



# ESTA BOARD AGENDA

Regular Meeting

Friday, November 8, 2019 at 9:00am  
City of Bishop Council Chambers  
301 West Line St, Bishop, California  
The Agenda is available at [www.estransit.com](http://www.estransit.com)

**Chairperson: Jeff Griffiths**

**Vice-Chairperson: Bob Gardner**

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)

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

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

**A. Information Agenda**

- A-1 Employee of the Quarter
- A-2 Executive Director Report
  - Reporting on ESTA activities and performance
- A-3 Financial Report – FY 2019-20
- A-4 Operations Report

**B. Action Agenda**

- B-1 Election of 2020 Chairperson and Vice-Chairperson
- B-2 2020 Board Meeting Calendar

### **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 Meeting Minutes of October 11, 2019
- C-2 Annual Report

### **D. Board Member Comments**

### **E. Closed Sessions**

- E-1 DISCUSSION/POSSIBLE ACTION. Conference with Labor Negotiators. (Pursuant to Government Code Section 54957.6) – Authority designated representatives; Phil Moores, Karie Bentley, and John Vallejo. Bargaining Group; ESTA-EEA
- E-2 Report on closed session as required by law.
- E-3 CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)
- E-4 Report on closed session as required by law.

### **F. Adjournment**

The next scheduled regular meeting will be December 13, 2019, City of Bishop Council Chambers 301 West Line St., Bishop, CA at 11:00 am.

**STAFF REPORT**

Subject: Employee of the Quarter

Presented by: Karie Bentley, Administration Manager

ESTA has an Employee of the Quarter program which rotates between the Mammoth Lakes and Bishop yards. The program is sustained by coworker nominations and a selection committee comprised of drivers, office staff, and supervisors. Winners are selected for outstanding professionalism and customer service. This month's winner is from the Bishop yard and demonstrates a delightful attitude every day. She lifts the spirits of everyone in the room, and her customers love her as much as we do. Besides bus driving, Cheryl is trained in the Operations Dispatch position and plays a critical role in covering the position for staff. Ask her about her horses when you get a chance, she rides regularly and just beams when talking about them! Please join me in congratulating Cheryl Mureau as this quarter's winner!

## STAFF REPORT

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

### **Safety:**

Safety training for employees was conducted in Mammoth on November 7<sup>th</sup>. Safe driving and winter hazards were discussed. No new employee injuries were reported.

### **Maintenance:**

Joe Warta and I met with the Town to discuss the bus maintenance project. The Town has committed to significant facility improvements to accommodate two mechanics at the 210 Commerce yard. Along with around \$400k in Town funds, ESTA has been asked to assist with some of the tools needed to service the ESTA fleet. The Bishop Administration facility is the primary capital project, along with vehicle replacement, but supporting the maintenance of ESTA equipment is also important. The Town will prepare a list of equipment needed to establish the shop.

The Lakes Basin bike trailers presented significant challenges this summer. The Town budgeted for the replacement of the trailers many years ago. They have informed me that there are sufficient funds to replace the trailers this winter.

### **Administration:**

#### Staffing Report

Open Positions:

1. Part Time Dispatcher
2. One Utility position
3. Driver

Interviews are ongoing as we gear up for winter operations.

#### Charter Report

The Daytripper Devils Postpile and The June Lake Loop charters were successfully delivered since our last meeting. Upcoming charters include Night of Lights in December.

#### Funding Report

The 5304 Planning, 5310 Senior and Disabled Mobility, 5311 Rural Transit and Intercity Bus, 5339(a) and (b) Bus and Facilities grants are all being written and submitted regularly. A purchase order for the new trolley has been submitted and we expect delivery in April 2020.

November 8, 2019

Agenda Item A-1

A study of ESTA's OPEB liability relating to future funding is underway. Once an Actuarial Determined Contribution (ADC) is provided, a funding policy will be presented to the Board.

ESTA employees, including Dawn Vidal, Vanessa Barron, and Linda Robinson are organizing the 2019 ESTA Stuff-a-Bus at Kmart on November 23<sup>rd</sup> from 10am to noon. This event collects food for the Salvation Army Pantry. In addition to walkup donations, Kmart has agreed to place convenient foods near the registers for purchase and donation.

**Training:**

New driver training has been increased from two weeks to four weeks. Industry standards for new driver training is closer to six weeks, but transit agencies are always looking for ways to reduce the training period.

**Planning:**

We phone conferenced with the FTA and Caltrans on September 24<sup>th</sup> to discuss the Bishop Administrative Facility project. The NEPA process and the preliminary engineering RFP are the next steps.

**STAFF REPORT**

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

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 November 4, 2019.

The reports reflect typical revenues and expenses early in the fiscal year where limited revenues have been received. The majority of the insurance expense for the year is paid in a lump sum at the beginning of the year and is reflected in the high year-to-date percentage for that line item.

Fuel cost per gallon has been running at about 19% below budget, however, the low actual expense on the financial report for fuel and maintenance is primarily a result of not yet being in receipt of billings from the Town of Mammoth Lakes for the month of October.

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

<b>ESTA Operating Expenses FY 19-20</b>			
<b>% of fiscal year →</b>			<b>34.8%</b>
<b>Category</b>	<b>Budget</b>	<b>Actual Year To Date</b>	<b>% of Budget</b>
<b>Total Revenue</b>	<b>5,408,210</b>	<b>1,154,809</b>	<b>21.4%</b>
<b>EXPENSES</b>			
Total Salaries	2,088,694	690,373	33.1%
Total Benefits	770,029	210,235	27.3%
Total Insurance	323,760	279,663	86.4%
Total Maintenance	644,789	174,479	27.1%
Facilities	257,274	71,135	27.6%
Total Services	213,874	57,084	26.7%
Fuel	632,751	147,074	23.2%
Other	339,168	22,062	6.5%
<b>Total Expenses</b>	<b>5,270,339</b>	<b>1,652,105</b>	<b>31.3%</b>

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

Ledger: GL

As of 11/4/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
<b>Key: 153298 - ESTA - BUDGET</b>						
<b>OPERATING</b>						
Revenue						
Expenditure						
<b>NET OPERATING</b>		0.00	0.00	0.00	0.00	
<b>CAPITAL ACCOUNT</b>						
Revenue						
Expenditure						
<b>NET CAPITAL ACCOUNT</b>		0.00	0.00	0.00	0.00	
<b>Key: 153299 - EASTERN SIERRA TRANSIT</b>						
<b>OPERATING</b>						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,272,738.00	212,123.18	0.00	1,060,614.82	16.66
4065	STATE TRANSIT ASST	503,314.00	0.00	0.00	503,314.00	0.00
4301	INTEREST FROM TREASURY	24,000.00	0.00	0.00	24,000.00	0.00
4498	STATE GRANTS	35,355.00	35,355.00	0.00	0.00	100.00
4499	STATE OTHER	70,940.00	0.00	0.00	70,940.00	0.00
4555	FEDERAL GRANTS	515,601.00	0.00	0.00	515,601.00	0.00
4599	OTHER AGENCIES	921,794.00	240,827.82	0.00	680,966.18	26.12
4819	SERVICES & FEES	2,052,468.00	663,973.33	0.00	1,388,494.67	32.34
4959	MISCELLANEOUS REVENUE	12,000.00	2,530.00	0.00	9,470.00	21.08
<b>Revenue Total:</b>		5,408,210.00	1,154,809.33	0.00	4,253,400.67	21.35
Expenditure						
5001	SALARIED EMPLOYEES	1,510,603.00	481,077.13	0.00	1,029,525.87	31.84
5003	OVERTIME	75,106.00	25,907.27	0.00	49,198.73	34.49
5005	HOLIDAY OVERTIME	124,696.00	22,236.73	0.00	102,459.27	17.83
5012	PART TIME EMPLOYEES	378,289.00	161,151.58	0.00	217,137.42	42.60
5021	RETIREMENT & SOCIAL SECURITY	51,858.00	14,075.66	0.00	37,782.34	27.14
5022	PERS RETIREMENT	221,020.00	66,205.66	0.00	154,814.34	29.95
5031	MEDICAL INSURANCE	306,000.00	63,394.90	0.00	242,605.10	20.71
5043	OTHER BENEFITS	39,398.00	10,169.05	0.00	29,228.95	25.81
5045	COMPENSATED ABSENCE EXPENSE	146,000.00	55,622.44	0.00	90,377.56	38.09
5047	EMPLOYEE INCENTIVES	5,753.00	766.98	0.00	4,986.02	13.33
5111	CLOTHING	10,600.00	139.00	0.00	10,461.00	1.31
5152	WORKERS COMPENSATION	102,180.00	101,122.00	0.00	1,058.00	98.96
5154	UNEMPLOYMENT INSURANCE	43,000.00	0.00	0.00	43,000.00	0.00
5158	INSURANCE PREMIUM	178,580.00	178,541.00	0.00	39.00	99.97
5171	MAINTENANCE OF EQUIPMENT	613,789.00	173,098.41	0.00	440,690.59	28.20
5173	MAINTENANCE OF EQUIPMENT-	19,500.00	1,380.62	0.00	18,119.38	7.08
5191	MAINTENANCE OF STRUCTURES	11,500.00	0.00	0.00	11,500.00	0.00
5211	MEMBERSHIPS	2,300.00	150.00	0.00	2,150.00	6.52
5231	COURT PRINTING COSTS	1,410.00	0.00	0.00	1,410.00	0.00
5232	OFFICE & OTHER EQUIP < \$5,000	15,500.00	160.04	0.00	15,339.96	1.03
5238	OFFICE SUPPLIES	8,000.00	2,175.01	0.00	5,824.99	27.18
5253	ACCOUNTING & AUDITING SERVICE	49,750.00	7,087.50	0.00	42,662.50	14.24
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	817.00	0.00	5,073.00	13.87
5263	ADVERTISING	53,700.00	12,687.87	0.00	41,012.13	23.62
5265	PROFESSIONAL & SPECIAL SERVICE	104,534.00	36,491.76	0.02	68,042.22	34.90
5291	OFFICE, SPACE & SITE RENTAL	194,648.00	68,278.00	0.00	126,370.00	35.07

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

Ledger: GL

As of 11/4/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	60,440.00	13,796.70	0.00	46,643.30	22.82
5326	LATE FEES & FINANCE CHARGES	0.00	1.75	0.00	(1.75)	0.00
5331	TRAVEL EXPENSE	9,600.00	2,099.62	0.00	7,500.38	21.87
5332	MILEAGE REIMBURSEMENT	32,468.00	3,539.84	0.00	28,928.16	10.90
5351	UTILITIES	62,626.00	2,857.39	0.00	59,768.61	4.56
5352	FUEL & OIL	632,751.00	147,074.44	0.00	485,676.56	23.24
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	138,850.00	0.00	0.00	138,850.00	0.00
	<b>Expenditure Total:</b>	<u>5,270,339.00</u>	<u>1,652,105.35</u>	<u>0.02</u>	<u>3,618,233.63</u>	<u>31.34</u>
<b>NET OPERATING</b>		<u>137,871.00</u>	<u>(497,296.02)</u>	<u>(0.02)</u>	<u>635,167.04</u>	
<b>CAPITAL ACCOUNT</b>						
<b>Revenue</b>						
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
	<b>Revenue Total:</b>	<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>
<b>Expenditure</b>						
5640	STRUCTURES & IMPROVEMENTS	707,071.00	0.00	0.00	707,071.00	0.00
5650	EQUIPMENT	101,568.00	0.00	0.00	101,568.00	0.00
5655	VEHICLES	432,672.00	0.00	0.00	432,672.00	0.00
	<b>Expenditure Total:</b>	<u>1,241,311.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,241,311.00</u>	<u>0.00</u>
<b>NET CAPITAL ACCOUNT</b>		<u>(34,092.00)</u>	<u>61,568.00</u>	<u>0.00</u>	<u>(95,660.00)</u>	
<b>TRANSFERS</b>						
<b>Revenue</b>						
<b>Expenditure</b>						
5798	CAPITAL REPLACEMENT	158,990.00	0.00	0.00	158,990.00	0.00
	<b>Expenditure Total:</b>	<u>158,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>158,990.00</u>	<u>0.00</u>
<b>NET TRANSFERS</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>153299 Total:</b>		<u>(55,211.00)</u>	<u>(435,728.02)</u>	<u>(0.02)</u>	<u>380,517.04</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
<b>ESTA - EASTERN SIERRA TRANSIT AUTHORI</b>										
1532 EASTERN SIERRA TRANSIT	2,316,873	(20,717)	81,600		69,482			2,308,274		2,308,274
1533 ESTA ACCUMULATED	1,209,387							1,209,387		1,209,387
1534 ESTA GENERAL RESERVE	521,286							521,286		521,286
1535 ESTA BUDGET STAB	208,512							208,512		208,512
1536 REDS MEADOW ROAD	57,533							57,533		57,533
6813 JARC-LONE PINE/BISHOP	63,339					45,000		18,339		18,339
6814 JARC-MAMMOTH EXPRESS	47,395							47,395		47,395
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	10,296	(6,310)			371	16,100		(12,485)		(12,485)
6821 BISHOP YARD-ESTA	10,691					15,500		(4,809)		(4,809)
6822 LCTOP-ELECTRIC VEHICLE	90,340							90,340		90,340
6824 ESTA-LCTOP	25,434				494	5,000		19,940		19,940
<b>ESTA Totals</b>	<b>4,566,291</b>	<b>(27,027)</b>	<b>81,600</b>		<b>70,347</b>	<b>81,600</b>		<b>4,468,917</b>		<b>4,468,917</b>
<b>Grand Totals</b>	<b>4,566,291</b>	<b>(27,027)</b>	<b>81,600</b>		<b>70,347</b>	<b>81,600</b>		<b>4,468,917</b>		<b>4,468,917</b>

**STAFF REPORT**

**Subject: Operations Report September 2019**  
**Presented by: Phil Moores, Executive Director**

**Executive Summary**

Ridership decreased 8.8% in September 2019 compared to last year. This decrease mainly occurred on Mammoth fixed routes and Reds Meadow. Passengers per service hour experienced a similar decrease. Accidents (1 minor), road calls (0), and customer comments (3) met the monthly goals. Bishop Dial-a-Ride wait times did not meet the goal of keeping the number of trips 5% below a 30-minute wait time (-1%). We missed four trips in September due to driver shortages and weather.

	Sep-19	Aug-19	Percent Change	Sep-18	Percent Change
<b>PASSENGERS</b>					
Adult	36,891	108,009	-65.8%	39,108	-5.7%
Senior	2,048	2,370	-13.6%	1,930	6.1%
Disabled	841	959	-12.3%	908	-7.4%
Wheelchair	257	251	2.4%	316	-18.7%
Child	4,810	20,833	-76.9%	6,909	-30.4%
Child under 5	456	1,110	-58.9%	487	-6.4%
<b>Total Passengers</b>	<b>45,303</b>	<b>133,532</b>	<b>-66.1%</b>	<b>49,658</b>	<b>-8.8%</b>
<b>FARES</b>	<b>\$91,727.25</b>	<b>\$261,512.25</b>	<b>-64.9%</b>	<b>\$81,112.00</b>	<b>13.1%</b>
<b>SERVICE MILES</b>	<b>67,866</b>	<b>97,536</b>	<b>-30.4%</b>	<b>67,909</b>	<b>-0.1%</b>
<b>SERVICE HOURS</b>	<b>4,051</b>	<b>6,316</b>	<b>-35.9%</b>	<b>4,074</b>	<b>-0.6%</b>
<b>Passengers per Hour</b>	<b>11.18</b>	<b>21.14</b>	<b>-47.1%</b>	<b>12.19</b>	<b>-8.3%</b>

<b>RIDERSHIP COMPARISON</b>				
<b>REPORT MONTH - THIS YEAR/LAST YEAR</b>				
<b>Route</b>	<b>Sep-19</b>	<b>Sep-18</b>	<b>Variance</b>	<b>% Change</b>
Mammoth Express	397	312	85	27.2%
Lone Pine Express	366	272	94	34.6%
Lone Pine DAR	417	280	137	48.9%
Tecopa	15	12	3	25.0%
Walker DAR	118	107	11	10.3%
Bridgeport to G'Ville	12	14	-2	-14.3%
Benton to Bishop	39	35	4	11.4%
Bishop DAR	3,522	3,706	-184	-5.0%
Nite Rider	313	440	-127	-28.9%
Mammoth FR	24,783	28,933	-4,150	-14.3%
Mammoth DAR	249	149	100	67.1%
Reno	987	696	291	41.8%
Lancaster	608	550	58	10.5%
Reds Meadow	13,366	14,068	-702	-5.0%
Bishop Creek	20	9	11	122.2%
Specials	91	72	19	26.4%
<b>TOTALS</b>	<b>45,303</b>	<b>49,658</b>	<b>-4,355</b>	<b>-8.8%</b>
<b>PASSENGERS PER SERVICE HOUR</b>				
<b>REPORT MONTH - THIS YEAR/LAST YEAR</b>				<b>PAX MILES/ SVC HOUR</b>
<b>Route</b>	<b>Sep-19</b>	<b>Sep-18</b>	<b>% Change</b>	
Mammoth Express	5.13	4.26	20.5%	
Lone Pine Express	3.71	2.93	26.5%	
Lone Pine DAR	2.98	2.11	41.5%	
Tecopa	1.01	0.82	22.9%	
Walker DAR	0.83	0.79	4.0%	
Bridgeport to G'Ville	0.64	0.53	20.7%	
Benton to Bishop	2.72	2.20	23.5%	
Bishop DAR	3.97	4.31	-7.9%	
Nite Rider	5.13	6.04	-15.1%	
Mammoth FR	16.17	18.28	-11.5%	
Mammoth DAR	1.46	1.03	41.7%	
Reno	3.66	2.73	34.0%	432.65
Lancaster	2.81	2.75	2.2%	290.14
Reds Meadow	34.18	32.88	4.0%	
Bishop Creek	3.05	0.86	255.7%	
Specials	9.46	7.02	34.7%	
<b>Total</b>	<b>11.18</b>	<b>12.19</b>	<b>-8.3%</b>	

Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
<b>Sep-19</b>																	
Mammoth Express	\$1,951.25	319	49	12	2	0	15	397	90	77	3,467	3,405	4.91	.57	5.13	44.8	0.12
Lone Pine Express	\$2,038.75	201	131	32	2	0	0	366	121	99	4,809	4,450	5.57	.46	3.71	48.8	0.08
Lone Pine DAR	\$997.60	16	219	61	12	108	1	417	147	140	1,516	1,516	2.39	.66	2.98	10.8	0.28
Tecopa	\$76.00	8	7	0	0	0	0	15	15	15	358	358	5.07	.21	1.01	24.1	0.04
Walker DAR	\$327.00	10	2	101	0	5	0	118	152	143	554	326	2.77	1.00	.83	3.9	0.36
Bridgeport to G'Vill	\$70.00	4	0	8	0	0	0	12	20	19	373	252	5.83	.28	.64	19.8	0.05
Benton to Bishop	\$217.00	14	17	8	0	0	0	39	28	14	1,174	601	5.56	.36	2.72	81.9	0.06
Specials	\$0.00	77	14	0	0	0	0	91	12	10	264	194	N/A	N/A			
Bishop DAR	\$8,278.65	1,276	1,304	519	228	51	144	3,522	958	888	10,491	9,751	2.35	.85	3.97	11.8	0.36
Nite Rider	\$1,243.20	241	19	27	11	3	12	313	63	61	859	847	3.97	1.47	5.13	14.1	0.37
Mammoth FR	\$0.00	21,723	0	1	0	3,059	0	24,783	1,586	1,533	19,769	19,102	N/A	N/A	16.17	12.9	1.30
Mammoth DAR	\$499.80	151	12	0	0	0	86	249	172	170	637	594	2.01	.84	1.46	3.7	0.42
Reno	\$24,352.50	735	160	58	2	32	0	987	291	269	11,616	11,153	24.67	2.18	3.66	43.1	0.09
Lancaster	\$10,159.00	473	113	14	0	6	2	608	238	216	10,221	10,042	16.71	1.01	2.81	47.2	0.06
Reds Meadow	\$41,424.00	11,626	0	0	0	1,544	196	13,366	429	391	5,700	5,065					
Bishop Creek	\$92.50	17	1	0	0	2	0	20	8	7	234	210	4.63	.44	3.05	35.7	0.10
<b>Total</b>	<b>\$91,727.25</b>	<b>36,891</b>	<b>2,048</b>	<b>841</b>	<b>257</b>	<b>4,810</b>	<b>456</b>	<b>45,303</b>	<b>4,330</b>	<b>4,051</b>	<b>72,042</b>	<b>67,866</b>	<b>2.02</b>	<b>1.35</b>	<b>11.18</b>	<b>17.8</b>	<b>0.67</b>
<b>Sep-18</b>																	
Mammoth Express	\$1,764.25	252	32	1	8	8	11	312	83	73	3,322	3,249	5.65	.54	4.26	45.3	0.10
Lone Pine Express	\$1,482.00	157	76	25	13	0	1	272	109	93	4,406	4,117	5.45	.36	2.93	47.5	0.07
Lone Pine DAR	\$700.40	6	154	63	11	46	0	280	139	133	1,277	1,274	2.50	.55	2.11	9.6	0.22
Tecopa	\$62.00	4	8	0	0	0	0	12	15	15	357	357	5.17	.17	.82	24.5	0.03
Walker DAR	\$308.70	0	4	103	0	0	0	107	145	135	1,250	1,061	2.89	.29	.79	9.3	0.10
Bridgeport to G'Vill	\$108.50	0	6	8	0	0	0	14	34	27	836	836	7.75	.13	.53	31.5	0.02
Benton to Bishop	\$197.50	10	17	8	0	0	0	35	30	16	1,330	698	5.64	.28	2.20	83.7	0.05
Specials	\$0.00	49	23	0	0	0	0	72	12	10	157	149	N/A	N/A			
Bishop DAR	\$8,215.25	1,206	1,338	552	259	155	196	3,706	918	861	10,054	9,289	2.22	.88	4.31	11.7	0.40
Nite Rider	\$1,635.20	293	52	59	16	3	17	440	77	73	1,072	1,072	3.72	1.53	6.04	14.7	0.41
Mammoth FR	\$0.00	24,452	0	1	0	4,480	0	28,933	1,643	1,583	20,261	19,502	N/A	N/A	18.28	12.8	1.48
Mammoth DAR	\$366.20	93	11	21	0	4	20	149	151	144	581	501	2.46	.73	1.03	4.0	0.30
Reno	\$16,547.50	511	116	38	5	25	1	696	276	255	11,102	10,841	23.78	1.53	2.73	43.6	0.06
Lancaster	\$8,411.50	403	93	29	4	2	19	550	222	200	9,762	9,471	15.29	.89	2.75	48.8	0.06
Reds Meadow	\$41,313.00	11,661	0	0	0	2,185	222	14,068	476	428	6,631	4,979	2.94	8.30	32.88	15.5	2.83
Bishop Creek	\$35.00	5	4	0	0	0	0	9	11	10	335	327	3.89	.11	.86	32.0	0.03
<b>Total</b>	<b>\$81,112.00</b>	<b>39,108</b>	<b>1,930</b>	<b>908</b>	<b>316</b>	<b>6,909</b>	<b>487</b>	<b>49,658</b>	<b>4,362</b>	<b>4,074</b>	<b>72,948</b>	<b>67,909</b>	<b>1.63</b>	<b>1.19</b>	<b>12.19</b>	<b>17.9</b>	<b>0.73</b>

VARIANCE BY ROUTE (RAW NUMBERS) – September 2019 to September 2018																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILE S	SVC MILE S	AVG FARE	REV/S VC MILE	PAX / SVC HR	MT / SVC HR	PAX / SVC MI
Mammoth Express	\$187.00	67	17	11	-6	-8	4	85	8	4	145	156	-0.74	0.03	0.87	-0.52	0.02
Lone Pine Express	\$556.75	44	55	7	-11	0	-1	94	11	6	403	333	0.12	0.10	0.78	123	0.02
Lone Pine DAR	\$297.20	10	65	-2	1	62	1	137	7	7	239	242	-0.11	0.11	0.87	123	0.06
Tecopa	\$4.00	4	-1	0	0	0	0	3	0	0	1	1	-0.10	0.04	0.19	-0.35	0.01
Walker DAR	\$18.30	10	-2	-2	0	5	0	11	7	8	-696	-735	-0.11	0.71	0.03	-5.40	0.26
Bridgeport to G'Ville	-\$38.50	4	-6	0	0	0	0	-2	-14	-8	-463	-584	-1.92	0.15	0.11	-11.72	0.03
Benton to Bishop	\$19.50	4	0	0	0	0	0	4	-2	-2	-156	-97	-0.08	0.08	0.52	-183	0.01
Bishop DAR	\$63.40	70	-34	-33	-31	-104	-52	-184	40	27	437	462	0.13	-0.04	-0.34	0.14	-0.04
Nite Rider	-\$392.00	-52	-33	-32	-5	0	-5	-127	-14	-12	-213	-225	0.26	-0.06	-0.91	-0.64	-0.04
Mammoth FR	\$0.00	-2729	0	0	0	-1421	0	-4150	-57	-50	-492	-400	N/A	N/A	-2.11	0.10	-0.19
Mammoth DAR	\$133.60	58	1	-21	0	-4	66	100	20	26	56	93	-0.45	0.11	0.43	-0.28	0.12
Reno	\$7,805.00	224	44	20	-3	7	-1	291	15	15	514	312	0.90	0.66	0.93	-0.49	0.02
Lancaster	\$1,747.50	70	20	-15	-4	4	-17	58	15	16	459	571	1.42	0.12	0.06	-1.56	0.00
Reds Meadow	\$111.00	-35	0	0	0	-641	-26	-702	-46	-37	-931	86					
Bishop Creek	\$57.50	12	-3	0	0	2	0	11	-3	-4	-101	-117	0.74	0.33	2.19	3.77	0.07

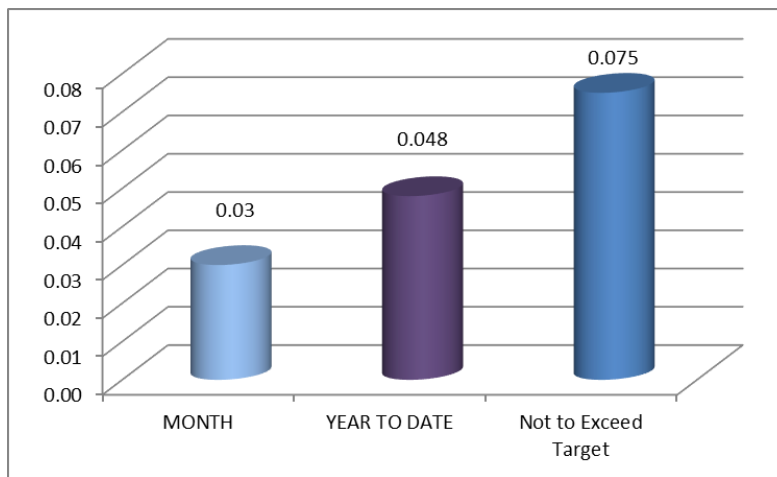
VARIANCE BY ROUTE (PERCENTAGE) – September 2019 to September 2018																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Svc Hours	Yd Mi	SVC MILE	AVG FARE	VC MILE	SVC HR	SVC HR	SVC MI
Mammoth Express	1%	27%	53%	1100%	-75%	-100%	36%	27%	9%	6%	4%	5%	-13%	6%	21%	-1%	21%
Lone Pine Express	38%	28%	72%	28%	-85%		-100%	35%	10%	6%	9%	8%	2%	27%	26%	3%	24%
Lone Pine DAR	42%	167%	42%	-3%	9%	135%		49%	5%	5%	19%	19%	-4%	20%	41%	13%	25%
Tecopa	23%	100%	-13%					25%	2%	2%	0%	0%	-2%	22%	23%	-1%	25%
Walker DAR	6%		-50%	-2%				10%	5%	6%	-56%	-69%	-4%	245%	4%	-58%	259%
Bridgeport to G'Ville	-35%		-100%	0%				-14%	-40%	-29%	-55%	-70%	-25%	114%	21%	-37%	184%
Benton to Bishop	10%	40%	0%	0%				11%	-6%	-10%	-12%	-14%	-1%	28%	23%	-2%	29%
Bishop DAR	0.8%	5.8%	-2.5%	-6.0%	-12.0%	-67.1%	-26.5%	-5.0%	4.4%	3.1%	4.3%	5.0%	6.0%	-4.0%	-7.9%	12%	-9.5%
Nite Rider	-24%	-18%	-63%	-54%	-31%	0%	-29%	-29%	-19%	-16%	-20%	-21%	7%	-4%	-15%	-4%	-10%
Mammoth FR		-11%		0%		-32%		-14%	-3%	-3%	-2%	-2%	N/A	N/A	-12%	1%	-13%
Mammoth DAR	36%	62%	9%	-100%		-100%	330%	67%	14%	18%	10%	19%	-18%	15%	42%	-7%	41%
Reno	47%	44%	38%	53%	-60%	28%	-100%	42%	6%	6%	5%	3%	4%	43%	34%	-1%	38%
Lancaster	21%	17%	22%	-52%	-100%	200%	-89%	11%	7%	8%	5%	6%	9%	14%	2%	-3%	4%
Reds Meadow	0%	0%				-29%	-12%	-5%	-10%	-9%	-14%	2%					
Bishop Creek Shuttle	164%	240%	-75%					122%	-29%	-38%	-30%	-36%	19%	312%	256%	12%	246%

## Customer Comments

There were three comments received for the month of September 2019.

- 9/5: A customer called to complement all of the driver she has met in Bishop and Mammoth, and saying that she really appreciates the ESTA service.
- 9/9: A call was received stating that the Purple Line need to slow down on Lupin St.
- 9/20: A customer called asking for the trolleys to give more room to bicyclists when passing.

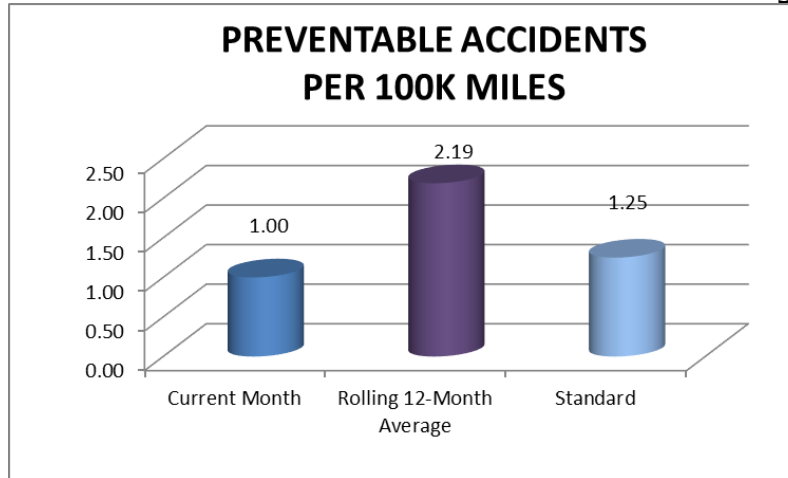
### COMPLAINTS PER 1,000 PASSENGERS



## Accident/Incidents

There was one preventable accident in September 2019.

- 9/3: Reds Meadow bus clipped a tree branch breaking the street-side mirror when trying to avoid an oncoming vehicle.



### Missed Runs

There were 4 missed/late runs in September 2019.

- 9/13: Three missed runs on Town Trolley due to driver no call no show.
- 9/16: Reno Route had to divert due to road closure (high wind) and missed Gardnerville-Lee Vining stops

### Road Call Frequency

There were no road calls during the month of September 2019 where a service vehicle had to be called to repair in place or tow a transit vehicle. There were 12 vehicle exchanges during the month of September 2019 due to mechanical issues requiring a replacement transit vehicle be placed into service. The average Road Call frequency is 0.95 per 100,00 miles.

Date	Road Calls	Bus Exchange	Miles	Road Calls / 100K Miles
Feb-19	1	5	78666	1.27
Mar-19	0	7	88385	0.00
Apr-19	2	6	85782	2.33
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

### Bishop Area Dial-A-Ride Wait Times

Wait times for the Bishop Area Dial-A-Ride (Mon. through Fri., 7:00 a.m. – 6:00 p.m.)

<b>SEPTEMBER 2019</b>			
		<b>PERCENT</b>	<b>GOAL</b>
<b>IMMEDIATE RESPONSE TRIPS</b>			
Total Trips:	2,252	78.6%	
Average Wait Time (min.):	13		< 20 Minutes
Trips > 30 Minute Wait:	135	6.0%	< 5%
<b>ADVANCE RESERVATION TRIPS</b>			
Total Trips:	613	21.4%	
On Time Trips (± 10 min.)	466	76.0%	
<b>TOTAL SCHEDULED TRIPS</b>			
No-Shows Including Checkpoints	211	7.4%	
No-Shows Excluding Checkpoints	138	4.8%	
Cancellations	93	3.2%	



## **STAFF REPORT**

**Subject: Election of 2020 Chairperson and Vice-Chairperson**

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

**Background:**

Section 2.1 of the Joint Powers Agreement provides that the Board of Directors shall elect a Chair and Vice-Chair from among its members. The ESTA By-Laws approved in 2015 specify that the representative elected to the Chair position shall alternate between Inyo and Mono Counties each year, and that the persons elected to the Chair and Vice-Chair positions shall not be from the same county.

**Analysis/Discussion:**

In keeping with the provisions outlined in the ESTA By-Laws that were approved in 2015, the Chair for the 2020 year should be from Mono County. Past practice has been that the Vice-Chair has been elected to the position of Chair in the year following their term as Vice-Chair. Director Gardner from Mono County was elected to the position of Vice-Chair last year. Also, in keeping with the By-Laws, the Vice-Chair for 2020 should be from either Inyo County or the City of Bishop.

**Financial Considerations:**

None

**Recommendation:**

It is recommended the Board elect a Chairperson and Vice Chairperson for 2020.

## STAFF REPORT

**Subject: 2020 Board Meeting Calendar**

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

**Background:**

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

**Analysis/Discussion:**

The Board has historically met on the second Friday of each month, alternating the meetings between Bishop and Mammoth two at a time. Both the ESCOG and League of Cities calendars were consulted. The California League of Cities conference is scheduled for October 7-9, 2020, in Long Beach. Anticipated ESCOG meeting dates are indicated in bold.

**Financial Considerations:**

None

**Recommendation:**

It is recommended the Board approve a schedule of dates for the regular meetings of the Board for 2020.

January 10 in Bishop, 9am

July 10 Bishop, 9am

**February 14 in Mammoth, 11am**

**August 14 in Bishop, 11am**

March 13 in Bishop, 9am

September 11 in Mammoth, 11am

**April 10 in Bishop, 11am**

October 16 in Mammoth, 11am

May 8 in Mammoth, 9am

November 13 in Bishop, 9am

**June 12 in Mammoth, 11am**

**December 11 in Bishop, 11am**

**EASTERN SIERRA TRANSIT AUTHORITY**

**Minutes of Friday, October 11, 2019  
Regular Meeting**

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:00 a.m. on Friday, October 11, 2019 at the Town of Mammoth Lakes Council Chambers at 2520 Main St., Ste. Z, Mammoth Lakes, California. The following members were present: Bob Gardner, Bill Sauser, Dan Totheroh, Jeff Griffiths, Cleland Hoff and Karen Schwartz. Jim Ellis and Jennifer Kreitz were absent. Director Sauser led the pledge of allegiance.

Public Comment	None.
Executive Director Report	Ms. Bentley reported on ESTA activities and performance.
Financial Report – Preliminary 2018-19 Annual	Ms. Bentley presented the Preliminary Financial Report for the 2018/19 fiscal year as of October 4, 2019.
Financial Report – FY 2019-20	Ms. Bentley presented the Financial Report for the 2019/20 fiscal year as of October 4, 2019.
Information on Cash Flow Analysis	Ms. Bentley presented information on having a Cash Flow Analysis.
Operations Report	Ms. Bentley presented the Monthly Operations Report for July and August 2019.
Approve Purchase of one Trolley	Moved by Director Gardner and seconded by Director Gardner to purchase one Hometown Villager Trolley from Creative Bus Sales, funded with an FTA 5339 grant with matching funds from the Town of Mammoth Lakes to be ordered through the CalACT/MBTA purchasing cooperative in an amount up to \$292,727.  Motion carried 6-0 with Directors Kreitz and Ellis absent.
Adopt an OPEB Trust	Moved by Director Gardner and seconded by Director Schwartz to adopt Resolution #2019-07 selecting PARS as Eastern Sierra Transit Authority OPEB Trust manager, and to authorize the Executive Director to sign required trust participation documents.  Motion carried 6-0 with Directors Kreitz and Ellis absent.

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Bi-Annual Service Review	<p>Mammoth Mountain representative Chris Bulkley made a public comment.</p> <p>Moved by Director Hoff and seconded by Director Sauser to approve the Eastern Sierra Transit services as presented, to be operated through March 2020.</p> <p>Motion carried 6-0 with Directors Kreitz and Ellis absent.</p>
<p>Consent Agenda: Approval of Meeting Minutes</p> <p>Ratify LeFever Contract</p>	<p>Moved by Director Gardner and seconded by Director Sauser to approve the Meeting Minutes of August 9, 2019 and to ratify the LeFever Marketing contract</p> <p>Motion carried 6-0 with Directors Kreitz and Ellis absent.</p>
Board Member Comments	<p>Director Sauser commented that the Town of Mammoth Lakes is hiring a dedicated mechanic. This will lower the cost of maintenance to ESTA and insure bus maintenance is prioritized.</p> <p>Director Griffiths commented on an issue between the auditors and ESTA. Ms. Bentley indicated ESTA has reached out for an appointment time with the auditors.</p>
Adjournment	<p>The Chairperson adjourned the meeting at 11:45 a.m.</p> <p>The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for November 8, 2019 at City of Bishop Council Chambers, 301 West Line St., Bishop, CA at 9:00 am.</p>

Recorded & Prepared by:

\_\_\_\_\_  
Linda Robinson  
Board Clerk  
Eastern Sierra Transit Authority

Minutes approved:

# ANNUAL REPORT



2019



# ESTA's Mission

....to provide excellent public transportation services in an entrepreneurial style within the Eastern Sierra Region. The Authority, through its leadership provides responsive and reliable services and is a regional platform for service planning and funding decisions.

## WHO -

The Eastern Sierra Transit Authority (ESTA) is a Joint Powers Authority comprised of Inyo County, Mono County, the City of Bishop and the Town of Mammoth Lakes. The Authority was formed in 2006 to address growing public transit needs within the Eastern Sierra region.



## WHERE -

Eastern Sierra Transit provides service throughout Inyo and Mono Counties and along a 400 linear mile area extending from Lancaster to Reno. The majority of ESTA's services are operated in the Bishop and Mammoth Lakes Areas.





## WHAT -

ESTA provides a wide range of transit service including:

- **door-to-door dial-a-ride** service in Bishop, Mammoth Lakes, Lone Pine and the Antelope Valley
- **town-to-town routes** serving commuters and shoppers accessing work and commercial centers in Lone Pine, Independence, Bishop and Mammoth Lakes
- **local fixed route** service in Mammoth Lakes providing year-round service throughout the Town and to the many nearby recreational opportunities
- **intercity routes** known as the 395 Routes providing access to the national intercity transportation network (bus, rail, airline) in Reno and Lancaster.
- **lifeline service** in both Mono County (Bridgeport to Carson City, Benton to Bishop), and Inyo County (Tecopa/Shoshone to Pahrump).

## HOW -

The Eastern Sierra Transit Authority is governed by an eight-member Board of Directors with two elected officials appointed from each of the four member entities.

### BOARD OF DIRECTORS

#### Chair

Jeff Griffiths  
District 2 Supervisor  
Inyo County

#### Vice-Chair

Bob Gardner  
District 3 Supervisor  
Mono County

Cleland Hoff  
City Council Member  
Town of Mammoth Lakes

Jim Ellis  
Mayor  
City of Bishop

Bill Sauser  
Mayor  
Town of Mammoth Lakes

Jennifer Kreitz  
District 1 Supervisor  
Mono County

Dan Totheroh  
District 1 Supervisor  
Inyo County

Karen Schwartz  
City Council Member  
City of Bishop



The end of FY 2018/19 marked ESTA's 12<sup>th</sup> anniversary of service. The Authority began operations under the ESTA banner on July 1, 2007, meeting the diverse transit needs of the communities it serves.

2018/19 was a good year by almost all accounts. At long last, after a challenging recruitment, ESTA hired an Executive Director to replace the irreplaceable John Helm. Other key administrative staff were hired and ESTA was firing on all cylinders after a year of permanent staff vacancies. Our outstanding team of Bus Operators seems to always be short a few members and minor service cuts for FY2019/20 resulted. However, they always find a way to provide the service we have committed to deliver.

One metric that needs attention is the accident rate that rose 49% from 1.56 to 2.33 per 100,000 miles. The majority of these accidents were winter snow related. This will be a main focus of the Safety Committee next year. Record breaking snowfall meant a late start for Red Meadow in the Spring, yet ridership on ESTA's routes increased 4.5% from the previous year. Productivity, passenger trips per service hour, which is a measurement of ESTA's efficiency increased 4.3%. Farebox recovery, a measure of collected fares compared to operating expenses, increased 10.2%.

Our partners, The Town of Mammoth Lakes, Mammoth Mountain Ski Area, The City of Bishop, Mono and Inyo Local Transportation Commissions, and Mono and Inyo Counties deserve recognition in our success. And if it weren't for our wonderful passengers, we wouldn't be in business at all.

As we look ahead, ESTA is in a strong position to experience another great year. Mammoth Fleet Maintenance is planned for improvement and the new Bishop Administration Building is in the beginning phases. I look forward to a healthy, productive, and happy 2020 for the ESTA Family.

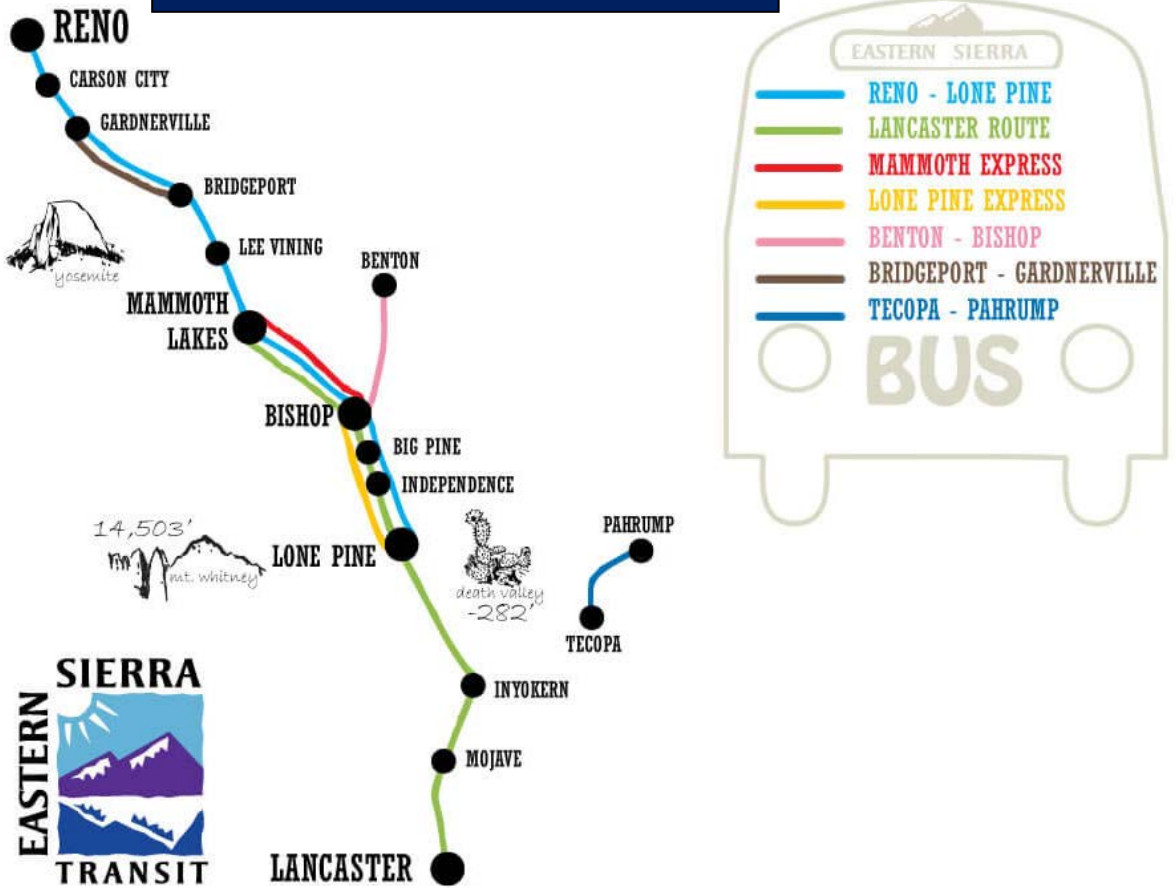
Sincerely,

*Phil Moores*

Executive Director



# ESTA's Service Area



**Reno – Lone Pine (Monday – Friday)**

**Mammoth – Lancaster (Monday – Friday)**

**Mammoth Express (Monday – Friday)**

**Lone Pine Express (Monday – Friday)**

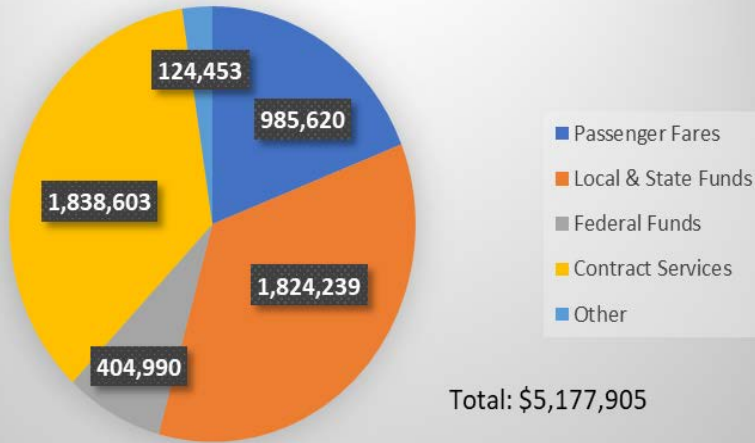
**Benton – Bishop (Tuesday and Friday)**

**Bridgeport – Carson City (Wednesdays)**

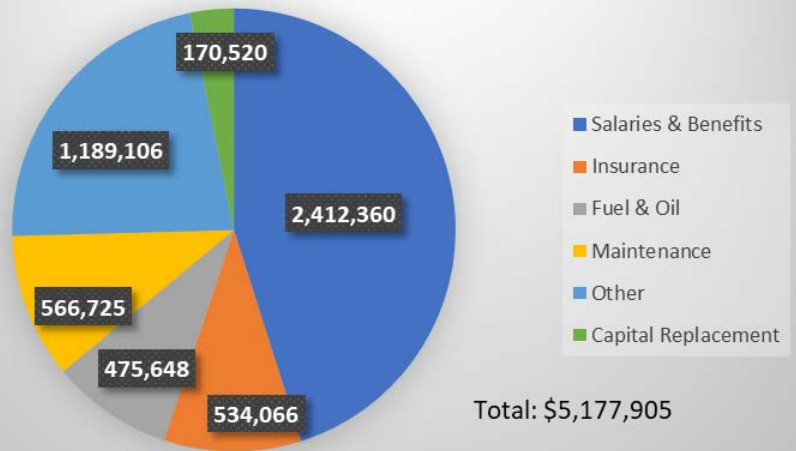
**Tecopa – Pahrump (Two Wednesdays a Month)**

# FINANCIALS 2018/19

## Revenues



## Operating Expenses



# BY THE NUMBERS

## Fleet:

#	Description	Service
12	37-passenger buses	Reds Meadow and MMSA
15	20 - 33 passenger buses	395 Routes
9	Trolleys	Fixed Route (Mammoth Lakes)
21	15 – 18 passenger buses	Local Dial-a-Ride, Community Circulator
3	14-passenger vans	Ride Share
3	Minivans	Local Dial-a-Ride
63	TOTAL	

## Personnel:

#	Description
4	Management
6	Administrative
70	Drivers
2	Utility

## Operating Statistics:

	2017/18	2018/19	% Variance
Vehicle Service Hours	58,287	58,340	-0.1%
Service Miles	961,034	944,357	-1.7%
Passenger Trips	1,076,085	1,123,614	4.4%

## Key Performance Indicators:

- 19.3 Passengers trips per hour (4.1% increase from 17/18)
- 45% Farebox recovery ratio (10% = state required minimum)
- \$2.72 Subsidy per passenger (-10% decrease from 17/18)
- 2.33 Preventable accidents per 100,000 miles (49% increase from 17/18)

KPI's			
Fiscal Year	18	19	Var
Farebox Recovery	41.08%	45.16%	9.93%
Subsidy per Passenger	\$2.85	\$2.72	-4.28%
Maintenance Cost per Mile	\$0.57	\$0.60	4.77%
Passengers per Hour	18.5	19.3	4.32%
Accidents per 100,000 Miles	1.56	2.33	49.26%
Cost per Hour	\$79.32	\$76.35	-3.75%

Real Time Arrival  
Predictions

Get the App:



**EASTERN SIERRA TRANSIT AUTHORITY**  
**703 Airport Road**  
**P.O. Box 1357**  
**Bishop, CA 93515**  
**760.872.1901**  
**[www.estransit.com](http://www.estransit.com)**