



ESTA BOARD AGENDA

Regular Meeting

Friday, June 12, 2020 at 11:00am

In accordance with Executive Order N-29-20 the June 12, 2020 meeting will be held virtually.

The Agenda is available at www.estransit.com

Chairperson: Bob Gardner

Vice-Chairperson: Jim Ellis

Board Members:

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

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

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

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 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, June 11, 2020 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 LISTEN TO THE ESTA REGULAR BOARD MEETING:

Listen to the meeting via phone by calling 669-900-9128 enter meeting code: 760-871-1901#, password: 753752. Remember, to eliminate feedback, use only one source of audio for the meeting, not both the phone and the computer.

Call to Order

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 Financial Report
- A-3 Operations Report
- A-4 Covid-19 Worksite Plan

B. Action Agenda

- B-1 2020 Reds Meadow Shuttle Cancellation
- B-2 Walker Dial-a-Ride Tuesdays trade for Walker to Mammoth Route
- B-3 FY20-21 Budget Review

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 April 10, 2020
- C-2 Financial Audit Services Contract and Engagement Letter

D. Board Member Comments

E. Adjournment

The next scheduled special meeting will be June 26, 2020, to approve the FY20-21 Budget. The next regularly scheduled meeting is July 10, 2020. Check ESTA website for details on attending the meetings.

STAFF REPORT

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

Safety:

We continue safe practices at the office and on the buses. Karie and I are still working from home as much as possible. There are no known cases of Covid-19 at ESTA at this time. Many of our 65+ employees are returning to work allowing us to bring Reno/Lancaster Routes to full schedule effective May 26th. We have purchased four drums of Vital Oxide, an EPA approved chemical safe for sanitizing surfaces. It is so safe and effective that it's applied in daycare centers on all surfaces without the need for personal protective equipment. We are ordering electrostatic backpack sprayers to apply the Vital Oxide and expect delivery in November. In the meantime, we plan to apply the product with spray bottles. A Covid-19 Worksite Plan was developed in compliance with County industry-specific requirements and is presented in Item A-4.

Administration:

Contracts

Multiple contracts are awaiting response. The Town, MMSA, Pahrump Senior Center, Walker Senior Center contracts are in various states of completion.

The Town contract is being completely rewritten for the first time in ten years. I have submitted the first draft and the Town is reviewing the document. The current contract will be split into two contracts. One dealing with the building lease, and one focusing on services. A 1% rate increase is built into the new contract for next year.

The Mountain is in possession of the FY20-21 amendment and I expect them to respond in the next two weeks. A 2% increase is included in the amendment.

Mono County Senior Services has submitted the first draft of a contract designed to help pay for senior charter services. ESTA uses Walker Senior Center office space to conduct business at no charge. Mono CSS has chartered with ESTA for many years to provide special trips for seniors. To help alleviate the burden of paying the new charter fees, ESTA is arranging a contract that charges ESTA for the use of the office at a rate comparable to the annual charter fees. This contract is expected to be included in next month's Board agenda.

Pahrump Senior Center is involved with changing their transportation business model. They are discontinuing public access to their senior shuttle and handing public access transportation to another vendor. It is unclear how or if ESTA will fit into the new model. Tecopa, CA is ESTA's primary concern and any transportation model will take this into consideration. Expect more information in next month's Board agenda.

Funding Report

The CARES Act has opened two funding sources for ESTA. 5311 and 5311(f) programs have promised financial assistance. So far around \$480,000 in funds have been allocated. The FY20-21 budget assumes an additional \$600,000, but the amount is not certain and there are limitations on funds use.

Uniforms

New uniforms for drivers are being ordered and include a warmer jacket. Employees had an active role in choosing color, style, and fabric. A medium blue will replace the dark blue shirt color which is expected to perform better in hot summer conditions. Expect to see ESTA's new professional and consistent look in driver uniforms soon.

Retirements

ESTA has had several retirements recently. Debbie Lowe retired several months back once her year-long leave expired. Scott Lindholm retired after 15 years of service. Stefani Bandini retired after 26 years and received a special drive-by well-wishing parade at her home from fellow employees and friends. We will miss them all and the experience they shared for so many years.

STAFF REPORT

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

The year-to-date roll-up and fund balance reports for the 2019/20 fiscal year are included on the following pages. Reports are as of June 5, 2020.

Fuel cost per gallon is running at about 28% below budget.

The Capital Replacement Transfer has been made and is reflected on the attached 8001 Undesignated Fund Balance Report.

The table below summarizes the year-to-date revenue and the expenses by major expense category. An analysis of our operational revenue is attached. Many bills for this fiscal year are yet to be received.

ESTA Operating Expenses FY 19/20			
% of fiscal year →			93.2%
Category	Budget	Actual Year To Date	% of Budget
Total Revenue	5,452,119	4,194,571	76.9%
EXPENSES			
Total Salaries	2,147,694	1,785,280	83.1%
Total Benefits	770,029	555,578	72.2%
Total Insurance	323,760	298,670	92.3%
*Total Maintenance	644,789	541,054	83.9%
Facilities	257,274	223,735	87.0%
Total Services	213,874	138,894	64.9%
**Fuel	632,751	375,685	59.4%
Other	278,758	72,637	26.1%
Total Expenses	5,268,929	3,991,534	75.8%

*Includes approx. \$58K in maintenance costs for March and April from TOML which are not yet reflected in the Budget to Actuals Report. It also includes \$58,928.70 showing in the Capital section of the report under Vehicles. This was the cost for two engine rebuilds. Whether these repairs can be classified as Capital Expenses is being researched although they are a maintenance expense.

** Includes approx. \$28K in maintenance costs for March and April from TOML which are not yet reflected in the Budget to Actuals Report.

Operational Revenue Analysis from Major Funding Sources

4061 Local Transportation Tax

Projected to be \$177K over budgeted amount due to a reserve surplus payment from Mono LTC.

4065 State Transit Assistance (STA)

The first and seconded allocation, totaling \$205,666 has been received. The third allocation of \$128,503 just became available and was invoiced this week. The January 2019 estimate used in ESTA's budget was revised in November 2019 and went down. This revision resulted in approximately \$44.3K less STA revenue than budgeted. Further reduction is likely due to reduced gas sales due to COVID. The amount of this reduction is unknown.

4498 State Grants (LCTOP)

Funds are on track with the budget.

4499 State Grants Other (State of Good Repair)

The first, seconded and third allocations have been invoiced, totaling \$60,134. It is unknown if the fourth quarter allocation amount will be affected by COVID related economic factors.

4555 Federal Grants

5310 - This funding is for participant mileage reimbursement and administrative expenses for ESTA's Non-Emergency Medical Transportation Program. Payments are as expected, (Q1-Q3 \$15,928). This funding source will not be affected by COVID related factors.

5311 (apportionment) – Both Inyo and Mono funds have been received in full totaling \$187,601.

5311(f) (395 routes) -First and second quarters expenses for both the Reno and Lancaster Route have been invoiced totaling \$106,550.

-The Reno Route was awarded toll credits resulting in a 100% federally funded project. These toll credits will cover the typical 44.67% local match and will result in unexpected revenue. The amount is unknown and will be determined by expenses and fare revenue. It is expected that this funding will be adequate to recover from COVID related revenue loss on this route.

-The Lancaster Route is suffering revenue loss. If 5311(f) funding is not adequate to fund this route, CARES 5311(f) funds are available to cover any shortage.

New Federal Funding available:

CARES 5311 – First allocation is \$207,785 is intended to provide stability during the COVID crisis. It can be used for operating expenses on projects eligible for 5311 funding. There is much to learn about this funding. How much will be claimed in FY 19/20 is still being decided. There will likely be two additional allocations in FY 20/21, the amounts are unknown. The second and third allocations could also be used for capital although they will be needed to support operations in FY 20/21.

CARES 5311(f) - First allocation is \$271,476 is intended to provide stability during the COVID crisis. It can be used for operating expenses on projects eligible for 5311(f) funding. Initial conversation indicate it could be used instead of local matching funds, freeing up those funds for other expenses. There is much to learn about this funding. How much will be claimed in FY 19/20 is still being decided. There will likely be one or two additional allocations in FY 20/21, the amounts are unknown. These allocations could also be used for capital.

4599 Other Agencies

This consists of funding from Kern Regional Transit and revenue from the contract with The Town of Mammoth Lakes. Changes to the service in the Mammoth will have some impact on the revenue budgeted.

4819 Services and Fees

ESTA's has suffered COVID related fare revenue loss. System wide, Fare Revenue is down 57% when comparing April and May of 2020 to the prior year. When fare revenue from Mammoth Mountain Ski Resort is excluded from the analysis, Fare revenue is down 66.4%.

Fare Revenue Analysis without Contract Revenue from Mammoth Mountain Ski Resort

Description	April 2019	April 2020	April Lost Revenue	% Loss	May 2019	May 2020	May Lost Revenue	% loss
Inyo	\$ 4,808.64	\$ 3,512.07	\$ 1,296.57	26.96%	\$ 10,252.06	\$ 4,309.43	\$ 5,942.63	57.97%
Mono	\$ 4,267.42	\$ 1,202.95	\$ 3,064.47	71.81%	\$ 5,098.70	\$ 1,488.76	\$ 3,609.94	70.80%
Bishop	\$ 5,651.41	\$ 4,724.72	\$ 926.69	16.40%	\$ 4,344.57	\$ 5,979.63	\$(1,635.06)	-37.63%
TOML	\$ 5,031.27	\$ 1,659.24	\$ 3,372.03	67.02%	\$ 5,578.57	\$ 1,652.46	\$ 3,926.11	70.38%
Specials	\$ 2,100.00		\$ 2,100.00	100.00%	\$ 1,931.45		\$ 1,931.45	100.00%
Reno	\$ 8,589.16	\$ 454.53	\$ 8,134.63	94.71%	\$ 11,635.53	\$ 1,058.95	\$ 10,576.58	90.90%
Lanc	\$ 7,519.54	\$ 572.51	\$ 6,947.03	92.39%	\$ 7,569.60	\$ 1,060.75	\$ 6,508.85	85.99%
MMX LCTOP	\$ 725.83	\$ 532.13	\$ 193.70	26.69%	\$ 577.14	\$ 568.61	\$ 8.52	1.48%
Totals	\$ 8,693.27	\$12,658.15	\$26,035.12	67.29%	\$ 46,987.61	\$ 16,118.59	\$ 30,869.02	65.70%
	Total loss fare revenue April & May		\$56,904.14	66.4%				

System wide analysis is on the following page.

System Wide Fare Revenue Comparison

Month	2020	2019	Fare Revenue Loss	% Lower than 2019	Notes:
March	\$ 206,562	\$ 209,473	\$ 15,170	7%	The revenue Losses due to COVID-19 is the difference in reported revenue plus the increase in MMSA contract from last year.
April	\$ 44,830.55	\$ 222,707	\$ 177,876	80%	ESTA did receive an additional \$24K as "aid from other governments" to provide April service in Mammoth Lakes that is not included as Fare Revenue.
May	\$ 143,078	\$ 214,459	\$ 71,380.88	33%	Revenue includes contract revenue for service provided in March that were received in April 2019, explaining the higher revenue loss in April compared to May. Revenue also includes an expected contract "flat fee" from MMSA that has not yet been received.
Overall:	\$ 396,491	\$ 648,658	\$ 264,427	41%	When only looking at April and May, revenue is 57% less than in 2019

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

Ledger: GL

As of 6/5/2020

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						
Expenditure						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,272,738.00	1,219,832.80	0.00	52,905.20	95.84
4065	STATE TRANSIT ASST	503,314.00	132,919.06	0.00	370,394.94	26.40
4301	INTEREST FROM TREASURY	24,000.00	66,735.40	0.00	(42,735.40)	278.06
4498	STATE GRANTS	35,355.00	35,355.00	0.00	0.00	100.00
4499	STATE OTHER	70,940.00	35,617.26	0.00	35,322.74	50.20
4555	FEDERAL GRANTS	515,601.00	228,424.24	0.00	287,176.76	44.30
4599	OTHER AGENCIES	965,703.00	743,295.05	0.00	222,407.95	76.96
4747	INSURANCE PAYMENTS	0.00	2,510.07	0.00	(2,510.07)	0.00
4819	SERVICES & FEES	2,052,468.00	1,715,612.37	0.00	336,855.63	83.58
4959	MISCELLANEOUS REVENUE	12,000.00	14,269.43	0.00	(2,269.43)	118.91
Revenue Total:		5,452,119.00	4,194,570.68	0.00	1,257,548.32	76.93
Expenditure						
5001	SALARIED EMPLOYEES	1,510,603.00	1,235,682.55	0.00	274,920.45	81.80
5003	OVERTIME	83,106.00	54,374.11	0.00	28,731.89	65.42
5005	HOLIDAY OVERTIME	137,696.00	92,449.71	0.00	45,246.29	67.14
5012	PART TIME EMPLOYEES	416,289.00	402,773.21	0.00	13,515.79	96.75
5021	RETIREMENT & SOCIAL SECURITY	51,858.00	37,319.79	0.00	14,538.21	71.96
5022	PERS RETIREMENT	221,020.00	173,580.35	0.00	47,439.65	78.53
5031	MEDICAL INSURANCE	306,000.00	192,908.28	0.00	113,091.72	63.04
5043	OTHER BENEFITS	39,398.00	25,699.88	0.00	13,698.12	65.23
5045	COMPENSATED ABSENCE EXPENSE	146,000.00	123,212.17	0.00	22,787.83	84.39
5047	EMPLOYEE INCENTIVES	5,753.00	2,857.89	0.00	2,895.11	49.67
5111	CLOTHING	10,600.00	839.55	0.00	9,760.45	7.92
5152	WORKERS COMPENSATION	102,180.00	101,122.00	0.00	1,058.00	98.96
5154	UNEMPLOYMENT INSURANCE	43,000.00	19,006.96	0.00	23,993.04	44.20
5158	INSURANCE PREMIUM	178,580.00	178,541.00	0.00	39.00	99.97
5171	MAINTENANCE OF EQUIPMENT	613,789.00	437,641.29	0.00	176,147.71	71.30
5173	MAINTENANCE OF EQUIPMENT-	19,500.00	4,256.09	0.00	15,243.91	21.82
5191	MAINTENANCE OF STRUCTURES	11,500.00	0.00	0.00	11,500.00	0.00
5211	MEMBERSHIPS	2,300.00	1,020.00	0.00	1,280.00	44.34
5232	OFFICE & OTHER EQUIP < \$5,000	15,500.00	1,163.22	0.00	14,336.78	7.50
5238	OFFICE SUPPLIES	8,000.00	6,616.90	0.00	1,383.10	82.71
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	39,065.00	0.00	10,685.00	78.52
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	4,889.00	0.00	1,001.00	83.00
5263	ADVERTISING	53,700.00	28,753.35	0.00	24,946.65	53.54
5265	PROFESSIONAL & SPECIAL SERVICE	104,534.00	66,186.79	0.02	38,347.19	63.31
5291	OFFICE, SPACE & SITE RENTAL	194,648.00	172,346.34	0.00	22,301.66	88.54

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

Ledger: GL

As of 6/5/2020

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	60,440.00	44,701.24	0.00	15,738.76	73.95
5326	LATE FEES & FINANCE CHARGES	0.00	(27.06)	0.00	27.06	0.00
5331	TRAVEL EXPENSE	14,600.00	6,523.07	0.00	8,076.93	44.67
5332	MILEAGE REIMBURSEMENT	32,468.00	11,800.35	0.00	20,667.65	36.34
5351	UTILITIES	62,626.00	51,389.08	0.00	11,236.92	82.05
5352	FUEL & OIL	632,751.00	347,372.72	0.00	285,378.28	54.89
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	74,850.00	0.00	0.00	74,850.00	0.00
Expenditure Total:		<u>5,268,929.00</u>	<u>3,864,064.83</u>	<u>0.02</u>	<u>1,404,864.15</u>	<u>73.33</u>
NET OPERATING		<u>183,190.00</u>	<u>330,505.85</u>	<u>(0.02)</u>	<u>(147,315.83)</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	278,742.00	0.00	0.00	278,742.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	160,952.00	0.00	0.00	160,952.00	0.00
4495	STATE GRANTS - CAPITAL	61,568.00	61,568.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	705,957.00	0.00	0.00	705,957.00	0.00
Revenue Total:		<u>1,207,219.00</u>	<u>61,568.00</u>	<u>0.00</u>	<u>1,145,651.00</u>	<u>5.09</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	707,071.00	0.00	0.00	707,071.00	0.00
5650	EQUIPMENT	101,568.00	13,388.35	0.00	88,179.65	13.18
5655	VEHICLES	432,672.00	58,928.70	0.00	373,743.30	13.61
Expenditure Total:		<u>1,241,311.00</u>	<u>72,317.05</u>	<u>0.00</u>	<u>1,168,993.95</u>	<u>5.82</u>
NET CAPITAL ACCOUNT		<u>(34,092.00)</u>	<u>(10,749.05)</u>	<u>0.00</u>	<u>(23,342.95)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	158,990.00	0.00	(158,990.00)	0.00
Revenue Total:		<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>(158,990.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	158,990.00	158,990.00	0.00	0.00	100.00
Expenditure Total:		<u>158,990.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>	<u>(158,990.00)</u>	
153299 Total:		<u>(9,892.00)</u>	<u>319,756.80</u>	<u>(0.02)</u>	<u>(329,648.78)</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2020

	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	2,887,226	51,436	23,500	3,120	29,613			2,935,669		2,935,669
1533 ESTA ACCUMULATED	1,385,368							1,385,368		1,385,368
1534 ESTA GENERAL RESERVE	528,609							528,609		528,609
1535 ESTA BUDGET STAB	211,442							211,442		211,442
1536 REDS MEADOW ROAD	111,481							111,481		111,481
6813 JARC-LONE PINE/BISHOP	21,254					3,000		18,254		18,254
6814 JARC-MAMMOTH EXPRESS	46,946							46,946		46,946
6817 GOOGLE TRANSIT PHASE 2	55							55		55
6818 CAPP-CLEAN AIR PROJECT	2,923							2,923		2,923
6819 MOBILITY MANAGEMENT 14	2,227							2,227		2,227
6820 NON-EMERGENCY TRAN REIM	13,531					15,500		(1,969)		(1,969)
6821 BISHOP YARD-ESTA	123					5,000		(4,877)		(4,877)
6822 LCTOP-ELECTRIC VEHICLE	89,506							89,506		89,506
6823 PTMISEA-CAPITAL PROJECT						1		(1)		(1)
6824 ESTA-LCTOP	5,079							5,079		5,079
ESTA Totals	5,305,770	51,436	23,500	3,120	29,613	23,501		5,330,712		5,330,712
Grand Totals	5,305,770	51,436	23,500	3,120	29,613	23,501		5,330,712		5,330,712

STAFF REPORT

Subject: Operations Report April 2020
Presented by: Phil Moores, Executive Director

Executive Summary

Overall ridership decreased by 94% in April compared to last year. The greatest declines occurred in the Mammoth routes. Road calls (1) and customer comments (2), Bishop DAR, and preventable accidents (0) met the monthly goals. We missed 54 trips in April due to driver shortages, mechanicals, and Covid-19 related absence. 1813 hours of service reductions took place due to Covid-19.

	Apr-20	Mar-20	Percent Change	Apr-19	Percent Change
PASSENGERS					
Adult	3,851	47,345	-91.9%	73,962	-94.8%
Senior	780	1,394	-44.0%	1,916	-59.3%
Disabled	270	492	-45.1%	869	-68.9%
Wheelchair	56	169	-66.9%	353	-84.1%
Child	97	3,049	-96.8%	11,356	-99.1%
Child under 5	38	139	-72.7%	435	-91.3%
Total Passengers	5,092	52,588	-90.3%	88,891	-94.3%
FARES	\$7,820.05	\$22,677.15	-65.5%	\$31,538.85	-75.2%
SERVICE MILES	45,151	74,260	-39.2%	80,848	-44.2%
SERVICE HOURS	3,203	4,755	-32.6%	5,001	-35.9%
Passengers per Hour	1.59	11.06	-85.6%	17.78	-91.1%

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	Apr-20	Apr-19	Variance	% Change
Mammoth Express	96	380	-284	-74.7%
Lone Pine Express	106	209	-103	-49.3%
Lone Pine DAR	299	396	-97	-24.5%
Tecopa	6	8	-2	-25.0%
Walker DAR	25	117	-92	-78.6%
Bridgeport to G'Ville	20	19	1	5.3%
Benton to Bishop	2	22	-20	-90.9%
Bishop DAR	1,354	3,693	-2,339	-63.3%
Nite Rider	57	309	-252	-81.6%
Mammoth FR	2,942	19,018	-16,076	-84.5%
Mammoth DAR	28	498	-470	-94.4%
Reno	84	549	-465	-84.7%
Lancaster	73	487	-414	-85.0%
MMSA	0	63,132	-63,132	-100.0%
TOTALS	5,092	88,891	-83,799	-94.3%

PASSENGERS PER SERVICE HOUR				
REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/
Route	Apr-20	Apr-19	% Change	SVC HOUR
Mammoth Express	1.08	4.82	-77.7%	
Lone Pine Express	1.01	2.02	-49.8%	
Lone Pine DAR	1.94	2.57	-24.5%	
Tecopa	0.52	0.63	-17.4%	
Walker DAR	0.17	0.71	-75.6%	
Bridgeport to G'Ville	0.86	1.25	-31.0%	
Benton to Bishop	0.27	1.52	-82.1%	
Bishop DAR	1.82	3.95	-53.8%	
Nite Rider	1.47	5.15	-71.5%	
Mammoth FR	2.43	20.47	-88.1%	
Mammoth DAR	0.07	2.60	-97.2%	
Reno	0.51	1.93	-73.3%	211.86
Lancaster	0.55	2.10	-73.8%	207.98
MMSA	#DIV/0!	35.02	#DIV/0!	
Total	1.59	17.78	-91.1%	

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Apr-20																	
Mammoth Express	\$486.50	87	8	0	0	0	1	96	101	89	3,950	3,875	5.07	.13	108	44.3	0.02
Lone Pine Express	\$904.75	67	29	7	0	2	1	106	121	105	5,066	4,884	8.54	.19	101	48.5	0.02
Lone Pine DAR	\$769.20	24	233	28	9	5	0	299	161	154	1,344	1,332	2.57	.58	194	8.7	0.22
Tecopa	\$3100	2	4	0	0	0	0	6	12	12	292	292	5.17	.11	.52	25.2	0.02
Walker DAR	\$87.00	10	12	3	0	0	0	25	159	145	569	440	3.48	.20	.17	3.9	0.06
Bridgeport to G'Vill	\$110.00	0	0	20	0	0	0	20	24	23	420	408	5.50	.27	.86	18.1	0.05
Benton to Bishop	\$12.00	2	0	0	0	0	0	2	13	7	647	354	6.00	.03	.27	88.2	0.01
Specials	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Bishop DAR	\$3,306.80	640	452	182	47	1	32	1,354	810	743	5,766	4,798	2.44	.69	182	7.8	0.28
Nite Rider	\$212.40	30	2	22	0	0	3	57	39	39	308	308	3.73	.69	147	7.9	0.19
Mammoth FR	\$0.00	2,853	0	2	0	87	0	2,942	1,257	1,209	15,780	14,655	N/A	N/A	2.43	13.0	0.20
Mammoth DAR	\$83.15	25	3	0	0	0	0	28	386	382	402	352	2.97	.24	.07	1.1	0.08
Reno	\$953.00	52	28	4	0	0	0	84	174	163	7,471	7,370	11.35	.13	.51	45.8	0.01
Lancaster	\$864.25	59	9	2	0	2	1	73	141	133	6,152	6,083	11.84	.14	.55	46.3	0.01
M MSA	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Total	\$7,820.05	3,851	780	270	56	97	38	5,092	3,397	3,203	48,167	45,151	154	.17	159	15.0	0.11
Apr-19																	
Mammoth Express	\$1903.50	304	39	0	3	23	11	380	91	79	3,729	3,668	5.01	.52	4.82	47.3	0.10
Lone Pine Express	\$1054.75	117	73	11	7	0	1	209	124	103	5,227	4,736	5.05	.22	2.02	50.6	0.04
Lone Pine DAR	\$1006.20	29	207	78	21	61	0	396	161	154	1,645	1,639	2.54	.61	2.57	10.7	0.24
Tecopa	\$40.00	0	8	0	0	0	0	8	13	13	329	323	5.00	.12	.63	25.8	0.02
Walker DAR	\$311.50	12	9	91	0	5	0	117	176	165	560	468	2.66	.67	.71	3.4	0.25
Bridgeport to G'Vill	\$118.50	0	0	15	4	0	0	19	21	15	634	388	6.24	.31	125	416	0.05
Benton to Bishop	\$118.00	5	5	11	0	0	1	22	27	14	1,235	642	5.36	.18	152	85.4	0.03
Specials	\$0.00	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A			
Bishop DAR	\$8,534.70	1,258	1,315	571	289	76	184	3,693	1,005	935	10,516	9,738	2.31	.88	3.95	11.2	0.38
Nite Rider	\$1,191.60	209	22	46	12	6	14	309	60	60	862	819	3.86	1.45	5.15	14.4	0.38
Mammoth FR	\$0.00	16,550	0	1	0	2,467	0	19,018	981	929	12,283	11,614	N/A	N/A	20.47	13.2	164
Mammoth DAR	\$864.60	271	14	0	0	2	211	498	193	191	960	879	1.74	.98	2.60	5.0	0.57
Reno	\$9,348.50	383	118	16	6	26	0	549	313	284	12,525	12,006	17.03	.78	193	44.0	0.05
Lancaster	\$7,037.00	319	106	25	11	13	13	487	255	232	11,117	10,969	14.45	.64	2.10	47.9	0.04
M MSA	\$0.00	54,451	0	4	0	8,677	0	63,132	1,887	1,803	23,523	22,355	.00	.00	35.02	13.0	2.82
Total	\$31,538.85	73,962	1,916	869	353	11,356	435	88,891	5,335	5,001	85,881	80,848	.35	.39	17.78	17.2	1.10

VARIANCE BY ROUTE (RAW NUMBERS) – April 2020 to April 2019																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SV C MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-\$1417.00	-217	-31	0	-3	-23	-10	-284	10	10	221	207	0.06	-0.39	-3.74	-3.00	-0.08
Lone Pine Express	-\$150.00	-50	-44	-4	-7	2	0	-103	-3	1	-161	148	3.49	-0.04	-1.01	-2.10	-0.02
Lone Pine DAR	-\$237.00	-5	26	-50	-12	-56	0	-97	0	0	-301	-307	0.03	-0.04	-0.63	-1.95	-0.02
Tecopa	-\$9.00	2	-4	0	0	0	0	-2	-1	-1	-37	-31	0.17	-0.02	-0.11	-0.60	0.00
Walker DAR	-\$224.50	-2	3	-88	0	-5	0	-92	-18	-21	9	-28	0.82	-0.47	-0.54	0.54	-0.19
Bridgeport to G'Ville	-\$8.50	0	0	5	-4	0	0	1	2	8	-24	20	-0.74	-0.04	-0.39	-23.51	0.00
Benton to Bishop	-\$106.00	-3	-5	-11	0	0	-1	-20	-15	-7	-588	-288	0.64	-0.15	-1.25	2.86	-0.03
Bishop DAR	-\$5,227.90	-618	-863	-389	-242	-75	-152	-2339	-195	-192	-4750	-4940	0.13	-0.19	-2.13	-3.48	-0.10
Nite Rider	-\$979.20	-179	-20	-24	-12	-6	-11	-252	-21	-21	-554	-511	-0.13	-0.77	-3.68	-6.44	-0.19
Mammoth FR	\$0.00	-13697	0	1	0	-2380	0	-16076	276	280	3497	3041	N/A	N/A	-18.04	-0.17	-1.44
Mammoth DAR	-\$781.45	-246	-11	0	0	-2	-211	-470	193	191	-558	-527	1.23	-0.75	-2.53	-3.97	-0.49
Reno	-\$8,395.50	-331	-90	-12	-6	-26	0	-465	-139	-121	-5054	-4636	-5.68	-0.65	-1.42	1.76	-0.03
Lancaster	-\$6,172.75	-260	-97	-23	-11	-11	-12	-414	-14	-99	-4965	-4886	-2.61	-0.50	-1.55	-1.55	-0.03
MMSA	\$0.00	-54,451	0	-4	0	-8,677	0	-63,132	-1,887	-1,803	-23,523	-22,355					

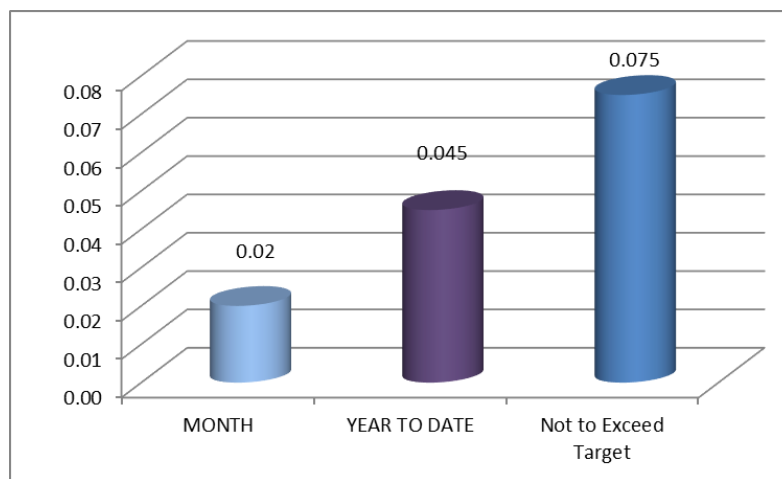
VARIANCE BY ROUTE (PERCENTAGE) – April 2020 to April 2019																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SV C MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	-74%	-71%	-79%		-100%	-100%	-91%	-75%	11%	13%	6%	6%	1%	-76%	-78%	-6%	-76%
Lone Pine Express	-14%	-43%	-60%	-36%	-100%		0%	-49%	-2%	1%	-3%	3%	69%	-17%	-50%	-4%	-51%
Lone Pine DAR	-24%	-17%	13%	-64%	-57%	-92%		-24%	0%	0%	-18%	-19%	1%	-6%	-24%	-18%	-7%
Tecopa	-23%		-50%					-25%	-9%	-9%	-11%	-10%	3%	-14%	-17%	-2%	-17%
Walker DAR	-72%	-17%	33%	-97%		-100%		-79%	-10%	-12%	2%	-6%	31%	-70%	-76%	16%	-77%
Bridgeport to G'Ville	-7%			33%	-100%			5%	11%	52%	-34%	5%	-12%	-12%	-31%	-57%	0%
Benton to Bishop	-90%	-60%	-100%	-100%			-100%	-91%	-53%	-49%	-48%	-45%	12%	-82%	-82%	3%	-84%
Bishop DAR	-61.3%	-49.1%	-65.6%	-68.1%	-83.7%	-98.7%	-82.6%	-63.3%	-19.4%	-20.6%	-45.2%	-50.7%	5.7%	-21.4%	-53.8%	-31.0%	-25.6%
Nite Rider	-82%	-86%	-9%	-52%	-100%	-100%	-79%	-82%	-35%	-35%	-64%	-62%	-3%	-53%	-71%	-45%	-51%
Mammoth FR		-83%		100%		-96%		-85%	28%	30%	28%	26%	N/A	N/A	-88%	-1%	-88%
Mammoth DAR	-90%	-91%	-79%			-100%	-100%	-94%	100%	100%	-58%	-60%	71%	-76%	-97%	-79%	-86%
Reno	-90%	-86%	-76%	-75%	-100%	-100%		-85%	-44%	-43%	-40%	-39%	-33%	-83%	-73%	4%	-75%
Lancaster	-88%	-82%	-92%	-92%	-100%	-85%	-92%	-85%	-45%	-43%	-45%	-45%	-18%	-78%	-74%	-3%	-73%
MMSA		-100%		-100%		-100%		-100%	-100%	-100%	-100%	-100%					

Customer Comments

There were 2 comments received for the month of April 2020.

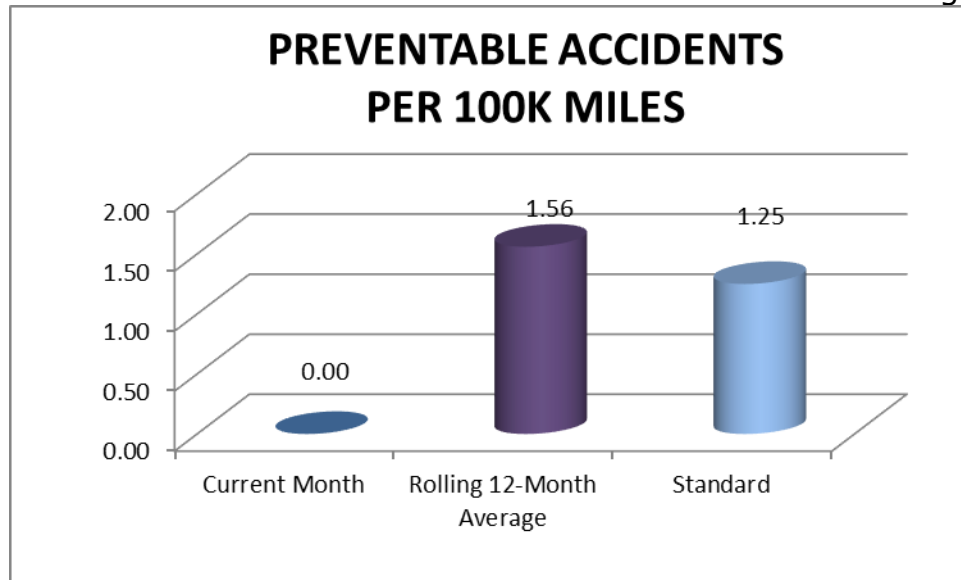
- 4/15: A customer called to complain that a Bishop Dial-a-Ride driver told her that she would be required to wear a face covering, or she would not be allowed on the bus. Inyo County Health directive explained to the passenger.
- 4/29: A customer called to complain that the Purple Line had no stopped at stop 25 for over 45 minutes. It was explained to the passenger that there was a small in service due to a lunch break transition.

COMPLAINTS PER 1,000 PASSENGERS



Accident/Incidents

There were no preventable accidents in April 2020.



Road Call Frequency

There was one road call during the month of April 2020 where a service vehicle had to be called to repair in place or tow a transit vehicle. There were 5 vehicle exchanges during the month of April 2020 due to mechanical issues requiring a replacement transit vehicle be placed into service. The year to date average Road Call frequency is 0.63 per 100,00 miles.

Date	Road Calls	Bus Exchange	Miles	Road Calls / 100K Miles	Year to Date Avg.
May-19	1	5	66050	1.51	
Jun-19	1	8	65973	1.52	
Jul-19	1	16	105637	0.95	
Aug-19	0	11	109797	0.00	
Sep-19	0	12	72042	0.00	
Oct-19	1	8	68833	1.45	
Nov-19	0	8	66663	0.00	
Dec-19	0	6	86491	0.00	
Jan-20	0	5	89448	0.00	0.75
Feb-20	0	8	82099	0.00	0.65
Mar-20	0	9	78591	0.00	0.65
Apr-20	1	5	48167	2.08	0.63

Missed Runs

There were 10 missed runs in April 2020.

- 4/1: Walker DAR reduced hours due to staffing.
- 4/7: Mammoth DAR reduced hours due to staffing.
- 4/8: Walker DAR reduced hours due to staffing.
- 4/13: Mammoth DAR reduced hours due to staffing.

- 4/14: Mammoth DAR reduced hours due to staffing.
- 4/15: Walker DAR reduced hours due to staffing.
- 4/17: Purple Line missed 1 run due to mechanical issue.
- 4/22: Walker DAR reduced hours due to staffing.
- 4/23: Town Trolley missed 1 run due to mechanical issue.
- 4/29: Walker DAR reduced hours due to staffing.

COVID-19 Service Reductions/Cancelations

- Bishop Dial-a-Ride: 206 hours of service reduced.
- 395 North (Bishop-Reno): 22 runs cancelled.
- 395 South (Bishop-Lancaster): 22 runs cancelled.
- MMSA Routes: 1421 hours of service reduced.
- Night Trolley: 186 hours of service reduced.

Bishop Dial-A-Ride Wait Times

April 2020			
		PERCENT	GOAL
IMMEDIATE RESPONSE TRIPS			
Total Trips:	1,121	90.9%	
Average Wait Time (min.):	8		< 20 Minutes
Trips > 30 Minute Wait:	1	0.1%	< 5%
ADVANCE RESERVATION TRIPS			
Total Trips:	112	9.1%	
On Time Trips (± 10 min.)	96	85.7%	
TOTAL SCHEDULED TRIPS			
No-Shows Including Checkpoints	179	14.5%	
No-Shows Excluding Checkpoints	26	2.1%	
Cancellations	51	4.1%	

STAFF REPORT

Subject: Covid-19 Worksite Plan
Presented by: Phil Moores, Executive Director

Background

Mono and Inyo Counties require businesses to complete self-certifying attestations to help prevent the spread of Covid-19. Essential businesses are not exempt. ESTA has submitted the proper forms and checklists in both counties and received certificates of completion from both. Part of the opening process is to have an industry-specific Covid-19 worksite plan. Cal/OSHA, CDC, and County Health guidelines are incorporated into the ESTA plan. The plan was posted and distributed to employees. Revisions to the plan are expected to occur as changes in health safety are announced.

Here is the most recent version (June 5) of the plan:

Covid-19 Worksite Plan

Plan Manager: Phil Moores, Executive Director

For distribution to all ESTA employees.

This plan is considered training on prevention in the spread of Covid-19. All employees are required to sign for receipt and compliance. Sign the signature page at the end of this document and return it to your supervisor.

Risk Assessment and Preventative Measures

Drivers and employees serving the public are at highest risk for infection at ESTA. Office personnel and Utility employees are also at risk. People 65 years of age or older and those with underlying health conditions are at greater risk of contracting Covid. Employees are encouraged to self-screen at home to reduce risk of spreading the virus. Self-screening includes taking your temperature and checking for symptoms.

Passenger Relations

The following measures must be taken to reduce risk of infection:

- Drivers and employees serving the public must use a face mask when speaking with the public or transporting them. Masks should be worn by all employees in common areas.
- Drivers must wipe down surfaces touched by the public as often as practical.
- Passengers are required to wear face covering.
- Passengers with Covid symptoms may not ride the bus.

- Offices remain closed to the public until further notice.
- Rear-door entry and exit must be used when possible.
- Collect fares with caution avoiding the direct handling of cash if possible. Return change with tickets. Clean hands immediately and do not touch your face after handling cash.

Employee Rules

- All employees must wash their hands throughout the day when practical. 20 seconds with soap and water or using a 60% alcohol solution.
- All employees must maintain a six-foot social distance whenever practical.
- All employees must stay home if sick. Covid symptoms include cough, fever, breathing difficulty, chills, muscle pain, headache, sore throat, or recent loss of taste or smell. Consult a doctor if your symptoms worsen. Read the CDC website for further related Covid symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- A doctor's note is not required to return to work. Health officials are trying to lessen the burden on medical facilities. Here are the CDC recommended standards for returning to work:
 - 3 days with no fever **and**
 - [Symptoms](#) improved **and**
 - 10 days since symptoms first appeared
- All employees must stay home if they live with someone diagnosed with Covid.
- All employees must be screened for fever upon arriving for work. This can be self-administered.
- Frequently clean shared surfaces such as the printer, doors, phones, etc.
- Keep buses and offices stocked with cleaner and employee masks. Cloth masks will be ordered as a more long-term solution.
- Use temporary barriers to keep passengers from approaching drivers to within six feet. Methods such as caution tape are acceptable.
- Work from home if your job allows.
- Update website of changes in service. Utilize Facebook to keep the public informed.

Service Guidelines

Public transit doesn't lend itself to easily spacing passengers. As demand increases spacing will become more of a challenge. Unpredictable group

sizes make fixing a number of passengers per vehicle impractical. For now, the only hard rule is no standing loads and no fully seated loads. Enforcing the use of face masks is critical.

- Commuter Express and 395 Routes
 - On more frequent routes such as Mammoth routes and Dial-a-Ride, passing by passengers has less of an impact, but on once-daily service the decision is more complicated. There is no one-size-fits-all answer here that fairly provides access to public transit for everyone. Use common sense, consider trip purpose, and call dispatch before denying service to a passenger.
- Lakes Basin Trolley
 - Limit loads to around 16 passengers on trolleys. Try to balance the bikers and the hikers when loading.
- Mammoth Routes
 - Mammoth Routes will continue to use large buses on Town Trolley routes. Load at the rear door and tape off a six-foot space for the driver. Limit loads to around 20 passengers.
- Dial-a-Ride
 - Shared rides must be arranged to allow for spacing onboard the bus.

Covid Case Investigation Process

If you are experiencing Covid symptoms then contact your medical provider, and do not go to work. Inform your supervisor. These contact numbers are available for questions about Covid:

Mono County: 2-1-1

Inyo County: 760-873-5811 (Northern Inyo Hospital)

Testing centers will alert the Health Department on results of your Covid tests. Positive test results will initiate a workplace investigation by County Health Departments. They will conduct tracing, testing, and isolating of any exposed coworkers. They will also provide instructions on isolation duration.

ESTA operations will continue during employee isolation. Service may need to be cancelled for lack of coverage. Redundancy in administrative responsibilities such as payroll and Dispatch are in place.

Conclusion

Watch for updates to this plan.

Observation is our primary method to check compliance with this plan. Failure to adhere to this plan may result in discipline.

ESTA Covid-19 Worksite Plan

SIGNATURE PAGE

I have read and agreed to comply with the ESTA Covid-19 Worksite Plan.

Signature

Date

Print Name

STAFF REPORT

Subject: 2020 Reds Meadow Shuttle Cancellation
Presented by: Phil Moores, Executive Director

BACKGROUND:

After much analysis and meetings, it has become clear to me that cancelling the 2020 Reds Meadow Shuttle is the right thing to do. Along the way, I have consulted with Town leadership and Mountain staff extensively on the subject. The challenges and potential failures outweigh the benefits. Ultimately, it is not ESTA's decision and the Forest Service along with the National Park Service have expressed a strong hesitation to our presence in the Valley this year. The Mountain too, expressed concern about how to manage crowds at the Main Lodge. Along with this hesitation, the following points informed my decision.

ANALYSIS/DISCUSSION:

1. First, I analyzed the service looking for a way to preserve jobs without compounding the financial loss expected. This motivated my efforts to find a viable solution.
2. Adjusting bus numbers up or down to effect costs resulted in either too few visitors or too high an operational cost. A lose-lose situation.
3. There is approximately \$200k+ in fixed expenses whether we run buses or not. Rent, utilities, salaries, insurances, etc. must be paid regardless. The CARES Act will help reduce the impact of this expense, but we don't expect it to cover everything. At this time, we have \$207,000 in 5311 CARES Act funding available. We anticipate another round or two of funds later this year.
4. Limited loads to respect social distancing guaranteed a financial deficit for the service. Running even limited service may increase the loss expected, despite the added revenue. Two groups of four and five couples would be an optimal load of 18 passengers. Optimal group sizes would be the exception. Last season we regularly carried 50+ passengers in a single trip.
5. Limited loads reduce our ability to deliver visitors in acceptable numbers to the Valley, and then, get them out in an organized limited-load fashion. There is no way to manage visitor departure time.

6. Limited loads complicate ticket sales in that over-selling needs to be prevented. Also, group sizes effect the spacing of the passengers on board. Electronic ticketing and seating software were discussed; however, the timing and staff availability is not sufficient to pursue this idea.
7. Limited loads have a negative effect on the visitor experience by restricting the amount of time they can remain in the Valley. The majority of the visitors would have less than two hours in the valley after spending a total of one-and-a-half hours on the bus.

FINANCIAL CONSIDERATIONS

As stated, there will be a deficit whether the shuttle runs or not. Based on the ridership potential, running the shuttle would likely increase losses.

PUBLIC HEARING RESULTS

A public hearing was conducted June 12th at 9:30am. Results of this meeting will be verbally delivered. Eight public comments were received as of June 8th. Here is a summary of those comments:

1. Stephen Higgs – Hiker, take less severe measure and consider opening late.
2. Tom Bellanca – Either close the road for the season or create a reservations system. The public should not drive down there unrestricted.
3. Alex Clowes – it is a dis-service to the public to cancel the shuttle. Chance of catching the virus outdoors or on a limited seating shuttle is minimal.
4. Walker Murray – Hiker, absence of a shuttle will create safety and well-being issues.
5. Yosina Lissebeck – do not cancel. Without the shuttle, the impact on the area will be far worse.
6. Jerry Cox – I spend hundreds of dollars every summer in the area. If you cancel the shuttle, you will not get my money, ever again.
7. Michael Schlesinger – Do not cancel.
8. Ross Craft – Hiker, trip planned in August. Not sure what to do without a shuttle.

RECOMMENDATION

The Board is requested to approve the cancellation of the 2020 Reds Meadow Shuttle.

STAFF REPORT

Subject: Walker Dial-a-Ride Tuesday Cancellation
 Presented by: Phil Moores, Executive Director

BACKGROUND:

The Transportation Development Act requires that recipients of funds conduct public hearings to estimate the existence of unmet transit needs in the region. The Unmet Needs process in Mono County resulted in a service change recommendation. Both June Lake and Lee Vining requested service to Mammoth Lakes. The change includes cancelling Tuesday Walker DAR in exchange for a Walker to Mammoth Lakes Route. The new route would leave Walker at 8:30am and serve Bridgeport, Mono City, Lee Vining, and June Lake before arriving in Mammoth at 10:15am. Passengers would have a maximum of five hours to conduct business before leaving Mammoth Lakes and returning. All points in between are available for passengers. Service would be by reservation only. A sample schedule for the new route looks like this:

Walker to Mammoth Route					
Walker	Bridgeport	Mono City	Lee Vining	June Lake General Store	Mammoth Vons
8:30am	9:05am	9:23am	9:30am	9:45am	10:15am
Mammoth Vons	June Lake General Store	Mono City	Lee Vining	Bridgeport	Walker
3:15pm	3:45pm	3:53pm	4:00pm	4:25pm	5:00pm

Fares proposed are comparable to the Bridgeport to Carson City Route:

	Walker	Bridgeport	Mono City	Lee Vining	June Lake	Mammoth Lakes
Walker		5.50/4.50	7.50/6.50	9.00/8.00	10.50/9.50	14.00/12.00
Bridgeport	5.50/4.50		3.50/3.00	4.50/3.50	6.00/5.00	9.50/8.00
Mono City	7.50/6.50	3.50/3.00		2.50/2.00	5.00/4.50	8.50/7.00
Lee Vining	9.00/8.00	4.50/3.50	2.50/2.00		4.00/3.50	7.50/6.00
June Lake	10.50/9.50	6.00/5.00	5.00/4.50	4.00/3.50		6.50/5.50
Mammoth Lakes	14.00/12.00	9.50/8.00	8.50/7.00	7.50/6.00	6.50/5.50	
Adult/Discount Fares						

A shorter layover in Mammoth may be preferred, so flexibility in the schedule is being considered. A ten-ride pass would be available that

includes a 10% discount. If approved, the new route would begin in July or August 2020.

PUBLIC HEARING RESULTS:

There was a public hearing conducted on June 12th at 9:30am. Results of this hearing will be verbally delivered. There were no comments received as of June 8th.

FINANCIAL CONSIDERATIONS

The new route will be mostly cost neutral with some fuel and mechanical costs added. A zero-reservation day on the new route will result in Walker DAR continuing as normal on that day.

RECOMMENDATION

The Board is requested to approve the institution of the new route from Walker to Mammoth Lakes on Tuesdays. Effective when operationally feasible in FY20-21.

STAFF REPORT

Subject: FY20-21 Emergency Budget Measures Report
Presented by: Phil Moores, Executive Director

Background

The current projected shortfall for next year's budget is around \$300,000. CARES Act funding along with available reserves insures that ESTA will meet its obligations. There is significant uncertainty with the economy both next year and in years to come. Therefore, efforts must be taken to preserve the reserve funds for future years. A balance between forecasting revenue and severe countermeasures is the goal. The Phase 1 approach reduces some expenses and puts an emphasis on finding efficiencies before cutting service and/or affecting employee wages and employment. Should conditions worsen, the more severe Phase 2 measures in list may be taken. Per policy, the budget includes \$50,000 in contingency expenses should another line item run over estimates. Next year is likely to include budget amendments to adjust for changing conditions.

Phase 1

Efficiencies without service cuts or reduction in employee wages: Some of these measures amount to paying ourselves due to reallocation of funds. (\$336k)

1. Sell old property such as vehicles (\$25k) and bike trailers (\$4k). This will reduce maintenance, insurance, and costs while adding to reserves.
2. Schedule and shift trimming. Evaluate the schedule and shift hours to find excess pay hours. Dictate pre-trip times, deadheads, and shift hours precisely. (\$5k)
3. Eliminate overtime as much as possible. (\$10k)
4. Reduce Covid-19 SPTO to four weeks. (reduced liability of around \$53k)
5. Postpone OPEB trust payment. Shores up our reserves. (\$43k)
6. Postpone Capital Replacement contribution. (\$124k)
7. Cover Mammoth DAR with dispatch, Supervisor, or other drivers. (\$55k)
8. Eliminate the Bishop weekend dispatcher and cover with two staggered dispatchers. (\$17k)

Phase 2

Operational Cuts:

Service cuts have the dual effect of reducing both revenue (fares and funding) and expenses. Not to mention the effect on jobs. These are in no particular order.

Shift and Wage Reductions

1. Cover lunches in Mammoth with dispatch. (\$50k)
2. Reduce shifts from 100% to 75%. Spreads out the work and saves on benefit costs.
3. Discontinue Swiftly service. Swiftly provides GPS location and tracking of vehicles. It also provides around 450 unique customers every month with Transit App information about bus schedules (it took several years to build this following). There is a new alert system that will post current information about ESTA's system both on the app and on Google Maps. Finally, Swiftly data provides information about our system that is used to manage and report on our performance. (\$14)
4. Ask Board to forego the meeting stipend (\$9.6k)
5. Phil reduces salary (\$4.8k)
6. Administrative staff hours reduced. (\$20k-\$60k)
7. Explore other layoff opportunities.

Service Cuts

1. Delete one Benton day a week.
2. Delete one Walker day a week.
3. Identify unproductive trips and service periods for deletion or reduction of service. Bishop DAR, Mammoth DAR, Purple Line, Trolley, etc.

The following tables are budget numbers as of June 8th. As mentioned before, this budget is highly speculative with regards to revenue. We are working to find the best balance between worst-case scenarios and best-case scenarios.

REVENUE		FY19/20 Budget	FY 20/21	Variance
4061	LOCAL TRANSPORTATION TAX	1,272,738	932,106	-340,632
4065	STATE TRANSIT ASST	503,314	321,219	-182,095
4301	INTEREST FROM TREASURY	24,000	10,000	-14,000
4498	STATE GRANTS	35,355	44,520	9,165
4499	STATE OTHER (SGR)	70,940	73,910	2,970
4555	FEDERAL GRANTS	515,601	1,245,262	729,661
4599	OTHER AGENCIES	965,703	1,044,268	78,565
4819	SERVICES & FEES	2,052,468	1,372,660	-679,808
4959	MISCELLANEOUS REVENUE	12,000	12,000	0
4998	OPERATING TRANSFERS IN	0	0	0
	Total	5,452,119	5,055,944	-396,175
	Less Trolley Match	41,605	83,210	
	Total Revenue for Operating	5,410,514	4,972,734	-437,780
4067	CAPITAL RESTRICTED STA	160,952	354,441	193,489
4066	PTMISEA	278,742	90,319	-188,423
4495	STATE GRANTS - CAPITAL	61,568	52,959	-8,609
4557	FEDERAL GRANTS CAPITAL	705,957	2,084,555	1,378,598
	Total Capital Object Codes	1,207,219	2,582,274	1,375,055
	Plus Trolley Match from above	41,605	83,210	
	Total Revenue for Capital	1,248,824	2,665,484	1,375,055
	Total Revenue Operating and Capital:	6,659,338	7,638,218	937,275

EXPENSES		FY 19/20	FY 20/21	454,926
5001	SALARIED EMPLOYEES	1,510,603	1,452,520	-58,083
5003	OVERTIME	83,106	63,664	-19,442
5005	HOLIDAY OVERTIME	137,696	124,696	-13,000
5012	PART TIME EMPLOYEES	416,289	414,205	-2,084
5021	RETIREMENT & SOCIAL SECURITY	51,858	52,195	337
5022	PERS RETIREMENT	221,020	221,120	100
5031	MEDICAL INSURANCE	306,000	306,040	40
5043	OTHER BENEFITS	39,398	33,350	-6,048
5045	COMPENSATED ABSENCE EXPENSE	146,000	196,000	50,000
5047	EMPLOYEE INCENTIVES	5,753	1,200	-4,553
5111	CLOTHING	10,600	1,000	-9,600
5152	WORKERS COMPENSATION	102,180	120,220	18,040
5154	UNEMPLOYMENT INSURANCE	43,000	75,000	32,000
5158	INSURANCE PREMIUM	178,580	219,770	41,190
5171	MAINTENANCE OF EQUIPMENT	613,789	607,670	-6,119
5173	MAINTENANCE OF EQUIPMENT-MATER	19,500	18,400	-1,100
5191	MAINTENANCE OF STRUCTURES	11,500	5,000	-6,500
5211	MEMBERSHIPS	2,300	1,300	-1,000
5232	OFFICE & OTHER EQUIP < \$5,000	15,500	8,550	-6,950
5238	OFFICE SUPPLIES	8,000	7,000	-1,000
5253	ACCOUNTING & AUDITING SERVICE	49,750	48,900	-850
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	5,890	0
5263	ADVERTISING	53,700	34,000	-19,700
5265	PROFESSIONAL & SPECIAL SERVICE	104,534	219,334	114,800
5291	OFFICE, SPACE & SITE RENTAL	194,648	174,844	-19,804
5311	GENERAL OPERATING EXPENSE	60,440	77,680	17,240
5331	TRAVEL EXPENSE	14,600	3,225	-11,375
5332	MILEAGE REIMBURSEMENT	32,468	29,355	-3,113
5351	UTILITIES	62,626	60,000	-2,627
5352	FUEL & OIL	632,751	471,932	-160,820
5539	OTHER AGENCY CONTRIBUTIONS	60,000	52,400	-7,600
5901	CONTINGENCIES	74,850	50,000	-24,850
	operating transfers out			
	Total Operating Expenses:	5,268,929	5,156,459	-112,470
5789	CAPITAL REPLACEMENT	158,990	123,490	-35,500
	Total Ops Exp and Capital Replace:	5,427,919	5,279,949	-147,970
	Adjusted Operating Revenue	5,410,514	4,972,734	-437,780
	Revenue Minus Operating Expenses:	-17,405	-307,215	

Recommendation

The Board is recommended to approve Phase 1 efficiencies and to authorize the Executive Director to implement the recommended measures.

EASTERN SIERRA TRANSIT AUTHORITY

**Minutes of Friday, April 10, 2020
Regular Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:01 a.m. on Friday, April 10, 2020, via Zoom. The following members were present: Jennifer Kreitz, Bob Gardner, Dan Totheroh, Jim Ellis, and Bill Sauser. Karen Schwartz joined the meeting at 11:05. Jeff Griffiths joined the meeting at 11:06. Director Cleland Hoff was absent.

Public Comment	None																																																																																														
Executive Director Report	Mr. Moores reported on ESTA activities and performance.																																																																																														
Financial Report 2019-20	Ms. Bentley presented the Financial Report for the 2019/20 fiscal year as of April 1, 2020.																																																																																														
Operations Report	Mr. Moores presented the Monthly Operations Report for February 2020.																																																																																														
Public Hearing - Fare Changes	<p>Moved by Director Sauser and seconded by Director Totheroh to approve the Bridgeport to Carson City Route fare change and Reds Meadow fare changes.</p> <p>Bridgeport to Carson City Fare:</p> <table border="1"> <thead> <tr> <th colspan="8">NEW SERVICE TO CARSON CITY</th> </tr> <tr> <th></th> <th>Bridgeport</th> <th>Walker</th> <th>Coleville</th> <th>Topaz</th> <th>Holbrook</th> <th>Gardnerville</th> <th>Carson City</th> </tr> </thead> <tbody> <tr> <th>Bridgeport</th> <td>X</td> <td>5.50/4.50</td> <td>6.00/5.00</td> <td>7.50/6.50</td> <td>8.00/7.00</td> <td>13.00/11.00</td> <td>17.00/15.00</td> </tr> <tr> <th>Walker</th> <td>5.50/4.50</td> <td>X</td> <td>3.00/2.50</td> <td>4.00/3.00</td> <td>4.50/3.50</td> <td>6.50/5.50</td> <td>10.50/9.50</td> </tr> <tr> <th>Coleville</th> <td>6.00/5.00</td> <td>3.00/2.50</td> <td>X</td> <td>3.50/2.50</td> <td>4.00/3.00</td> <td>6.00/5.00</td> <td>10.00/8.75</td> </tr> <tr> <th>Topaz</th> <td>7.50/6.50</td> <td>4.00/3.00</td> <td>3.50/2.50</td> <td>X</td> <td>3.00/2.50</td> <td>5.00/4.00</td> <td>9.00/8.00</td> </tr> <tr> <th>Holbrook</th> <td>8.00/7.00</td> <td>4.50/3.50</td> <td>4.00/3.00</td> <td>3.00/2.50</td> <td>X</td> <td>4.50/3.50</td> <td>8.50/7.50</td> </tr> <tr> <th>Gardnerville</th> <td>13.00/11.00</td> <td>6.50/5.50</td> <td>6.00/5.00</td> <td>5.00/4.00</td> <td>4.50/3.50</td> <td>X</td> <td>6.50/5.50</td> </tr> <tr> <th>Carson City</th> <td>17.00/15.00</td> <td>10.50/9.50</td> <td>10.00/8.75</td> <td>9.00/8.00</td> <td>8.50/7.50</td> <td>6.50/5.50</td> <td>X</td> </tr> <tr> <td></td> <td>Decrease</td> <td></td> <td>Increase</td> <td></td> <td>New</td> <td></td> <td></td> </tr> </tbody> </table> <p>Reds Meadow proposed fares:</p> <table> <tr> <td>Adult (over 15 years old) Daily Pass:</td> <td>\$10.00</td> </tr> <tr> <td>Child (aged 3 – 15 years old) Daily Pass:</td> <td>\$5.00</td> </tr> <tr> <td>Infant (<2 years old):</td> <td>Free</td> </tr> <tr> <td>Adult 3-day Pass:</td> <td>\$20.00</td> </tr> <tr> <td>Child 3-day Pass:</td> <td>\$10.00</td> </tr> <tr> <td>Adult Season Pass:</td> <td>\$50.00</td> </tr> <tr> <td>Child Season Pass:</td> <td>\$25.00</td> </tr> </table> <p>Roll Call vote taken.</p> <p>Motion carried 7-0 with Director Hoff absent.</p>	NEW SERVICE TO CARSON CITY									Bridgeport	Walker	Coleville	Topaz	Holbrook	Gardnerville	Carson City	Bridgeport	X	5.50/4.50	6.00/5.00	7.50/6.50	8.00/7.00	13.00/11.00	17.00/15.00	Walker	5.50/4.50	X	3.00/2.50	4.00/3.00	4.50/3.50	6.50/5.50	10.50/9.50	Coleville	6.00/5.00	3.00/2.50	X	3.50/2.50	4.00/3.00	6.00/5.00	10.00/8.75	Topaz	7.50/6.50	4.00/3.00	3.50/2.50	X	3.00/2.50	5.00/4.00	9.00/8.00	Holbrook	8.00/7.00	4.50/3.50	4.00/3.00	3.00/2.50	X	4.50/3.50	8.50/7.50	Gardnerville	13.00/11.00	6.50/5.50	6.00/5.00	5.00/4.00	4.50/3.50	X	6.50/5.50	Carson City	17.00/15.00	10.50/9.50	10.00/8.75	9.00/8.00	8.50/7.50	6.50/5.50	X		Decrease		Increase		New			Adult (over 15 years old) Daily Pass:	\$10.00	Child (aged 3 – 15 years old) Daily Pass:	\$5.00	Infant (<2 years old):	Free	Adult 3-day Pass:	\$20.00	Child 3-day Pass:	\$10.00	Adult Season Pass:	\$50.00	Child Season Pass:	\$25.00
NEW SERVICE TO CARSON CITY																																																																																															
	Bridgeport	Walker	Coleville	Topaz	Holbrook	Gardnerville	Carson City																																																																																								
Bridgeport	X	5.50/4.50	6.00/5.00	7.50/6.50	8.00/7.00	13.00/11.00	17.00/15.00																																																																																								
Walker	5.50/4.50	X	3.00/2.50	4.00/3.00	4.50/3.50	6.50/5.50	10.50/9.50																																																																																								
Coleville	6.00/5.00	3.00/2.50	X	3.50/2.50	4.00/3.00	6.00/5.00	10.00/8.75																																																																																								
Topaz	7.50/6.50	4.00/3.00	3.50/2.50	X	3.00/2.50	5.00/4.00	9.00/8.00																																																																																								
Holbrook	8.00/7.00	4.50/3.50	4.00/3.00	3.00/2.50	X	4.50/3.50	8.50/7.50																																																																																								
Gardnerville	13.00/11.00	6.50/5.50	6.00/5.00	5.00/4.00	4.50/3.50	X	6.50/5.50																																																																																								
Carson City	17.00/15.00	10.50/9.50	10.00/8.75	9.00/8.00	8.50/7.50	6.50/5.50	X																																																																																								
	Decrease		Increase		New																																																																																										
Adult (over 15 years old) Daily Pass:	\$10.00																																																																																														
Child (aged 3 – 15 years old) Daily Pass:	\$5.00																																																																																														
Infant (<2 years old):	Free																																																																																														
Adult 3-day Pass:	\$20.00																																																																																														
Child 3-day Pass:	\$10.00																																																																																														
Adult Season Pass:	\$50.00																																																																																														
Child Season Pass:	\$25.00																																																																																														

<p>Reds Meadow Permit</p>	<p>Moved by Director Kreitz and seconded by Director Ellis to authorize the Eastern Sierra Transit Authority to enter into a Special Use Permit to be issued by the U.S. Forest Service for the operation of the Reds Meadow Shuttle service in 2020, and to authorize the Executive Director to execute all required documents for the permit.</p> <p>Roll call vote taken.</p> <p>Motion passes 7-0 with Director Hoff absent.</p>
<p>Six-Month Service Plan</p>	<p>Moved by Director Sauser and seconded by Director Schwartz to approve Eastern Sierra Transit Authority's services planned to be operated through September 2020, and approve a public comment period for the proposed changes to Walker Dial-a-Ride.</p> <p>Roll call vote taken.</p> <p>Motion passes 7-0 with Director Hoff absent.</p>
<p>Covid-19 PTO (CPTO) Extension</p>	<p>Moved by Director Kreitz and seconded by Director Totheroh to approve the Covid-19 PTO (CPTO) and authorize the Executive Director to manage the program.</p> <p>CPTO balances were increased by the following amounts:</p> <ul style="list-style-type: none"> • 100% benefitted – 160 hours (240 hours total) • 75% benefitted – 130 hours (195 hours total) • 50% benefitted – 80 hours (120 hours total) • Non-benefitted – 48 hours (72 hours total) <p>Roll call vote taken.</p> <p>Motion carried 7-0 with Director Hoff absent.</p>
<p>Consent Agenda: Approval of Meeting Minutes: March 13, 2020 March 27, 2020 Mammoth Mountain Ski Resort Ticket Sale and Line Hosting Agreement</p>	<p>Moved by Director Totheroh and seconded by Director Schwartz to approve the Consent Agenda Consisting of:</p> <p>Approval of Regular Meeting Minutes of March 13, 2020</p> <p>Approval of Special Meeting Minutes of March 27, 2020</p> <p>Approval of Mammoth Mountain Ski Resort Ticket Sales and Line Hosting Agreement</p> <p>Roll call vote taken.</p> <p>Motion carried 7-0 with Director Hoff absent.</p>

Board Member Comments	Director Totheroh complemented all the drivers and staff. Director Sauser gave kudos to those out keeping him safe. Director Kreitz said we're all in this together. Director Ellis seconded the comments and said this is a crazy time and he is proud of the workers. Director Schwartz commends the drivers for getting people where they need to be and for ESTA delivering food with IMACA. Director Griffiths said it was really nice to work with the ladies of the Bishop Quilters who made masks and he delivered them to ESTA.
Closed Session	The Regular board meeting was recessed at 11:55 a.m. to convene in closed session with Director Hoff absent to consider: Conference with legal counsel –anticipated litigation Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (number of cases: 1)
Report on Closed Session	Closed session adjourned at 12:24 p.m. to reconvene in open session. Chairman Gardner reported that no action was taken during closed session.
Adjournment	The Chairperson adjourned the meeting at 12:24 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for May 8, 2020 Town of Mammoth Lakes Council Chambers, 2520 Main St., Ste. Z, Mammoth Lakes, CA at 9:00 am. The agenda for the May 8 th meeting will be posted April 28 th at 9:00am. Check the agenda for meeting location changes.

Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Financial Audit Services Contract and Engagement Letter Approval

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

The Eastern Sierra Transit Authority is required to have an independent audit each year. At the June 15, 2018 Board Meeting, CliftonLarsonAllen LLP (CLA) was selected to provide these financial auditing services with the option of extending the contract for three additional one-year periods. CLA's audit of ESTA's finances was satisfactorily performed in 2018 and 2019.

ANALYSIS:

CliftonLarsonAllen LLP has requested that the governing board approve their engagement letter, which is included as an attachment. Inyo County's auditor's office has reviewed and approved the engagement letter.

FINANCIAL CONSIDERATIONS

Eastern Sierra Transit will be responsible for payment as outlined in the contract. The cost will be \$15,750.00. Should a major program testing be needed, an addendum will be issued. The fee for this additional service would be \$1,880.

RECOMMENDATION

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



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

April 6, 2020

Board of Directors
Eastern Sierra Transit Authority
Bishop, CA

Dear Board of Directors and Executive Director:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Eastern Sierra Transit Authority (“you,” “your,” or “the entity”) for the Year ended June 30, 2020.

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

Audit services

We will audit the financial statements of Eastern Sierra Transit Authority (ESTA), as of and for the year ended June 30, 2020, and the related notes to the financial statements.

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

1. Management’s discussion and analysis.
2. GASB-required supplementary pension information.

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

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes
- Assistance with the calculation of GASB 68 pension liability and related deferred inflows/outflows of resources

Audit objectives

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

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

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

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to

obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

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

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

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

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

Management responsibilities

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

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

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

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

to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

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

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

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

Responsibilities and limitations related to nonaudit services

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

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

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial

statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

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

Use of financial statements

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

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

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

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

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

Engagement administration and other matters

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

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

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance

procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

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

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Nevada Department of Taxation. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

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

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

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

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

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

Mediation

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

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

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

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

Time limitation

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

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

Fees

Our fees for these services are \$15,750. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. We will also bill for expenses (including internal administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed, and which amounts are included in the not to exceed fee as listed earlier. Our invoices for these fees, plus applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Unanticipated services

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

Bookkeeping services

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

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

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

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

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues

- Significant changes in your volume of business
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

Changes in engagement timing and assistance by your personnel

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

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

Changes in accounting and audit standards

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

Other fees

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

Finance charges and collection expenses

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

Consent

Consent to use financial information

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

Subcontractors

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

Agreement

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

Sincerely,

CliftonLarsonAllen LLP



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

Response:

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

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____