

ESTA BOARD AGENDA

Regular Meeting

Friday, October 13, 2023 at 11:00am
Town of Mammoth Lakes Council Chambers
437 Old Mammoth Rd., Ste. Z, Mammoth Lakes, CA
The Agenda is available at www.estransit.com

Chairperson: Karen Schwartz

Vice-Chairperson: Chris Bubser

Board Members:

Chris Bubser (Mammoth Lakes)
Karen Schwartz (Bishop)
Karen Kong (Bishop)
Trina Orrill (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, October 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 shared 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, October 12, and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be shared with all attending Board members.

HOW TO VIRTUALLY ATTEND THE ESTA BOARD MEETING:

Join the ZOOM meeting on your computer or mobile device by using this link:

<https://us02web.zoom.us/j/89102275562>

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

Begin Recording Meeting & Call to Order

Roll Call

Pledge of Allegiance

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

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

A. Consent Agenda (Board Action Required)

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.

- A-1 Approval of Regular Meeting Minutes of September 8, 2023
 - Meeting minutes from the last meeting of the ESTA Board of Directors
- A-2 Eastern Sierra Transit Authority Bylaws Revision
 - Consider and approve suggested changes to Bylaws
- A-3 Mammoth Mountain Ski Resort Contract
 - The Board will review and consider approving entering into a contract for transit service this winter 23-24, and authorize the Executive Director to sign
- A-4 ESTA Board Schedule 2024
 - Discussion and selection of board meeting dates for next year
- A-5 Winter 2023-24 Service Review
 - The ESTA Board will review and consider approving the winter schedule

B. Information Agenda (Receive and File Only)

The following items are presented as information only. Staff is prepared to answer questions on these items, and may verbally emphasize points as necessary. Otherwise, if no member of the public or Board wishes to open a discussion, the Information Agenda will stand as presented, and the meeting will move to the next section.

- B-1 Executive Director's Report
 - Information on ridership, projects, performance, and ESTA activities.
- B-2 Financial Report for 2022/23
 - Updates on the close of the financials for fiscal year 2022-23.
- B-3 Financial Report for 2023/24
 - Financial update on current fiscal year.

C. Board Member Comments

- Board member comment on ESTA and home jurisdictions.

D. Adjournment

The next regularly scheduled meeting is November 17, 2023 at 9:00 am, in Bishop, CA. Check ESTA website for details on attending the meeting.

Eastern Sierra Transit Authority
Minutes of September 08, 2023 Meeting

Call to Order - 11:06 A.M. Friday, September 08 2023

Chairperson Schwartz called The meeting of Eastern Sierra Transit Authority to order at 11:06 am in the Mammoth Lakes Council Chambers

ROLL CALL

A quorum was established by roll call.

PRESENT:

Chairperson Schwartz, Boardmembers Sauser, Orrill, Gardner and Griffiths

ABSENT:

Boardmember Duggan, Bubser, and Kong

Pledge of Allegiance

Phil Moores led the Pledge of Allegiance.

Public Comment: NONE

Consent Agenda

It was moved by Board Member Griffiths and seconded by Board Member Orrill to approve the consent Agenda as presented

- A-1 Approval of Regular Meeting Minutes of July 14, 2023
- A-2 Executive Director Job Description
- A-3 Title VI Policy Update
- A-4 State of Good Repair Grant Project List

The motion passed 5-0 with Directors Duggan, Kong and Bubser absent

Information Agenda

B-1 Executive Directors Report
Discussion among the board and Phil Moores regarding the Reds Meadow update
Dawn Vidal spoke on the new reservation system.

B-2 Financial Report for 2022/23

B-3 Financial Report for 2023/24

Board Member comments:

Board member Gardner, At Tuesday’s Mono County Board of Supervisors meeting, Ralph Lockhart of June’s Double Eagle Resort and Spa pitched the formation of a June Lake TBID to the Board. ESTA's shuttle service could be used for this loan. The June Lake Jamfest is this weekend.

Board Member Griffiths commented that ESTA again successfully delivered his children to Reno for school.

Millpond Music Festival is next weekend, Sept 15-17. Good Old Days will be 9/9/23

Boardmember Orrill & him will be attending the Pie auction.

**Eastern Sierra Transit Authority
Minutes of June 9, 2023 Meeting**

Death Valley remains closed after experiencing damage from the near-record downpour.

Whitney Portal has substantial damage

The road superintendant said it is the worse road damage in 30 yrs.

Chairperson Schwartz mentioned the band Blackbird will be playing at Millpond. The City of Bishop is working on the Whitney Alley Project.

Boardmember Orrill said Inyo county had much damage to the roads during the recent storms and they are working to fix them.

Boardmember Sauser commented that Congressman Kiley visited Mammoth Lakes and used the Trolley for transportation around town.

October 5-9 Mammoth Lakes will host the 2023 OCR World Championships (Obstacle Course Racing)

Adjournment

The meeting was adjourned at 11:37 am to the next regular meeting scheduled to be held October 13, 2023 at 11:00 am in the Mammoth Lakes Council Chambers, 437 Old Mammoth Road, Mammoth Lakes, CA

Recorded & prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: ESTA Bylaws Revision
Presented by: Phil Moores, Executive Director

Background

From time to time the Bylaws need revising to accommodate changes to ESTA's operation. Currently, the Board is considering a change to the board meeting schedule which the bylaws dictate monthly.

Discussion

Besides minor grammar revisions, only two substantive changes are recommended:

1. Change requirement for monthly regular board meetings to every other month.
2. Accommodate the \$100 meeting stipend received by board directors.

The revised bylaws are attached.

Recommendation

The Board is requested to approve the revised ESTA Bylaws.

**BYLAWS
OF THE
EASTERN SIERRA TRANSIT AUTHORITY**

1.0 Name of Authority

The name of the authority shall be Eastern Sierra Transit Authority (hereinafter "AUTHORITY").

2.0 Purposes and Powers

The general purpose of the AUTHORITY shall be to provide public transportation services on behalf of its member jurisdictions, hereinafter individually referred to as "MEMBER". The purposes and powers of the AUTHORITY are more fully set forth in the Joint Powers Agreement (hereinafter referred to as "AGREEMENT").

3.0 Board of Directors

Matters applicable to the governance of the AUTHORITY through a Board of Directors (hereinafter referred to individually as "DIRECTORS" or collectively as "BOARD") including who serves on the BOARD as directors, alternate directors, directors' term of office, meetings, Brown Act requirements, quorum, and rules are as established in Sections 1.2 through 1.8 of the AGREEMENT.

3.1 Officers

The BOARD shall at its last meeting held in each calendar year, nominate and elect from its membership a Chair and Vice Chair to take office as of January 1. The term of the Chair and Vice Chair shall be one (1) year. The Chair and Vice Chair shall not be representatives of a county, city or town within the same county. The representative elected to the Chair position shall alternate between Inyo and Mono Counties each year. In other words, if the Chair is a representative of Inyo County or the City of Bishop, the Chair the following year should be a representative from Mono County or the Town of Mammoth Lakes. If the Chair position is vacated for any reason before the full term is served, the Vice Chair becomes Chair and a new Vice Chair shall be nominated and elected. In this event, the Vice Chair who becomes Chair may serve as Chair through the period he/she would have served as Chair had the Chair position not become vacated. If the Vice Chair position is vacated for any reason before the full term is served, a new Vice Chair shall be selected from the jurisdiction of the departing Vice Chair to fill the remainder of the term.

3.2 Compensation

Directors of the AUTHORITY shall serve without compensation unless by majority BOARD approval. Directors may receive travel expenses as BOARD shall from time to time approve.

3.3 Committees

The Board may establish advisory committees (e.g. Finance Committee, Transit Advisory Committee) as it deems fit.

3.4 Meetings

The BOARD shall provide for its regular and special meetings; provided, however, at least one regular meeting shall be scheduled every other month. Each member entity shall be notified of

the date, hour and place of the regular meetings and of all special meetings. The regular meeting schedule shall be posted on the AUTHORITY website.

3.5 Order of Business

The order of business for BOARD meetings shall be proposed by the Executive Director and determined by the Chair. Untimed agenda items may be taken out of order at the request of the BOARD Chair, with majority concurrence.

3.6 Roberts Rules of Order

All rules not herein provided may be determined by Robert's Rules of Order.

3.7 Voting

Voting shall be by Directors present. There shall be no proxy vote. The voting shall be by voice vote, except that any member or alternate may call for a roll call vote.

3.8 Notice

Notice of meetings shall comply with the requirements of the Ralph M. Brown Act, Government Code Sections 54950, et. seq.

3.9 Remote Meetings

The Executive Director may arrange for remote access to any regular or special BOARD meeting pursuant to current legal requirements.

4.0 Staff/Organization Chart

The organization chart outlined in Appendix A is hereby established for the AUTHORITY. Pursuant to Section 2.3 of the AGREEMENT. The BOARD shall appoint an Executive Director who shall serve at the pleasure of BOARD. The Executive Director, or his/her designee, shall serve as the Secretary of the Board of Directors and shall be responsible to keep its minutes, resolutions, and official papers. Pursuant to Section 2.6 of the AGREEMENT, the Executive Director may hire additional staff, or contract for additional professional services, as required.

5.0 Budgetary Process

The Governing Board of each MEMBER shall designate the Authority as its nonexclusive agent for purposes of applying for and receiving Transportation Development Act Funds to be used solely for the purposes of funding the administrative, operating and capital costs to be incurred by the Authority under the provisions of the Transportation Development Act statutes and applicable California Code of Regulations. No MEMBER may be required to provide funding greater than that received by said MEMBER from the Inyo County Local Transportation Commission or Mono County Local Transportation Commission without the consent of its governing board; provided, however, any MEMBER may choose to provide additional funding if its governing board so provides.

5.1 Preliminary Jurisdiction Contribution Estimates

The Executive Director shall propose the amounts for each of the jurisdictions' upcoming fiscal year operating and capital contributions to BOARD on or before April 1 of the current fiscal year.

5.2 Final Budgets

The Executive Director shall propose the upcoming fiscal year's final operating and capital budget to BOARD on or before June 30 of the current fiscal year which shall incorporate applicable and reasonable unmet needs recommendations. Final operating and capital budgets shall be adopted by a majority of BOARD on or before June 30 of each year, as specified in

Section 4.4 of the AGREEMENT.

5.3 Budgetary Changes

Budgetary changes during the fiscal year shall be made in accordance with the AUTHORITY'S Budget Policy.

5.4 Expenditures

The BOARD shall direct the Executive Director to implement the AUTHORITY'S Procurement Policies and Procedures, including assuring fair and open competition, and compliance with purchase authorization levels.

6.0 Authority Services

The AUTHORITY shall provide local, commuter, inter-city, dial-a-ride and special event transportation services (hereinafter referred to as "SERVICES") to MEMBER agencies consisting of certain routes, headways, and hours of operation within an established service area as defined in Appendix B, which is attached and incorporated herein. The BOARD shall receive a biannual report from the Executive Director detailing the proposed SERVICES for the coming six-month period. Changes in SERVICES shall be implemented in accordance with Section 3.4 of the AGREEMENT.

7.0 Service Performance Standards

The BOARD shall approve the transportation service performance standards of the AUTHORITY. Such performance standards shall derive from the AUTHORITY'S Short Range Transit Plan.

8.0 Amendment

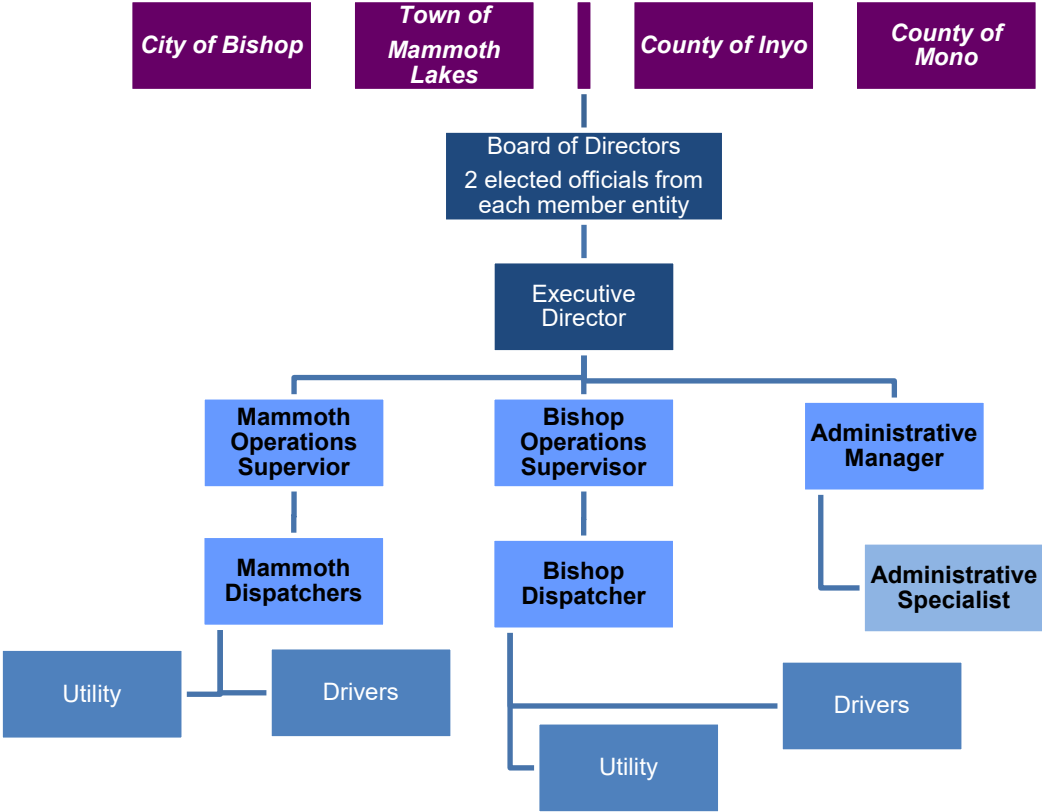
These Bylaws may be amended upon the majority vote of the full BOARD.

9.0 AUTHORITY INSURANCE

The AUTHORITY shall assure that all services operated by the AUTHORITY are adequately insured with general liability and automobile liability coverage, property damage and physical damage coverage, fidelity coverage, Directors' liability coverage and other coverage selected by BOARD. The AUTHORITY reserves the right to provide such coverages through direct insurance purchases, establishing contractual requirements, joining insurance pooling programs, establishing reserves, or any other methodology approved by BOARD.

APPENDIX A

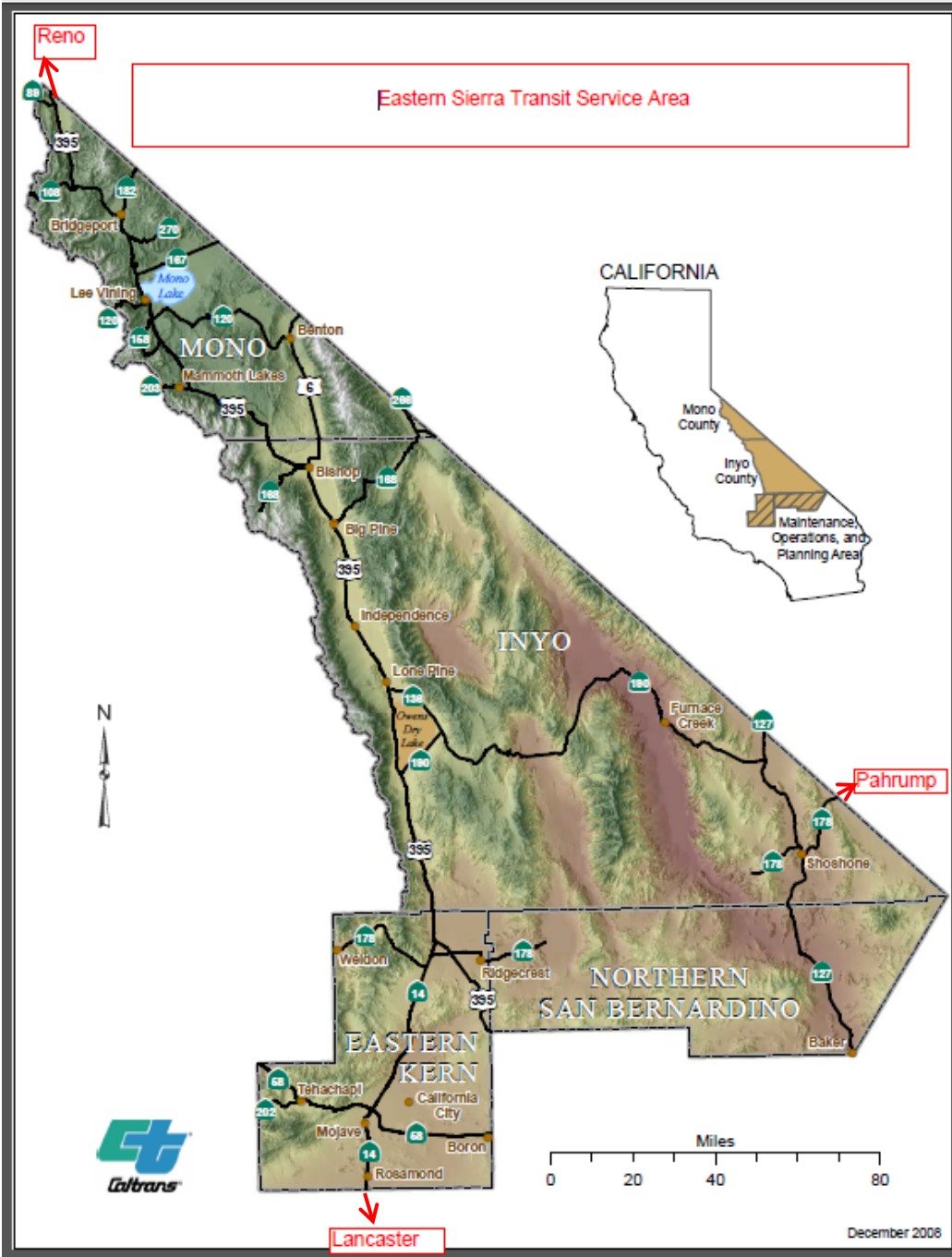
Organization Chart



APPENDIX B

Service Area

The service area of the Eastern Sierra Transit Authority shall consist of the entirety of Inyo and Mono Counties, as well as along routes leading to the regional destinations of Lancaster/Palmdale; Reno, NV; and Pahrump, NV.



STAFF REPORT

Subject: Mammoth Mountain Ski Area Contract Amendment #12

Initiated by: Phil Moores, Executive Director

BACKGROUND

ESTA and Mammoth Mountain Ski Area (MMSA) entered into an Agreement in 2012 for the provision of enhanced transit services during the winter ski season. The Agreement has been amended annually to address each of the subsequent ski seasons.

ANALYSIS

MMSA has indicated to ESTA that it desires to continue the arrangement whereby ESTA operates the transit service on the Red, Blue, Green and Yellow Lines for the 2023/24 winter season along with early and late season route variations. Discussions involving ESTA and MMSA have culminated in a contract amendment for the coming winter season. The monthly fixed fee and base hourly rates includes the monthly fixed fee of \$62,100.00, and the hourly rate set at \$69.50 per hour for 35' or 40' transit busses and \$53.46 for trollies. The original contract assumes the cost of fuel to be \$5.50 per gallon. Fuel adjustments are addressed through a cost adjustment formula in that contract which details credits back to MMSA during times of lower gas prices as well as additional billing authorization during times of higher gas prices.

A new COVID-19 clause was added allowing for the possibility of full closure of the MMSA operation. It has been agreed that in the event of a full business closure, MMSA will pay 60% of the monthly fixed fee through the end of the contract.

Amendment Number 12 to the Agreement between ESTA and MMSA is included on the following pages for the Board's review.

FINANCIAL

The Agreement generates around \$1.2 million in revenue in FY 2023/24.

RECOMMENDATION

The Board is recommended to approve Amendment No. 12 to the Agreement between ESTA and MMSA for the provision of transit services for the 2023/24 winter season, and authorize the Executive Director to sign the Agreement.

**Amendment No. 12
to the AGREEMENT by and between
Mammoth Mountain Ski Area LLC, and
the Eastern Sierra Transit Authority**

THIS Amendment No. 12, dated October 6, 2023, to the Agreement by and between the Mammoth Mountain Ski Area LLC, hereinafter referred to as "MMSA" and the Eastern Sierra Transit Authority, hereinafter referred to as "ESTA", dated July 7, 2012, and as amended by Amendment No. 1 dated October 15, 2013, Amendment No. 2 dated October 7, 2014, Amendment No. 3 dated October 16, 2015, Amendment No. 4 dated November 11, 2016, Amendment No. 5 dated November 9, 2017, Amendment No. 6 dated October 19, 2018, Amendment No. 7 dated November 6, 2019, Amendment No. 8 dated April 15, 2020, Amendment No. 9 dated April 15, 2020, and Amendment No. 10 dated October 22, 2021, and Amendment No. 11 dated August, 2021 modifies the AGREEMENT as follows:

Whereas, the AGREEMENT has expired on or about May 31, 2023;

Whereas, the Parties to the AGREEMENT desire to add a new term to the AGREEMENT covering the 2023/24 ski season and thereby revive the AGREEMENT for that time period;

Now, therefore, the Parties to the AGREEMENT agree to amend the AGREEMENT as follows:

- I. ADD to the end of the first paragraph of Section 1, Commencement and Term of Agreement, the following language:**
 1. MMSA and ESTA mutually agree to add the period of November 1, 2023 through May 31, 2024 to the term of the Agreement.

- II. REPLACE Section 15. Compensation in its entirety with the following:**
 - a.** For services rendered by ESTA under this Agreement for the 2023/2024 season, MMSA shall pay ESTA a fixed monthly sum of \$62,100.00 per month for seven (7) months from November through May, plus \$69.50 per Vehicle Service Hour. Early and late season supplemental trolley service hours (Blue-Yellow Combination Route and late season trolley) shall be charged at \$53.46 per hour if operated in a trolley and \$69.50 if operated in a 35' or 40' transit bus. A "Vehicle Service Hour" is defined as every hour or fraction of an hour that a transit vehicle is operating from the first passenger pickup point to the last passenger delivery point as designated by the route schedules. Travel from the bus garage to and from the route, meal breaks, and storage does not constitute vehicle service and therefore is not counted as Vehicle Service Hours.

 - b.** The estimated number of Vehicle Service Hours for the 2023/24 season is 10,847 as detailed in Exhibit "A". The maximum cumulative payment obligation by MMSA to ESTA for this service level is \$1,339,312.00. This total includes the fixed fee and 20% max service hours (13,016) as described in paragraph II.d.

 - c.** The parties agree that a separate fuel adjustment provision shall be applied to the Vehicle Service Hour rate to accommodate changes in the price of fuel used in the provision of the service. The Vehicle Service Hour rate shall be increased by \$0.30 for every \$0.10 increase in the price of diesel fuel above \$5.50 per gallon.

Conversely, the Vehicle Service Hour rate shall be decreased by \$0.30 for every \$0.10 decrease in the price of diesel fuel below \$5.50 per gallon. The \$5.50 per gallon base fuel cost shall be ESTA's total cost per gallon, inclusive of all applicable taxes and fees. The fuel adjustment provision shall be determined based on the average cost of fuel over the period covered by this Amendment, and shall be invoiced at the end of said period.

- d. The Vehicle Service Hour rate of \$69.50 per hour shall be charged for all hours except the service hours for the Blue-Yellow Combination route and/or the Trolley route operated in lieu of the Red Line if operated in a trolley bus, which shall be charged at \$53.46 per hour. These rates shall be applied to all Vehicle Service Hours operated within a seasonal total range of 8,678 to 13,016, which represents a twenty percent (20%) plus or minus range from the estimated total of 10,847 Vehicle Service Hours for the season.

Covid-19 Clause

- e. Covid-19 Exception – In the event of an MMSA shutdown, bus service will cease 10 calendar days from written notification and the Fixed Monthly Fee in section (a) above will be reduced by 40% in a prorated manner beginning on the first day of ceased operations and based on the number of days in the month of notification. The reduced monthly fixed fee will be paid for the remainder of the contract, or until operations resume.

For example, if ESTA receives notification to cease operations on January 10, 2024, then the last day of service will be January 20, 2024. The January Fixed Fee will be 100% for January 1-20, (\$40,064.52) and 60% for January 21-31, (\$13,221.29), for a combined total of \$53,285.81 for the month of January. In this example, being 31 days in the month, the 100% daily fee is \$2,003.23, and the 60% daily fee is \$1,201.94.

III. REPLACE the Scope of Work Preface, and Service Days and Hours Table of EXHIBIT 'A' with the following:

Scope of Work

ESTA shall operate the Red, Blue, Green, Yellow, and Blue-Yellow Combination Lines for the 2023/24 ski season. The estimated service dates and hours are detailed in the following table:

	Red Line	Blue Line	Green Line	Yellow Line	Blue/Yellow Combo	TOTAL
Opening Day	11/18/2023	12/7/2023	12/7/2023	12/7/2023	11/18/2023	
Closing Day	5/14/2024	4/30/2024	4/30/2024	4/30/2024	5/14/2024	
Service Days	179	145	145	145	34	
Frequency in minutes	20	15	15	20	30	
Base Daily Service Hours	31.33	10.50	10.25	10.33	8.17	
Base Season Service Hours	5,608.07	1,522.50	1,486.25	1,497.85	277.78	10,392.45
Addl. Svc Hours	300.00	117.00	100.00			517.00
Total Svc Hours	5,908	1,640	1,586	1,498	278	10,909

To the extent reasonably possible, more frequent headway service shall be provided on the routes as demand warrants on busy days (weekends, holidays). Service frequency shall be adjusted as directed by MMSA with a minimum of ten (10) days advance notice. ESTA shall coordinate with MMSA staff regarding traffic flow patterns and passenger pickup/drop-off locations at each of the MMSA Lodges.

* Trolley Supplement (Blue Yellow Combination) route is expected to operate 9:00am until 5:00pm from November 21st through December 7th. Trolley Supplement (Spring Shoulder) is expected to operate from April 26th through May 31st.

IV. Replace Exhibit A, Advertising with the following:

ESTA shall have the right to provide advertising space on the interior and exterior of the buses operating on the lines which are the subject of the Agreement, under the following terms and conditions:

- a. With respect to the heavy-duty transit buses operating on the lines subject to this Agreement, MMSA will have the right to refuse advertising space to entities which directly or indirectly compete with MMSA advertising sponsors. ESTA must submit all proposed advertising to MMSA for approval, which will not be unreasonably withheld.
- b. MMSA has control of the interior advertising space and receives the revenue derived from the sale of this space. ESTA has control of the exterior advertising and receives the revenue derived from the sale of exterior space.

V. UPDATE Section 26. Notices as follows:

ESTA: Executive Director
Eastern Sierra Transit Authority
P.O. Box 1357
Bishop, CA 93514

MMSA: Ron Cohen
President/COO
Mammoth Mountain Ski Area
P.O. Box 24
Mammoth Lakes, CA 93546

All other terms and conditions of the AGREEMENT shall remain in full force and effect.

ACCEPTED AND AGREED:

MAMMOTH MOUNTAIN SKI AREA

EASTERN SIERRA TRANSIT AUTHORITY

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

APPROVED AS TO FORM
Inyo County Counsel's Office
Counsel to the Eastern Sierra Transit Authority

Signed: _____

Title: _____

STAFF REPORT

Subject: 2024 Board Meeting Calendar

Presented By: Phil Moores, Executive Director

Background:

Section 1.5 of the Joint Powers Agreement provides that the Board of Directors shall provide for at least one regular meeting each month.

Analysis/Discussion:

The Board has historically met on the second Friday of each month, alternating the meetings between Bishop and Mammoth two at a time. Both the ESCOG and League of Cities calendars were consulted.

Several meetings per year are cancelled or presented a light agenda. Therefore, a lighter schedule of meetings every other month is being considered. Also, seasonal considerations encourage meetings in Mammoth during hot summer months and Bishop in cold winter months.

Fridays and Mondays are common travel days for long weekends, so Tuesdays and Thursdays would improve board member availability.

Financial Considerations:

There will be savings in staff and board member time.

Recommendation:

It is recommended the Board approve a schedule of dates for the regular meetings of the Board for 2024.

These are second Thursdays:

January 11 in Mammoth, 9am

March 14 in Mammoth, 9am

May 9 in Mammoth, 9am

July 11 Bishop, 9am

September 12 in Bishop, 9am

November 14 in Bishop, 9am

2024

January

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

February

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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March

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31						

April

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28	29	30				

May

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June

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23	24	25	26	27	28	29
30						

July

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August

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September

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October

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November

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30						

December

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23	24	25	26	27	28	29
30	31					

STAFF REPORT

Subject: 2023-24 Winter Service Recommendations
Presented by: Phil Moores, Executive Director

BACKGROUND:

ESTA’s Service Change Policy includes a plan for bi-annual service planning sessions to allow the Board an opportunity to review and approve the services proposed to be operated for the coming six months.

ANALYSIS/DISCUSSION:

The following pages detail the specific routes that are planned to be operated by Eastern Sierra Transit for what is considered the winter season 2023-24. Table 1 provides descriptions of the routes. All services approved for operation in FY22-23 are proposed to continue in FY23-24.

Table 1

Planned ESTA Services November 2023 through April 2024											
Route	Type	Days of Week							Hours	Service Period	Description
		S	M	T	W	T	F	S			
Walker DAR	DAR		X	X	X	X	X		8am-4:30pm	year-round	1 bus, expand to Bridgeport 1 days
Bridgeport - Carson	LL				X				11am-6:30pm	year-round	1 roundtrip on Wednesday
Walker to Mammoth	LL			X					8am-5pm	Tuesdays	Operated by Walker DAR driver. Res. Only
Mammoth DAR	Par		X	X	X	X	X		8am-5pm	year-round	Provides ADA paratransit backup
Purple Line	Cor	X	X	X	X	X	X	X	7am-6pm	year-round	1 bus with 30-minute headways
Mammoth Winter Trolley	Cor	X	X	X	X	X	X	X	5:40p-2am	Through April 21	2 buses with 30-minutes service till 2am
Mammoth Shoulder Season Trolley	Cor	X	X	X	X	X	X	X	7am-10pm	mid-April to mid-June Labor Day till Nov.	2 buses with 30-minutes service till 2am
Red Line	Cor	X	X	X	X	X	X	X	7am-5:30pm	Thru April	3 buses with 20-minute service
Blue Line	Cor	X	X	X	X	X	X	X	7am-5:20pm	Thru April	As many as 6 buses on busy days
Green Line	Cor	X	X	X	X	X	X	X	7:30am-5:30pm	Thru April	1 bus with 15-minute service
Yellow Line	Cor	X	X	X	X	X	X	X	7:30am-5:30pm	Thru April	1 bus with 20-minute service
Mammoth Express	Com		X	X	X	X	X		see schedule	year-round	8 trips daily
395 Reno	Cor		X	X	X	X	X		see schedule	year-round	1 roundtrip daily
395 Lancaster	Cor		X	X	X	X	X		see schedule	year-round	1 roundtrip daily
Benton - Bishop	LL			X				X	8:30am leave 2:30pm return	year-round	1 roundtrip daily, 2 days per week
Bishop DAR	DAR	X	X	X	X	X	X	X	7am-6:30pm (M-F) 8:30am-6pm (Sat) 8am-1pm (Sun)	year-round	Door-to-door service in Bishop
Nite Rider	DAR						X	X	6pm-2am	year-round	Friday and Saturday nights (and New Years Eve & Tri-county Fair Sunday)
Lone Pine - Bishop	Com		X	X	X	X	X		see schedule	year-round	6 trips daily
Lone Pine DAR	DAR		X	X	X	X	X		7:30am-3:30pm	year-round	1 bus - door-to-door service

Legend: Cor=Core, Chr=Charter, DAR=Dial-a-Ride, Par=Paratransit Required, LL=Lifeline, Com=Commuter

FINANCIAL CONSIDERATIONS

The transit service detailed on the preceding pages are included in the ESTA FY 2023/24 budget and are consistent with the revenues included in the budget. The revenues and expenses for the routes that are approved to operate beyond June 30, 2024 will be included in the FY 2024/25 budget.

RECOMMENDATION

The Board is requested to approve the Eastern Sierra Transit services planned to be operated through April 2024.

STAFF REPORT

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

Employee of the Quarter


A few years back, we started a recognition program based on coworker feedback. ESTA's Employee of the Quarter is not selected by me or a single manager, but instead a committee of past winners and coworkers review nominations and passenger compliments.

Larry Clark is the winner for the last quarter, and a more deserved winner we have never had. He is dependable, hardworking, and a gentleman of rare compassion and steady demeanor. For over 21 years (he is #2 in the company behind Carla Whistler at 24 years) Larry has served our communities carrying folks safely through their lives to work, play, treatment, shopping, school, and everything else. We all sincerely thank you Larry for the years of kind service.

Finance News

ESTA continues to maintain a solid financial position after the closing of the books for FY22-23. Since my arrival, I have endeavored to create more regular full and part-time employees. Our reliance on seasonal and non-benefitted employees was ballooning our training and unemployment costs, not to mention the detrimental effects on safety that new workers bring. Here is a table describing our efforts:

Year	Unemployment Costs
FY18-19	\$32,035
FY19-20	\$56,213
FY20-21	\$24,239
FY21-22	\$2,065
FY22-23	\$1,474



Legislative Update

As a member of the California Association for Coordinated Transportation Legislative Committee, I reviewed a draft Notice of Funding Opportunity from the California State Transportation Agency. The Transit and Intercity Rail Capital Program was created by Senate Bill 862 in 2014. \$300,000 in base formula funding will come through both Mono and Inyo Local Transportation Committees (LTC) with a call for projects around December 1st this year. ESTA

plans to work with the LTC's on eligible projects such as an onboard payment system and new buses.

Passenger Report

Pam Mitchell was telling an ESTA driver about the difficulty she had in traveling south for medical appointments. The cost and logistics were a real challenge for her. The driver told her about the Non-Emergency Medical Transportation program (NEMT) designed to reimburse travelers for trips relating to medical treatment. The program requires a driver other than the patient and delivers a check in the mail to the participant. You should have heard her voice when describing the value of the NEMT program. "Every dollar counts!", says Ms. Mitchell, "It was a such a great surprise to find that check in the mail, THANK YOU".

Ms. Mitchell's story is a good example of what ESTA employees do every day. This next story demonstrates the depth of ESTA's compassion and community involvement. On Saturday, September 9th, Ronnie was in distress. The day before, she packed up all her belongings and was prepared to travel to Washington State to get some support from family there. Trouble began when her car was towed, and she ended up in jail for the night (reasons are irrelevant). The car was impounded, with her cell phone charger, and nothing was open till Monday. She called Mammoth dispatcher, Steve Irwin, throwing a Hail Mary for a bus. Steve and Ronnie determined Lancaster was her best bet for support amongst friends.

Gary Schmidt was driving the new Saturday North 395 Reno route down to Bishop. As he travelled with Ronnie, he realized she was not familiar with public transit and had no resources to secure a room till the South 395 Lancaster departed Monday morning. Naturally, he called Bishop dispatcher Bonnie Burmeister and her husband, Paster Andy. In short order, Ronnie was traveling to the Burmeister home for lodging and love till Monday. Bonnie made sure Ronnie caught the bus Monday.

Steve, Gary, and Bonnie showed true community spirit in keeping Ronnie safe, hopeful, and helped. I am proud to work with such outstanding men and women here at ESTA.

Service

On October 18th at the Mammoth Lakes Town Council meeting, there will be a public meeting regarding several system changes in town. Several projects are affecting the existing system:

1. Community Recreation Center

2. The Parcel housing
3. The Woodman Turnaround

As a result of these projects realignment of several routes is being proposed.

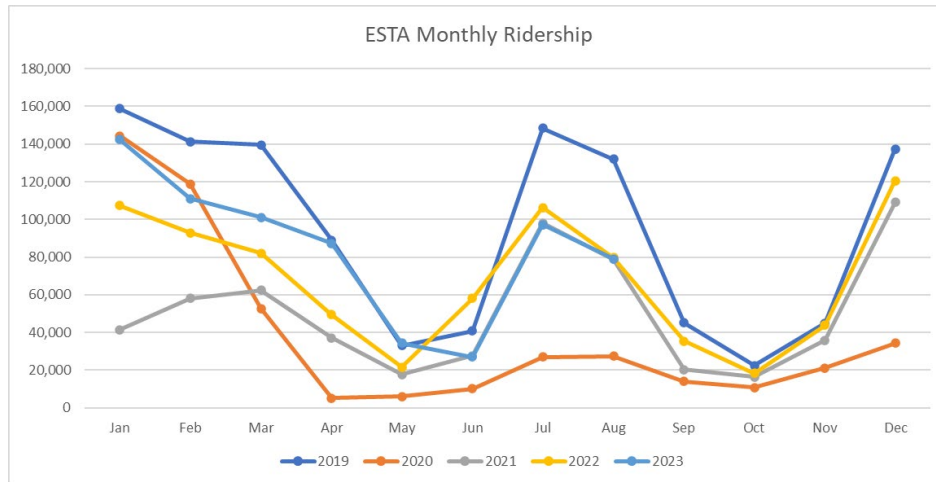
November 10th marks the official start of Mountain Ski Area operations and the ESTA winter service schedule.

Ridership

ESTA’s ridership is slowing down and leveling off since Covid 2020. There were no significant service cancellations affecting ridership.

August Ridership Report							
Route	Pre-Covid 2019	2020	2021	2022	2023	Change Current vs. Last year	% Change Current vs Pre-Covid
BEN	37	7	4	11	11	0	-70%
BISDAR	3,910	2,158	3,161	3,634	4,037	403	3%
BPTCAR	6	12	2	14	15	1	150%
LANC	754	290	605	634	810	176	7%
LP/BIS	390	165	287	399	424	25	9%
LPDAR	360	312	374	502	412	-90	14%
MAMFR	60,117	23,164	36,067	37,704	36,403	-1,301	-39%
MDAR	352	79	134	164	258	94	-27%
MXP	514	274	258	369	581	212	13%
NRIDER	387	78	223	280	321	41	-17%
REDS	63,221	0	36,346	34,681	34,537	-144	-45%
RENO	1,246	560	1,001	1,246	1,094	-152	0%
WLK	132	20	10	5	28	23	0%
Total	131,426	27,119	78,472	79,643	78,931	-712	-40%

The chart below shows the ridership by month since pre-Covid. The blue line is 2019, and the light blue line is 2023. The ridership comeback to pre-Covid is slowing down.



Grant News

We were awarded four new buses this month through the Federal 5339 Bus and Bus Facilities grant program. Dawn Vidal wrote and submitted this successful grant application. The buses will be used for fixed route and dial a ride in both Mammoth and Bishop. A purchase order will be issued soon.

Staffing

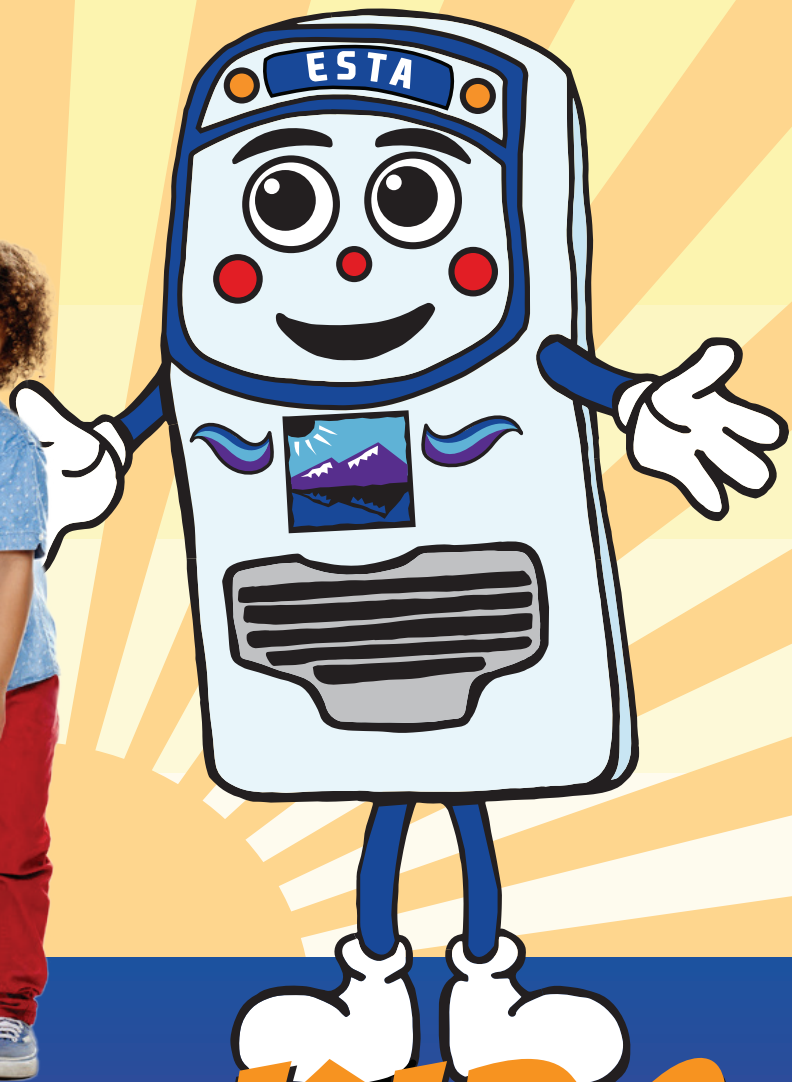
ESTA continues to attract solid applicants and administratively we are fully staffed. We can always use more drivers, but we have enough to execute the winter schedule.

Training

On November 7 & 8, ESTA will hold a companywide training designed to improve interpersonal communication. Agreement Dynamics has been training on communication for many years and understands transit. Staff has worked very hard for many years to make ESTA a premier employer in the region that attracts employees from all walks of life. However, along with a diverse workforce comes challenges in communication, and Agreement Dynamics will help us with that.

Marketing & Information Technology

The children's outreach program All Aboard will be launched on November 8th at the Mammoth Library children's book reading. This program has been over a year in the making and involved many ESTA staff including Karina Morales, Dawn Vidal, Phil Therien, Linda Robinson, and myself. The next page is the flyer created for the program.



ALL ABOARD Eastern Sierra **TRANSIT**



KIDS **PROGRAM**

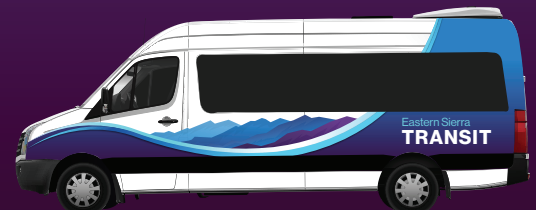
Eastern Sierra Transit's **All Aboard Kids Program** introduces children to the safe, affordable, and environmentally friendly public transit system. Learning to use public transit is a life skill we all should know and the ESTA Childrens Outreach Program is here to help.

Our **All Aboard Program** is for interested schools, preschools, and day care centers.

Call us or email if you're interested!
(760) 872-1901 • info@estransit.com

All Aboard Kids Program Includes:

- Coloring Books
- Song
- Mascot
- Environmental Message
- Safety Belt Education
- And of course buses!



STAFF REPORT

Subject: Financial Report – FY 2022/23
Initiated by: Dawn Vidal, Administration Manager

The year-to-date roll-up and year end forecast for the 2022/23 fiscal year are included on the following pages. Reports are as of October 5, 2023. This is our final FY 2022/23 report until our audit is completed at the end of the year.

Revenue is 104% of budget, primarily due to LTF revenue. Service and Fees and Other Agency revenue performed below expectations primarily because of cancelled routes last winter.

Expenditures came in at 92% of budget which included savings in Unemployment Insurance and Professional Services. Utilities and Vehicle Maintenance were above expectations due to snow removal and an aging fleet. Although we anticipated going overbudget for wages due to new EEA contract last January- total wages were with 99% of budget.

Gas was budgeted at \$5.75 per gallon and averaged \$4.63 for the fiscal year.

Financial information as of: **10/5/2023** % of Fiscal Year: **100%**

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY 22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,590,020	2,001,919	(411,899)	126%	2,001,919	411,899	
4065	STATE TRANSIT ASST	478,666	742,622	(263,956)	155%	742,622	263,956	
4301	INTEREST FROM TREASURY	35,000	82,656	(47,656)	236%	82,656	47,656	
4498	STATE GRANTS	80,044	125,243	-	156%	125,243	45,199	
4499	STATE OTHER	78,839	72,578	6,261	92%	72,578	(6,261)	
4555	FEDERAL GRANTS	961,740	891,515	70,225	93%	891,515	70,225	
4599	OTHER AGENCIES	1,078,792	833,373	245,419	77%	833,373	245,419	
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	2,405,107	2,165,759	239,348	90%	2,165,759	239,348	
4959	MISCELLANEOUS REVENUE	24,000	69,874	(45,874)	291%	69,874	45,874	Lefever Advertising
4999	PRIOR YEARS REIMBURSEMENTS	0	0	0	-	0	-	
Revenue Total:		6,732,208	6,985,540	(208,133)	104%	6,985,540	253,332	

Operating Expenditure:		FY22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,732,293	1,727,303	4,990	100%			
5003	OVERTIME	187,401	186,856	545	100%			
5005	HOLIDAY OVERTIME	147,547	146,877	670	100%			
5012	PART TIME EMPLOYEES	459,313	440,837	18,476	96%			
	Wages subtotal	2,526,554	2,501,874	24,680	99%	2,501,874	24,680	New EEA Wages 1/2/2023
5021	RETIREMENT & SOCIAL SECURITY	57,018	49,249	7,769	86%	49,249	7,769	
5022	PERS RETIREMENT	250,443	240,579	9,864	96%	240,579	9,864	
5025	RETIREE HEALTH BENEFITS	1,582	-	1,582	0%	-	-	
5031	MEDICAL INSURANCE	293,090	267,689	25,401	91%	267,689	25,401	Rate Increase 1/1/23
5043	OTHER BENEFITS	48,248	40,706	7,542	84%	40,706	7,542	
5045	COMPENSATED ABSENCE EXPENSE	215,784	231,948	(16,164)	107%	231,948	(16,164)	
5046	OPEB EXPENSE	60,000	60,000	-	100%	60,000	-	Paid in Advance
5047	EMPLOYEE INCENTIVES	12,940	11,202	1,738	87%	11,202	1,738	
5111	CLOTHING	2,500	3,250	(750)	130%	3,250	(750)	
5152	WORKERS COMPENSATION	100,638	105,028	(4,390)	104%	105,028	(4,390)	Prepaid
5154	UNEMPLOYMENT INSURANCE	40,000	1,474	38,526	4%	1,474	38,526	
5158	INSURANCE PREMIUM	195,440	190,893	4,547	98%	190,893	4,547	Prepaid
5171	MAINTENANCE OF EQUIPMENT	727,333	782,549	(55,216)	108%	782,549	(55,216)	Aging Fleet-2 Engine Replacements
5173	MAINTENANCE OF EQUIPMENT-M	18,400	33,532	(15,132)	182%	33,532	(15,132)	Utility/more in house labor
5191	MAINTENANCE OF STRUCTURES	5,000	-	5,000	0%	-	5,000	

FY22/23 % of Year End YE Forecast

Operating Expenditure:		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5211	MEMBERSHIPS	1,400	1,384	16	99%	1,384	16	
5232	OFFICE & OTHER EQUIP < \$5,000	16,900	13,550	3,350	80%	13,550	3,350	
5238	OFFICE SUPPLIES	9,000	6,172	2,828	69%	6,172	2,828	
5253	ACCOUNTING & AUDITING SERVIC	51,168	55,250	(4,082)	108%	55,250	(4,082)	GASB 75 Cost increase
5260	HEALTH - EMPLOYEE PHYSICALS	7,001	7,610	(609)	109%	7,610	(609)	Increase Pricing
5263	ADVERTISING	45,902	38,180	7,722	83%	38,180	7,722	
5265	PROFESSIONAL & SPECIAL SERVICE	312,595	183,815	128,780	59%	183,815	128,780	
5291	OFFICE, SPACE & SITE RENTAL	229,740	201,021	28,719	87%	201,021	28,719	
5311	GENERAL OPERATING EXPENSE	89,376	80,338	9,038	90%	80,338	9,038	
5326	LATE FEES & FINANCE CHARGES	300	58	242	19%	58	242	
5331	TRAVEL EXPENSE	17,099	7,058	10,041	41%	7,058	10,041	
5332	MILEAGE REIMBURSEMENT	28,000	22,333	5,667	80%	22,333	5,667	
5351	UTILITIES	81,846	145,275	(63,429)	177%	145,275	(63,429)	Snow Removal at Mammoth Yard
5352	FUEL & OIL	895,964	690,677	205,287	77%	690,677	205,287	
5539	OTHER AGENCY CONTRIBUTIONS	52,000	-	52,000	0%	-	-	
5901	CONTINGENCIES	124,150	-	124,150	0%	-	124,150	
	Expenditure Total:	6,517,411	5,972,694	544,717	92%	5,972,694	544,717	

TRANSFERS		FY22/23			% of	Year End	YE Forecast	
Expenditure		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5798	CAPITAL REPLACEMENT	145,781	145,781	145,781	1	145,781	-	
5801	OPERATING TRANSFERS OUT	-	-	-	-	-	-	
	Expenditure Total:	145,781	145,781	145,781	1	145,781	-	

NET TRANSFERS

Projected Revenue less Projected Expenses:	1,012,846
Less Capital Trolley Match:	
Less Capital Replacement Transfers:	145,781
Less Capital Structures & Improvements:	685
Operating Balance:	866,380

CAPITAL ACCOUNT Revenue		FY 22/23 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	92,000	92,897	(897)	101%	92,897	897	
4067	STATE TRANSIT ASST-CAPITAL	377,707	317,926	59,781	84%	317,926	(59,781)	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	45,209	-	45,209	0%	-	(45,209)	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,376,575	189,167	1,187,408	14%	189,167	(1,187,408)	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	13,801	685	13,116	5%	685	13,116	
5650	EQUIPMENT						-	
5655	VEHICLES	2,266,219	698,120	1,568,099	31%	698,120	(1,568,099)	New Vehicles (5310, 5339(a))
	Expenditure Total:	2,280,020	698,805	1,581,215	31%	698,805	1,581,215	

Projected Capital Revenue Less Projected Expenses :	(98,814)
Plus Trolley Funding in Operating Revenue:	
Plus Reds Radio Funding in Operating Revenue:	
Plus Structures & Improvements in Operating Revenue:	13,801
Plus LCTOP fund balance for Electric Vehicle:	162,989
Capital Balance:	77,976

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	1,092,837
Red's Revenue	562,428
All Other Passenger Fares	510,494
Total 4819	2,165,759

COUNTY OF INYO

October 13, 2023
Agenda Item #B-2

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 6/30/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,590,020.00	2,001,919.48	0.00	(411,899.48)	125.90
4065	STATE TRANSIT ASST	478,666.00	742,621.93	0.00	(263,955.93)	155.14
4301	INTEREST FROM TREASURY	35,000.00	82,656.03	0.00	(47,656.03)	236.16
4498	STATE GRANTS	80,044.00	125,243.00	0.00	(45,199.00)	156.46
4499	STATE OTHER	78,839.00	72,578.46	0.00	6,260.54	92.05
4555	FEDERAL GRANTS	961,740.00	891,515.03	0.00	70,224.97	92.69
4599	OTHER AGENCIES	1,078,792.00	833,372.71	0.00	245,419.29	77.25
4819	SERVICES & FEES	2,405,107.00	2,165,758.99	0.00	239,348.01	90.04
4959	MISCELLANEOUS REVENUE	24,000.00	69,873.99	0.00	(45,873.99)	291.14
Revenue Total:		<u>6,732,208.00</u>	<u>6,985,539.62</u>	<u>0.00</u>	<u>(253,331.62)</u>	<u>103.76</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,732,293.00	1,727,303.22	0.00	4,989.78	99.71
5003	OVERTIME	187,401.00	186,856.13	0.00	544.87	99.70
5005	HOLIDAY OVERTIME	147,547.00	146,877.18	0.00	669.82	99.54
5012	PART TIME EMPLOYEES	459,313.00	440,837.13	0.00	18,475.87	95.97
5021	RETIREMENT & SOCIAL SECURITY	57,018.00	49,249.48	0.00	7,768.52	86.37
5022	PERS RETIREMENT	250,443.00	240,578.69	0.00	9,864.31	96.06
5025	RETIREE HEALTH BENEFITS	1,582.00	0.00	0.00	1,582.00	0.00
5031	MEDICAL INSURANCE	293,090.00	267,689.37	0.00	25,400.63	91.33
5043	OTHER BENEFITS	48,248.00	40,705.58	0.00	7,542.42	84.36
5045	COMPENSATED ABSENCE EXPENSE	215,784.00	231,948.05	0.00	(16,164.05)	107.49
5046	OPEB EXPENSE	60,000.00	60,000.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	12,940.00	11,202.26	0.00	1,737.74	86.57
5111	CLOTHING	2,500.00	3,250.00	0.00	(750.00)	130.00
5152	WORKERS COMPENSATION	100,638.00	105,028.00	0.00	(4,390.00)	104.36
5154	UNEMPLOYMENT INSURANCE	40,000.00	1,474.00	0.00	38,526.00	3.68
5158	INSURANCE PREMIUM	195,440.00	190,893.00	0.00	4,547.00	97.67
5171	MAINTENANCE OF EQUIPMENT	727,333.00	782,549.24	0.00	(55,216.24)	107.59
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	33,531.51	0.00	(15,131.51)	182.23
5191	MAINTENANCE OF STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00
5211	MEMBERSHIPS	1,400.00	1,384.00	0.00	16.00	98.85
5232	OFFICE & OTHER EQUIP < \$5,000	16,900.00	13,549.68	0.00	3,350.32	80.17
5238	OFFICE SUPPLIES	9,000.00	6,171.74	0.00	2,828.26	68.57
5253	ACCOUNTING & AUDITING SERVICE	51,168.00	55,250.01	0.00	(4,082.01)	107.97
5260	HEALTH - EMPLOYEE PHYSICALS	7,001.00	7,609.56	0.00	(608.56)	108.69
5263	ADVERTISING	45,902.00	38,179.84	0.00	7,722.16	83.17
5265	PROFESSIONAL & SPECIAL SERVICE	312,595.00	183,814.78	0.00	128,780.22	58.80
5291	OFFICE, SPACE & SITE RENTAL	229,740.00	201,021.42	0.00	28,718.58	87.49

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

Ledger: GL

As of 6/30/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	89,376.00	80,337.64	0.00	9,038.36	89.88
5326	LATE FEES & FINANCE CHARGES	300.00	58.11	0.00	241.89	19.37
5331	TRAVEL EXPENSE	17,099.00	7,058.34	0.00	10,040.66	41.27
5332	MILEAGE REIMBURSEMENT	28,000.00	22,333.42	0.00	5,666.58	79.76
5351	UTILITIES	81,846.00	145,275.02	0.00	(63,429.02)	177.49
5352	FUEL & OIL	895,964.00	690,677.46	0.00	205,286.54	77.08
5539	OTHER AGENCY CONTRIBUTIONS	52,000.00	0.00	0.00	52,000.00	0.00
5901	CONTINGENCIES	124,150.00	0.00	0.00	124,150.00	0.00
	Expenditure Total:	<u>6,517,411.00</u>	<u>5,972,693.86</u>	<u>0.00</u>	<u>544,717.14</u>	<u>91.64</u>
NET OPERATING		<u>214,797.00</u>	<u>1,012,845.76</u>	<u>0.00</u>	<u>(798,048.76)</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	92,897.20	0.00	(897.20)	100.97
4067	STATE TRANSIT ASST-CAPITAL	377,707.00	317,926.48	0.00	59,780.52	84.17
4495	STATE GRANTS - CAPITAL	45,209.00	0.00	0.00	45,209.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,376,575.00	189,167.00	0.00	1,187,408.00	13.74
	Revenue Total:	<u>1,891,491.00</u>	<u>599,990.68</u>	<u>0.00</u>	<u>1,291,500.32</u>	<u>31.72</u>
Expenditure						
5630	LAND IMPROVEMENTS	13,801.00	0.00	0.00	13,801.00	0.00
5640	STRUCTURES & IMPROVEMENTS	13,801.00	0.00	0.00	13,801.00	0.00
5655	VEHICLES	2,266,219.00	698,120.45	0.00	1,568,098.55	30.80
	Expenditure Total:	<u>2,293,821.00</u>	<u>698,120.45</u>	<u>0.00</u>	<u>1,595,700.55</u>	<u>30.43</u>
NET CAPITAL ACCOUNT		<u>(402,330.00)</u>	<u>(98,129.77)</u>	<u>0.00</u>	<u>(304,200.23)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	145,781.00	0.00	(145,781.00)	0.00
	Revenue Total:	<u>0.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>(145,781.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	145,781.00	145,781.00	0.00	0.00	100.00
	Expenditure Total:	<u>145,781.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>145,781.00</u>	<u>0.00</u>	<u>(145,781.00)</u>	
153299 Total:		<u>(333,314.00)</u>	<u>914,715.99</u>	<u>0.00</u>	<u>(1,248,029.99)</u>	

GL8001_UNDESIGNATED_FUND_BALANCE

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Complete

COUNTY OF INYO

UNDESIGNATED FUND BALANCES

AS OF 06/30/2023

	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	5,120,330	1,300,658	28,392	318,623	376,875		6,391,128		6,391,128
1533	ESTA ACCUMULATED CAPITAL	1,684,924	7,785					1,692,709		1,692,709
1534	ESTA GENERAL RESERVE	539,841	2,573					542,414		542,414
1535	ESTA BUDGET STAB RESERVE	215,934	1,029					216,963		216,963
1536	REDS MEADOW ROAD MAINTI	185,031	770					185,801		185,801
6809	SRTP TRANSPORT PLAN	37,917	30,137					68,054		68,054
6814	JARC-MAMMOTH EXPRESS	5,000				5,000				
6820	NON-EMERGENCY TRAN REIM	5,807	4,775		1,171	10,485		(1,074)		(1,074)
6821	BISHOP YARD-ESTA	2,072				7,000		(4,928)		(4,928)
6822	LCTOP-ELECTRIC VEHICLE	484	(26)			5,907		(5,449)		(5,449)
6824	ESTA-LCTOP	27,272	203	2,451	1,604			28,322		28,322
6825	BISHOP ADMIN BUILDING	71,667	342					72,009		72,009
ESTA	Totals	7,896,279	1,348,246	28,392	321,074	379,650	28,392	9,185,949		9,185,949
Grand Totals		7,896,279	1,348,246	28,392	321,074	379,650	28,392	9,185,949		9,185,949

STAFF REPORT

Subject: Financial Report – FY 2023/24

Initiated by: Dawn Vidal, Administration Manager

The year-to-date roll-up and year end forecast for the 2023/24 fiscal year are included on the following pages. Reports are as of October 5, 2023.

Revenue is coming in as expected. Much of ESTA’s revenue is claimed on a reimbursement basis so it is normal to see low revenue amounts at this time. We are expecting a payment of \$389,644 from MMSA for Red’s ticket sales.

Fuel is budgeted at \$5.38 per gallon and the average price per gallon was \$5.12 in September, 17% below budget. This does reflect an increase of 19.6% over the average cost of \$4.28 in August.

As we are only two months 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 than revenue early in the fiscal year.

Financial information as of: **10/5/2023** % of Fiscal Year: **27%**

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	1,716,105	271,389	1,589,675	16%	1,716,105	-	
4065	STATE TRANSIT ASST	617,902	-	617,902	0%	617,902	-	
4301	INTEREST FROM TREASURY	40,000	-	40,000	0%	40,000	-	
4498	STATE GRANTS	80,528	-	-	0%	80,528	-	
4499	STATE OTHER	83,005	-	83,005	0%	83,005	-	
4555	FEDERAL GRANTS	1,303,409	-	1,303,409	0%	1,303,409	-	
4599	OTHER AGENCIES	1,080,406	7,032	1,075,374	1%	1,080,406	-	
4747	INSURANCE PAYMENTS	-	-	-	-	-	-	
4819	SERVICES & FEES	2,052,269	291,455	1,839,625	14%	2,052,269	-	
4959	MISCELLANEOUS REVENUE	50,000	18	49,982	0%	50,000	-	
4999	PRIOR YEARS REIMBURSEMENTS	-	172	0	-	-	-	
Revenue Total:		7,023,624	570,065	6,598,972	8%	7,023,624	-	

Operating Expenditure:		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	2,060,839	487,162	1,809,924	24%			
5003	OVERTIME	133,659	53,431	105,137	40%			
5005	HOLIDAY OVERTIME	145,016	29,682	131,156	20%			
5012	PART TIME EMPLOYEES	558,747	132,540	490,667	24%			
	Wages subtotal	2,898,261	702,815	2,536,883	24%	2,898,261	-	
5021	RETIREMENT & SOCIAL SECURITY	71,321	14,233	63,791	20%	71,321	-	
5022	PERS RETIREMENT	234,910	48,010	216,586	20%	234,910	-	
5025	RETIREE HEALTH BENEFITS	-	-	-	0%	-	-	
5031	MEDICAL INSURANCE	395,470	55,871	367,905	14%	395,470	-	
5043	OTHER BENEFITS	54,582	10,431	49,744	19%	54,582	-	
5045	COMPENSATED ABSENCE EXPENSE	200,460	62,873	163,712	31%	200,460	-	
5046	OPEB EXPENSE	40,000	40,000	40,000	100%	40,000	-	
5047	EMPLOYEE INCENTIVES	7,700	929	7,180	12%	7,700	-	
5111	CLOTHING	4,000	626	4,000	16%	4,000	-	
5152	WORKERS COMPENSATION	86,644	86,644	-	100%	86,644	-	Prepaid
5154	UNEMPLOYMENT INSURANCE	13,750	-	13,750	0%	13,750	-	
5158	INSURANCE PREMIUM	190,907	190,907	-	100%	190,907	-	Prepaid
5171	MAINTENANCE OF EQUIPMENT	696,120	128,798	667,145	19%	696,120	-	
5173	MAINTENANCE OF EQUIPMENT-M	200	59	141	30%	200	-	
5191	MAINTENANCE OF STRUCTURES	-	-	-	0%	-	-	
		FY 23/24			% of	Year End	YE Forecast	

Operating Expenditure:		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5211	MEMBERSHIPS	1,475	244	1,231	17%	1,475	-	
5232	OFFICE & OTHER EQUIP < \$5,000	19,750	1,384	18,829	7%	25,056	-	
5238	OFFICE SUPPLIES	23,637	997	23,069	4%	23,637	-	
5253	ACCOUNTING & AUDITING SERVIC	44,471	7,225	39,609	16%	44,471	-	
5260	HEALTH - EMPLOYEE PHYSICALS	7,500	193	7,307	3%	7,500	-	
5263	ADVERTISING	45,602	11,295	40,408	25%	45,602	-	
5265	PROFESSIONAL & SPECIAL SERVICE	525,948	139,086	477,739	26%	525,948	-	
5291	OFFICE, SPACE & SITE RENTAL	229,540	49,791	221,743	22%	224,528	-	
5311	GENERAL OPERATING EXPENSE	107,476	27,531	83,477	26%	107,476	-	
5326	LATE FEES & FINANCE CHARGES	125	244	(120)	196%	125	-	
5331	TRAVEL EXPENSE	11,401	1,165	11,373	10%	11,401	-	
5332	MILEAGE REIMBURSEMENT	28,000	2,759	27,094	10%	28,000	-	
5351	UTILITIES	91,250	11,670	86,873	13%	91,250	-	
5352	FUEL & OIL	700,360	153,597	668,219	22%	700,360	-	
5539	OTHER AGENCY CONTRIBUTIONS	30,000	-	30,000	0%	-	-	
5901	CONTINGENCIES	71,371	-	71,371	0%	71,371	-	
	Expenditure Total:	6,832,231	1,749,379	5,939,059	26%	6,802,525		

TRANSFERS		FY 23/24		% of	Year End	YE Forecast		
Expenditure		Budget	YTD Actual	Budget	Forecast	Variance	Comments	
5798	CAPITAL REPLACEMENT	145,781	-	-	145,781	-		
5801	OPERATING TRANSFERS OUT	-	-	-	-	-		
	Expenditure Total:	145,781	-	-	145,781	-		

NET TRANSFERS

Projected Revenue less Projected Expenses:	221,099
Less Capital Trolley Match:	69,000
Less Capital Replacement Transfers:	145,781
Less Capital Structures & Improvements:	22,801
Operating Balance:	(16,483)

CAPITAL ACCOUNT Revenue		FY 23/24 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4911	Sales of Fixed Assets	-	11,000	(11,000)	#DIV/0!	-	-	
4067	STATE TRANSIT ASST-CAPITAL	170,191	-	170,191	0%	170,191	-	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	46,548	-	46,584	0%	46,548	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	1,189,429	-	1,189,429	0%	1,189,429	-	Vehicles(5310, 5339a)
4911	SALE OF FIXED ASSETS						-	

Capital Expenditures

5640	STRUCTURES & IMPROVEMENTS	22,801	-	22,801	0%	22,801	-	
5650	EQUIPMENT	10,000	-	10,000	0%	10,000	-	Reds Radios & Electric Charger
5655	VEHICLES	1,690,600	165,131	1,525,469	10%	1,690,600	-	New Vehicles (5310, 5339(a))
	Expenditure Total:	1,723,401	165,131	1,558,270	10%	1,723,401	-	

Projected Capital Revenue Less Projected Expenses :	(317,233)
Plus Trolley Funding in Operating Revenue:	69,000
Plus Reds Radio Funding in Operating Revenue:	
Plus Structures & Improvements in Operating Revenue:	22,801
Plus LCTOP fund balance for Electric Vehicle:	162,989
Capital Balance:	(62,443)

Breakdown of 4819 Service & Fees Revenue	
MMSA Fees	-
Red's Revenue	18,566
All Other Passenger Fares	272,889
Total 4819	291,455

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

October 13, 2023
 Agenda Item #B-3

Ledger: GL

As of 10/5/2023

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	1,716,105.00	271,388.74	0.00	1,444,716.26	15.81
4065	STATE TRANSIT ASST	617,902.00	0.00	0.00	617,902.00	0.00
4301	INTEREST FROM TREASURY	40,000.00	0.00	0.00	40,000.00	0.00
4498	STATE GRANTS	80,528.00	0.00	0.00	80,528.00	0.00
4499	STATE OTHER	83,005.00	0.00	0.00	83,005.00	0.00
4555	FEDERAL GRANTS	1,303,409.00	0.00	0.00	1,303,409.00	0.00
4599	OTHER AGENCIES	1,080,406.00	7,032.00	0.00	1,073,374.00	0.65
4819	SERVICES & FEES	2,052,269.00	291,454.61	0.00	1,760,814.39	14.20
4959	MISCELLANEOUS REVENUE	50,000.00	18.34	0.00	49,981.66	0.03
	Revenue Total:	<u>7,023,624.00</u>	<u>569,893.69</u>	<u>0.00</u>	<u>6,453,730.31</u>	<u>8.11</u>
Expenditure						
5001	SALARIED EMPLOYEES	2,060,839.00	487,161.87	0.00	1,573,677.13	23.63
5003	OVERTIME	133,659.00	53,431.26	0.00	80,227.74	39.97
5005	HOLIDAY OVERTIME	145,016.00	29,692.11	0.00	115,323.89	20.47
5012	PART TIME EMPLOYEES	558,747.00	132,539.85	0.00	426,207.15	23.72
5021	RETIREMENT & SOCIAL SECURITY	71,321.00	14,233.27	0.00	57,087.73	19.95
5022	PERS RETIREMENT	234,910.00	48,010.08	0.00	186,899.92	20.43
5031	MEDICAL INSURANCE	395,470.00	55,871.25	0.00	339,598.75	14.12
5043	OTHER BENEFITS	54,582.00	10,430.72	0.00	44,151.28	19.11
5045	COMPENSATED ABSENCE EXPENSE	200,460.00	62,873.44	0.00	137,586.56	31.36
5046	OPEB EXPENSE	40,000.00	40,000.00	0.00	0.00	100.00
5047	EMPLOYEE INCENTIVES	7,700.00	929.20	0.00	6,770.80	12.06
5111	CLOTHING	4,000.00	626.41	0.00	3,373.59	15.66
5152	WORKERS COMPENSATION	86,644.00	86,644.00	0.00	0.00	100.00
5154	UNEMPLOYMENT INSURANCE	13,750.00	0.00	0.00	13,750.00	0.00
5158	INSURANCE PREMIUM	190,907.00	190,907.99	0.00	(0.99)	100.00
5171	MAINTENANCE OF EQUIPMENT	696,120.00	128,798.30	0.00	567,321.70	18.50
5173	MAINTENANCE OF EQUIPMENT-	0.00	(116.30)	0.00	116.30	0.00
5211	MEMBERSHIPS	1,475.00	244.00	0.00	1,231.00	16.54
5232	OFFICE & OTHER EQUIP < \$5,000	19,750.00	1,383.79	0.00	18,366.21	7.00
5238	OFFICE SUPPLIES	9,000.00	996.75	0.00	8,003.25	11.07
5253	ACCOUNTING & AUDITING SERVICE	61,608.00	7,225.00	0.00	54,383.00	11.72
5260	HEALTH - EMPLOYEE PHYSICALS	7,500.00	193.20	0.00	7,306.80	2.57
5263	ADVERTISING	45,602.00	11,294.65	0.00	34,307.35	24.76
5265	PROFESSIONAL & SPECIAL SERVICE	525,948.00	139,086.46	0.00	386,861.54	26.44
5291	OFFICE, SPACE & SITE RENTAL	229,540.00	49,790.98	0.00	179,749.02	21.69
5311	GENERAL OPERATING EXPENSE	107,476.00	27,531.43	0.00	79,944.57	25.61
5326	LATE FEES & FINANCE CHARGES	125.00	244.48	0.00	(119.48)	195.58

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

Ledger: GL

As of 10/5/2023

Object	Description	Budget	Actual	Encumbrance	Balance	%
5331	TRAVEL EXPENSE	11,401.00	1,165.22	0.00	10,235.78	10.22
5332	MILEAGE REIMBURSEMENT	28,000.00	2,758.76	0.00	25,241.24	9.85
5351	UTILITIES	91,250.00	11,669.61	0.00	79,580.39	12.78
5352	FUEL & OIL	700,360.00	153,597.19	0.00	546,762.81	21.93
5539	OTHER AGENCY CONTRIBUTIONS	30,000.00	0.00	0.00	30,000.00	0.00
5901	CONTINGENCIES	71,371.00	0.00	0.00	71,371.00	0.00
	Expenditure Total:	<u>6,834,531.00</u>	<u>1,749,214.97</u>	<u>0.00</u>	<u>5,085,316.03</u>	<u>25.59</u>
NET OPERATING		<u>189,093.00</u>	<u>(1,179,321.28)</u>	<u>0.00</u>	<u>1,368,414.28</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						
4067	STATE TRANSIT ASST-CAPITAL	170,191.00	0.00	0.00	170,191.00	0.00
4495	STATE GRANTS - CAPITAL	46,584.00	0.00	0.00	46,584.00	0.00
4557	FEDERAL GRANTS - CAPITAL	1,189,429.00	0.00	0.00	1,189,429.00	0.00
4911	SALES OF FIXED ASSETS	0.00	11,000.00	0.00	(11,000.00)	0.00
	Revenue Total:	<u>1,406,204.00</u>	<u>11,000.00</u>	<u>0.00</u>	<u>1,395,204.00</u>	<u>0.78</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	22,801.00	0.00	0.00	22,801.00	0.00
5655	VEHICLES	1,690,600.00	165,131.01	0.00	1,525,468.99	9.76
	Expenditure Total:	<u>1,713,401.00</u>	<u>165,131.01</u>	<u>0.00</u>	<u>1,548,269.99</u>	<u>9.63</u>
NET CAPITAL ACCOUNT		<u>(307,197.00)</u>	<u>(154,131.01)</u>	<u>0.00</u>	<u>(153,065.99)</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	145,781.00	0.00	0.00	145,781.00	0.00
	Expenditure Total:	<u>145,781.00</u>	<u>0.00</u>	<u>0.00</u>	<u>145,781.00</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>(263,885.00)</u>	<u>(1,333,452.29)</u>	<u>0.00</u>	<u>1,069,567.29</u>	

GL8001_UNDESIGNATED_FUND_BALANCE

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Complete

COUNTY OF INYO

UNDESIGNATED FUND BALANCES

AS OF 06/30/2024

	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	(52,558)	(1,300,661)		(318,623)	(316,978)		(1,354,864)		(1,354,864)
1533	ESTA ACCUMULATED CAPITAL	7,785	(7,785)							
1534	ESTA GENERAL RESERVE	2,573	(2,573)							
1535	ESTA BUDGET STAB RESERVE	1,029	(1,029)							
1536	REDS MEADOW ROAD MAINTI	770	(770)							
6809	SRTP TRANSPORT PLAN	17,686	(30,137)					(12,451)		(12,451)
6820	NON-EMERGENCY TRAN REIM	119	(4,775)		(1,171)			(3,485)		(3,485)
6822	LCTOP-ELECTRIC VEHICLE	(26)	26							
6824	ESTA-LCTOP	(13,215)	(200)	(2,451)	(702)			(15,164)		(15,164)
6825	BISHOP ADMIN BUILDING	(47,458)	(342)					(47,800)		(47,800)
ESTA	Totals	(83,295)	(1,348,246)	(321,074)	(318,851)			(1,433,764)		(1,433,764)
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	Grand Totals	(83,295)	(1,348,246)	(321,074)	(318,851)			(1,433,764)		(1,433,764)