



ESTA BOARD AGENDA

Special Meeting

Friday, August 13, 2021 at 11:00am

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

The Agenda is available at www.estransit.com

Chairperson: Jim Ellis

Vice-Chairperson: Bill Sauser

Board Members:

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

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

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

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

Email public comment: To submit an emailed public comment to the Board please email pmoores@estransit.com by 4pm Thursday, August 12 and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

HOW TO ATTEND THE ESTA BOARD MEETING:

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

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

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

Call to Order

Pledge of Allegiance

Roll Call

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

A. Information Agenda

- A-1 Executive Director Report
 - Reporting on ESTA activities and performance
- A-2 Preliminary Financial Report for 2020/21
- A-3 Financial Report 2021/22
- A-4 Ridership Report

B. Action Agenda

- B-1 Approve Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) Corrective Action Plan
- B-2 Approve Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) Bus Purchase
- B-3 State of Good Repair Project List
- B-4 Electric Vehicle Purchase

C. Consent Agenda

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

- C-1 Approval of Regular Meeting Minutes of July 9, 2021
- C-2 Sierra Employment Services Contract

D. Board Member Comments

E. Adjournment

The next regularly scheduled meeting is September 10, 2021 at 11:00 am. Check ESTA website for details on attending the meeting.

STAFF REPORT

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

Administration:

Recruitment

A new Bishop dispatcher, Tiffany, started last week. She has great soft-skills and will help us with weekend coverage.

Bishop Facility

There is no progress to report on the land lease for the future operations building. However, our new temporary office is progressing nicely. Furniture is moved in, water is connected, and electricity is currently being installed. We have a tentative move-in date of September 26th. We plan to make the last stages of the move while we are closed on that Sunday afternoon. The date is tentative because of, again, parts availability. We need a working radio and internet to make the move.

Fleet

We continue to struggle to maintain the fleet. Parts are on backorder, and aging vehicles are requiring expensive repairs. Hope is on the horizon though. New vehicle contracts are coming from successful grant applications, and our first electric van is being ordered after many years of savings. 2022 will bring new life to our fleet. We will focus on the Mammoth fleet next as the Heavy-Duty Buses become eligible for replacement. Also, we need three new trolleys ASAP.

Service

Reds Meadow service is performing above expectations with passenger loads large enough to pay for the service and then some. This is assuming continued steady demand. The reservation system is working well, and is a great tool for controlling visitor experience. Previous years have seen very long lines and wait times to board the shuttle. With reservations and controlled tickets sales visitors are not waiting half as long to board. Along with the strong ridership, we have received a few complaints about crowding on the bus. The complaints are focused on Covid risk. In years past, we had not received crowding complaints and I suspect time will smooth out the rider perception. One thing we have not received complaints about is the fare. I know the fare increase was billed as temporary, but the fare may be fair after all. We will evaluate the revenue in light of necessary vehicle replacement and determine the best fare going forward.

Lakes Basin Trolley is also carrying many happy visitors and the Town is considering our request to extend the two trolley headways through Labor Day and perhaps longer.

Planning

This year is the year of planning for ESTA. The Short-Range Transit Plan, Coordinated Human Services Plan, and the Fleet Electrification Plan are all underway. These plans will ensure ESTA is on a good course for the future.

Coordination

I have been in communication with YARTS attending board meetings and working with staff on service coordination. They have many challenges to overcome, but staff has a clear vision of what's needed and just needs the money to achieve it. Discussions of ESTA running the 120E/395 Route have not resulted in ESTA planning to bid for that piece of the system in the upcoming YARTS service RFP. Federal Charter Regulations forbid public agencies from competing with private transportation companies. There may be ways for ESTA to legally deliver the service, but they do not include participating in a competitive bid. With this in mind, in my last conversation with YARTS staff, it appeared they may offer the system to bid as a whole, and not offer separate pieces as previously planned. They understand the challenges that ESTA would face if we accepted the new route, and were actually relieved to hear that we are not eager to run it. I made it clear that we will help to the best of our ability, and if it should come to ESTA being ask to run the 120E/395 Route, we would give it our best.

In-Person Meetings

With the rise of the Covid-19 Delta variant and increased recommended mask restrictions by Inyo and Mono County, it seems prudent to continue virtual meetings. This issue will continue forward for future discussion at successive meetings.

STAFF REPORT

Subject: Preliminary Financial Report – FY 2020/21

Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up, fund balance reports and year-end forecast for the 2020/21 fiscal year are included on the following pages. Reports are as of August 6, 2021. Both receivables and payables for this fiscal year are still being received. ESTA's FY 2020- 21 books will be open until October.

Operating Revenue is forecasted to be around \$4.86 million. Operating Expenses are forecasted to be under \$4.5 million. A more detailed analysis will be provided at the September meeting.

Capital revenue and expenses were far less than budgeted due to replacement vehicle purchases falling in other fiscal years and the delay of the Bishop Administration Building Project.

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

Financial information as of: 8/6/2021

% of Fiscal Year: 100% but revenue and expenses are outstanding

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	985,757	1,027,360	(41,603)	104%	1,075,432	89,675	Mono dispersed excess LTF funds
4065	STATE TRANSIT ASST	321,219	263,098	58,121	82%	266,067	(55,152)	August Estimate came in at \$55,152 less than budgeted.
4301	INTEREST FROM TREASURY	12,000	38,861	(26,861)	324%	38,861	26,861	
4498	STATE GRANTS	44,520	44,520	-	100%	44,520	-	Paid in advance.
4499	STATE OTHER	73,910	61,714	12,196	83%	76,569	2,659	August estimate came in a bit higher than the January estimate.
4555	FEDERAL GRANTS	1,269,256	274,518	994,738	22%	1,137,702	(131,554)	Didn't use the planning grant \$113.3K NEMT came in \$13.6K less than budget,
4599	OTHER AGENCIES	1,044,268	806,805	237,463	77%	890,197	(154,071)	\$41,600 of budget is Capital for Trolley Match which will not be purchased this year. Service reductions in TOML.
4747	INSURANCE PAYMENTS	-	21,702	(21,702)		21,702	21,702	Insurance payments
4819	SERVICES & FEES	1,385,410	1,338,195	47,215	97%	1,293,195	(92,215)	Forecast is lower than actual due to estimated MMSA fuel reimbursement, calculation pending receipt of TOML fuel bills
4959	MISCELLANEOUS REVENUE	12,000	13,547	(1,547)	113%	14,778	2,778	
4999	PRIOR YEARS REIMBURSEMENTS	-	304	(304)		304	304	
Revenue Total:		5,148,340	3,890,624	1,257,716	76%	4,859,327	(289,013)	Also less expenses than projected

Operating Expenditure:		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,467,779	1,245,140	222,639	85%			
5003	OVERTIME	65,684	56,148	9,536	85%			
5005	HOLIDAY OVERTIME	124,696	90,627	34,069	73%			
5012	PART TIME EMPLOYEES	455,497	390,731	64,766	86%			Payroll accrual is still pending
	Wages subtotal	2,113,656	1,782,646	331,010	84%	1,835,646	278,010	Service reductions=less payroll, also positions unfilled during dispatch turnover
5021	RETIREMENT & SOCIAL SECURITY	54,088	37,409	16,679	69%	38,209	15,879	
5022	PERS RETIREMENT	260,870	179,079	81,791	69%	194,079	66,791	
5031	MEDICAL INSURANCE	249,640	186,466	63,174	75%	206,466	43,174	
5043	OTHER BENEFITS	33,351	35,303	(1,952)	106%	35,303	(1,952)	
5045	COMPENSATED ABSENCE EXPENSE	189,999	124,941	65,058	66%	123,641	66,358	
5047	EMPLOYEE INCENTIVES	6,250	5,282	968	85%	5,282	968	

Operating Expenditure:		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5111	CLOTHING	1,000	339	661	34%	339	661	
5152	WORKERS COMPENSATION	120,220	120,000	220	100%	120,220	220	
5154	UNEMPLOYMENT INSURANCE	75,000	29,233	45,767	39%	29,833	45,167	
5158	INSURANCE PREMIUM	219,580	206,124	13,456	94%	219,580	13,456	Property insurance less than estimated.
5171	MAINTENANCE OF EQUIPMENT	611,000	511,077	128,246	84%	611,000	-	This may be over budget. TOML bills for April-June have not been received. \$28K rebuild shown in the capital section under "vehicle" has been manually added here as it
5173	MAINTENANCE OF EQUIPMENT-MATER	18,400	3,420	14,980	19%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	294	4,706	6%	5,000	-	
5211	MEMBERSHIPS	1,300	1,035	265	80%	1,035	265	
5232	OFFICE & OTHER EQUIP < \$5,000	12,050	8,496	3,554	71%	8,496	3,554	
5238	OFFICE SUPPLIES	7,000	5,627	1,373	80%	5,627	1,373	
5253	ACCOUNTING & AUDITING SERVICE	49,400	41,737	7,663	84%	49,400	-	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	5,718	172	97%	5,890	-	
5263	ADVERTIZING	34,000	34,786	(786)	102%	34,786	(786)	
5265	PROFESSIONAL & SPECIAL SERVICE	219,694	45,135	174,559	21%	69,514	150,180	Didn't start SRTP & CHSP, no Tacopa Contract, No Reds Line hosting
5291	OFFICE, SPACE & SITE RENTAL	174,844	148,001	26,843	85%	174,844	-	
5311	GENERAL OPERATING EXPENSE	82,680	72,239	10,441	87%	82,680	-	
5326	LATE FEES & FINANCE CHARGES	-	47	(47)	0%	(47)	(47)	Will add budget next year.
5331	TRAVEL EXPENSE	3,225	755	2,470	23%	755	2,470	Most travel canceled due to COVID
5332	MILEAGE REIMBURSEMENT	29,355	15,238	14,117	52%	15,238	14,117	Fewer trips and lower milage rate.
5351	UTILITIES	60,000	57,729	2,271	96%	60,000	-	
5352	FUEL & OIL	470,307	338,143	132,164	72%	470,307	-	Have not received TOML bills for April-June
5539	OTHER AGENCY CONTRIBUTIONS	52,332	43,413	8,919	83%	43,413	8,919	\$9K for 2021 Reds and \$43K OPEB
5901	CONTINGENCIES	50,700	-	50,700	0%	-	50,700	
Expenditure Total:		5,210,831	4,039,715	1,199,439	78%	4,464,937		Includes \$28K rebuild from below.

TRANSFERS Expenditure		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	123,490	123,490	-	1	123,490	-	This transfer has been made.
Expenditure Total:		123,490	123,490	-	1	123,490	-	

NET TRANSFERS 246,980

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

270,900 Budget was approved with a \$269,191 deficit. Relief funds claimed will likely provided a surplus.

CAPITAL ACCOUNT Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	90,319	-	90,319	0%	-	(90,319)	Reprogramming for a bus, will include in FY 21/22 budget
4067	STATE TRANSIT ASST-CAPITAL	355,378	-	355,378	0%	-	(355,378)	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	52,959	52,959	-	100%	52,959	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	2,084,555	235,761	1,848,794	11%	235,761	(1,848,794)	Building (5339b) and vehicles(5310, 5339a), most purchases will happen in FY 21-22
Revenue Total:		2,583,211	288,720	2,294,491	11%	288,720	(2,294,491)	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	704,593	-	704,593	0%	-	704,593	Bishop Admin Building
5650	EQUIPMENT	-	-	-	0%	-	-	
5655	VEHICLES	1,961,828	305,689	1,656,139	0%	305,689	1,656,139	New Vehicles (5310, 5339(a)/savings) and \$28,323 engine rebuild, this will be paid for with operating revenue
Expenditure Total:		2,666,421	305,689	2,360,732	11%	305,689	2,360,732	

Projected Capital Revenue Less Projected Expenses :

52,954 These are funds for future LCTOP E-Vehicle

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

August 13, 2021
 Agenda Item #A-2

Ledger: GL

As of 6/30/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	985,757.00	1,027,359.59	0.00	(41,602.59)	104.22
4065	STATE TRANSIT ASST	321,219.00	263,098.00	0.00	58,121.00	81.90
4301	INTEREST FROM TREASURY	12,000.00	38,860.61	0.00	(26,860.61)	323.83
4498	STATE GRANTS	44,520.00	44,520.00	0.00	0.00	100.00
4499	STATE OTHER	73,910.00	61,714.30	0.00	12,195.70	83.49
4555	FEDERAL GRANTS	1,269,256.00	274,517.96	0.00	994,738.04	21.62
4599	OTHER AGENCIES	1,044,268.00	806,804.67	0.00	237,463.33	77.26
4747	INSURANCE PAYMENTS	0.00	21,702.47	0.00	(21,702.47)	0.00
4819	SERVICES & FEES	1,385,410.00	1,338,195.44	0.00	47,214.56	96.59
4959	MISCELLANEOUS REVENUE	12,000.00	13,547.03	0.00	(1,547.03)	112.89
4999	PRIOR YEARS REIMBURSEMENTS	0.00	303.89	0.00	(303.89)	0.00
Revenue Total:		5,148,340.00	3,890,623.96	0.00	1,257,716.04	75.57
Expenditure						
5001	SALARIED EMPLOYEES	1,467,779.00	1,245,140.01	0.00	222,638.99	84.83
5003	OVERTIME	65,684.00	56,148.35	0.00	9,535.65	85.48
5005	HOLIDAY OVERTIME	124,696.00	90,627.24	0.00	34,068.76	72.67
5012	PART TIME EMPLOYEES	455,497.00	390,730.69	0.00	64,766.31	85.78
5021	RETIREMENT & SOCIAL SECURITY	54,088.00	37,409.48	0.00	16,678.52	69.16
5022	PERS RETIREMENT	260,870.00	179,078.75	0.00	81,791.25	68.64
5031	MEDICAL INSURANCE	249,640.00	186,465.73	0.00	63,174.27	74.69
5043	OTHER BENEFITS	33,351.00	35,303.00	0.00	(1,952.00)	105.85
5045	COMPENSATED ABSENCE EXPENSE	189,999.00	124,940.59	0.00	65,058.41	65.75
5047	EMPLOYEE INCENTIVES	6,250.00	5,282.27	0.00	967.73	84.51
5111	CLOTHING	1,000.00	339.03	0.00	660.97	33.90
5152	WORKERS COMPENSATION	120,220.00	120,000.00	0.00	220.00	99.81
5154	UNEMPLOYMENT INSURANCE	75,000.00	29,233.16	0.00	45,766.84	38.97
5158	INSURANCE PREMIUM	219,580.00	206,124.00	0.00	13,456.00	93.87
5171	MAINTENANCE OF EQUIPMENT	611,000.00	482,753.97	0.00	128,246.03	79.01
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	3,420.43	0.00	14,979.57	18.58
5191	MAINTENANCE OF STRUCTURES	5,000.00	293.96	0.00	4,706.04	5.87
5211	MEMBERSHIPS	1,300.00	1,035.00	0.00	265.00	79.61
5232	OFFICE & OTHER EQUIP < \$5,000	12,050.00	8,495.58	0.00	3,554.42	70.50
5238	OFFICE SUPPLIES	7,000.00	5,627.17	0.00	1,372.83	80.38
5253	ACCOUNTING & AUDITING SERVICE	49,400.00	41,737.48	0.00	7,662.52	84.48
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	5,718.31	0.00	171.69	97.08
5263	ADVERTISING	34,000.00	34,786.36	0.00	(786.36)	102.31
5265	PROFESSIONAL & SPECIAL SERVICE	219,694.00	45,135.14	0.02	174,558.84	20.54
5291	OFFICE, SPACE & SITE RENTAL	174,844.00	148,000.84	0.00	26,843.16	84.64

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

August 13, 2021
 Agenda Item #A-2

Ledger: GL

As of 6/30/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	82,680.00	72,239.18	0.00	10,440.82	87.37
5326	LATE FEES & FINANCE CHARGES	0.00	46.78	0.00	(46.78)	0.00
5331	TRAVEL EXPENSE	3,225.00	755.46	0.00	2,469.54	23.42
5332	MILEAGE REIMBURSEMENT	29,355.00	15,238.23	0.00	14,116.77	51.91
5351	UTILITIES	60,000.00	57,729.46	0.00	2,270.54	96.21
5352	FUEL & OIL	470,307.00	338,143.48	0.00	132,163.52	71.89
5539	OTHER AGENCY CONTRIBUTIONS	52,332.00	43,413.00	0.00	8,919.00	82.95
5901	CONTINGENCIES	50,700.00	0.00	0.00	50,700.00	0.00
Expenditure Total:		<u>5,210,831.00</u>	<u>4,011,392.13</u>	<u>0.02</u>	<u>1,199,438.85</u>	<u>76.98</u>
NET OPERATING		<u>(62,491.00)</u>	<u>(120,768.17)</u>	<u>(0.02)</u>	<u>58,277.19</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4066	PTMISEA	90,319.00	0.00	0.00	90,319.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	355,378.00	0.00	0.00	355,378.00	0.00
4495	STATE GRANTS - CAPITAL	52,959.00	52,959.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	2,084,555.00	235,761.38	0.00	1,848,793.62	11.30
4911	SALES OF FIXED ASSETS	0.00	15,000.00	0.00	(15,000.00)	0.00
Revenue Total:		<u>2,583,211.00</u>	<u>303,720.38</u>	<u>0.00</u>	<u>2,279,490.62</u>	<u>11.75</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	704,593.00	0.00	0.00	704,593.00	0.00
5655	VEHICLES	1,961,828.00	305,689.16	0.00	1,656,138.84	15.58
Expenditure Total:		<u>2,666,421.00</u>	<u>305,689.16</u>	<u>0.00</u>	<u>2,360,731.84</u>	<u>11.46</u>
NET CAPITAL ACCOUNT		<u>(83,210.00)</u>	<u>(1,968.78)</u>	<u>0.00</u>	<u>(81,241.22)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	123,490.00	0.00	(123,490.00)	0.00
Revenue Total:		<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>(123,490.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	123,490.00	123,490.00	0.00	0.00	100.00
Expenditure Total:		<u>123,490.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>(123,490.00)</u>	
153299 Total:		<u>(269,191.00)</u>	<u>(122,736.95)</u>	<u>(0.02)</u>	<u>(146,454.03)</u>	

COUNTY OF INYO
UNDESIGNATED FUND BALANCES

AS OF 06/30/2021

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	2,647,878	263,051	16,497	326,414	81,084			3,172,756		3,172,756
1533 ESTA ACCUMULATED	1,522,844	2,256						1,525,100		1,525,100
1534 ESTA GENERAL RESERVE	534,125	791						534,916		534,916
1535 ESTA BUDGET STAB	213,648	316						213,964		213,964
1536 REDS MEADOW ROAD	112,644	167						112,811		112,811
6814 JARC-MAMMOTH EXPRESS				6		6				
6820 NON-EMERGENCY TRAN REIM	6,111				1,299	11,041		(6,229)		(6,229)
6821 BISHOP YARD-ESTA	22	(7)				4,950		(4,935)		(4,935)
6822 LCTOP-ELECTRIC VEHICLE	143,658	213						143,871		143,871
6824 ESTA-LCTOP	7,094	43		2,114	2,290	500		6,461		6,461
6825 BISHOP ADMIN BUILDING	70,908	105						71,013		71,013
ESTA Totals	5,258,932	266,935	16,497	328,534	84,673	16,497		5,769,728		5,769,728
Grand Totals	5,258,932	266,935	16,497	328,534	84,673	16,497		5,769,728		5,769,728

STAFF REPORT

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

The year-to-date roll-up and year end forecast for the 2021/22 fiscal year are included on the following pages. Reports are as of August 5, 2021.

The budgeted contribution of \$59,539 was made to ESTA's Other Post-Employment Benefits Trust (OPEB).

Gas was budgeted at \$4.50 per gallon and ran \$3.61 in July, 20% below budget.

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

Financial information as of: 8/5/2021

% of Fiscal Year: 10%

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY 21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,482,698	-	1,482,698	0%	1,482,698		
4065	STATE TRANSIT ASST	338,363	-	338,363	0%	338,363	-	
4301	INTEREST FROM TREASURY	25,000	-	25,000	0%	25,000	-	
4498	STATE GRANTS	34,142	-	34,142	0%	34,142	-	
4499	STATE OTHER	76,449	-	76,449	0%	76,449	-	
4555	FEDERAL GRANTS	1,440,845	-	1,440,845	0%	1,440,845	-	
4599	OTHER AGENCIES	1,147,731	-	1,147,731	0%	1,147,731	-	\$69K of budget is Capital for Trolley Match.
4747	INSURANCE PAYMENTS	-	-	-		-	-	
4819	SERVICES & FEES	1,861,192	49,756	1,811,436	3%	1,861,192	-	
4959	MISCELLANEOUS REVENUE	12,000	152	11,848	1%	12,000	-	
	Revenue Total:	6,418,420	49,908	6,368,512	1%	6,418,420	-	

Operating Expenditure:		FY 21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,552,029	104,850	1,447,179	7%			
5003	OVERTIME	125,662	12,882	112,780	10%			
5005	HOLIDAY OVERTIME	124,726	9,758	114,968	8%			
5012	PART TIME EMPLOYEES	480,243	39,807	440,436	8%			
	Wages subtotal	2,282,660	167,297	2,115,363	7%	2,282,660	-	
5021	RETIREMENT & SOCIAL SECURITY	57,216	3,118	54,098	5%	57,216	-	
5022	PERS RETIREMENT	260,870	-	260,870	0%	260,870	-	
5025	RETIREE HEALTH BENEFITS	2,640	-	2,640	0%	2,640	-	
5031	MEDICAL INSURANCE	258,790	2,958	255,832	1%	258,790	-	
5043	OTHER BENEFITS	37,999	495	37,504	1%	37,999	-	
5045	COMPENSATED ABSENCE EXPENSE	160,001	3,576	156,425	2%	160,001	-	
5046	OPEB EXPENSE	59,539	59,539	-	100%	59,539	-	Funded for the year.
5047	EMPLOYEE INCENTIVES	6,300	-	6,300	0%	6,300	-	
5111	CLOTHING	1,500	150	1,350	10%	1,500	-	
5152	WORKERS COMPENSATION	105,500	105,033	467	100%	105,033	467	Insurance is prepaid.
5154	UNEMPLOYMENT INSURANCE	45,000	-	45,000	0%	45,000	-	
5158	INSURANCE PREMIUM	202,770	202,297	473	100%	202,297	473	Insurance is prepaid.
5171	MAINTENANCE OF EQUIPMENT	787,673	13,528	774,145	2%	787,673	-	
5173	MAINTENANCE OF EQUIPMENT-MATER	18,400	447	17,953	2%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	5,000	-	

Operating Expenditure:		FY 21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5211	MEMBERSHIPS	1,320	-	1,320	0%	1,320	-	
5232	OFFICE & OTHER EQUIP < \$5,000	21,015	2,259	18,756	11%	21,015	-	
5238	OFFICE SUPPLIES	8,500	612	7,888	7%	8,500	-	
5253	ACCOUNTING & AUDITING SERVICE	49,750	1,500	48,250	3%	49,750	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	131	6,870	2%	7,001	-	
5263	ADVERTISING	42,202	882	41,320	2%	42,202	-	
5265	PROFESSIONAL & SPECIAL SERVICE	446,593	20,081	426,512	4%	446,593	-	
5291	OFFICE, SPACE & SITE RENTAL	208,297	14,600	193,697	7%	208,297	-	
5311	GENERAL OPERATING EXPENSE	104,716	5,749	98,967	5%	104,716	-	
5326	LATE FEES & FINANCE CHARGES	300	52	248	17%	300	-	
5331	TRAVEL EXPENSE	16,499	761	15,738	5%	16,499	-	
5332	MILEAGE REIMBURSEMENT	32,355	437	31,918	1%	32,355	-	
5351	UTILITIES	68,204	839	67,365	1%	68,204	-	
5352	FUEL & OIL	684,902	388	684,514	0%	684,902	-	
5539	OTHER AGENCY CONTRIBUTIONS	30,000	-	30,000	0%	30,000	-	
5901	CONTINGENCIES	100,000	-	100,000	0%	100,000	-	
	Expenditure Total:	6,113,512	606,730	5,506,782	10%	6,112,572		

TRANSFERS Expenditure		FY 21/22 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5798	CAPITAL REPLACEMENT	185,780	-	185,780	-	185,780	-	
	Expenditure Total:	185,780	-	185,780	-	185,780	-	

NET TRANSFERS

-

Projected Revenue less Projected Expenses & Capital Replacement Transfers:	120,068
Less TOML Trolley Match:	69,000
Less Operating funds for Structures & Improvements	50,136
Total:	932

CAPITAL ACCOUNT		FY 21/22			% of	Year End	YE Forecast	
Revenue		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
4066	PTMISEA	92,000	-	92,000	0%	92,000	-	
4067	STATE TRANSIT ASST-CAPITAL	383,698	-	383,698	0%	383,698	-	
4495	STATE GRANTS - CAPITAL	19,188	-	19,188	0%	19,188	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	-	1,376,575	0%	1,376,575	-	Vehicles(5310, 5339a)
Revenue Total:		1,871,461	-	1,871,461	0%	1,871,461	-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	50,136	7,318	42,818	15%	50,136	-	Mobile Office Related
5650	EQUIPMENT	10,000	-	10,000	0%	10,000	-	
5655	VEHICLES	2,074,119	-	2,074,119	0%	2,074,119	-	New Vehicles (5310, 5339(a)/savings, LCTOP)
Expenditure Total:		2,134,255	7,318	2,126,937	0%	2,134,255	-	

Projected Capital Revenue Less Projected Expenses :	(262,794)
LCTOP Fund Balance for BDAR Vehicle:	143,658
Operating Revenue will fund Structures & Improvements:	50,136
Trolley Match From TOML:	69,000
Total:	-

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

Agenda Item #A-3
 August 13, 2021

Ledger: GL

As of 8/5/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,482,698.00	0.00	0.00	1,482,698.00	0.00
4065	STATE TRANSIT ASST	338,363.00	0.00	0.00	338,363.00	0.00
4301	INTEREST FROM TREASURY	25,000.00	0.00	0.00	25,000.00	0.00
4498	STATE GRANTS	34,142.00	0.00	0.00	34,142.00	0.00
4499	STATE OTHER	76,449.00	0.00	0.00	76,449.00	0.00
4555	FEDERAL GRANTS	1,440,845.00	0.00	0.00	1,440,845.00	0.00
4599	OTHER AGENCIES	1,147,731.00	0.00	0.00	1,147,731.00	0.00
4819	SERVICES & FEES	1,861,192.00	49,755.66	0.00	1,811,436.34	2.67
4959	MISCELLANEOUS REVENUE	12,000.00	152.39	0.00	11,847.61	1.26
Revenue Total:		6,418,420.00	49,908.05	0.00	6,368,511.95	0.77
Expenditure						
5001	SALARIED EMPLOYEES	1,552,029.00	104,850.24	0.00	1,447,178.76	6.75
5003	OVERTIME	125,662.00	12,881.77	0.00	112,780.23	10.25
5005	HOLIDAY OVERTIME	124,726.00	9,757.82	0.00	114,968.18	7.82
5012	PART TIME EMPLOYEES	480,243.00	39,807.27	0.00	440,435.73	8.28
5021	RETIREMENT & SOCIAL SECURITY	57,216.00	3,118.02	0.00	54,097.98	5.44
5022	PERS RETIREMENT	260,870.00	0.00	0.00	260,870.00	0.00
5025	RETIREE HEALTH BENEFITS	2,640.00	0.00	0.00	2,640.00	0.00
5031	MEDICAL INSURANCE	258,790.00	2,958.00	0.00	255,832.00	1.14
5043	OTHER BENEFITS	37,999.00	495.00	0.00	37,504.00	1.30
5045	COMPENSATED ABSENCE EXPENSE	160,001.00	3,576.33	0.00	156,424.67	2.23
5046	OPEB EXPENSE	59,539.00	59,539.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	6,300.00	0.00	0.00	6,300.00	0.00
5111	CLOTHING	1,500.00	150.31	0.00	1,349.69	10.02
5152	WORKERS COMPENSATION	105,500.00	105,033.00	0.00	467.00	99.55
5154	UNEMPLOYMENT INSURANCE	45,000.00	0.00	0.00	45,000.00	0.00
5158	INSURANCE PREMIUM	202,770.00	202,297.00	0.00	473.00	99.76
5171	MAINTENANCE OF EQUIPMENT	787,673.00	13,527.84	0.00	774,145.16	1.71
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	447.32	0.00	17,952.68	2.43
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,320.00	0.00	0.00	1,320.00	0.00
5232	OFFICE & OTHER EQUIP < \$5,000	21,015.00	2,259.30	0.00	18,755.70	10.75
5238	OFFICE SUPPLIES	8,500.00	612.48	0.00	7,887.52	7.20
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	1,500.00	0.00	48,250.00	3.01
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	130.54	0.00	6,870.46	1.86
5263	ADVERTISING	42,202.00	881.96	0.00	41,320.04	2.08
5265	PROFESSIONAL & SPECIAL SERVICE	446,593.00	20,081.00	0.00	426,512.00	4.49
5291	OFFICE, SPACE & SITE RENTAL	208,297.00	14,599.68	0.00	193,697.32	7.00

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

Agenda Item #A-3
 August 13, 2021

Ledger: GL

As of 8/5/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	104,716.00	5,749.33	0.00	98,966.67	5.49
5326	LATE FEES & FINANCE CHARGES	300.00	51.98	0.00	248.02	17.32
5331	TRAVEL EXPENSE	16,499.00	761.06	0.00	15,737.94	4.61
5332	MILEAGE REIMBURSEMENT	32,355.00	437.44	0.00	31,917.56	1.35
5351	UTILITIES	68,204.00	838.55	0.00	67,365.45	1.22
5352	FUEL & OIL	684,902.00	387.60	0.00	684,514.40	0.05
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	100,000.00	0.00	0.00	100,000.00	0.00
Expenditure Total:		<u>6,113,512.00</u>	<u>606,729.84</u>	<u>0.00</u>	<u>5,506,782.16</u>	<u>9.92</u>
NET OPERATING		<u>304,908.00</u>	<u>(556,821.79)</u>	<u>0.00</u>	<u>861,729.79</u>	
NON-OPERATING						
Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT						
Revenue						
4066	PTMISEA	92,000.00	0.00	0.00	92,000.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	383,698.00	0.00	0.00	383,698.00	0.00
4495	STATE GRANTS - CAPITAL	19,188.00	0.00	0.00	19,188.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	0.00	0.00	1,376,575.00	0.00
Revenue Total:		<u>1,871,461.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,871,461.00</u>	<u>0.00</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	50,136.00	7,318.00	0.00	42,818.00	14.59
5650	EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0.00
5655	VEHICLES	2,074,119.00	0.00	0.00	2,074,119.00	0.00
Expenditure Total:		<u>2,134,255.00</u>	<u>7,318.00</u>	<u>0.00</u>	<u>2,126,937.00</u>	<u>0.34</u>
NET CAPITAL ACCOUNT		<u>(262,794.00)</u>	<u>(7,318.00)</u>	<u>0.00</u>	<u>(255,476.00)</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	185,780.00	0.00	0.00	185,780.00	0.00
Expenditure Total:		<u>185,780.00</u>	<u>0.00</u>	<u>0.00</u>	<u>185,780.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
153299 Total:		<u>(143,666.00)</u>	<u>(564,139.79)</u>	<u>0.00</u>	<u>420,473.79</u>	

STAFF REPORT

Subject: Ridership Report May and June 2021
Presented by: Phil Moores, Executive Director

Executive Summary

Unsurprisingly, overall ridership increased in May and June compared to last year. Compared to pre-Covid, May was 46% down and June was 32% down. Definitely trending in the right direction. In fact, June showed two routes fully recovered to pre-Covid numbers.

May Ridership Report						
Route	Pre-Covid April 2019	Covid 2020	Current 2021	Change Current vs. Last year	Change Current vs Pre-Covid	% Change Current vs Pre-Covid
BEN	29	2	12	10	-19	-58.62%
BISDAR	3,635	1,523	2,425	902	-2,733	-33.29%
BISFR	0	0	0	0	0	0.00%
BPTCAR	11	6	5	-1	-12	-54.55%
JUNE	0	0	0	0	0	0.00%
LANC	525	82	327	245	-280	-37.71%
LP/BIS	302	165	240	75	-227	-20.53%
LPDAR	367	216	339	123	-244	-7.63%
MAMFR	24,209	3,403	12,960	9,557	-14,652	-46.47%
MDAR	566	49	235	186	-380	-58.48%
MEASU	0	0	0	0	0	0.00%
MMSA	1,200	0	0	0	-1,200	-100.00%
MULE	484	223	182	-41	-525	0.00%
MXP	430	110	184	74	-356	-57.21%
NRIDER	379	78	301	223	-156	-20.58%
OTR	0	0	0	0	0	0.00%
REDS	0	0	0	0	0	0.00%
RENO	689	95	518	423	-266	-24.82%
WLK	137	18	16	-2	-139	-88.32%
Total	32,963	5,970	17,744	11,774	-21,189	-46.17%

June Ridership Report							
Route	Pre-Covid April 2019	Covid 2020	Current 2021	Change Current vs. Last year	Change Current vs Pre-Covid	% Change Current vs Pre-Covid	
BEN	47	1	3	2	-45	-93.62%	
BISDAR	3,229	2,110	2,175	65	-3,164	-32.64%	
BISFR	128	39	100	61	-67	0.00%	
BPTCAR	22	7	11	4	-18	-50.00%	
JUNE	0	0	0	0	0	0.00%	
LANC	581	273	460	187	-394	-20.83%	
LP/BIS	395	263	353	90	-305	-10.63%	
LPDAR	326	299	368	69	-257	12.88%	RECOVERED
MAMFR	33,080	6,434	22,640	16,206	-16,874	-31.56%	
MDAR	395	79	175	96	-299	-55.70%	
MEASU	0	0	0	0	0	0.00%	
MMSA	0	0	0	0	0	0.00%	
MULE	0	0	0	0	0	0.00%	
MXP	435	251	289	38	-397	-33.56%	
NRIDER	339	108	191	83	-256	-43.66%	
OTR	1,031	0	115	115	-916	0.00%	
REDS	0	0	0	0	0	0.00%	
RENO	753	289	779	490	-263	3.45%	RECOVERED
WLK	98	22	5	-17	-115	-94.90%	
Total	40,859	10,175	27,664	17,489	-23,370	-32.29%	

STAFF REPORT

Subject: PTMISEA Bishop Dial-A-Ride Vehicle Replacement Project

Initiated by: Karie Bentley, Administration Manager

RECOMMENDATION:

Approve Resolution 2021-06 allocating \$92,335, comprised of FY 2014-15 and Residual Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) funds and interest, and any future interest accruals, to the Bishop Dial-A-Ride Vehicle Replacement Project, and authorizing the Eastern Sierra Transit Authority's Executive Director to complete and execute required documentation.

FISCAL IMPLICATIONS:

The PTMISEA Program funds provides 100% funding for approved capital projects related to transportation improvements to Eastern Sierra Transit as the local public transit operator. The balance of the vehicle will be paid for with Capital Restricted STA funds if approved by Inyo LTC for that purpose, or with money from ESTA's Capital Replacement fund.

ANALYSIS/DISCUSSION:

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement.

These funds are currently programmed for the Bishop Operating Facility. It was ESTA's intention to utilize them as matching funds for the Administration Building, however the PTMISEA funds must be utilized on a project that is fully competed by June 30, 2023. Due to delays with the Bishop Administration Building, it is recommended that the funds be used to help purchase a replacement vehicle for Bishop Dial-a-Ride instead. This project will put the money to use fairly quickly, and will be completed before the funds expire.

Staff proposes allocating the balance of Inyo's Public Transportation Modernization, Improvement & Service Enhancement Program (PTMISEA) funds (FY 2014-15 and Residual, and interest) currently totally \$92,335 along with all future interest, to the Bishop Dial-A-Ride Vehicle Replacement Project.

RESOLUTION 2021-06

A RESOLUTION OF THE EASTERN SIERRA TRANSIT AUTHORITY FOR THE FY 2014/15 AND RESIDUAL PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM FUNDS, ALLOCATING \$92,335 AND ANY FUTURE INTEREST ACCURALS, TO THE BISHOP DIAL-A-RIDE REPLACEMENT VEHICLE PROJECT AND AUTHORIZING ESTA'S EXECUTIVE DIRECTOR TO COMPLETE AND EXECUTE ASSOCIATED DOCUMENTS

WHEREAS, the Eastern Sierra Transit Authority is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

WHEREAS, the Bishop Dial-A-Ride Replacement Vehicle Project is an eligible project under PTMISEA, and; and

WHEREAS, the statutes related to state-funded transit projects require a Regional Entity and Operators to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

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

WHEREAS, Eastern Sierra Transit Authority wishes authorizing the Executive Director to complete and execute all documents for PTMISEA plan submittal, allocation requests.

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

NOW, THEREFORE, BE IT RESOLVED, by the Eastern Sierra Transit Authority that \$92,335 of FY 2014/15 and Residual PTMISEA funds including any additional accrued interest, are to be allocated to the Bishop Facility Improvement project.

NOW THEREFORE, BE IT FURTHER RESOLVED that Executive Director of Eastern Sierra Transit Authority be authorized to complete and execute any necessary documents for this project with the California Department of Transportation.

PASSED AND ADOPTED this 13th day of August 2021 by the following vote:

AYES:
Noes:
Abstain:
Absent:

Jim Ellis, Chair
Eastern Sierra Transit Authority

Attest: Linda Robinson
Secretary of the Board

By: _____
Linda Robinson

STAFF REPORT

Subject: Approval of Purchase Order –Cutaway Bus Purchase

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

ESTA is required to replace buses that have exceeded their useful lives while seeking to meet the dynamic fleet needs of its different routes and services. In this case, ESTA would like to replace a cutaway bus for Bishop Dial-A-Ride. ESTA will be utilizing the last of its Prop 1B PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Act) from Inyo County to purchase this replacement bus. This purchase was approved by Inyo Local Transportation Commission (LTC) on July 21, 2021.

ANALYSIS/DISCUSSION:

Bishop Dial-A-Ride's fleet is aging and is in need of replacement vehicles. A Class B – StarCraft (Allstar) has been selected due to its good past performance in the Bishop Dial-A-Ride system. The vehicle will be ADA accessible, hold 18-passengers and have room for two wheelchairs. It will be equipped with auto chains and an onboard camera system.

The last of the Inyo PTMISEA funds need to be spent on a project that will be complete by June 30, 2023 or ESTA will have to forfeit the funds. Inyo LTC approved the use of these funds at their July board meeting for this purpose. Delivery of the vehicle would be expected by October 1, 2022.

FINANCIAL CONSIDERATIONS

The purchase of the bus is included in the FY 2021/22 budget and will be primarily funded with ESTA's remaining Inyo County Prop 1B PTMISEA funds, \$92,355 (\$83,715 in FY 14/15 plus Residual PTMISEA plus \$8,620 in interest, any additional interest accrual that may accrue). The balance of around \$38K will be paid with capital restricted STA funds held by Inyo County, or ESTA's capital replacement funds.

RECOMMENDATION

The Board is requested to approve the purchase of a Class B – Starcraft Bus (Allstar) bus from Creative Bus Sales, ordered through the CalACT/MBTA purchasing cooperative in a not-to-exceed amount of \$135,000 with the balance paid with restricted STA funds held by Inyo County, or ESTA's capital replacement funds.



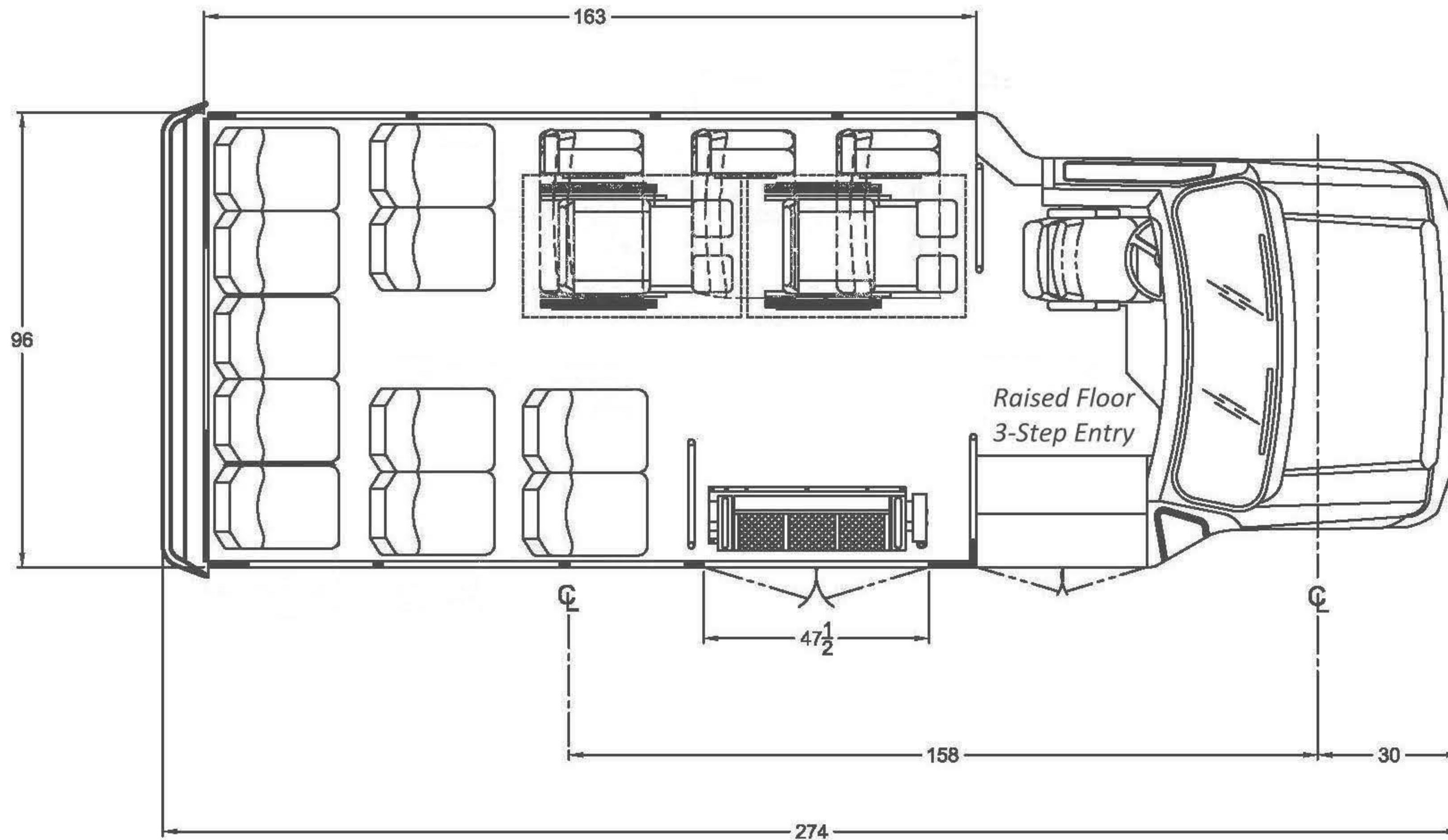
CalACT #20-01 (Class B) - Quote Sheet

Vehicle Type:	Class B - Starcraft Bus (Allstar)	Ford GPC #:		
Contact:	Karie Bentley	Type of Lift:	<input checked="" type="checkbox"/> Braun <input type="checkbox"/> Ricon	
Agency:	Eastern Sierra Transit Authority	Lift Location:	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	
Address:	P.O. Box 1357	Seat Material D-90:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Cloth	
City, State, Zip:	Bishop, CA	Seat Color:	D-90 Gray	
Phone:	(760) 920-1596	Reflective Stripes:	<input type="checkbox"/> Yes (2) 5" <input checked="" type="checkbox"/> No	
Fax:		Stripe Color:	N/A	
E-Mail:	kbentley@estransit.com	Salesperson:	Don White	
Quantity:	Description	Price	Ext. Price	ADA
1	Starcraft Bus - Class B - (Ford E450)	\$77,529.00	\$77,529.00	\$9,800.00
Published Options				
1	AM/FM/CD - (Per Spec)	\$0.00	\$0.00	
1	Braun NCL 1000 - (1,000lb Capacity Lift)	\$800.00	\$800.00	\$800.00
1	Dialight Exterior LED	\$800.00	\$800.00	
1	Dialight Interior LED	\$525.00	\$525.00	
1	Drivers Seat - (Recaro SHS)	\$505.00	\$505.00	
3	Freedman Foldaway Seat - (Double)	\$1,365.00	\$4,095.00	\$4,095.00
1	Hanover Electronic Signs - (Front / Side)	\$5,530.00	\$5,530.00	\$5,530.00
1	Mor/Ryde Suspension System	\$1,010.00	\$1,010.00	
1	OnSpot Automatic Tire Chains	\$4,380.00	\$4,380.00	
1	Raised Floor - (3 Step)	\$505.00	\$505.00	\$505.00
1	Roof Vent - (Transpec 1070)	\$544.00	\$544.00	
1	Spare Tire - (Loose, Full Size, To Match OEM Chassis)	\$0.00	\$0.00	
1	Sportworks Bike Rack - (Black 3-Bike) (Fat Tire Option)	\$2,500.00	\$2,500.00	
1	Telma Driveline Brake Retarder	\$8,910.00	\$8,910.00	
Non-Published Options				
1	Apollo 2tb / 5 Camera System - (Custom System-See Description)	\$7,918.00	\$7,918.00	

1	Heater - 60k Vertical Mount (Floor Mount/Tower) - ProAir 460 (60k BTU's)	\$550.00	\$550.00	
1	ESTA Graphics - (Budget Amount)	\$2,500.00	\$2,500.00	
		Class B - Base Price	\$77,529.00	
		Published Options	\$30,104.00	
		Non-Published Options	\$10,968.00	
		Total	\$118,601.00	\$20,730.00
		Doc Prep Fee	\$85.00	
The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options		Non-Taxable	\$20,730.00	
The Taxable Amount Includes the Mobility Rebate of \$1,000.00 For Ford Chassis		Taxable Amount	\$98,956.00	
Bishop* ▼		Tax Total	\$8,658.65	8.750%
		Sub-Total	\$127,344.65	
		CalACT Fee	\$1,779.02	
		DMV E-File Fee:	\$30.00	
		DMV Fee	\$0.00	<i>(Estimated)</i>
		Tire Fee	\$12.25	
		Local Delivery	\$880.00	Zone 3
		Total	\$130,045.92	<i>Insert Miles</i>
		Number of Units	1	
		Final Total	\$130,045.92	
Local Delivery Up To 100 Miles at No Charge				

Don White 7/26/2021





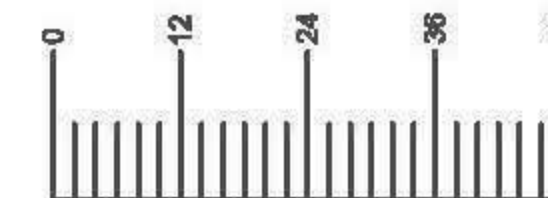
Don White 7/26/2021

DEALER APPROVAL

APPROVED

CUSTOMER SIGNATURE

SCALE
IN INCHES



TOLERANCE UNLESS
OTHERWISE SPECIFIED

WOOD	OTHER
± 1/8"	± 1/16"
± 1°	± 1/2°

TITLE:
DATE:
NAME:

REV.
LET.

DESCRIPTION OF CHANGE

BY

CHK

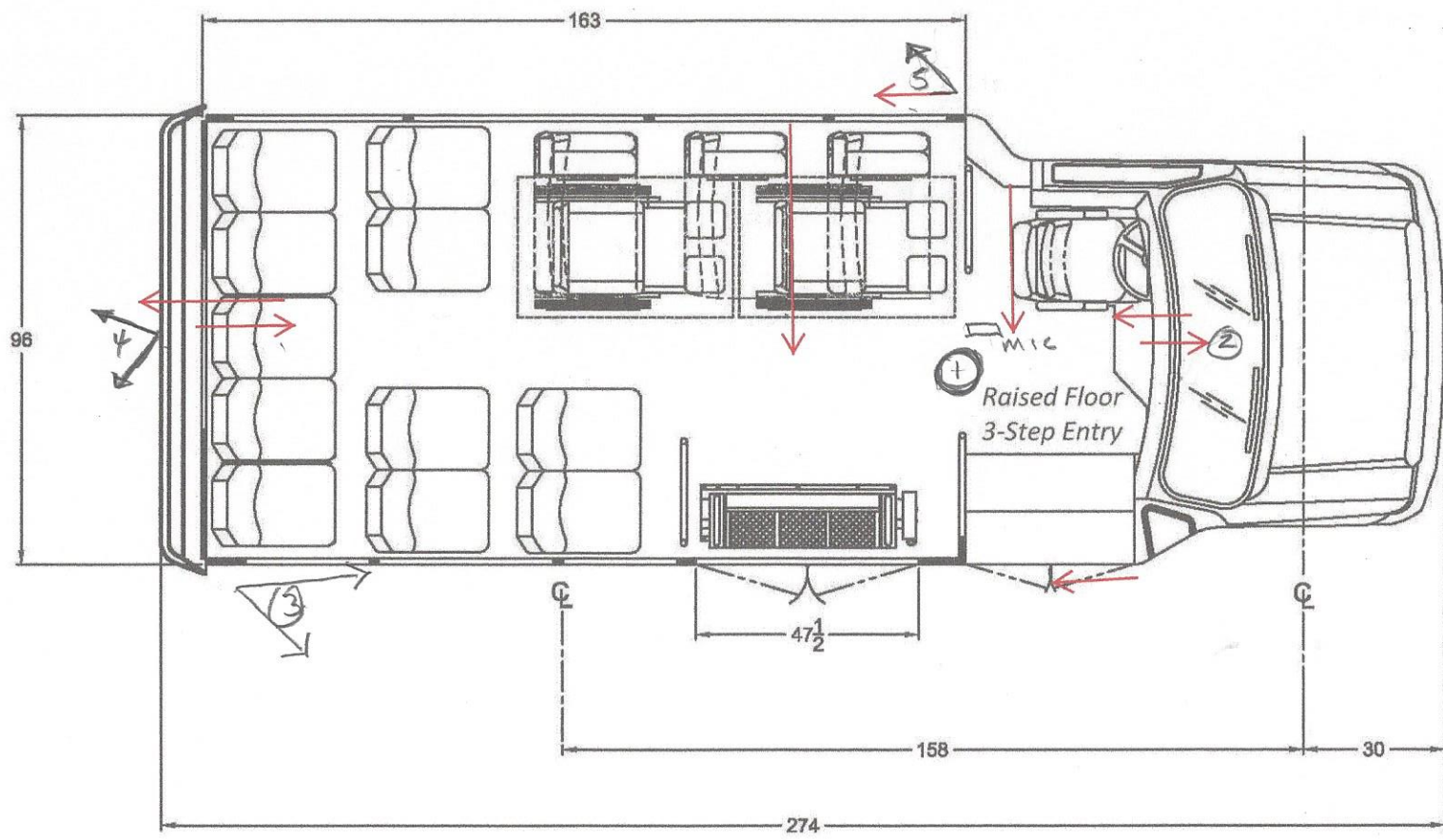
DATE

ECN No.

DWG. No.

SHEET 1 OF 1

ESTA



DEALER APPROVAL

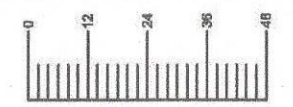
APPROVED

CUSTOMER SIGNATURE

Don White

Don White
Creative Bus Sales, Inc.
2/23/2021

SCALE
IN INCHES



TOLERANCE UNLESS OTHERWISE SPECIFIED

WOOD	OTHER
± 1/8"	± 1/16"
± 1"	± 1/2"

TITLE:
DATE:
NAME:

DWG. No.

SHEET 1 OF 1

REV. LET.	DESCRIPTION OF CHANGE	BY	CHK	DATE	ECN No.

STAFF REPORT

Subject: SB-1 State of Good Repair Funding Project List FY 2021-22

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

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

ANALYSIS/DISCUSSION:

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

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

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

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

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Transit Preventative Maintenance
 - Preventative maintenance is only to maintain existing infrastructure and vehicles in a state of good repair, essentially repair and rehabilitation. Normal maintenance such as oil changes and other regularly scheduled vehicle maintenance are to be covered under normal operating costs and are not eligible for State of Good Repair funding.
 - Public and Staff Safety
 - New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

The January 28, 2021 estimate of available SGR funds for FY 2020/21 identifies a total of \$76,449 in available SGR funding. Of this total SGR allocation, \$27,442 is from Inyo County population-based SGR, \$19,882 is from Mono County population-based, and \$29,125 is shown as Mono County revenue-based funds. These Mono County revenue-based funds include a portion of the revenue-based STA SGR component that is derived from Inyo County. As in previous years, the SGR funding will be used to support repair and rehabilitation of ESTA's fleet.

The initial Project List due date is September 1, 2021. In order to be able to receive funding for Fiscal Year 2021-22, approved Project Lists must be submitted to Caltrans by September 1, 2021. A resolution documenting this approval is also included.

FINANCIAL CONSIDERATIONS

These \$76,449 in SGR funds will supplement the ESTA operating budget by paying for a portion of preventative maintenance activities in FY 2021-22.

RECOMMENDATION

It is recommended that the Board approve Resolution #2021-07 Approving ESTA's Fiscal Year 2021-22 State of Good Repair project lists.

Submittal Report

SGR-C12-FY21/22-0725-001

FY 21/22

Submittal Details

Program State of Good Repair Program	Agency Eastern Sierra Transit Authority	Date Created 07/19/2021	Date Submitted	Date Approved
Address 565 Airport Road	City Bishop	State CA	Zip Code 93514	
Contact Karie Bentley		Contact Title Administration Manager		
Contact Phone (760) 872-1901		Contact Email kbentley@estransit.com		
Support Documentation Inyo, Mono and ESTA resolutions		Additional Information Draft resolutions will be replaced with signed versions once available.		

Project Details

Title	Description	Asset Type	Project Category	Est. Useful Life	Est. Project Start Date	Est. Project Completion Date	Est. 99313 Costs	Est. 99314 Costs
Mono- Repair and	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue	Rolling Stock/Fleet	Repair	3	07/01/2021	06/30/2022	\$19,882	\$29,125
Inyo - Repair and	Repair and Rehabilitation of Eastern Sierra Transit Authority's revenue	Rolling Stock/Fleet	Repair	3	07/01/2021	06/30/2022	\$27,442	\$0

RESOLUTION #2021-07
EASTERN SIERRA TRANSIT AUTHORITY APPROVING PROJECT LIST
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS, the Eastern Sierra Transit Authority an eligible recipient and may receive State Transit Assistance funding from the State of Good Repair Program (SGR) now or sometime in the future for transit capital projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

WHEREAS, the Eastern Sierra Transit Authority approves the project list for the PUC 99313 apportionment.

WHEREAS, the Eastern Sierra Transit Authority concurs and approves the project list from the operators for the PUC 99314 apportionment.

NOW, THEREFORE, BE IT RESOLVED that the Eastern Sierra Transit Authority approves the region's State of Good Repair project list for **FY 21/22**.

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

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

By the following vote:

Ayes:

Noes:

Abstain:

Absent:

Jim Ellis, Chairperson,
Eastern Sierra Board of Directors, Chairperson

Attest: _____
Linda Robinson, Board Secretary

STAFF REPORT

Subject: Approval of Purchase Order – Electric Van
Initiated by: Phil Moores, Executive Director

BACKGROUND:

After many years of saving Low Carbon Transit Operations Program (LCTOP) funds, ESTA is finally buying their first zero-emissions vehicle. Heavy-duty transit buses were the first to hit the scene and the smaller cutaways and vans came later. Technology in these smaller vehicles has reached the point where they are more than capable of meeting the Bishop DAR service demands. A typical day on Bishop DAR is less than the 120–150-mile range delivered by the Ford Transit 350EL.

ANALYSIS/DISCUSSION:

The vehicle will be ADA accessible, hold 9 passengers and have room for three wheelchairs. It will be equipped with an onboard camera system. The chassis is designed by Nor Cal Vans and has sold thousands of units prior to ESTA’s purchase. The CalACT purchasing cooperative rated A-Z/Nor Cal highest among the dealers and vans reviewed.

Transit Van Class Z-1	Base Price	Options Pricing	Warr	Service	Ref	Quals	Total RFP Score
Points Possible	25	15	10	15	10	25	100
Dealer							
AZ/NorCal	22.8	14.5	8	11	9.6	21	86.9
CBS/Mobility	22.51	13.2	9	12	8.6	18	83.31
Masters/MSV	22.24	9.2	8	8	5	17	69.44
RO/Fenton	25	11.89	7	7	10	19	79.89
RO/Sunset	24.51	11.89	7	8	10	21	82.4

The charging requirements have been reviewed by an electrician and will be accommodated with the electrical panel being installed at our new temporary facility.

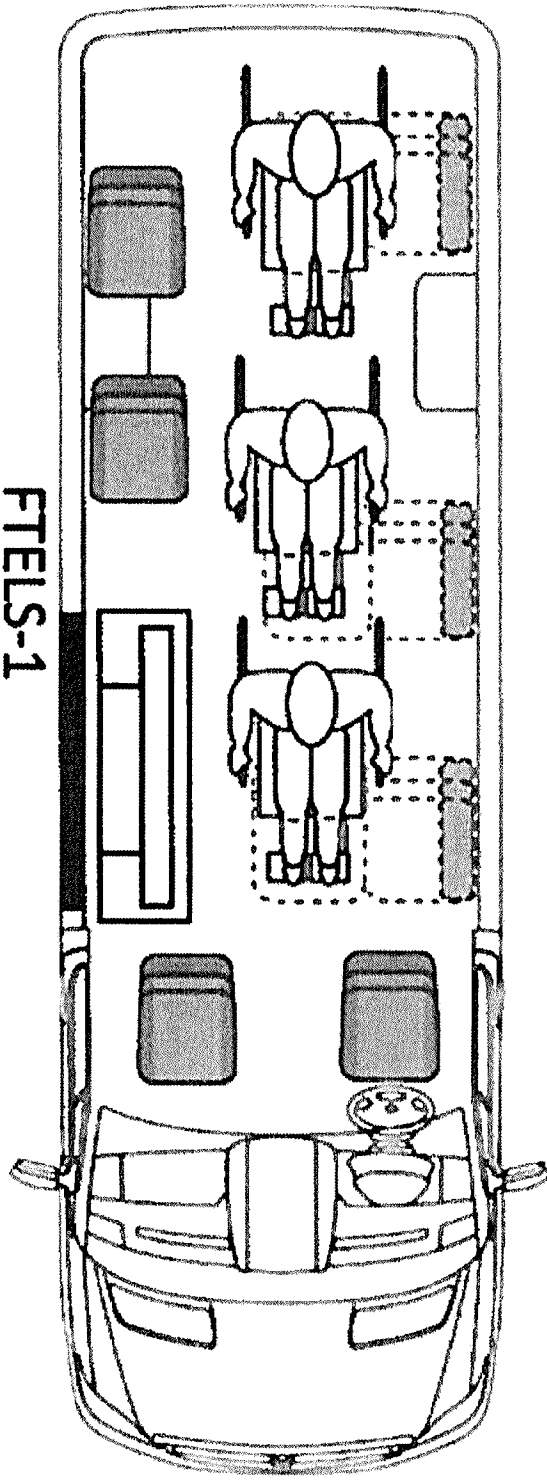
Van decals will boast of ESTA’s zero-emissions and represent our commitment to conserving the environment that the Eastern Sierra Region is known for.

FINANCIAL CONSIDERATIONS

The purchase of the van is included in the FY 2021/22 budget and will be primarily funded with ESTA's LCTOP funds (~\$181,000). The attached purchase order is for \$209,904. We have applied for a Hybrid Bus Voucher Incentive Project (HVIP) voucher through A-Z Bus Sales in the amount of \$45,000 to help defray the cost of the van. We expect the voucher to be approved, but in the event the voucher fails, the balance will be paid with capital restricted STA funds held by Inyo County, or ESTA's capital replacement funds.

RECOMMENDATION

The Board is requested to ratify the purchase of a Class V Ford Transit 350EL van from A-Z Bus Sales, ordered through the CalACT/MBTA purchasing cooperative in a not-to-exceed amount of \$220,000 with the balance paid with restricted STA funds held by Inyo County, or ESTA's capital replacement funds.



x N. Cole Crockett #2 7/30/21

Paul D. Stone 7/30/21
ESMA

PURCHASE ORDER

Eastern Sierra Transit Authority

P.O. #07302021
DATE: JULY 30, 2021

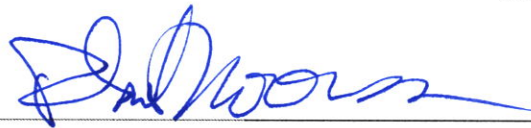
P.O. Box 1357
Bishop, CA 93515
Phone 760-8732-1901 Fax 760-784-9566
www.estransit.com

VENDOR AZ Bus Sales
1900 S. Riverside Ave.
Colton, CA 92324

SHIP TO Eastern Sierra Transit Authority
703 Airport Road, Ste. B
Bishop, CA 93514
760-872-1901 ext. 15

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
	Local Delivery	On or before May 26, 2022

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Ford Transit 350EL	Type V Nor Cal Van chassis, 148" WB	\$191,579.00	\$191,579.00
		*\$14,995 is nontaxable ADA Equip		
1	Fee	Document prep fee		\$00.00
1	Fee	CalACT/MBTA Fee	\$2,873.69	\$2,873.69
1	Fee			
1	Fee			
1	Fee			
			SALES TAX	\$15,451.10
			TOTAL	\$209,903.79



Authorized by: Phil Moores
Executive Director

Date: July 30, 2021

1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
2. Please notify us immediately if you are unable to ship as specified.

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, July 9, 2021 Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 9:00 a.m. on Friday, July 9, 2021, via Zoom. The following members were present: Directors Bob Gardner, Dan Totheroh, Karen Schwartz, Jim Ellis, and Bill Sauser. Director Griffiths joined the meeting at 9:18. Directors Kirk Stapp and Rhonda Duggan was absent.

Director Sauser led the Pledge of Allegiance.

Public Comment	None
Executive Directors Report	Mr. Moores reported on ESTA activities and performance.
Eastern Sierra Transit Authority FY 2021/22 Budget	Mr. Moores and Ms. Bentley presented Eastern Sierra Transit Authority FY 2021/22 Budget. Public Comment: None Moved by Director Gardner and seconded by Director Sauser to approve the proposed FY 2021/22 Operating and Capital Budget. Roll call vote taken. Motion carried 5-0. Directors Griffiths, Stapp, and Duggan absent.
Approval of Special Meeting Minutes of June 25, 2021.	Moved by Director Gardner and seconded by Director Stapp to approve the Special Meeting Minutes of June 25, 2021. Roll call vote taken. Motion carried 5-0. Directors Griffiths, Stapp, and Duggan absent.
Board Member Comments	Griffiths stated he was in Washington DC and going to see Kamela Harris. No other Board Member Comments.
Adjournment	The Chairperson adjourned the meeting at 9:20 am The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for August 13, 2021 at 11:00 am. Check ESTA website for details on attending the meeting.

Recorded & prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Sierra Employment Services Contract Renewal

Initiated by: Phil Moores, Executive Director

BACKGROUND

The Eastern Sierra Transit Authority has contracted with Sierra Employment Services (SES) since 2012. SES provides occasional labor for jobs such as landscaping, IT, and moving. Inyo County is currently using SES for moving into the new county offices.

ANALYSIS

ESTA does not have sufficient staff for extra projects, especially with turnover the way it has been. SES provides the extra help we need. The contract is attached, along with a Safety Partnership letter. The conditions of the contract have not changed.

FINANCIAL CONSIDERATIONS

SES rates are dependent on the project, and cost much less than a benefitted employee.

RECOMMENDATION

The Board is requested to authorize the Executive Director to sign the contract with Sierra Employment Services.



STAFFING VENDOR AND HOLD HARMLESS AGREEMENT

As a client of Sierra Employment Services, Inc., you agree to the following terms and conditions of doing business with us.

Initials:

1. I agree to provide adequate supervision of temporary employees entrusted with cash, credit cards, valuables, checks, keys and negotiable instruments while working at my company's site or under my agents direction. I agree that Sierra Employment Services Inc. obligation to my company is limited to assigning employees with certain skills and abilities and with regard to such employees, to maintain personnel and payroll records: calculate and pay wages, withhold and remit payroll taxes and other government mandated charges (including workers compensation), hire, assign, reassign, counsel, discipline, discharge, and handle work related claims and complaints.
2. I agree to practice good safety procedures and am responsible for the orientation of Sierra Employment Services Inc. employees to those procedures. I will make sure that necessary safety equipment is made available and used by Sierra Employment Services Inc. employees while working for my company. I agree to hereby defend, indemnify and hold Sierra Employment Services Inc. harmless from all fines, penalties, attorney fees incurred by Sierra Employment Services Inc. as a result of violations or alleged violations by OSHA, Federal, State, local law or ordinance relating to health and safety with respect to any premises that Sierra Employment Services Inc. employees are assigned to by me or my company.
3. I understand that I have the right to have a more extensive background screening performed on potential candidates. Sierra Employment Services does **not automatically** perform drug testing and/or criminal background screenings. Drug and Criminal Background screenings will only be performed at **my written request**. I understand that I will be invoiced for the cost of all background and drug screenings.
4. I agree to defend, indemnify and hold Sierra Employment Services Inc. harmless against any and all claims, losses, liabilities, or shortages that may have been incurred by a Sierra Employment Services Inc. employee accused of a crime (such as theft or shortage) while working at my company's site or under my agents supervision unless sufficient evidence leads to the arrest and conviction of the employee. Sierra Employment Services Inc. provides a fidelity bond for the temporary employee to protect themselves and our company if sufficient evidence leads to the arrest and conviction of the employee with incidences such as theft or shortage. I understand that Sierra Employment Services Inc. is not responsible for such claims made unless they are reported to myself or an agent of my company in writing within 15 days after the occurrence.
5. Unless *the client* has obtained the prior written consent of Sierra Employment Services Inc., *the client agrees* not to ask or allow a Sierra Employment Services Inc. employee to perform any of the following job related activities:
 - a) Driving an automobile or other motor vehicle;
 - b) Operating any machinery or heavy equipment;
 - c) Handling cash, securities, or other valuables.

If this prior written consent is not obtained, *the client* agrees to waive all rights to make a claim against this Sierra Employment Services Inc., and to relieve Sierra Employment Services Inc. from all liability and responsibility for any damage, loss, or expense which the client incurs as a result of Sierra Employment Services Inc.'s employee engaging in such activities, and the client further agrees to indemnify and hold harmless Sierra Employment Services Inc. from and against all claims, damages, bodily injuries, losses, and expenses which might be caused as a result of Sierra Employment Services Inc.'s employee engaging in any of these activities.

6. I agree not to authorize a Sierra Employment Services Inc. employee to perform work other than that which was agreed to in the original job order placed.

Client Initials _____

SES Initials _____



STAFFING VENDOR AND HOLD HARMLESS AGREEMENT

- 7. I agree that all hours worked by an assigned SES employee for me personally or my company will be tracked on a Sierra Employment Services timecard and submitted for invoice & payment to Sierra Employment Services. I agree not to pay any assigned employee cash, trade or other monetary goods to perform work that is not reported on an SES timecard for any and all jobs or projects. If so you will be in violation of paragraph 8 and/or 9 of this agreement.
- 8. I agree not to directly or indirectly cause or permit any Assigned Employee assigned to me or my business by Sierra Employment Services Inc. to transfer to another entity's payroll, or to perform services for me or my business while on the payroll of any person or firm other than Sierra Employment Services Inc. during the term of the Assigned Employee's assignment to Client and for 365 days after such assignment ends. If I violate this paragraph, then I shall pay to Sierra Employment Services Inc. a fee in the amount of 15 % of the Assigned Employee's annualized compensation, or \$1500, whichever is greater.
- 9. I agree that if I hire directly on to my payroll, or engage as an independent contractor, an Assigned Employee after the Assigned Employee has worked at my facility for at least 520 hours in any calendar year, with no break in service of more than 5 business days, Sierra Employment Services Inc. shall waive any placement fee, conversion fee, or liquidated damages, provided that I have paid to Sierra Employment Services Inc. all invoiced amounts for such Assigned Employee. In the event that I hire or engage as an independent contractor any Assigned Employee prior to such 520 hour period, I shall pay to Sierra Employment Services Inc. an amount equal to what Client would have paid Sierra Employment Services Inc. had such Assigned Employee worked for me through Sierra Employment Services Inc. for 520 hours at Sierra Employment Services Inc. then current rates.
- 10. Once a temporary employee arrives on assignment, Sierra Employment Services Inc. must pay them for a minimum of four (4) hours – whether they work or not. As a client of Sierra Employment Services Inc., I agree to cancel a temporary assignment within 24 hours (by phone or email) or I will be billed for the four (4) hour minimum.
- 11. I agree to pay Sierra Employment Services Inc. invoices upon receipt.
- 12. I agree to all invoice terms, conditions and provisions of all other transaction documents, which are deemed a part of this agreement. I grant Sierra Employment Services, Inc. the option to acquire a Security Interest in which this application or copy thereof may be used as a Security Agreement.
- 13. Past due amounts starting the 15th day following the invoice date are subject to finance charge of 1 ½% plus 1.5% per month every 30 days following. The client agrees to pay all collection costs, and attorney fees incurred trying to collect outstanding invoices and fees. All claims are void unless submitted in writing within ten days of invoice date.
- 14. I agree that any litigation arising from the extension of credit shall be conducted in Mono County, California, which shall have exclusive jurisdiction over any such legal proceedings.

Client: My signature below represents and warrants that I am an authorized representative of the company. Please sign your agreement to our terms and return it with the Client Safety Partnership Letter and Credit Application. FAX to 760-923-8520.

Company Name: _____

SIERRA EMPLOYMENT SERVICES, INC.

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



CLIENT SAFETY PARTNERSHIP LETTER

Dear Valued Client:

The cost of workers compensation insurance is increasing rapidly throughout the country. There are many factors contributing to these high costs, some of which we cannot directly control, but others we can - such as unnecessary injuries and lost time caused by carelessness or unsafe work environment. In compliance with guidelines to obtain the highest accreditation levels for our safety programs, we are implementing new safety guidelines to reduce some of the controllable costs. These savings will be recognized by all of our clients directly.

In an attempt to keep our rates as low as possible, provide you the best service possible, and provide a safe work environment for our employees and yours, we want to have a mutual understanding of safety and on-the-job injury procedures, practices, and philosophies:

- Our employees will only work on jobs for which they have been assigned and trained. Any variance must be reported to our office before work begins.
- Our employees will be oriented/trained in all safety, hazardous communication (MSDS Information, etc.) and operational instructions in the same manner as any employees or as required by our policies or law.
- A copy of an employee sign-in sheet for **safety meetings** including all Sierra Employment Services Inc. employees must be sent via fax or mail to Sierra Employment Services **A MINIMUM OF ONCE PER MONTH.**
- Sierra Employment Services Inc. employees will be required to wear all appropriate safety equipment. Hard hats and gloves are provided by Sierra Employment Services Inc., and all other necessary equipment must be provided for by the client if the employee does not own the proper equipment themselves.
- Our new safety policy requires that Sierra Employment Services Inc. **MUST BE NOTIFIED IMMEDIATELY** in the event of an accident or injury of one of our employees. Excluding emergencies, Sierra Employment Services Inc. must be contacted **BEFORE** an employee sees a doctor.
- Sierra Employment Services Inc. will coordinate appropriate medical treatment (unless it is an emergency) at a PPO or EPO (preferred or exclusive provider).
- The client will notify us in the event any of our employees act intoxicated or in a suspicious manner.
- A qualified representative of Sierra Employment Services Inc. will be allowed to obtain a report after an accident or injury to insure proper disposition of possible claims.

These areas of agreement are intended to insure a safe and productive partnership, reduce your liability to a minimum, and keep costs at a minimum for both parties.

Company Name: _____

SIERRA EMPLOYMENT SERVICES, INC.

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please have anyone in a supervisory, foreman, or superintendent role complete this form.