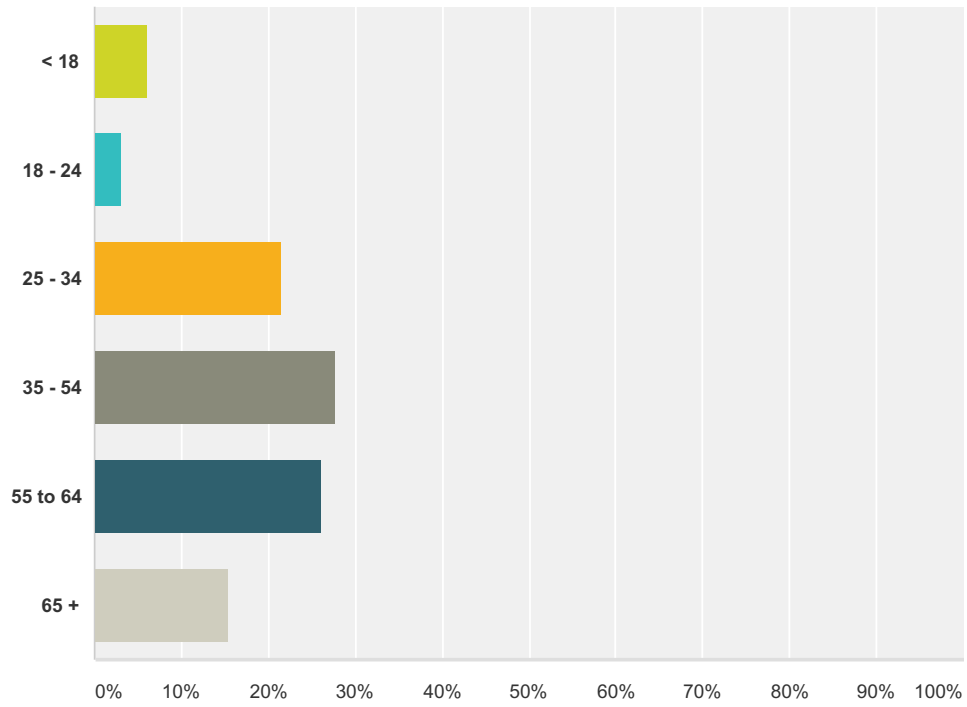
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### **ANALYSIS/DISCUSSION:**

A recommendation from the Strategic Alignment process conducted by the Town of Mammoth Lakes last year involving the Town and its strategic partners Mammoth Lakes Tourism, Mammoth Lakes Housing, Mammoth Lakes Recreation, and ESTA, was to obtain user preference information in order to help inform the transit system. To that end, ESTA conducted an online passenger survey in Mammoth Lakes during the month of March. The results have been tabulated and are included on the following pages. ESTA intends to conduct the survey twice per year, once during the busy summer season and again during the busy winter season.

### Q1 What is your age?

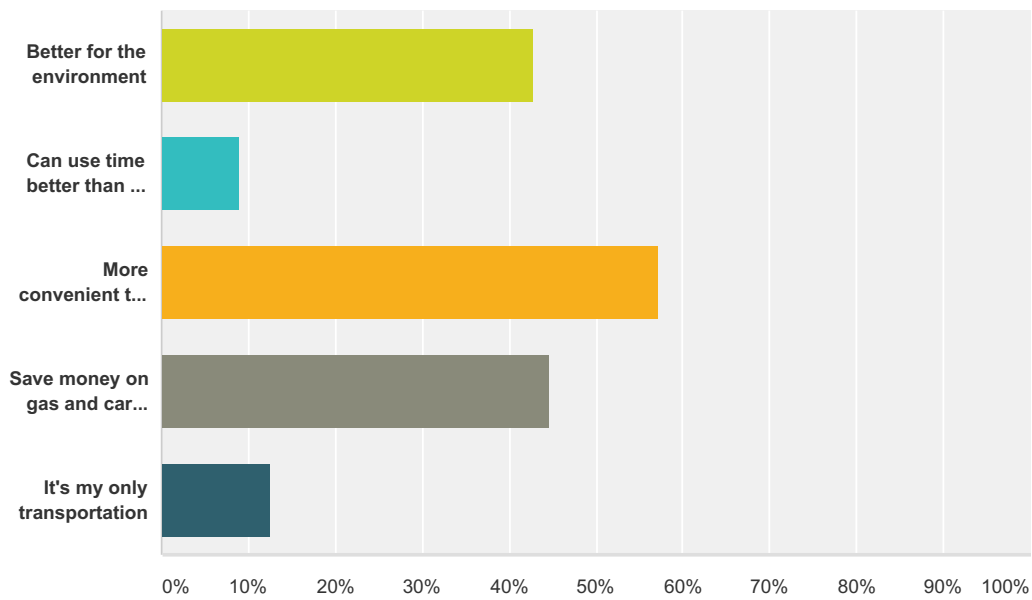
Answered: 65 Skipped: 0



Answer Choices	Responses	Count
< 18	6.15%	4
18 - 24	3.08%	2
25 - 34	21.54%	14
35 - 54	27.69%	18
55 to 64	26.15%	17
65 +	15.38%	10
<b>Total</b>		<b>65</b>

### Q2 What is your main reason for riding public transit? (select all that apply)

Answered: 56 Skipped: 9



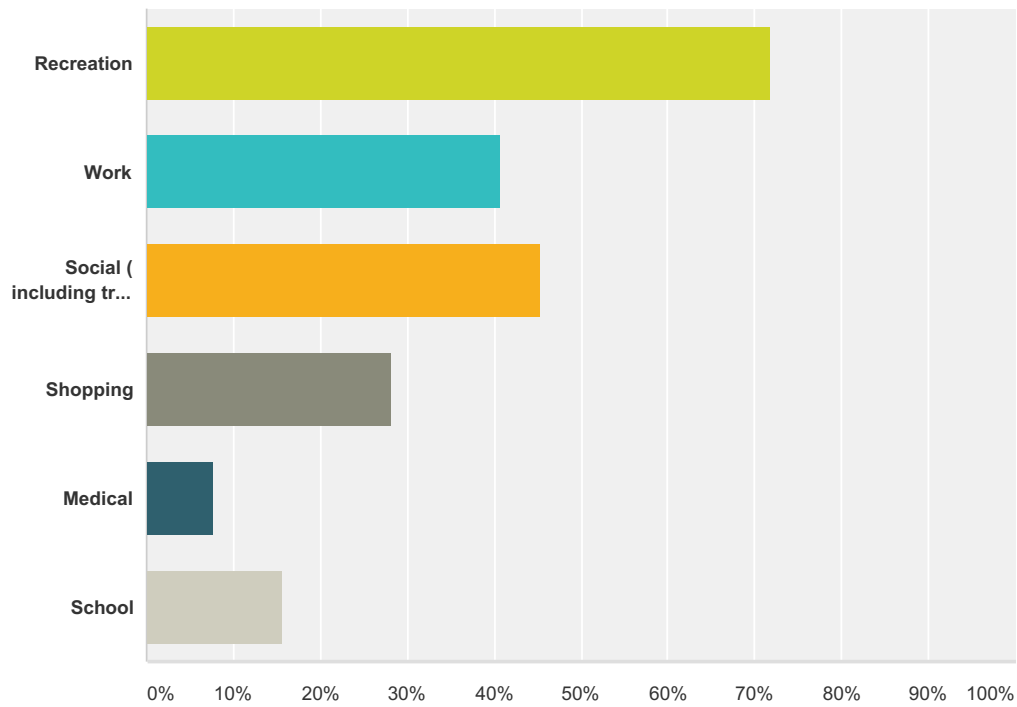
Answer Choices	Responses
Better for the environment	42.86% 24
Can use time better than if I were driving	8.93% 5
More convenient than driving	57.14% 32
Save money on gas and car expense	44.64% 25
It's my only transportation	12.50% 7
<b>Total Respondents: 56</b>	

#	Other (please specify)	Date
1	when it's snowing I don't like to drive with the idiots from la	4/7/2017 7:40 PM
2	Ski area access	4/7/2017 2:51 PM
3	For skiing	4/5/2017 1:58 PM
4	I take it after I'm done skiing on the mountain	4/3/2017 1:38 PM
5	my friend don't drive	4/3/2017 9:49 AM
6	school	4/3/2017 9:46 AM
7	School	4/3/2017 9:36 AM
8	Value from the TOT	4/2/2017 2:20 PM
9	Good transport for children around town and up to or down from hill	3/31/2017 6:52 PM
10	Set an example for Mammoth guests	3/31/2017 5:06 PM

11	2 people in my household regular used the grey line 3+ times weekly this service was cut without public input and is affecting my business as well as guests prefer to use transit in winter months ...this serve is now so intermittent and unreliable that very few are using it...we need regular service to be able to access hubs and events in the village ...additonally with no sidewalks and now over a mile to the snowcreek red line this service does not include 20 % of housing...leaving a lot of people walking on icy roads	3/31/2017 8:58 AM
12	Sometimes I don't have access to the 1 car we bring to Mammoth.	3/30/2017 5:12 PM
13	Year round employee at Main Lodge	3/29/2017 12:11 PM
14	parking is horrible at ski area	3/28/2017 8:39 PM
15	Not having to deal with parking at ski area base lodges.	3/28/2017 9:26 AM
16	No parking at destinationn	3/28/2017 2:12 AM
17	no car at Mammoth Lakes	3/22/2017 2:02 PM
18	Kids enjoy it.	3/22/2017 12:22 PM
19	Snow makes it impossible for my car to get around	3/21/2017 2:58 PM
20	recreation	3/10/2017 9:51 AM
21	Use public transit to avoid leaving a car on backpacking trip	3/9/2017 3:48 PM

### Q3 What are your trip purposes? (select all that apply)

Answered: 64 Skipped: 1

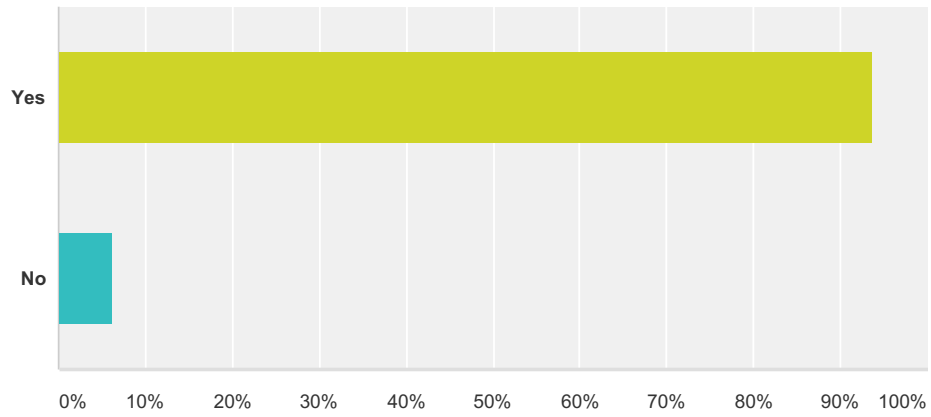


Answer Choices	Responses
Recreation	71.88% 46
Work	40.63% 26
Social ( including trips to bars & restaurants)	45.31% 29
Shopping	28.13% 18
Medical	7.81% 5
School	15.63% 10
<b>Total Respondents: 64</b>	

#	Other (please specify)	Date
1	None	4/3/2017 1:38 PM
2	we need access to include all areas of town for shuttle service to be effective	3/31/2017 8:58 AM

### Q4 Do you have a valid driver's license?

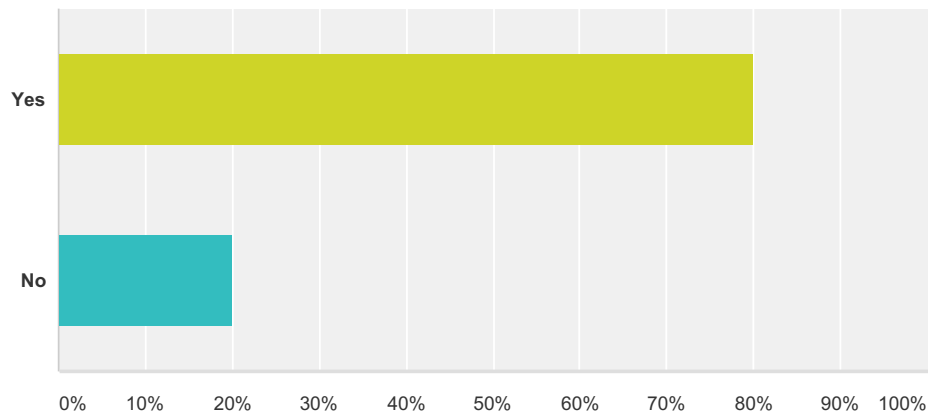
Answered: 63 Skipped: 2



Answer Choices	Responses
Yes	93.65% 59
No	6.35% 4
<b>Total</b>	<b>63</b>

### Q5 Do you have a vehicle available in Mammoth?

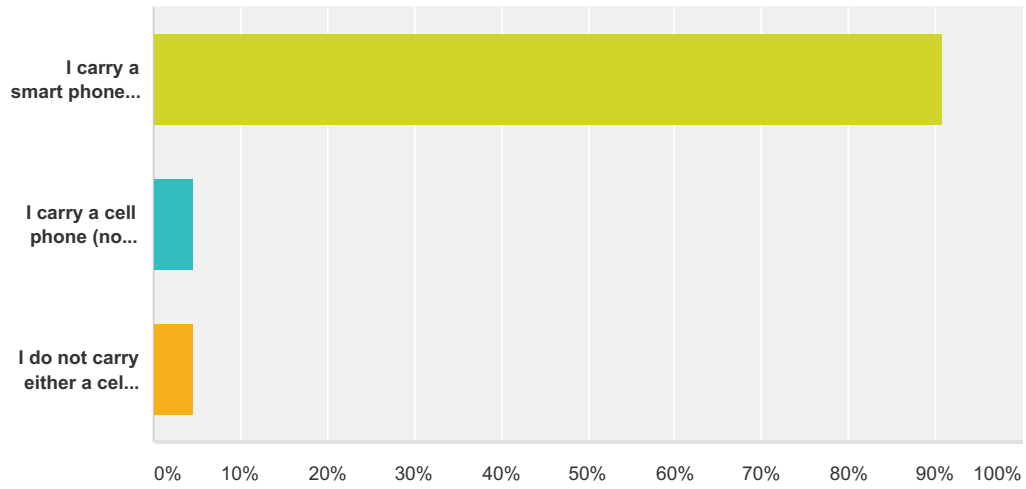
Answered: 65 Skipped: 0



Answer Choices	Responses	
Yes	80.00%	52
No	20.00%	13
<b>Total</b>		<b>65</b>

### Q6 Communications

Answered: 65 Skipped: 0

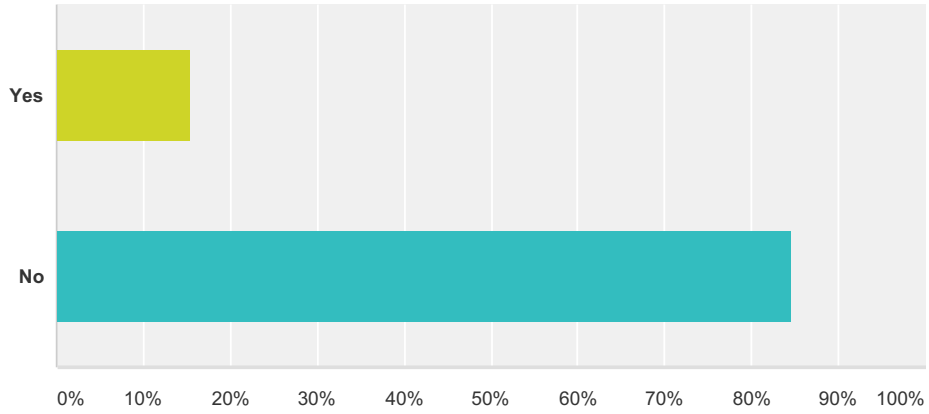


Answer Choices	Responses
I carry a smart phone with internet access	90.77% 59
I carry a cell phone (no internet service)	4.62% 3
I do not carry either a cell phone or smart phone	4.62% 3
<b>Total</b>	<b>65</b>



### Q7 Are you aware of ESTA's use of Twitter (#estabus) to provide alerts about service changes?

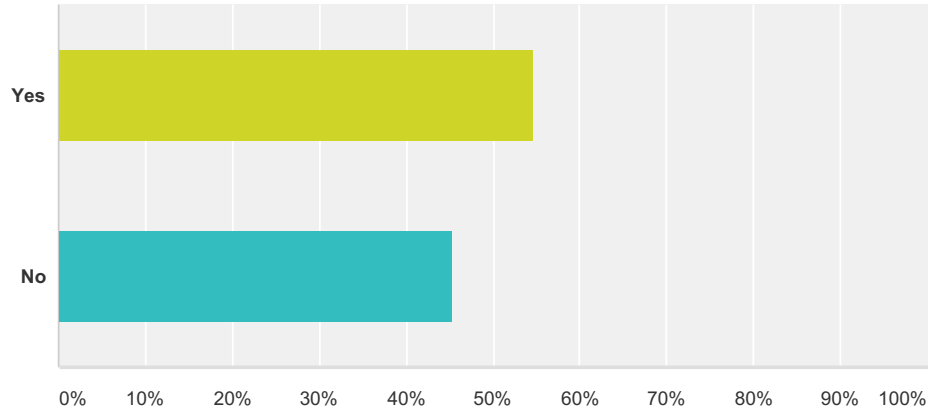
Answered: 65 Skipped: 0



Answer Choices	Responses	
Yes	15.38%	10
No	84.62%	55
<b>Total</b>		<b>65</b>

### Q8 Are you aware of ESTA's use of the Swiftly app to provide real-time route arrival information?

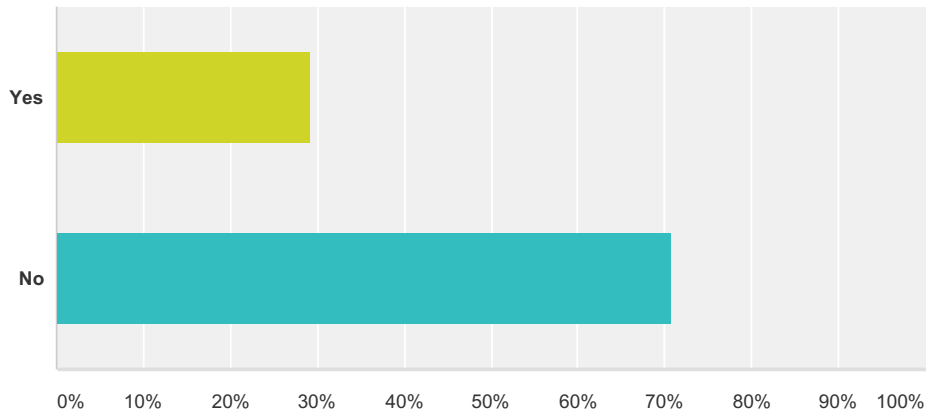
Answered: 64 Skipped: 1



Answer Choices	Responses	
Yes	54.69%	35
No	45.31%	29
<b>Total</b>		<b>64</b>

### Q9 Are you aware of ESTA's use of Google Transit as a trip planning tool?

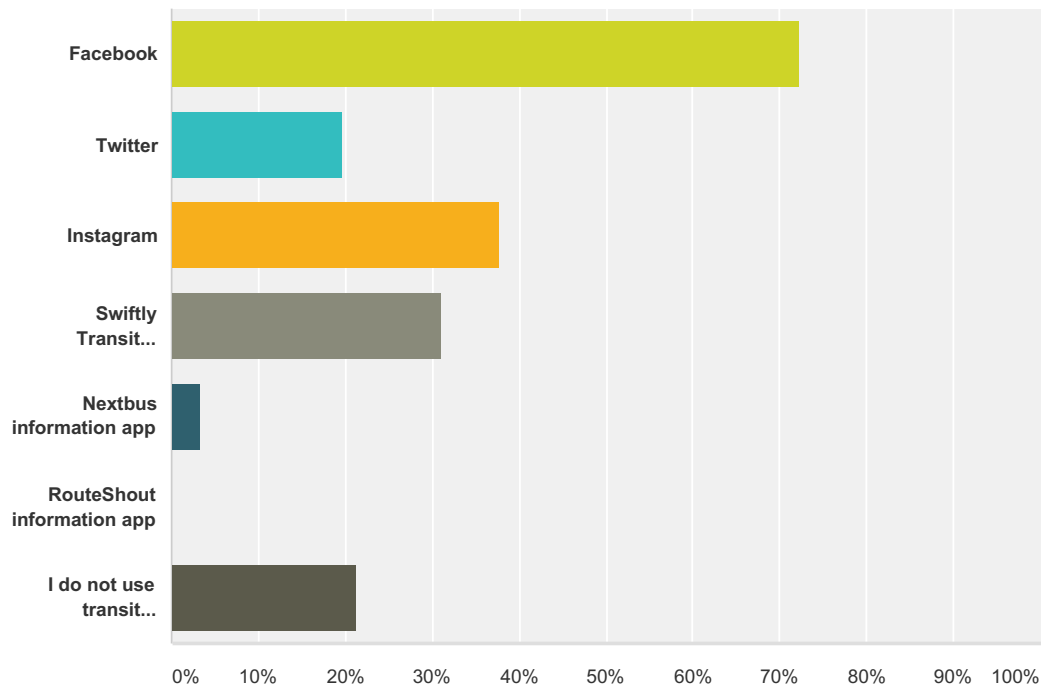
Answered: 65 Skipped: 0



Answer Choices	Responses
Yes	29.23% 19
No	70.77% 46
<b>Total</b>	<b>65</b>

### Q10 What social media / technology do you use? (select all that apply)

Answered: 61 Skipped: 4



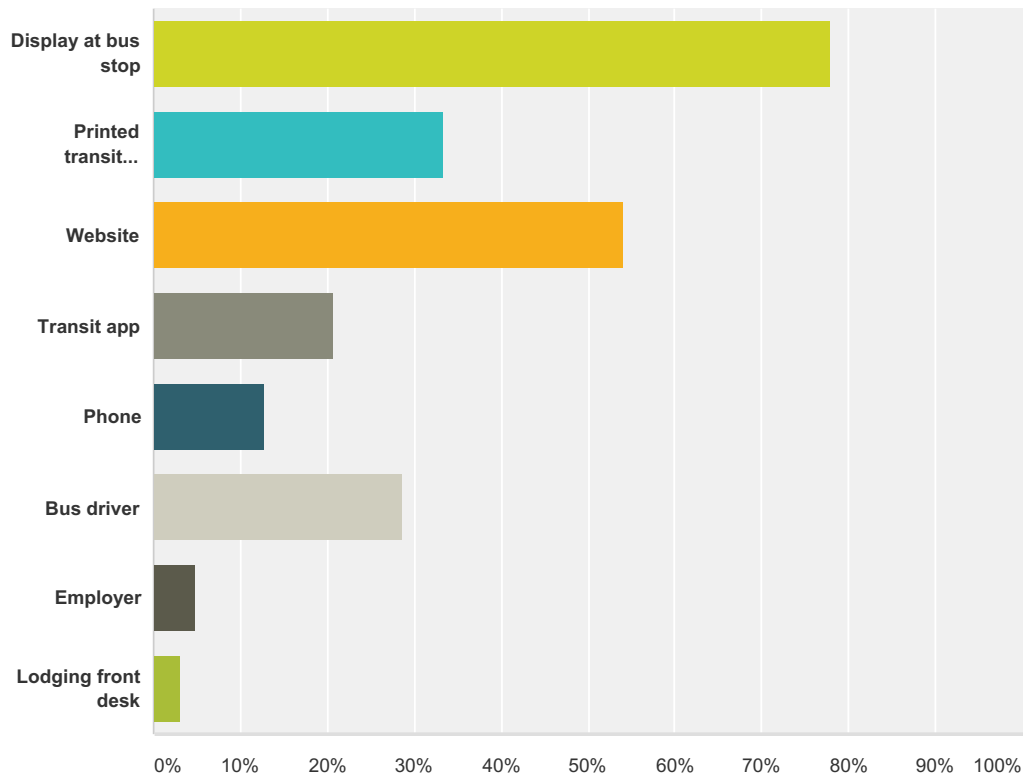
Answer Choices	Responses
Facebook	72.13% 44
Twitter	19.67% 12
Instagram	37.70% 23
Swiftly Transit information app	31.15% 19
Nextbus information app	3.28% 2
RouteShout information app	0.00% 0
I do not use transit information apps	21.31% 13
<b>Total Respondents: 61</b>	

#	Other (please specify)	Date
1	Posted bus schedules at Mammoth Lakes	4/7/2017 2:51 PM
2	Snapchat Musical.ly Twitter	4/3/2017 1:38 PM
3	I use transport apps in other cities will add yours	3/31/2017 6:52 PM
4	the google transit forced a download on my phone...I did not appreciate that...also did not provide reliable service as to limited days for certain routes leaving me stranded in ridgecrest...please work on and simplify this OR just have a real time route...which is what makes the most sense were shuttles run mostly on time...leaving people in sub freezing weather for 30 + mins is terrible for locals and guests	3/31/2017 8:58 AM
5	Tweeting is for birds	3/28/2017 2:12 AM
6	Your texting the stop # never works for stop #4.	3/26/2017 7:55 PM

7	Did not know about social media availability	3/18/2017 7:38 AM
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### Q11 What is your source of transit information? (select all that apply)

Answered: 63 Skipped: 2

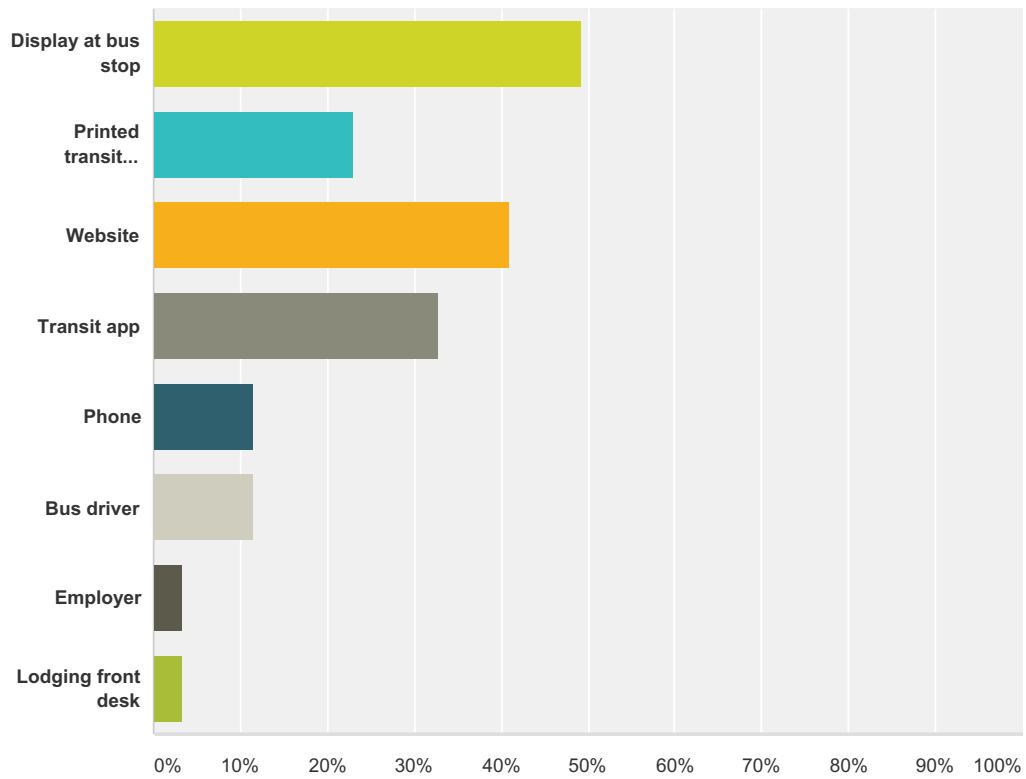


Answer Choices	Responses
Display at bus stop	77.78% 49
Printed transit brochure	33.33% 21
Website	53.97% 34
Transit app	20.63% 13
Phone	12.70% 8
Bus driver	28.57% 18
Employer	4.76% 3
Lodging front desk	3.17% 2
<b>Total Respondents: 63</b>	

#	Other (please specify)	Date
1	None	4/3/2017 1:38 PM
2	if shuttles run on time and constantly it benefits locals and guest experience ...in the months after the grey line was discontinued at the start of holiday season I witnessed many locals and guest waiting at existing stops in freezing temps	3/31/2017 8:58 AM
3	Personal experiance.	3/28/2017 9:26 AM

### Q12 What is your preferred source of transit information?

Answered: 61 Skipped: 4

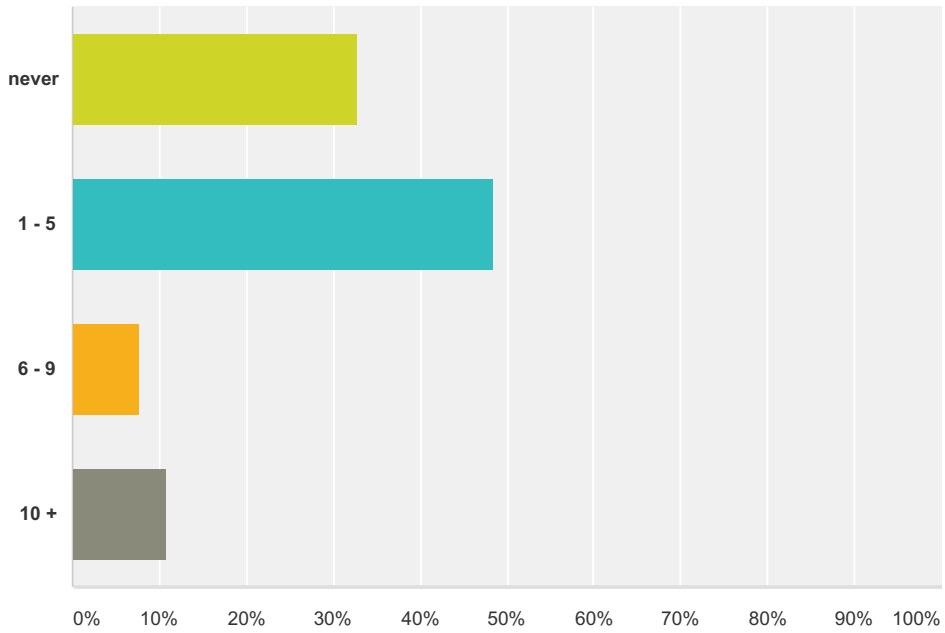


Answer Choices	Responses
Display at bus stop	49.18% 30
Printed transit brochure	22.95% 14
Website	40.98% 25
Transit app	32.79% 20
Phone	11.48% 7
Bus driver	11.48% 7
Employer	3.28% 2
Lodging front desk	3.28% 2
<b>Total Respondents: 61</b>	

#	Other (please specify)	Date
1	I would like to use website but it's beyond confusing and never updated	4/7/2017 7:40 PM
2	shuttles NEED to run on schedule	3/31/2017 8:58 AM
3	Preferred does not describe my situation - I just choose to rely on bus stop signs and the printed brochure	3/29/2017 3:42 PM

### Q13 In the last 3 months, how often have you visited estransit.com?

Answered: 64 Skipped: 1

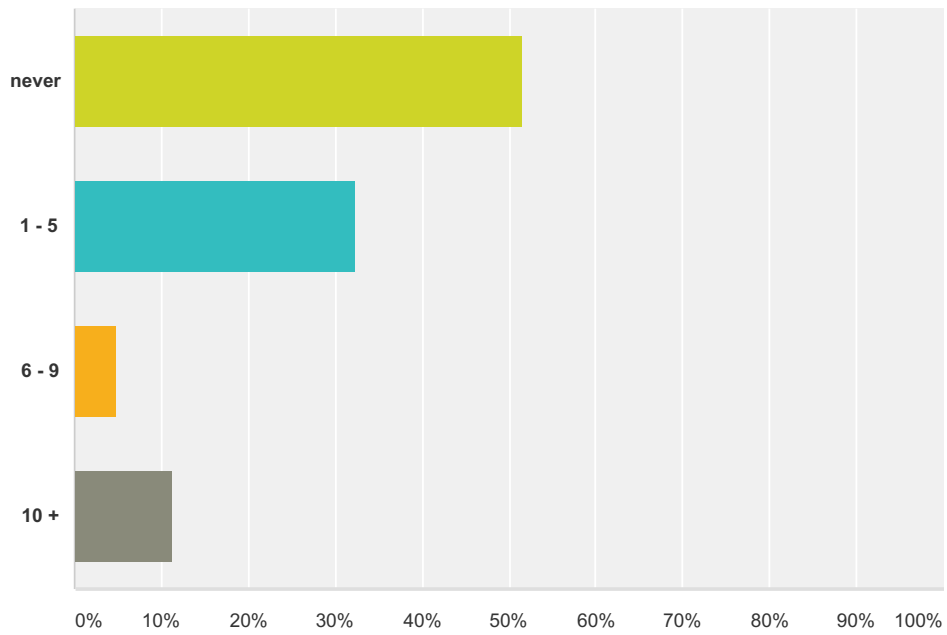


Answer Choices	Responses
never	32.81% 21
1 - 5	48.44% 31
6 - 9	7.81% 5
10 +	10.94% 7
<b>Total</b>	<b>64</b>



### Q14 In the last 3 months, how often have you visited visitmammoth.com?

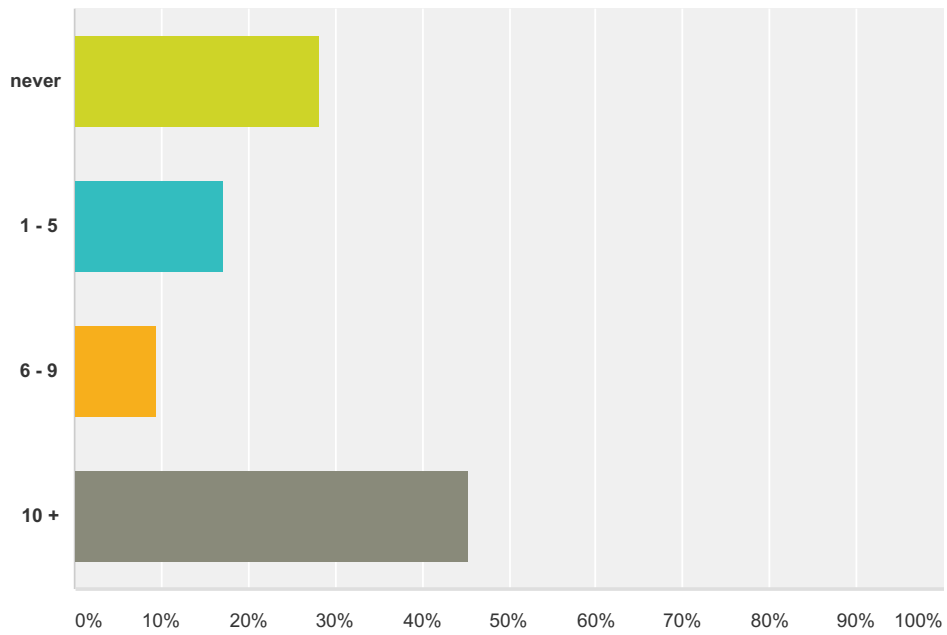
Answered: 62 Skipped: 3



Answer Choices	Responses	Count
never	51.61%	32
1 - 5	32.26%	20
6 - 9	4.84%	3
10 +	11.29%	7
<b>Total</b>		<b>62</b>

### Q15 In the last 3 months, how often have you visited mammothmountain.com?

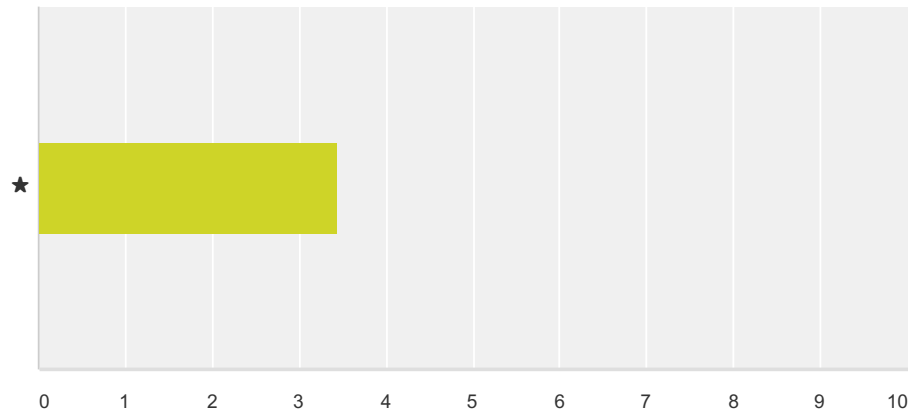
Answered: 64 Skipped: 1



Answer Choices	Responses	Count
never	28.13%	18
1 - 5	17.19%	11
6 - 9	9.38%	6
10 +	45.31%	29
<b>Total</b>		<b>64</b>

**Q16 Ability to get to places I need to go? (1 star = poor, 5 stars = excellent)**

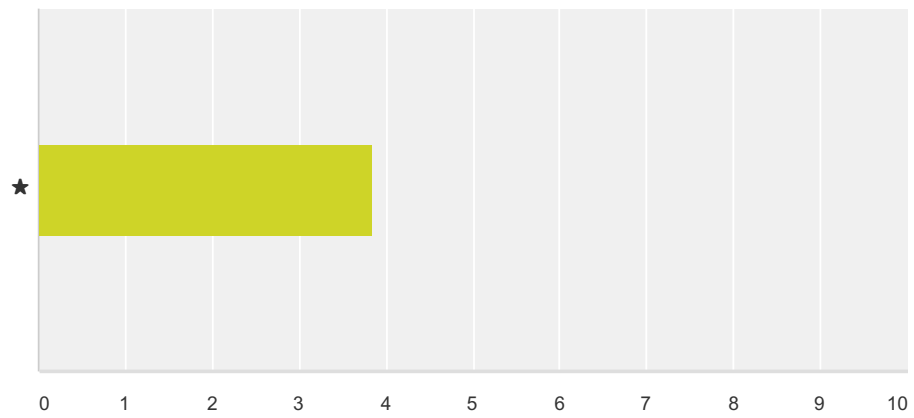
Answered: 63 Skipped: 2



	1	2	3	4	5	Total	Weighted Average
★	9.52% 6	11.11% 7	30.16% 19	23.81% 15	25.40% 16	63	3.44

### Q17 Driver courtesy (1 star = poor, 5 stars = excellent)

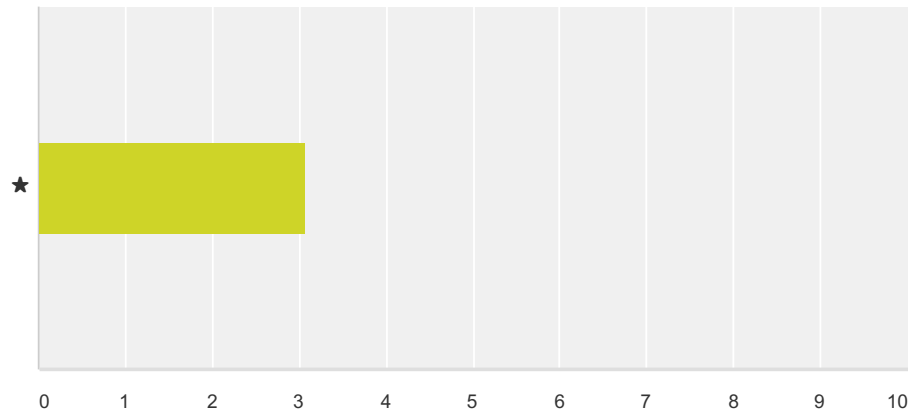
Answered: 61 Skipped: 4



	1	2	3	4	5	Total	Weighted Average
★	4.92% 3	9.84% 6	18.03% 11	29.51% 18	37.70% 23	61	3.85

**Q18 Route operates on time (1 star = poor, 5 stars = excellent)**

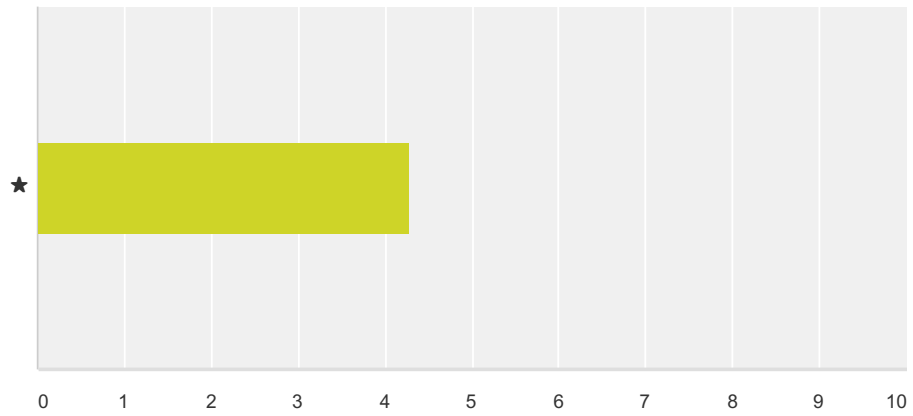
Answered: 62 Skipped: 3



	1	2	3	4	5	Total	Weighted Average
★	16.13% 10	16.13% 10	27.42% 17	25.81% 16	14.52% 9	62	3.06

### Q19 Feeling of safety while riding the bus (1 star = poor, 5 stars = excellent)

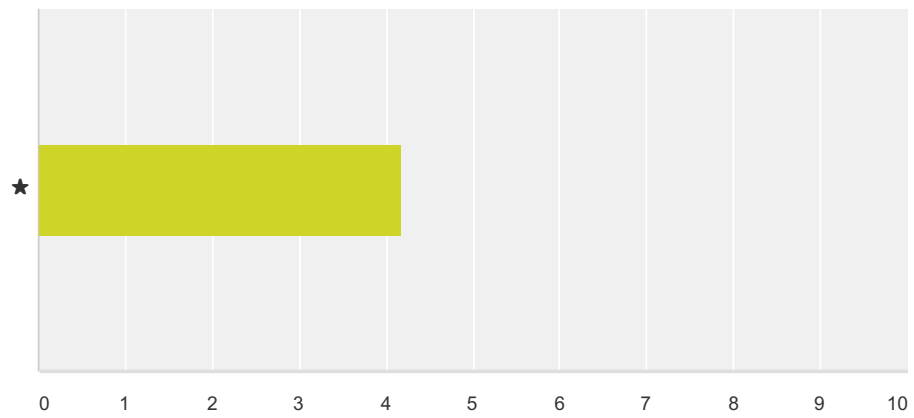
Answered: 61 Skipped: 4



	1	2	3	4	5	Total	Weighted Average
★	4.92% 3	3.28% 2	9.84% 6	22.95% 14	59.02% 36	61	4.28

### Q20 Bus cleanliness and maintenance (1 star = poor, 5 stars = excellent)

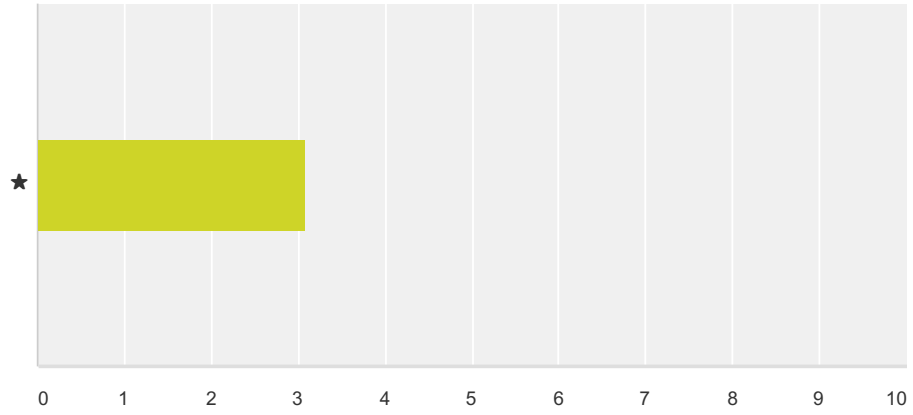
Answered: 62 Skipped: 3



	1	2	3	4	5	Total	Weighted Average
★	3.23% 2	1.61% 1	16.13% 10	32.26% 20	46.77% 29	62	4.18

**Q21 Shelters at the bus stops (1 star = poor, 5 stars = excellent)**

Answered: 61 Skipped: 4

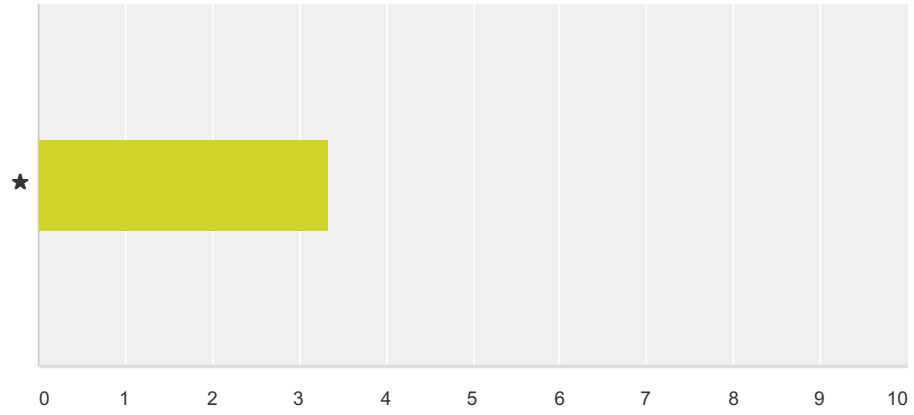


	1	2	3	4	5	Total	Weighted Average
★	8.20% 5	19.67% 12	37.70% 23	22.95% 14	11.48% 7	61	3.10



### Q22 Information about transit at bus stops (1 star = poor, 5 stars = excellent)

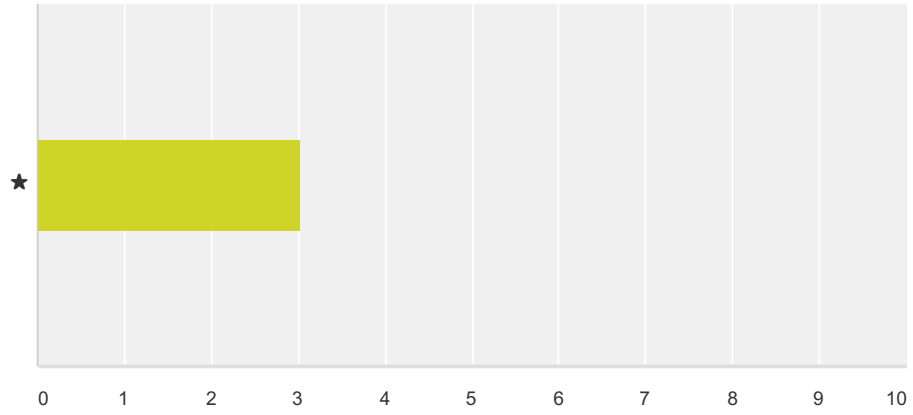
Answered: 62 Skipped: 3



	1	2	3	4	5	Total	Weighted Average
★	12.90% 8	12.90% 8	24.19% 15	27.42% 17	22.58% 14	62	3.34

### Q23 How important is earlier service to you? (1 = not important, 5 = very important)

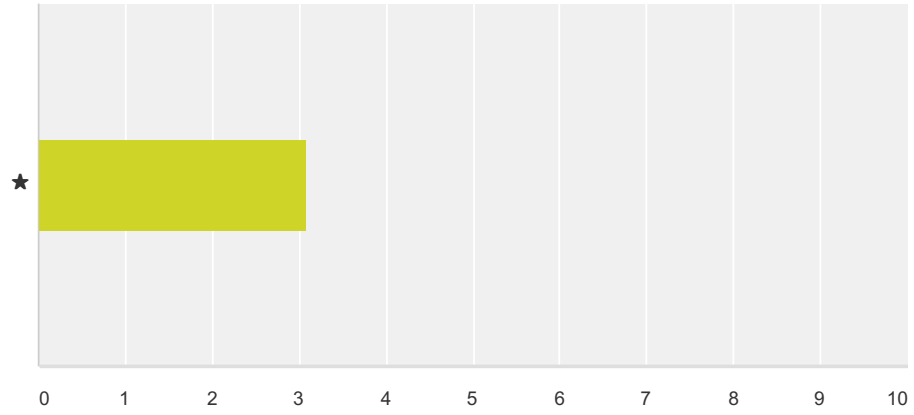
Answered: 61 Skipped: 4



	1	2	3	4	5	Total	Weighted Average
★	31.15% 19	8.20% 5	16.39% 10	14.75% 9	29.51% 18	61	3.03

**Q24 How important is later service to you?  
(1 = not important, 5 = very important)**

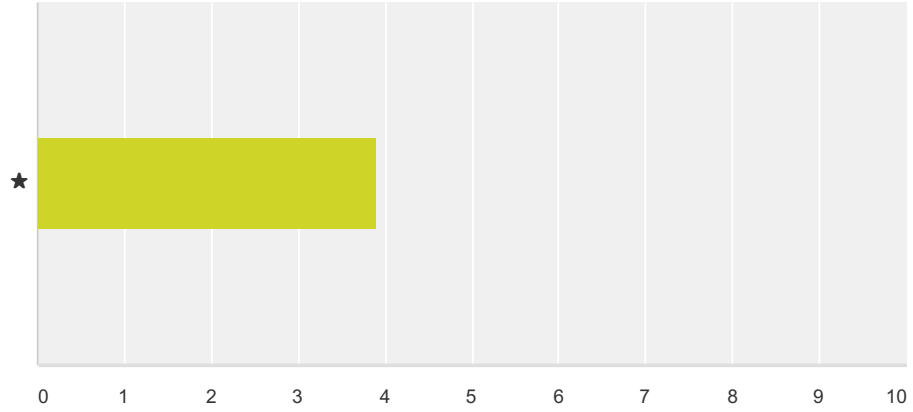
Answered: 61 Skipped: 4



	1	2	3	4	5	Total	Weighted Average
★	24.59% 15	13.11% 8	14.75% 9	22.95% 14	24.59% 15	61	3.10

**Q25 How important is more frequent service to you? (1 = not important, 5 = very important)**

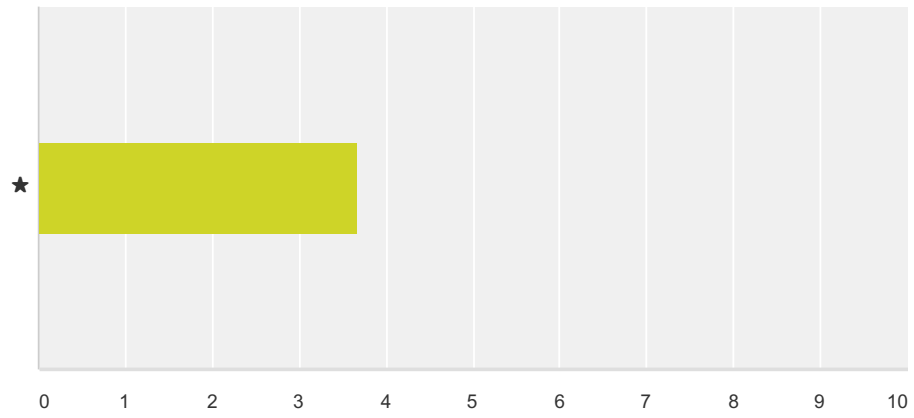
Answered: 63 Skipped: 2



	1	2	3	4	5	Total	Weighted Average
★	6.35% 4	1.59% 1	31.75% 20	15.87% 10	44.44% 28	63	3.90

### Q26 Overall opinion of ESTA transit services (1 star = poor, 5 stars = excellent)

Answered: 63 Skipped: 2



	1	2	3	4	5	Total	Weighted Average
★	6.35% 4	6.35% 4	28.57% 18	30.16% 19	28.57% 18	63	3.68

# MONTHLY REPORT

## March 2017

	Mar-17	Feb-17	Percent Change	Mar-16	Percent Change
<b>PASSENGERS</b>					
Adult	113,194	136,013	-16.8%	103,752	9.1%
Senior	2,178	1,626	33.9%	1,788	21.8%
Disabled	1,226	1,055	16.2%	1,176	4.3%
Wheelchair	401	348	15.2%	376	6.6%
Child	11,434	15,422	-25.9%	13,183	-13.3%
Child under 5	509	315	61.6%	329	54.7%
<b>TOTAL PASSENGERS</b>	128,942	154,779	-16.7%	120,604	6.9%
<b>FARES</b>	\$40,205.14	\$34,174.80	17.6%	\$36,022.55	11.6%
<b>SERVICE MILES</b>	84,707	73,748	14.9%	87,086	-2.7%
<b>SERVICE HOURS</b>	5,303	4,917	7.9%	5,485	-3.3%
<b>PASSENGERS PER HOUR</b>	24.31	31.48	-22.8%	21.99	10.6%

## RIDERSHIP COMPARISON

REPORT MONTH - THIS YEAR/LAST YEAR					FISCAL YEAR TO DATE				
Route	Mar-17	Mar-16	Variance	% Change	Route	FY 16/17	FY 15/16	Variance	% Change
Mammoth Express	662	401	261	65.1%	Mammoth Express	4,106	2,990	1,116	37.3%
Lone Pine to Bishop	327	348	-21	-6.0%	Lone Pine to Bishop	3,080	2,972	108	3.6%
Lone Pine DAR	350	302	48	15.9%	Lone Pine DAR	2,848	2,324	524	22.5%
Walker DAR	209	235	-26	-11.1%	Walker DAR	1,761	1,837	-76	-4.1%
Bridgeport to G'Ville	72	34	38	111.8%	Bridgeport to G'Ville	346	358	-12	-3.4%
Benton to Bishop	26	29	-3	-10.3%	Benton to Bishop	202	262	-60	-22.9%
Bishop DAR	4,143	3,697	446	12.1%	Bishop DAR	30,771	31,116	-345	-1.1%
Nite Rider	414	303	111	36.6%	Nite Rider	3,046	3,045	1	0.0%
Mammoth FR	23,653	27,947	-4,294	-15.4%	Mammoth FR	308,299	317,869	-9,570	-3.0%
Mammoth DAR	485	331	154	46.5%	Mammoth DAR	3,067	2,344	723	30.8%
Reno	452	426	26	6.1%	Reno	5,092	4,597	495	10.8%
Lancaster	426	289	137	47.4%	Lancaster	3,708	3,409	299	8.8%
MMSA	97,000	85,738	11,262	13.1%	MMSA	496,527	447,449	49,078	11.0%
June Lake Shuttle	586	374	212	56.7%	June Lake Shuttle	2,798	2,317	481	
<b>TOTALS</b>	<b>128,942</b>	<b>120,604</b>	<b>8,338</b>	<b>6.9%</b>	<b>TOTALS:</b>	<b>1,029,243</b>	<b>964,891</b>	<b>64,352</b>	<b>6.7%</b>

## PASSENGERS PER SERVICE HOUR

REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/ SVC HOUR	FISCAL YEAR TO DATE				PAX MILES/ SVC HOUR
Route	Mar-17	Mar-16	% Change		Route	FY 16/17	FY 15/16	% Change	
Mammoth Express	5.35	3.30	62.2%		Mammoth Express	3.66	2.77	32.1%	
Lone Pine to Bishop	2.31	2.78	-17.0%		Lone Pine to Bishop	2.83	2.92	-3.1%	
Lone Pine DAR	2.17	1.88	15.9%		Lone Pine DAR	2.16	1.77	22.1%	
Walker DAR	1.55	1.65	-6.1%		Walker (total)	1.56	1.61	-3.5%	
Bridgeport to G'Ville	2.08	1.24	67.4%		Bridgeport to G'Ville	1.41	1.49	-5.5%	
Benton to Bishop	2.02	2.43	-17.2%		Benton to Bishop	1.76	2.22	-20.9%	
Bishop DAR	4.36	3.89	12.2%		Bishop DAR	3.84	4.00	-4.0%	
Nite Rider	5.91	5.05	17.1%		Nite Rider	4.97	5.08	-2.3%	
Mammoth FR	24.85	25.26	-1.6%		Mammoth FR	26.49	25.76	2.8%	
Mammoth DAR	2.91	1.60	81.9%		Mammoth DAR	1.91	1.38	38.6%	
Reno	1.91	1.84	3.8%		Reno	2.49	2.29	8.8%	
Lancaster	2.84	2.14	32.5%		Lancaster	2.96	2.84	4.3%	
MMSA	47.16	41.28	14.2%		MMSA	54.49	48.90	11.4%	
June Lake Shuttle	5.54	3.56	55.5%		June Lake Shuttle	2.99	6.24	-52.1%	
<b>Total</b>	<b>24.31</b>	<b>21.99</b>	<b>10.6%</b>	<b>153.10</b>	<b>Total</b>	<b>23.31</b>	<b>21.87</b>	<b>6.6%</b>	<b>256.18</b>
				<b>287.90</b>					<b>282.87</b>



Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mar-17																	
Mammoth Express	\$3,514.08	495	71	9	0	22	65	662	154	124	5,366	5,214	5.31	.67	5.35	43.4	0.13
Lone Pine to Bishop	\$1,488.26	196	74	48	1	5	3	327	167	142	6,409	6,211	4.55	.24	2.31	45.3	0.05
Lone Pine DAR	\$850.60	20	154	73	24	78	1	350	169	161	1,546	1,546	2.43	.55	2.17	9.6	0.23
Walker DAR	\$591.00	1	12	196	0	0	0	209	144	135	1,109	930	2.83	.64	1.55	8.2	0.22
Bridgeport to G'Ville	\$484.50	10	62	0	0	0	0	72	40	35	1,083	743	6.73	.65	2.08	31.3	0.10
Benton to Bishop	\$139.00	4	10	12	0	0	0	26	25	13	1,208	580	5.35	.24	2.02	93.6	0.04
Specials	\$0.00	118	0	11	0	8	0	137	8	7	132	117	N/A	N/A	N/A	N/A	N/A
Bishop DAR	\$8,982.00	1,195	1,589	611	342	116	290	4,143	1,028	950	11,247	10,290	2.17	.87	4.36	11.8	0.40
Nite Rider	\$1,531.60	265	27	50	31	3	38	414	74	70	1,104	1,104	3.70	1.39	5.91	15.8	0.38
Mammoth FR	\$0.00	21,605	0	1	0	2,047	0	23,653	1,001	952	13,595	12,874	N/A	N/A	24.85	14.3	1.84
Mammoth DAR	\$1,083.20	240	30	114	1	3	97	485	167	167	462	462	2.23	2.34	2.91	2.8	1.05
Reno	\$7,710.15	323	82	30	2	11	4	452	256	237	10,099	9,848	17.06	.78	1.91	42.7	0.05
Lancaster	\$6,655.75	295	67	45	0	8	11	426	167	150	7,094	6,979	15.62	.95	2.84	47.3	0.06
MMSA	\$0.00	87,841	0	26	0	9,133	0	97,000	2,195	2,057	26,229	25,038	.00	.00	47.16	12.8	3.87
June Lake Shuttle	\$7,175.00	586	0	0	0	0	0	586	126	106	3,093	2,771	12.24	2.59	5.54	29.2	0.21
Total	\$40,205.14	113,194	2,178	1,226	401	11,434	509	128,942	5,721	5,303	89,776	84,707	.31	.47	24.31	16.9	1.52
Mar-16																	
Mammoth Express	\$2,232.50	292	45	14	0	24	26	401	155	121	5,363	5,197	5.57	.43	3.30	44.1	0.08
Lone Pine to Bishop	\$1,656.00	206	63	49	10	13	7	348	146	125	5,575	5,381	4.76	.31	2.78	44.6	0.06
Lone Pine DAR	\$784.00	14	153	62	19	52	2	302	169	161	1,752	1,744	2.60	.45	1.88	10.9	0.17
Walker DAR	\$643.80	0	26	207	0	2	0	235	152	143	1,140	971	2.74	.66	1.65	8.0	0.24
Bridgeport to G'Ville	\$273.00	4	28	0	0	2	0	34	32	27	869	598	8.03	.46	1.24	31.8	0.06
Benton to Bishop	\$136.00	11	4	5	2	2	5	29	26	12	1,125	572	4.69	.24	2.43	94.4	0.05
Specials	\$0.00	91	0	49	0	0	0	140	13	11	151	135	N/A	N/A	N/A	N/A	N/A
Bishop DAR	\$8,112.70	1,125	1,246	619	322	136	249	3,697	1,016	951	11,117	10,175	2.19	.80	3.89	11.7	0.36
Nite Rider	\$1,222.20	226	15	43	16	0	3	303	62	60	1,458	1,410	4.03	.87	5.05	24.3	0.21
Mammoth FR	\$0.00	23,547	0	13	0	4,387	0	27,947	1,150	1,107	15,923	15,356	N/A	N/A	25.26	14.4	1.82
Mammoth DAR	\$903.60	195	51	39	0	18	28	331	211	207	1,194	1,102	2.73	.82	1.60	5.8	0.30
Reno	\$8,259.50	273	93	44	5	10	1	426	253	231	10,060	9,841	19.39	.84	1.84	43.5	0.04
Lancaster	\$4,666.75	187	54	28	2	10	8	289	150	135	6,583	6,497	16.15	.72	2.14	48.8	0.04
MMSA	\$0.00	77,209	0	4	0	8,525	0	85,738	2,205	2,077	26,706	25,208	N/A	N/A	41.28	12.9	3.40
June Lake Shuttle	\$7,082.50	372	0	0	0	2	0	374	122	105	3,023	2,719	18.94	2.60	3.56	28.8	0.14
Total	\$36,022.55	103,752	1,788	1,176	376	13,183	329	120,604	5,874	5,485	92,219	87,086	.30	.41	21.99	16.8	1.38

**VARIANCE BY ROUTE (RAW NUMBERS) – March 2017 to March 2016**

ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$1,281.58	203	26	-5	0	-2	39	261	-1	2	3	17	-0.26	0.24	2.05	-0.76	0.05
Lone Pine to Bishop	-\$167.74	-10	11	-1	-9	-8	-4	-21	21	16	834	830	-0.21	-0.07	-0.47	0.70	-0.01
Lone Pine DAR	\$66.60	6	1	11	5	26	-1	48	0	0	-206	-198	-0.17	0.10	0.30	-1.28	0.05
Walker DAR	-\$52.80	1	-14	-11	0	-2	0	-26	-8	-8	-31	-41	0.09	-0.03	-0.10	0.21	-0.02
Bridgeport to G'Ville	\$211.50	6	34	0	0	-2	0	38	8	7	214	145	-1.30	0.20	0.84	-0.48	0.04
Benton to Bishop	\$3.00	-7	6	7	-2	-2	-5	-3	0	1	83	8	0.66	0.00	-0.42	-0.76	-0.01
Bishop DAR	\$869.30	70	343	-8	20	-20	41	446	12	-1	130	115	-0.03	0.08	0.48	0.15	0.04
Nite Rider	\$309.40	39	12	7	15	3	35	111	12	10	-354	-306	-0.33	0.52	0.86	-8.53	0.16
Mammoth FR	\$0.00	-1942	0	-12	0	-2340	0	-4294	-149	-155	-2328	-2482	N/A	N/A	-0.41	-0.11	0.02
Mammoth DAR	\$179.60	45	-21	75	1	-15	69	154	-44	-40	-732	-640	-0.50	1.52	1.31	-3.00	0.75
Reno	-\$549.35	50	-11	-14	-3	1	3	26	3	5	39	7	-2.33	-0.06	0.07	-0.79	0.00
Lancaster	\$1,989.00	108	13	17	-2	-2	3	137	18	15	511	482	-0.52	0.24	0.70	-1.54	0.02
MMSA	\$0.00	10,632	0	22	0	608	0	11,262	-10	-20	-477	-170	N/A	N/A	5.88	-0.11	0.47
June Lake Shuttle	\$92.50	214	0	0	0	-2	0	212	3	1	70	52	-6.69	-0.02	1.97	0.43	0.07

**VARIANCE BY ROUTE (PERCENTAGE) – March 2017 to March 2016**

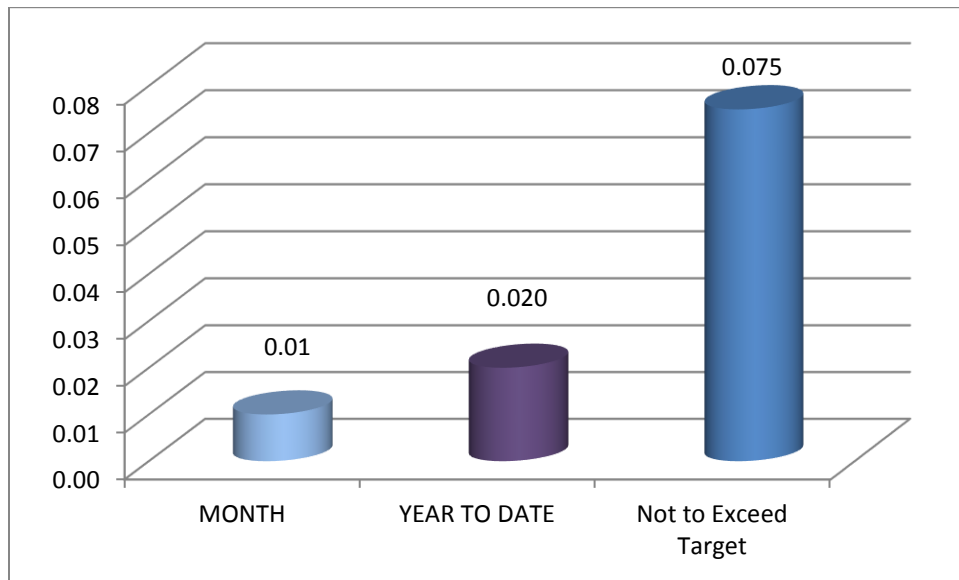
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	57%	70%	58%	-36%		-8%	150%	65%	0%	2%	0%	0%	-5%	57%	62%	-2%	65%
Lone Pine to Bishop	-10%	-5%	17%	-2%	-90%	-62%	-57%	-6%	14%	13%	15%	15%	-4%	-22%	-17%	2%	-19%
Lone Pine DAR	8%	43%	1%	18%	26%	50%	-50%	16%	0%	0%	-12%	-11%	-6%	22%	16%	-12%	31%
Walker DAR	-8%		-54%	-5%		-100%		-11%	-5%	-5%	-3%	-4%	3%	-4%	-6%	3%	-7%
Bridgeport to G'Ville	77%	150%	121%			-100%		112%	25%	27%	25%	24%	-16%	43%	67%	-2%	70%
Benton to Bishop	2%	-64%	150%	140%	-100%	-100%	-100%	-10%	0%	8%	7%	1%	14%	1%	-17%	-1%	-12%
Bishop DAR	10.7%	6.2%	27.5%	-1.3%	6.2%	-14.7%	16.5%	12.1%	1.1%	-0.1%	1.2%	1.1%	-1.2%	9.5%	12.2%	1.3%	10.8%
Nite Rider	25%	17%	80%	16%	94%		1167%	37%	20%	17%	-24%	-22%	-8%	60%	17%	-35%	75%
Mammoth FR		-8%		-92%		-53%		-15%	-13%	-14%	-15%	-16%	N/A	N/A	-2%	-1%	1%
Mammoth DAR	20%	23%	-41%	192%		-83%	246%	47%	-21%	-19%	-61%	-58%	-18%	186%	82%	-52%	250%
Reno	-7%	18%	-12%	-32%	-60%	10%	300%	6%	1%	2%	0%	0%	-12%	-7%	4%	-2%	6%
Lancaster	43%	58%	24%	61%	-100%	-20%	38%	47%	12%	11%	8%	7%	-3%	33%	32%	-3%	37%
MMSA		14%		550%		7%		13%	0%	-1%	-2%	-1%	N/A	N/A	14%	-1%	14%
June Lake Shuttle	1%	58%				-100%		57%	3%	1%	2%	2%	-35%	-1%	55%	2%	54%

## Comments

There was one comments received for the month of March 2017.

- March 9<sup>th</sup> - Individual wrote to complain that ESTA does not operate enough service on weekends (town-to-town service)

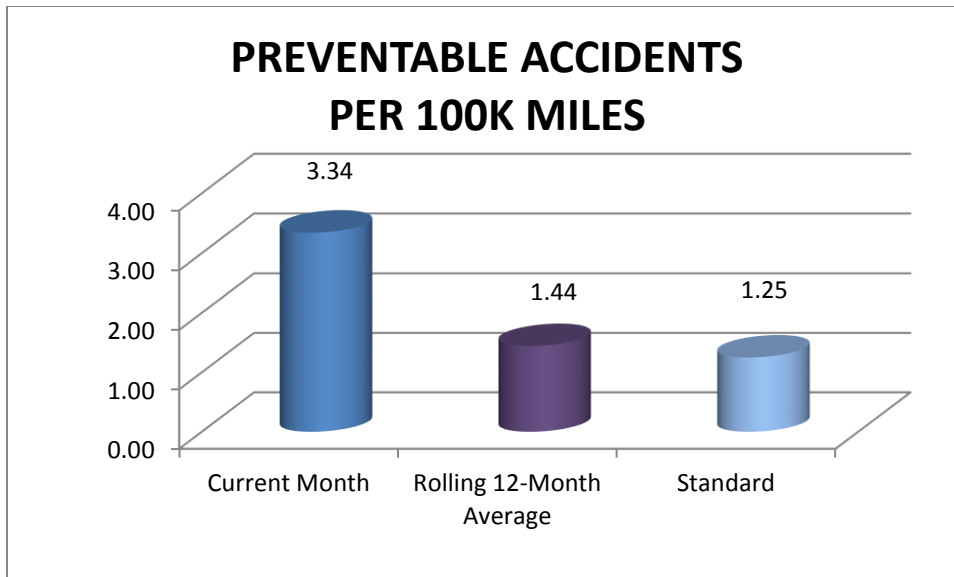
### COMPLAINTS PER 1,000 PASSENGERS



## Accident/Incidents

There were three preventable accidents in March 2017.

3/5/2017	ESTA bus on first left bend in road during whiteout conditions. Other party's vehicle coming other direction contacted driver side of bus. Damage to driver side of both vehicles
3/22/2017	scraped side of bus parking in the garage
3/26/2017	struck snow stake with right rear of bus while making turn



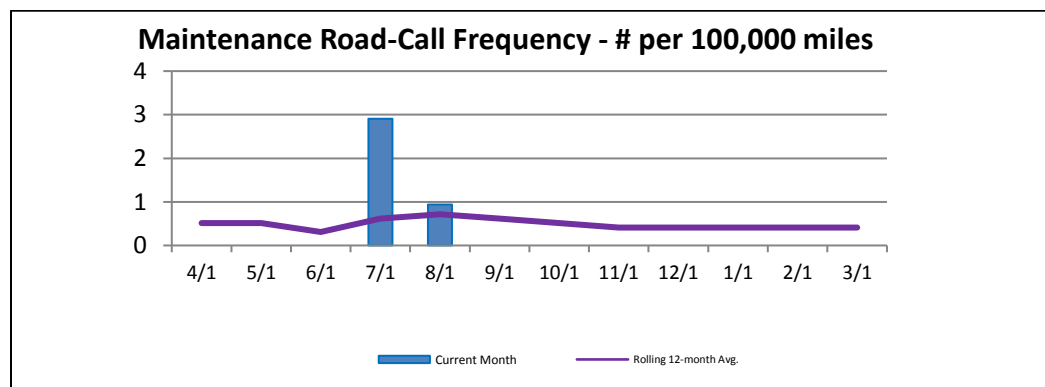
### Missed Runs

Due to weather conditions and bus exchanges in March of 2017 there were some impacts to service.

DATE	ROUTE	DESCRIPTION
3/1	Green Line	Bus exchange, missed 9:45am run
3/5	Red Line	Red Line C started late: missed 7:40am run
3/5	Yellow Line	Bus out of Service at 4:30pm, missed 4:30pm to 5:40pm runs
3/22	Blue Line	Bus Stuck for 1 hour 15 minutes, missed 10:35am, 10:50am & 11:05am runs
3/24	Blue Line	Route ended early due to road/ice conditions, missed 5:05pm and 5:20pm runs

### Road Call Frequency

There were no Road Calls during the month of March 2017. The rolling 12-month road call frequency is 0.41 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.)

MARCH 2017

		Percent	Goal
<b>IMMEDIATE RESPONSE TRIPS</b>			
Total Trips:	2,254	72% of trips	
Average Wait Time (min.):	13		< 20 minutes
# > 30 minute wait:	139	6.1 %	< 5%
<b>ADVANCE RESERVATION TRIPS</b>			
Total Trips:	883	28% of trips	
On Time Trips (± 10 min.)	745	84 %	
<b>TOTAL SCHEDULED TRIPS</b>			
No-Shows	220 / 144	6.3 % / 4.1 %	Incl / Excl Ckpts
Cancellations	100	2.8 %	

