



ESTA BOARD AGENDA

Regular Meeting

Friday, March 8, 2019 at 9:00am
City of Bishop Council Chambers
301 West Line St, Bishop, California

The Agenda is available at www.estransit.com

Chairperson: Jeff Griffiths

Vice-Chairperson: Bob Gardner

Board Members:

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

Jeff Griffiths (Inyo County)
Jennifer Halferty (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 Executive Director Report
Reporting on ESTA activities and performance.
- A-2 Financial Report
Current report on financial status.
- A-3 Operations Report
Current report on operational statistics.
- A-4 Employee of the Quarter

B. Action Agenda

- B-1 Preliminary FY19-20 Budget
- B-2 Low Carbon Transit Operations Program FY 2018-19 Funds

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 January 11, 2019
- C-2 Approve Conflict of Interest Code
- C-3 Authorized Agent for PTMSEA

D. Board Member Comments

E. Adjournment

The next scheduled regular meeting will be **April 12, 2019** in the City of Bishop Council Chambers 301 West Line St, Bishop, California at 11:00 am.

STAFF REPORT

SUBJECT: Executive Director's Report
PRESENTED BY: Phil Moores, Executive Director

DISCUSSION:

Safety:

The ESTA Safety Committee had its first meeting February 13th. Members of the committee include Mammoth and Bishop drivers, supervisors, and office staff. An itemized agenda was developed. This agenda will be carried over quarterly and items will be assigned and tracked to completion. There were 8 items added to the agenda including improved path lighting at the Bishop yard. Lighting was improved after there were two trips and falls on the path.

ESTA continues to participate in the Unified Command meeting in both counties. Flooding is of primary concern after the heavy winter snowfall.

Maintenance:

Ten onboard video cameras are scheduled for installation on Mammoth 40-foot buses March 11th. On another front, thanks to Rick Franz's attention, Michael Lange of Caltrans is working with ESTA to determine if grant savings unused by other agencies can be given to ESTA for vehicle purchases. In three years, two-thirds of the ESTA fleet will be beyond its useful life. The most urgent vehicle replacement is 40-foot Mammoth buses and trolleys. Besides advancing age, these two vehicle types have the smallest spare ratios.

Training:

Our relatively inexperienced staff continues to attend transit related training. FTA Procurement, Contract Writing, TSI Instructor, and Transit Supervisor training are among the valuable courses currently completed or scheduled. In April, I will be attending the California Association for Coordinated Transportation (CalACT) Conference. CalACT is the largest state association in the United States and represents small and rural California transit agencies politically along with many other types of support.

Planning:

Staff met with SCE and discussed electrical service demands at the proposed Bishop bus yard location. With Fleet electrification on the horizon, it is estimated around 3000 KW fleet battery capacity will need to be maintained nightly. SCE's planning department is now aware of the upcoming demand and intends to keep this in mind. Staff is still waiting for the grant contract before taking next steps in the Bishop facility project.

Typically, the six-month service plan is presented in March. Instead, this will be presented in the April board meeting.

STAFF REPORT

Subject: Financial Report – FY 2018/19

Presented by: Karie Bentley, Administration Manager

The year-to-date roll-up budget unit summary and fund balance reports for the 2018/19 fiscal year as of February 26, 2019 are included on the following pages.

Maintenance and fuel expenses reflect invoicing from the Town of Mammoth Lakes through November, 2018. Fuel expense per gallon is 20% below the budgeted amount at this point in the year.

The table below summarizes the revenue and the expenses by major expense category.

ESTA Operating Expenses FY18-19			
% of fiscal year			79.7%
Category	Budget	Actual Year To Date	% of Budget
Total Revenue	5,237,282	2,590,656	49.5%
EXPENSES			
Total Salaries	2,003,628	1,287,710	64.3%
Total Benefits	792,182	349,611	44.1%
Total Insurance	339,976	293,761	86.4%
Total Maintenance	615,480	308,968	50.2%
Facilities	246,694	149,122	60.4%
Total Services	211,400	134,289	63.5%
Fuel	632,752	248,379	39.3%
Other	602,423	308,403	51.2%
Total Expenses	5,060,162	2,831,863	56.0%

Revenue is lagging due to:

- 4061 – Inyo allocations for LTF revenues have been paid through December.
- 4065 - First quarter STA allocations have been received. Second quarter allocations became available on 2/26/19 and have been invoiced.

- 4499 – First quarter State of Good Repair allocations have recently become available and have been invoiced.
- 4555 - Contract for 5311(f) which funds Reno and Lancaster was made available last week and is still in the process of being executed by Caltrans. Reimbursements cannot be requested until this process is complete.
- 4959 – Miscellaneous revenue is up do to receipt of insurance payments.

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

Ledger: GL

As of 2/26/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	1,279,564.00	679,240.67	0.00	600,323.33	53.08
4065	STATE TRANSIT ASST	397,932.00	92,584.00	0.00	305,348.00	23.26
4301	INTEREST FROM TREASURY	24,000.00	29,711.28	0.00	(5,711.28)	123.79
4498	STATE GRANTS	57,985.00	39,744.00	0.00	18,241.00	68.54
4499	STATE OTHER	71,626.00	0.00	0.00	71,626.00	0.00
4555	FEDERAL GRANTS	453,001.00	110,207.90	0.00	342,793.10	24.32
4599	OTHER AGENCIES	878,855.00	494,717.63	0.00	384,137.37	56.29
4819	SERVICES & FEES	2,069,319.00	1,118,704.77	0.00	950,614.23	54.06
4959	MISCELLANEOUS REVENUE	5,000.00	25,745.70	0.00	(20,745.70)	514.91
Revenue Total:		<u>5,237,282.00</u>	<u>2,590,655.95</u>	<u>0.00</u>	<u>2,646,626.05</u>	<u>49.46</u>
Expenditure						
5001	SALARIED EMPLOYEES	1,525,159.00	841,902.94	0.00	683,256.06	55.20
5003	OVERTIME	69,218.00	88,022.22	0.00	(18,804.22)	127.16
5005	HOLIDAY OVERTIME	131,197.00	82,740.86	0.00	48,456.14	63.06
5012	PART TIME EMPLOYEES	278,054.00	275,043.70	0.00	3,010.30	98.91
5021	RETIREMENT & SOCIAL SECURITY	47,606.00	26,621.65	0.00	20,984.35	55.92
5022	PERS RETIREMENT	225,009.00	91,167.62	0.00	133,841.38	40.51
5031	MEDICAL INSURANCE	326,565.00	123,796.43	0.00	202,768.57	37.90
5043	OTHER BENEFITS	38,493.00	19,667.38	0.00	18,825.62	51.09
5045	COMPENSATED ABSENCE EXPENSE	143,459.00	85,490.31	0.00	57,968.69	59.59
5047	EMPLOYEE INCENTIVES	11,050.00	2,867.38	0.00	8,182.62	25.94
5111	CLOTHING	4,600.00	1,875.18	0.00	2,724.82	40.76
5152	WORKERS COMPENSATION	124,786.00	99,935.00	0.00	24,851.00	80.08
5154	UNEMPLOYMENT INSURANCE	45,000.00	32,996.97	0.00	12,003.03	73.32
5158	INSURANCE PREMIUM	170,190.00	160,829.00	0.00	9,361.00	94.49
5171	MAINTENANCE OF EQUIPMENT	586,980.00	299,334.85	21,600.00	266,045.15	54.67
5173	MAINTENANCE OF EQUIPMENT-	18,500.00	9,633.50	0.00	8,866.50	52.07
5191	MAINTENANCE OF STRUCTURES	10,000.00	0.00	0.00	10,000.00	0.00
5211	MEMBERSHIPS	2,300.00	705.00	0.00	1,595.00	30.65
5232	OFFICE & OTHER EQUIP < \$5,000	14,500.00	307.47	0.00	14,192.53	2.12
5233	POSTAGE-INTERNAL	0.00	27.10	0.00	(27.10)	0.00
5238	OFFICE SUPPLIES	7,600.00	5,611.41	0.00	1,988.59	73.83
5253	ACCOUNTING & AUDITING SERVICE	48,500.00	26,175.00	0.00	22,325.00	53.96
5260	HEALTH - EMPLOYEE PHYSICALS	6,200.00	1,300.25	0.00	4,899.75	20.97
5263	ADVERTISING	51,200.00	22,826.83	0.00	28,373.17	44.58
5265	PROFESSIONAL & SPECIAL SERVICE	105,500.00	83,986.60	0.02	21,513.38	79.60
5291	OFFICE, SPACE & SITE RENTAL	194,694.00	128,715.00	0.00	65,979.00	66.11
5311	GENERAL OPERATING EXPENSE	51,830.00	33,436.84	0.00	18,393.16	64.51
5331	TRAVEL EXPENSE	5,000.00	1,056.39	0.00	3,943.61	21.12
5332	MILEAGE REIMBURSEMENT	21,220.00	17,004.62	0.00	4,215.38	80.13
5351	UTILITIES	52,000.00	20,406.87	0.00	31,593.13	39.24
5352	FUEL & OIL	632,752.00	248,378.90	0.00	384,373.10	39.25
5539	OTHER AGENCY CONTRIBUTIONS	60,000.00	0.00	0.00	60,000.00	0.00
5901	CONTINGENCIES	51,000.00	0.00	0.00	51,000.00	0.00
Expenditure Total:		<u>5,060,162.00</u>	<u>2,831,863.27</u>	<u>21,600.02</u>	<u>2,206,698.71</u>	<u>56.39</u>
NET OPERATING		<u>177,120.00</u>	<u>(241,207.32)</u>	<u>(21,600.02)</u>	<u>439,927.34</u>	

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

Ledger: GL

As of 2/26/2019

Object	Description	Budget	Actual	Encumbrance	Balance	%
CAPITAL ACCOUNT						
Revenue						
4066	PTMISEA	303,936.00	9,498.00	0.00	294,438.00	3.12
4495	STATE GRANTS - CAPITAL	54,766.00	0.00	0.00	54,766.00	0.00
	Revenue Total:	<u>358,702.00</u>	<u>9,498.00</u>	<u>0.00</u>	<u>349,204.00</u>	<u>2.64</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	120,000.00	9,498.00	0.00	110,502.00	7.91
5650	EQUIPMENT	74,766.00	0.00	0.00	74,766.00	0.00
5655	VEHICLES	183,936.00	0.00	0.00	183,936.00	0.00
	Expenditure Total:	<u>378,702.00</u>	<u>9,498.00</u>	<u>0.00</u>	<u>369,204.00</u>	<u>2.50</u>
NET CAPITAL ACCOUNT		<u>358,702.00</u>	<u>9,498.00</u>	<u>0.00</u>	<u>349,204.00</u>	
TRANSFERS						
Revenue						
Expenditure						
5798	CAPITAL REPLACEMENT	170,520.00	0.00	0.00	170,520.00	0.00
	Expenditure Total:	<u>170,520.00</u>	<u>0.00</u>	<u>0.00</u>	<u>170,520.00</u>	<u>0.00</u>
NET TRANSFERS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
	153299 Total:	<u>(13,400.00)</u>	<u>(241,207.32)</u>	<u>(21,600.02)</u>	<u>249,407.34</u>	

**COUNTY OF INYO
UNDESIGNATED FUND BALANCES**

AS OF 06/30/2019

	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	2,216,840	11,200	65,600		45,057			2,248,583	21,600	2,226,983
1533 ESTA ACCUMULATED	1,028,950							1,028,950		1,028,950
1534 ESTA GENERAL RESERVE	516,602							516,602		516,602
1535 ESTA BUDGET STAB	206,639							206,639		206,639
1536 REDS MEADOW ROAD	57,009							57,009		57,009
6813 JARC-LONE PINE/BISHOP	2,992					34,000		(31,008)		(31,008)
6814 JARC-MAMMOTH EXPRESS	28,756							28,756		28,756
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	5,245					16,100		(10,855)		(10,855)
6821 BISHOP YARD-ESTA	10,751					15,500		(4,749)		(4,749)
6822 LCTOP-ELECTRIC VEHICLE	26,471							26,471		26,471
6823 PTMISEA-CAPITAL PROJECT	178,451							178,451		178,451
ESTA Totals	4,283,911	11,200	65,600		45,057	65,600		4,250,054	21,600	4,228,454
Grand Totals	4,283,911	11,200	65,600		45,057	65,600		4,250,054	21,600	4,228,454

STAFF REPORT

SUBJECT: Operations Report

PRESENTED BY: Phil Moores, Executive Director

Ridership increased 8.2% in January 2019 compared to last year. Passengers per service hour continues to be strong at around 28 PSH. Bishop Dial-a-Ride wait times, road calls, and customer comments met the monthly goals. Accidents however, were high with six preventables in January. While the accidents are fairly small the staff is concerned and continues to discuss ideas to curb the trend. Driver inexperience and heavy snowfall are certainly contributing to the accidents.

MONTHLY OPERATIONS REPORT

	Jan-19	Dec-18	Percent Change	Jan-18	Percent Change
PASSENGERS					
Adult	142,377	119,347	19.3%	130,055	9.5%
Senior	1,646	1,618	1.7%	1,801	-8.6%
Disabled	811	672	20.7%	1,018	-20.3%
Wheelchair	283	282	0.4%	352	-19.6%
Child	14,520	13,661	6.3%	14,222	2.1%
Child under 5	330	254	29.9%	354	-6.8%
Total Passengers	159,967	135,834	17.8%	147,802	8.2%
FARES	\$40,223.45	\$35,462.00	13.4%	\$36,669.85	9.7%
SERVICE MILES	88,291	81,404	8.5%	90,932	-2.9%
SERVICE HOURS	5,582	5,205	7.2%	5,514	1.2%
Passengers per Hour	28.66	26.10	9.8%	26.80	6.9%

RIDERSHIP COMPARISON

REPORT MONTH - THIS YEAR/LAST YEAR

Route	Jan-19	Jan-18	Variance	% Change
Mammoth Express	564	402	162	40.3%
Lone Pine to Bishop	273	242	31	12.8%
Lone Pine DAR	370	352	18	5.1%
Tecopa	10	10	0	0.0%
Walker DAR	116	173	-57	-32.9%
Bridgeport to G'Ville	12	60	-48	-80.0%
Benton to Bishop	28	35	-7	-20.0%
Bishop DAR	3,637	3,673	-36	-1.0%
Nite Rider	230	303	-73	-24.1%
Mammoth FR	30,798	28,893	1,905	6.6%
Mammoth DAR	426	383	43	11.2%
Reno	606	588	18	3.1%
Lancaster	356	334	22	6.6%
MMSA	121,230	111,316	9,914	8.9%
TOTALS	159,967	147,802	12,165	8.2%

PASSENGERS PER SERVICE HOUR

REPORT MONTH - THIS YEAR/LAST YEAR

Route	Jan-19	Jan-18	% Change	PAX MILES/ SVC HOUR
Mammoth Express	6.41	4.93	30.1%	
Lone Pine to Bishop	2.56	2.32	10.7%	
Lone Pine DAR	2.40	2.29	5.1%	
Tecopa	0.63	0.73	-14.1%	
Walker DAR	0.73	1.08	-32.6%	
Bridgeport to G'Ville	0.45	1.81	-75.1%	
Benton to Bishop	1.86	2.57	-27.8%	
Bishop DAR	3.89	3.95	-1.6%	
Nite Rider	3.38	5.01	-32.5%	
Mammoth FR	33.03	29.81	10.8%	
Mammoth DAR	2.27	1.96	15.8%	
Reno	2.10	2.04	2.8%	177.65
Lancaster	1.51	1.47	3.1%	173.47
MMSA	54.28	51.33	5.8%	
Total	28.66	26.80	6.9%	

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
Jan-19																	
Mammoth Express	\$3,305.50	497	42	2	4	14	5	564	100	88	3,924	3,825	5.86	.86	6.41	44.6	0.15
Lone Pine to Bishop	\$1,395.50	136	81	33	19	3	1	273	134	107	5,493	4,858	5.11	.29	2.56	51.6	0.06
Lone Pine DAR	\$937.00	12	212	58	38	50	0	370	161	154	1,507	1,507	2.53	.62	2.40	9.8	0.25
Tecopa	\$50.00	0	10	0	0	0	0	10	16	16	464	464	5.00	.11	.63	29.0	0.02
Walker DAR	\$308.10	11	1	104	0	0	0	116	168	159	820	693	2.66	.44	.73	5.2	0.17
Bridgeport to G'Ville	\$87.00	0	6	6	0	0	0	12	32	27	864	584	7.25	.15	.45	32.4	0.02
Benton to Bishop	\$159.50	11	11	5	1	0	0	28	28	15	1,224	625	5.70	.26	1.86	81.1	0.04
Specials	\$0.00	682	0	0	0	0	0	682	32	30	94	72	N/A	N/A			
Bishop DAR	\$8,239.10	1,557	1,145	492	203	65	175	3,637	1,013	936	10,598	9,778	2.27	.84	3.89	11.3	0.37
Nite Rider	\$898.80	154	13	49	9	1	4	230	71	68	774	774	3.91	1.16	3.38	11.4	0.30
Mammoth FR	\$0.00	28,724	0	5	0	2,069	0	30,798	989	932	12,423	11,724	N/A	N/A	33.03	13.3	2.63
Mammoth DAR	\$850.20	266	8	4	2	8	138	426	192	188	941	860	2.00	.99	2.27	5.0	0.50
Reno	\$10,998.50	506	47	32	5	16	0	606	318	288	13,180	12,245	18.15	.90	2.10	45.7	0.05
Lancaster	\$5,303.25	250	70	21	2	6	7	356	259	236	11,223	11,066	14.90	.48	1.51	47.6	0.03
MMSA	\$0.00	108,945	0	0	0	12,285	0	121,230	2,358	2,233	27,946	26,445	N/A	N/A	54.28	12.5	4.58
June Lake Shuttle	\$7,691.00	626	0	0	0	3	0	629	126	105	3,076	2,771	12.23	2.78	5.99	29.3	0.23
Total	\$40,223.45	142,377	1,646	811	283	14,520	330	159,967	5,996	5,582	94,551	88,291	.25	.46	28.66	16.9	1.81

Jan-18																	
Mammoth Express	\$1,937.00	342	42	9	0	2	7	402	97	82	3,863	3,765	4.82	.51	4.93	47.4	0.11
Lone Pine to Bishop	\$1,205.00	125	76	24	6	8	3	242	127	105	5,388	4,881	4.98	.25	2.32	51.6	0.05
Lone Pine DAR	\$920.90	12	212	75	7	44	2	352	161	154	1,635	1,635	2.62	.56	2.29	10.6	0.22
Tecopa	\$50.00	0	10	0	0	0	0	10	14	14	357	357	5.00	.14	.73	26.0	0.03
Walker DAR	\$492.00	13	28	130	0	2	0	173	168	160	1,197	1,070	2.84	.46	1.08	7.5	0.16
Bridgeport to G'Ville	\$390.50	8	52	0	0	0	0	60	40	33	1,097	746	6.51	.52	1.81	33.0	0.08
Benton to Bishop	\$196.50	8	15	11	0	1	0	35	29	14	1,288	626	5.61	.31	2.57	94.6	0.06
Specials	\$0.00	519	0	12	0	45	0	576	15	14	170	151	N/A	N/A			
Bishop DAR	\$8,283.40	1,311	1,151	574	323	84	230	3,673	996	931	11,305	9,836	2.26	.84	3.95	12.1	0.37
Nite Rider	\$1,169.40	215	18	43	13	0	14	303	61	61	883	883	3.86	1.32	5.01	14.6	0.34
Mammoth FR	\$0.00	26,865	0	0	0	2,028	0	28,893	1,029	969	13,439	12,621	N/A	N/A	29.81	13.9	2.29
Mammoth DAR	\$815.40	209	11	63	0	10	90	383	195	195	1,045	962	2.13	.85	1.96	5.4	0.40
Reno	\$8,321.25	405	121	31	2	27	2	588	322	288	13,043	12,094	14.15	.69	2.04	45.4	0.05
Lancaster	\$5,222.50	231	65	28	1	3	6	334	252	228	11,298	11,094	15.64	.47	1.47	49.6	0.03
MMSA	\$0.00	99,331	0	18	0	11,967	0	111,316	2,344	2,169	29,371	27,562	.00	.00	51.33	13.5	4.04
June Lake Shuttle	\$7,666.00	461	0	0	0	1	0	462	122	101	3,106	2,649	16.59	2.89	4.60	30.9	0.17
Total	\$36,669.85	130,055	1,801	1,018	352	14,222	354	147,802	5,972	5,514	98,485	90,932	.25	.40	26.80	17.9	1.63

VARIANCE BY ROUTE (RAW NUMBERS) – January 2019 to January 2018																	
ROUTES	FARES	ADULTS	SNR	DIS	W/C	CHILD	FREE	TOTAL PAX	YD HOURS	SVC HOURS	YD MILES	SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	\$1,368.50	155	0	-7	4	12	-2	162	3	6	61	60	1.04	0.35	1.48	-2.75	0.04
Lone Pine to Bishop	\$190.50	11	5	9	13	-5	-2	31	7	2	105	-23	0.13	0.04	0.25	0.02	0.01
Lone Pine DAR	\$16.10	0	0	-17	31	6	-2	18	0	0	-128	-128	-0.08	0.06	0.12	-0.83	0.03
Tecopa	\$0.00	0	0	0	0	0	0	0	2	2	107	107	0.00	-0.03	-0.10	3.04	-0.01
Walker DAR	-\$183.90	-2	-27	-26	0	-2	0	-57	0	-1	-377	-377	-0.19	-0.02	-0.35	-2.34	0.01
Bridgeport to G'Ville	-\$303.50	-8	-46	6	0	0	0	-48	-8	-7	-233	-162	0.74	-0.37	-1.36	-0.64	-0.06
Benton to Bishop	-\$37.00	3	-4	-6	1	-1	0	-7	-1	1	-64	-1	0.08	-0.06	-0.71	-13.44	-0.01
Bishop DAR	-\$44.30	246	-6	-82	-120	-19	-55	-36	16	6	-707	-58	0.01	0.00	-0.06	-0.83	0.00
Nite Rider	-\$270.60	-61	-5	6	-4	1	-10	-73	11	8	-109	-109	0.05	-0.16	-1.63	-3.21	-0.05
Mammoth FR	\$0.00	1859	0	5	0	41	0	1905	-41	-37	-1016	-897	N/A	N/A	3.22	-0.54	0.34
Mammoth DAR	\$34.80	57	-3	-59	2	-2	48	43	-3	-8	-104	-102	-0.13	0.14	0.31	-0.33	0.10
Reno	\$2,677.25	101	-74	1	3	-11	-2	18	-4	1	137	151	4.00	0.21	0.06	0.38	0.00
Lancaster	\$80.75	19	5	-7	1	3	1	22	7	8	-75	-28	-0.74	0.01	0.05	-1.94	0.00
MMSA	\$0.00	9,614	0	-18	0	318	0	9,914	15	64	-1,425	-1,117					

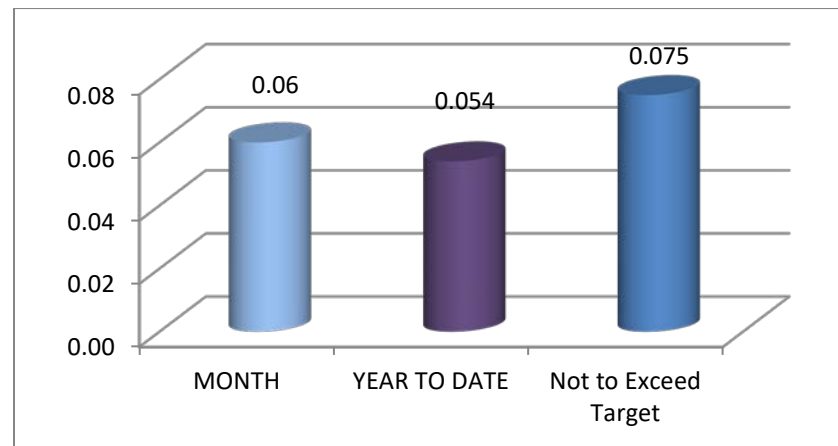
VARIANCE BY ROUTE (PERCENTAGE) – January 2019 to January 2018																	
Route	Fares	Adults	Snr	Dis	W/C	Child	Free	Total Pax	Yd Hrs	Total Svc Hours	Yd Mi	TOT SVC MILES	AVG FARE	REV/SVC MILE	PAX / SVC HR	MI / SVC HR	PAX / SVC MI
Mammoth Express	71%	45%	0%	-78%		600%	-29%	40%	3%	8%	2%	2%	22%	68%	30%	-6%	38%
Lone Pine to Bishop	16%	9%	7%	38%	217%	-63%	-67%	13%	6%	2%	2%	0%	3%	16%	11%	0%	13%
Lone Pine DAR	2%	0%	0%	-23%	443%	14%	-100%	5%	0%	0%	-8%	-8%	-3%	10%	5%	-8%	14%
Tecopa	0%		0%					0%	16%	16%	30%	30%	0%	-23%	-14%	12%	-23%
Walker DAR	-37%	-15%	-96%	-20%		-100%		-33%	0%	0%	-31%	-35%	-7%	-3%	-33%	-31%	4%
Bridgeport to G'Ville	-78%	-100%	-88%					-80%	-21%	-20%	-21%	-22%	11%	-72%	-75%	-2%	-74%
Benton to Bishop	-19%	38%	-27%	-55%		-100%		-20%	-3%	11%	-5%	0%	1%	-19%	-28%	-14%	-20%
Bishop DAR	-0.5%	18.8%	-0.5%	14.3%	37.2%	22.6%	23.9%	-1.0%	1.6%	0.6%	-6.3%	-0.6%	0.4%	0.1%	-1.6%	-6.8%	-0.4%
Nite Rider	-23%	-28%	-28%	14%	-31%		-71%	-24%	17%	12%	-12%	-12%	1%	-12%	-32%	-22%	-13%
Mammoth FR		7%				2%		7%	-4%	-4%	-8%	-7%	N/A	N/A	11%	-4%	15%
Mammoth DAR	4%	27%	-27%	-94%		-20%	53%	11%	-2%	-4%	-10%	-11%	-6%	17%	16%	-6%	24%
Reno	32%	25%	-61%	3%	150%	-41%	-100%	3%	-1%	0%	1%	1%	28%	31%	3%	1%	2%
Lancaster	2%	8%	8%	-25%	100%	100%	17%	7%	3%	3%	-1%	0%	-5%	2%	3%	-4%	7%
MMSA		10%		-100%		3%		9%	1%	3%	-5%	-4%					

Comments

There were seven comments received for the month of January 2019.

- 1/3: Driver in Mammoth Lakes area called to complain that a bus pulled out in front of him.
- 1/4: Passenger called to complain that the Reno bus was cold and that they were uncomfortable.
- 1/5: Passenger was upset because she wanted to be picked up at Wave Rave (Bishop) but bus stopped for pickup by Chevron. Driver could not pull into Wave Rave safely due to excessively full parking lot.
- 1/5: Passenger called to complain that a driver was talking crudely (swearing) while dealing with another inebriated passenger.
- 1/5: Driver called to complain that an ESTA bus signaled for another car to proceed through an intersection, and that that car nearly hit them.
- 1/14: Customer called to complain that a Night Trolley left a stop even though the driver allegedly saw him approaching the bus attempting to board.
- 1/21: Customer called to complement our drivers in Bishop and Mammoth. She appreciates how kind all of our drivers are.

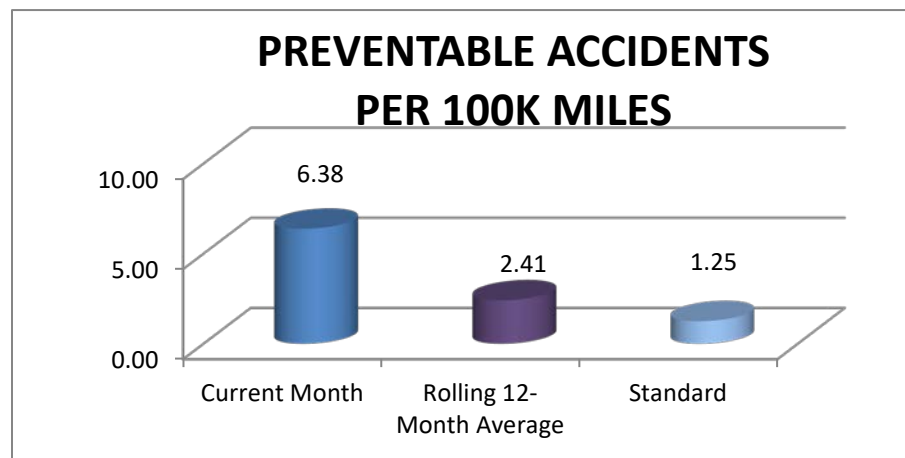
COMPLAINTS PER 1,000 PASSENGERS



Accident/Incidents

There were six preventable accidents in January 2019.

- 1/5: Driver hit a snow stake near Canyon Lodge.
- 1/10: Driver slid into snow bank on Meridian.
- 1/12: Driver sideswiped a car on Minaret near the Earthquake Fault.
- 1/15: Driver hit a snow stack on Chateau.
- 1/20: Driver drove away from fuel pump in Bishop without removing nozzle.
- 1/28: Driver hit a stopped car near Chateau and Old Mammoth.



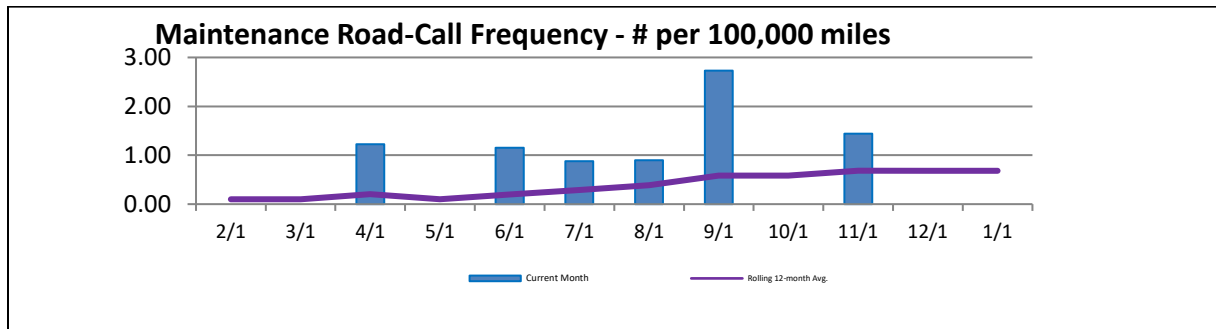
Missed Runs

There were five missed/late runs in January 2019.

- 1/1: 7:00am Red Line trip late due to traffic.
- 1/3: 16:20pm Red Line trip missed due to traffic.
- 1/5: 10:15am Yellow Line trip missed due to chain application.
- 1/18: 12:45pm & 1:00pm Blue Line trips missed due to mechanical issue.

Road Call Frequency

There were no Road Calls during the month of January 2019. The rolling 12-month road call frequency is 0.68 per 100,000 miles traveled.



Bishop Area Dial-A-Ride Wait Times

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

JANUARY 2019

	PERCENT		GOAL
IMMEDIATE RESPONSE TRIPS			
Total Trips:	2,280	80.9%	
Average Wait Time (min.):	11		< 20 Minutes
Trips > 30 Minute Wait:	78	3.4%	< 5%
ADVANCE RESERVATION TRIPS			
Total Trips:	540	19.1%	
On Time Trips (± 10 min.)	474	87.8%	
TOTAL SCHEDULED TRIPS			
No-Shows Including Checkpoints	209	7.4%	
No-Shows Excluding Checkpoints	121	4.3%	
Cancellations	108	3.8%	

STAFF REPORT

Subject: Employee of the Quarter

Presented by: Phil Moores, Executive Director

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 demonstrated a high degree of dependability and conscientiousness. She has been willing to take extra shifts during these busy times without question. She is thorough in her pre-trip inspections. She is also willing to share her driving skills and knowledge with the new drivers. Due to Debra's many years of experience at ESTA, she has also been a bank of knowledge regarding Mammoth routes and operations. Please join me in congratulating Debra Ray as this quarter's winner!

STAFF REPORT

Subject: Preliminary FY2019/20 Budget

Presented By: Phil Moores, Executive Director

BACKGROUND:

ESTA's Joint Powers Agreement (JPA) states that on or before April 1 of each year, the Authority shall cause to be prepared and submitted to the Board of Directors a proposed budget for the upcoming fiscal year.

ANALYSIS/DISCUSSION:

A preliminary budget for FY2019/20 is being presented to the Board at this time in order to provide opening information and is intended to provide a general financial overview of the upcoming year and to solicit direction, if desired, from the Board prior to finalization of the 19/20 budget.

The preliminary FY2019/20 budget anticipates service levels that are generally consistent with 2018/19. Federal funding for the 5311(f) program, which funds the intercity routes to Reno and Lancaster, is projected to be flat with FY18/19 revenue. LCTOP revenue is projected to increase slightly. Revenue from the new State of Good Repair Program is expected to decrease slightly. The projected year-to-year changes in state and federal revenue is detailed in the table below.

State & Federal Grant Revenue	18-19 estimate	19-20 estimate	Var.
LTF	1,272,785	1,272,785	0
STA	377,933	509,221	131,288
5311 apportionment	180,716	187,601	6,885
5311(f)	225,000	225,000	0
LCTOP	34,035	35,355	1,320
SGR	71,626	70,941	-685
	2,162,095	2,300,903	138,808

The balance of the revenue picture for FY2019/20 is detailed below. Overall, the preliminary estimate of total operating revenue for the coming year is projected to increase by 4% (\$205,352).

Other Agencies	18-19 budget	19-20 estimate	Var.
TOML	862,000	862,000	0
MMSA	1,050,000	1,050,000	0
KRT	24,000	24,000	0
	1,936,000	1,936,000	0
Fares	18-19 budget	19-20 estimate	Var.
Reds Meadow	490,000	490,000	0
395 Rts	255,000	255,000	0
All Other	210,000	210,000	0
	888,456	955,000	66,544
State/Federal revenue	2,162,095	2,300,903	138,808
TOTAL OPERATING REVENUE	4,986,551	5,191,903	205,352

The revenues detailed in the tables above assume a level of service generally consistent with the service level planned for in the 2018/19 budget. The Bishop Creek Recreation Area Shuttle, the continuation of the additional mid-day Lone Pine Express run, and June Lake Summer Shuttle service are included in the calculations at this time. Based on this service level, preliminary estimates of expenditures project that revenues will be sufficient to fund the service. This preliminary analysis anticipates continuation of comparatively low fuel prices and continued increases in vehicle maintenance costs. A summary of preliminary expenses for FY2019/20 by major expense category is detailed in the table below. The increase in the "Services" line item is attributable to an anticipated payroll software replacement.

Operating Expense Categories	18-19 Budget	19-20 Estimate	Var.
Salaries & Benefits	2,795,810	2,884,788	88,978
Insurance	375,000	344,173	-30,827
Maintenance	615,480	674,178	58,698
Fuel	632,752	632,752	0
Facilities	246,694	246,694	0
Services	230,000	288,915	58,915
Other	107,050	121,206	14,156
	5,002,786	5,192,706	189,920

FINANCIAL CONSIDERATIONS

A budget for the 2019/20 fiscal year is required in order to operate ESTA's services. The preliminary budget presented at this time is an estimate of the revenues and expenditures now known or anticipated. Further financial and operational information will be developed in the next few months prior to the anticipated final budget to be presented for the Board's consideration in June of 2019.

RECOMMENDATION

This preliminary budget is presented for the Board's information, in compliance with the ESTA Joint Powers Agreement, and to receive any desired input from the Board as the FY19/20 budget is finalized.

STAFF REPORT

Subject: Low Carbon Transit Operations Program FY 2018-19 Funds

Initiated by: Karie Bentley, Administration Manager

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

This program is administered by Caltrans in coordination with Air Resource Board (ARB) and the State Controller's Office (SCO). The California Department of Transportation (Caltrans) is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reduction, disadvantaged community benefit, and other requirements of the law.

ANALYSIS/DISCUSSION:

Eastern Sierra Transit is requesting FY 2018-19 LCTOP funds from both the Inyo and Mono County LTCs to fund three projects: continued expansion of the Mammoth Express fixed route service, reduction of the 10-punch pass prices on the Mammoth Express and the purchase of one electric paratransit van to be used in Bishop dial-a-ride service and infrastructure.

The expansion of the Mammoth Express route is a continuation from the prior year and would continue to provide an additional northbound run departing Bishop at 6:50am to permit passengers to arrive in Mammoth in time to work a Monday through Friday 8:00am to 5:00pm shift, and additional southbound run departing Mammoth at 7:00pm to permit passengers who work later shifts (beyond 5:00pm),

or who wish to stay in Mammoth for the early evening hours for shopping, dining or socializing, to travel back to the communities of Crowley Lake, Tom’s Place or Bishop.

The fare reduction on multi-ride 10-Punch passes on the Mammoth Express routes would be available on all runs on the Mammoth Express route including: the north-bound 6:50am, 7:30am, 1:00pm and 6:10pm between Bishop and Mammoth Lakes; south-bound 7:50am, 2:05pm, 5:15pm and 7:00pm between Mammoth Lakes and Bishop. Under the pass price reduction program, the 10-ride pass price between Bishop and Mammoth Lakes is \$30 (from \$63), Tom’s Place to Mammoth Lakes is \$18 (from \$36), and Crowley Lake to Mammoth Lakes is \$15 (from \$27). These amount to approximate 50% reductions from the full-fare multi-ride pass price.

The third project is for the purchase of one electric paratransit van to be used in Bishop dial-a-ride service. The vehicle will be fully ADA accessible and carry up to 15 passengers. This project will utilize four years of LCTOP roll over funding, state vouchers & incentives, and State Transit Assistance (STA) or State of Good Repair (SGR) funds. The vehicle is anticipated to be purchased in 2021.

FINANCIAL CONSIDERATIONS:

The (LCTOP) provides formula funding for approved operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The allocation of funding from the State Controller’s office for the Eastern Sierra Region totals \$96,923. The Section 99314 funds allocated to Eastern Sierra Transit are based primarily on ridership and fares received during the previous fiscal year.

Mono County (99313)	\$ 25,527
Eastern Sierra Transit Authority (99314)	\$ 37,088
Inyo County (99313)	\$ 34,308
Total	\$ 96,923

PROJECT COSTS:

The proposed costs for each of the three projects are detailed below.

Expansion of the Mammoth Express Route

- Operating cost for additional fixed route service: ~\$37,540
- Expected fare revenue: 2,033 annual passengers at an average fare of \$5.91 = \$12,015
- Required funding

LCTOP (Mono 99313)	\$ 25,527
Fares	\$ 12,015
Total	\$ 37,542

10-Punch Pass Price Reduction Mammoth Express Route

- Current Mammoth Express Ridership = 6,654
- Projected 15% increase = 665
- Total Projected Ridership = 7,319
- 80% of new passenger use 10-punch pass = 532
- 60% of existing passengers use 10-punch pass = 3,992
- Balance of passengers @ full fare (\$5.87 avg) = 2,795
- Current avg fare = \$5.87
- Projected avg fare = \$4.53
- Reduction from current avg fare = - \$1.34
- Total reduction in fares = -\$9,827.96

<u>LCTOP (ESTA 99314)</u>	<u>\$9,827.96</u>
Total	\$ 9,827.96

Electric Vehicle

- Anticipated vehicle and infrastructure costs = \$225,000

\$26,093	17/18 LCTOP funding
\$61,568	18/19 LCTOP funding
\$32,300	19/20 LCTOP funding
\$35,600	20/21 LCTOP funding
\$50,000	Incentives/Vouchers
\$19,439	STA (or other capital funds)
\$225,000	TOTAL

RECOMMENDATION

It is recommended that the Board approve Resolution 2019-01 allocating \$96,653 of FY 2018-19 Low Carbon Transit Operations Program (LCTOP) funds for the expansion of Mammoth Express fixed route service, the continued reduction of pass prices on the Mammoth Express route, and the purchase of an electric vehicle and infrastructure, and to authorize the Eastern Sierra Transit Authority’s Executive Director and Administration Manager to complete and execute all documents for the Low Carbon Transit Operations Program submittal, allocation requests, and required reporting.

Board Resolution

RESOLUTION # 2019-01

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
MAMMOTH EXPRESS FIXED ROUTE SERVICE \$25,527
MAMMOTH EXPRESS PASS FARE REDUCTION \$9,828
ELECTRIC VEHICLE \$61,568

WHEREAS, the Eastern Sierra Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Eastern Sierra Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Phil Moores, Executive Director and Karie Bentley Administration Manager.

WHEREAS, the Eastern Sierra Transit Authority wishes to implement the following LCTOP project(s) listed above,

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Sierra Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2018-19 LCTOP funds:

FY 2017-18 LCTOP funds:

Project Name: Expansion of the Mammoth Express

Amount of LCTOP funds requested: \$25,527

Short description of project: Operation of the 6:50am Bishop to Mammoth and the 7:00pm Mammoth to Bishop runs of the Mammoth Express Route

Benefit to a Priority Populations: Project improves transit connectivity for residents in a low-income community

Contributing Sponsors: Mono County Local Transportation Commission

Project Name: Reduce Pass Prices on the Mammoth Express

Amount of LCTOP funds requested: \$9,828

Short description of project: Reduce 10-ride pass prices on the Mammoth Express

Benefit to a Priority Populations: Project provides transit incentives to residents of a low-income community or a low-income household

Contributing Sponsors: Mono County Local Transportation Commission

Project Name: Electric Bus

Amount of LCTOP funds requested: \$61,568

Short description of project: Purchase of one electric paratransit vehicle

Benefit to a Priority Populations: Project creates or improves infrastructure or equipment that reduces criteria air pollutant or toxic air contaminant emissions in low-income communities

Contributing Sponsors: Inyo County Local Transportation Commission

Contributing Sponsors: Mono County Local Transportation Commission

APPROVED AND ADOPTED this 8th day of March, 2019, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jeff Griffiths, Chairperson
Eastern Sierra Transit Authority
Board of Directors

Attest: Linda Robinson
Secretary of the Board

By: _____



FY 2018-2019 LCTOP
Authorized Agent

AS THE Chairperson
(Chief Executive Officer/Director/President/Secretary)

OF THE Eastern Sierra Transit Authority
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Phil Moores, Executive Director of Eastern Sierra Transit Authority OR
(Name and Title of Authorized Agent)

Karie Bentley, Administration Manager of Eastern Sierra Transit Authority OR
(Name and Title of Authorized Agent)

OR
(Name and Title of Authorized Agent)

OR
(Name and Title of Authorized Agent)

Jeff Griffiths Chairperson
(Print Name) (Title)

(Signature)

Approved this 8 day of March, 2019

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, January 11, 2019 Regular Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 9:05 a.m. on Friday, January 11, 2019 at City of Bishop Council Chambers, 301 West Line St, Bishop, California. The following members were present: Dan Totheroh, Kirk Stapp, Jeff Griffiths, Karen Schwartz, Jim Ellis, and Jennifer Halferty. Directors Sauser and Gardner were absent. Director Schwartz led the pledge of allegiance.

Public Comment	None.
Executive Director Report	Mr. Moores reported on ESTA activities and performance.
Closed Session	Open session was recessed at 9:20 am. To convene in closed session with Directors Gardner and Sauser absent, to consider Agenda item # B-2 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.
Report on Closed Session	Closed session was recessed at 9:37 a.m. Director Griffiths indicated there was nothing to report from the closed session.
Bus Camera Purchase	Moved by Director Halferty and seconded by Director Totheroh to grant the contract for onboard cameras to Apollo Video not to exceed \$53,065, plus 10%. Motion carried 6-0 with Directors Sauser and Gardner absent.
Approval of Minutes	Moved by Director Stapp and seconded by Director Ellis to approve corrected minutes reflecting Director Griffith's vote in favor off Director Gardner for Vice-Chairperson, for the regular meeting of December 14, 2018. Motion carried 4-0 with Directors Totheroh and Halferty abstaining and Directors Sauser and Gardner absent.
Conflict of Interest Code	Moved by Director Stapp and seconded by Director Halferty to accept suggested amended Conflict of Interest Code. Motion carried 6-0 with Directors Sauser and Gardner absent.
Board Member Reports	Director Halferty commented that she rides the ESTA buses and the new drivers are great and made her feel welcome.

Adjournment	The Chairperson adjourned the meeting at 9:46 a.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for 11:00 a.m. February 8, 2019, Town of Mammoth Lakes Council Chambers, Ste. Z., Mammoth Lakes CA.
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Recorded & Prepared by:

Linda Robinson
Acting Board Clerk
Eastern Sierra Transit Authority

Minutes approved:

STAFF REPORT

Subject: Conflict of Interest Code Amendment
Presented by: Karie Bentley, Administration Manager

BACKGROUND:

The Political Reform Act requires every public agency to adopt a conflict of interest code. In addition, the Political Reform Act requires every government agency to review its conflict of interest code biennially to determine whether it should be amended.

ANALYSIS/DISCUSSION:

The Political Reform Act requires that each even-numbered year, each agency must submit to its code reviewing body a notice indicating whether the agency's Conflict of Interest Code is accurate, or if an amendment is necessary. It has been determined that amendments to ESTA's Conflict of Interest Code are necessary. The amendment is necessary in order to change the following Designated Positions and details:

- Remove Transit Analyst and Administrative Analyst positions which were eliminated with ESTA's reorganization.
- Add Administration Manager to position titles.
- Change Transit Operation Supervisor/Chief of Operations to Operations Supervisor to match current job title.
- Including wording to require electronic filings.

A Notice of Intention to amend the Conflict of Interest Code was prepared and employees were notified by posting the notice on employee bulletin boards. A copy of the notice was filed with the FPPC as required. A 45-day public comment period was conducted, which concluded on March 1, 2019. No comment was received.

FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

Amendment of the Eastern Sierra Transit Authority Conflict of Interest Code at this time will result in an accurate conflict of interest code and will allow the Authority to remain in compliance with the requirements of the Political Reform Act.

RECOMMENDATION

The Board is requested to pass and approve Resolution 2019-02, which amends the Eastern Sierra Transit Authority Conflict of Interest Code.

**CONFLICT OF INTEREST CODE FOR THE
EASTERN SIERRA TRANSIT AUTHORITY**

The Political Reform Act (Government Code Section 81000 et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the **Eastern Sierra Transit Authority (Authority)**.

Officials and employees holding positions listed in this code must file their statements of economic interests electronically with the **Fair Political Practices Commission**. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

**CONFLICT OF INTEREST CODE FOR THE
EASTERN SIERRA TRANSIT AUTHORITY
APPENDIX A-DESIGNATED POSITIONS**

<u>Designated Positions:</u>	<u>Disclosure Category:</u>
Executive Director	1, 2
Auditor-Controller	1, 2
Administration Manager	2
Transportation Operations Supervisors	2
Consultants/New Positions*	*

*Consultants and/or new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest category in the conflict of interest code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant and/or new position, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure in this section. Such determination shall include a description of the consultant's duties or new position's duties, and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200.

- Members of the Board of Directors and Alternates
- Treasurer
- Consultants who manage public investments (if any)

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission

makes the final determination whether a position is covered by Section 87200.

Note: The positions of Auditor-Controller and Treasurer are filled by Inyo county staff members who act in a staff capacity for the agency.

**CONFLICT OF INTEREST CODE FOR THE
EASTERN SIERRA TRANSIT AUTHORITY
APPENDIX B-DISCLOSURE CATEGORIES**

Category 1:

Interest in real property located within the jurisdiction and/or within a two-mile radius of any land owned or used by the Authority.

Category 2:

Investments, business positions, and income, including receipt of gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the Authority, including, the following types of products or services: advertising, printing, media; automotive/bus/truck equipment, office equipment, financial and insurance services; janitorial, telecommunications/information technology, and legal and safety/risk management.

RESOLUTION 2019 - 02

A RESOLUTION OF THE BOARD OF DIRECTORS, EASTERN SIERRA TRANSIT AUTHORITY (ESTA), ADOPTING AND APPROVING AMDNDMENT OF THE EASTERN SIERRA TRANSIT AUTHORITY CONFILCT OF INTERST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt a Conflict of Interest Code: and

WHEREAS, the Eastern Sierra Transit Authority previously adopted a Conflict of Interest Code, which has been non-substantively amended on one occasion; and

WHEREAS, the Eastern Sierra Transit Authority Conflict of Interest Code is in need of substantive amendment at this time; and

WHEREAS, Eastern Sierra Transit Authority employees and affected individuals, have been afforded an opportunity to comment upon the proposed amendment to the Conflict of Interest Code in compliance with the Fair Political Practices Commission regulations; and

WHEREAS, the Eastern Sierra Transit Board of Directors has been advised that no comments were received regarding the proposed amendment to the Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Eastern Sierra Transit Authority Board of Directors that the Eastern Sierra Transit Authority Conflict of Interest Code be amended as detailed on the attached Exhibit "A", and that the amended Conflict of Interest Code be filed with the California Fair Political Practices Commission as required by the Commission's regulations.

APPROVED AND ADOPTED this 8th day of March, 2019, by the following vote of the Eastern Sierra Transit Authority Board of Directors:

AYES:
NOES:
ABSTAIN:
ABSENT:

**Jeff Griffith, Chairperson
Eastern Sierra Transit Authority Board
of Directors**

Attest: Linda Robinson
Secretary of the Board

By: _____
Linda Robinson

STAFF REPORT

Subject: Revised Prop 1B PTMISEA Authorized Agent Form

Presented by: Karie Bentley, Administration Manager

BACKGROUND:

PTMISEA was a critical source of state funding for ESTA over the past 10+ years and helped to build the agency to what it is today. Caltrans manages the PTMISEA program and requires that ESTA provide an updated list of authorized signatories in order to continue reporting, expending, and closing out PTMISEA grant funds.

ANALYSIS/DISCUSSION:

The execution of an updated Authorized Agent form will add Phil Moores, ESTA's Executive Director as an authorized agent with the ability to report, expend, and close out of the final allocations of its PTMISEA funding. ESTA's Administration Manager will also remain an authorized agent.

FINANCIAL CONSIDERATIONS

These last remaining Mono PTMISEA are being used by ESTA to purchase one replacement large cutaway bus for use on the Reno/Lancaster Route. Inyo PTMISEA money is currently programmed for the Bishop Yard Project.

RECOMMENDATION

That the Board approve ESTA's Revised PTMISEA Authorized Agent Form.

Attachment: Updated Prop 1B PTMISEA Authorized Agent Form

