



ESTA BOARD AGENDA

Regular Meeting

Friday, May 14, 2021 at 9:00am

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

The Agenda is available at www.estransit.com

Chairperson: Jim Ellis

Vice-Chairperson: Bill Sauser

Board Members:

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

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

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

Voice recorded public comment: To submit public comment via recorded message, please call 760-872-1901 ext. 12 by 4pm Thursday, May 13th. 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, May 13th and provide your name, the number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members and can be provided anytime leading up to and throughout the meeting.

HOW TO ATTEND THE ESTA BOARD MEETING:

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

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

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

Call to Order

Pledge of Allegiance

Roll Call

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

A. Information Agenda

- A-1 Executive Director Report
 - Reporting on ESTA activities and performance
- A-2 Financial Report FY 20/21
- A-3 Ridership Report
- A-4 Bishop Mobile Office
- A-5 Swiftly Contract

B. Action Agenda

- B-1 Reds Meadow Fare Increase – Public Hearing
- B-2 Approval of Revised Bus Purchase

C. Consent Agenda

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

- C-1 Approval of Regular Meeting Minutes of April 9, 2021

D. Closed Session

- D-1 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)
- D-2 CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation: It is the intention of the Board to meet in closed session concerning the following item: Significant Exposure to Litigation pursuant to government code 54956.6(b) one case
- D-3 Report on Closed session as required by law.

E. Board Member Comments

F. Adjournment

The next regularly scheduled meeting is June 9, 2021. Check ESTA website for details on attending the meeting.

STAFF REPORT

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

Administration:

Finance

June 25th is likely the date for a special Board meeting regarding the budget. Is 11am available on your calendars?

Staff acknowledgment

David Crockett was awarded Employee of the Quarter for the 4th quarter of last year. David drives for ESTA in Mammoth and is recognized for his dependability and great attitude. Drivers like David make ESTA a great place to work.

Phil Therrien is the Employee of the Quarter for the 1st quarter of this year. Phil drives the Reno route and received several nominations from passengers that appreciate his great customer service. Both of these drivers were accident-free last year.

Bill LeFever has been handling our marketing for many years. He sells advertising space on the buses and generates revenue for ESTA. He is very good at his job and a terrific guy to work with. Recently, Human Trafficking has become a topic of training and prevention in public transit. Men, women, boys, and girls use public transit in the course of their forced labor. ESTA has launched a campaign against Human trafficking. Employee training and public awareness posters are part of our fight against this horrible industry. When I asked Bill for help in this effort, he generously offered to pay for all the posters. In addition to that, he volunteered his time in mounting the posters in the buses. We are all truly grateful for Bill's contributions.

Recruitment

Summer Recruitment planning is underway. We have 4-5 driver applications and are hoping for 8 or so more. We have successfully acquired access to affordable Mammoth Mountain Housing for drivers that may need it. This, along with a generous bonus program created the most attractive hiring package ESTA has ever had.

Grants and Planning

The Short-Range Transit Plan and the Coordinated Human Services Plan RFP is released. Once the offering closes on May 15th, a firm will be selected and the resulting contract will be presented for Board approval.

The Bishop Facility Project is on hold. Caltrans is deliberating on the lease situation. The Airport plans to begin construction as early as June if ESTA can vacate the premises. However, July is probably the earliest we can move. Mobile offices are planned for the existing bus yard. These offices will serve as an intermediate location for administrative staff until the new building can be completed.

Performance

Some data errors and training delayed the Strategic Business Plan report till June's meeting.

STAFF REPORT

Subject: Financial Report – FY 2020/21
Initiated by: Karie Bentley, Administration Manager

The year-to-date roll-up, fund balance reports and year-end forecast for the 2020/21 fiscal year are included on the following pages. Reports are as of May 7, 2021.

COVID Relief funds exceed budget estimates. It is anticipated that this funding will cover this year's budget shortfall with some funds left over for next year's budget as well. The funds are available on reimbursement basis.

Overall, the fuel cost per gallon is running at around 23% below budget. The low actual expense on the financial reports for fuel and maintenance is primarily a result of not yet being in receipt of invoices from the Town of Mammoth Lakes for the months of January through April.

The year-end forecast of ESTA's capital revenue and expenditures has been updated. Of the ten buses ESTA expected to purchase this year, only one was received. Two buses are set to arrive in August 2021 and seven are still awaiting contracts. The Administration Building Project is unlikely to incur expenses this fiscal year. These expenses will be included in the FY 2021-22 budget.

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

Financial information as of: 5/7/2021

% of Fiscal Year: 85%

153299 - EASTERN SIERRA TRANSIT - ROLL UP

OPERATING Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4061	LOCAL TRANSPORTATION TAX	985,757	705,244	280,513	72%	985,757		
4065	STATE TRANSIT ASST	321,219	173,038	148,181	54%	266,067	(55,152)	August Estimate came it at \$55,152 less than budgeted.
4301	INTEREST FROM TREASURY	12,000	30,996	(18,996)	258%	30,996	18,996	
4498	STATE GRANTS	44,520	44,520	-	100%	44,520	-	Paid in advance.
4499	STATE OTHER	73,910	42,945	30,965	58%	76,569	2,659	August estimate came in a bit higher than the January estimate.
4555	FEDERAL GRANTS	1,269,256	9,885	1,259,371	1%	1,554,393	285,137	CARES funds are in the process of being invoiced, additional CRRSA and ARPA funds will be available.
4599	OTHER AGENCIES	1,044,268	700,843	343,425	67%	1,002,668	(41,600)	\$41,600 of budget is Capital for Trolley Match which will not be purchased this year.
4747	INSURANCE PAYMENTS	-	17,191	(17,191)		17,191	17,191	Insurance payments
4819	SERVICES & FEES	1,385,410	1,103,451	281,959	80%	1,385,410	-	
4959	MISCELLANEOUS REVENUE	12,000	9,835	2,165	82%	12,000	-	
4999	PRIOR YEARS REIMBURSEMENTS	-	304	(304)		304	304	
	Revenue Total:	5,148,340	2,838,251	2,310,089	55%	5,375,874	227,534	Relief funds should balance the budget this year

Operating Expenditure:		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
5001	SALARIED EMPLOYEES	1,467,779	1,060,469	407,310	72%			
5003	OVERTIME	65,684	39,567	26,117	60%			
5005	HOLIDAY OVERTIME	124,696	82,453	42,243	66%			
5012	PART TIME EMPLOYEES	455,497	342,205	113,292	75%			
	Wages subtotal	2,113,656	1,524,694	588,962	72%	2,113,656	-	Service reductions=less payroll
5021	RETIREMENT & SOCIAL SECURITY	54,088	32,343	21,745	60%	54,088	-	
5022	PERS RETIREMENT	260,870	153,109	107,761	59%	260,870	-	April expenses not reflected
5031	MEDICAL INSURANCE	249,640	155,304	94,336	62%	249,640	-	April expenses not reflected
5043	OTHER BENEFITS	33,351	24,938	8,413	75%	33,351	-	
5045	COMPENSATED ABSENCE EXPENSE	189,999	109,897	80,102	58%	189,999	-	
5047	EMPLOYEE INCENTIVES	6,250	4,881	1,369	78%	6,250	-	
5111	CLOTHING	1,000	339	661	34%	1,000	-	
5152	WORKERS COMPENSATION	120,220	120,000	220	100%	120,220	220	Insurance is prepaid for the year.

Operating Expenditure:		FY20/21			% of	Year End	YE Forecast	
		Budget	YTD Actual	Balance	Budget	Forecast	Variance	Comments
5154	UNEMPLOYMENT INSURANCE	75,000	25,729	49,271	34%	75,000	-	
5158	INSURANCE PREMIUM	219,580	206,124	13,456	94%	219,580	13,456	Insurance is prepaid. Property insurance less than estimated. TOML bills for January-April have not been received. \$28K rebuild shown in the capital section under "vehicle" has been manually added here as it was paid for with operating funds and this budget.
5171	MAINTENANCE OF EQUIPMENT	611,000	388,223	251,100	64%	611,000	-	
5173	MAINTENANCE OF EQUIPMENT-MATER	18,400	2,838	15,562	15%	18,400	-	
5191	MAINTENANCE OF STRUCTURES	5,000	294	4,706	6%	5,000	-	
5211	MEMBERSHIPS	1,300	870	430	67%	1,300	-	
5232	OFFICE & OTHER EQUIP < \$5,000	12,050	5,879	6,171	49%	12,050	-	
5238	OFFICE SUPPLIES	7,000	5,113	1,887	73%	7,000	-	
5253	ACCOUNTING & AUDITING SERVICE	49,400	37,013	12,388	75%	49,400	-	
5260	HEALTH - EMPLOYEE PHYSICALS	5,890	3,681	2,209	62%	5,890	-	
5263	ADVERTISING	34,000	21,463	12,537	63%	34,000	-	
5265	PROFESSIONAL & SPECIAL SERVICE	219,694	37,231	182,463	17%	219,694	-	Includes funds for SRTP & CHSP
5291	OFFICE, SPACE & SITE RENTAL	174,844	145,661	29,183	83%	174,844	-	
5311	GENERAL OPERATING EXPENSE	82,680	39,026	43,654	47%	82,680	-	
5326	LATE FEES & FINANCE CHARGES	-	47	(47)	0%	(47)	(47)	Will add budget next year.
5331	TRAVEL EXPENSE	3,225	755	2,470	23%	3,225	-	
5332	MILEAGE REIMBURSEMENT	29,355	11,445	17,910	39%	29,355	-	
5351	UTILITIES	60,000	41,140	18,860	69%	60,000	-	
5352	FUEL & OIL	470,307	213,294	257,013	45%	470,307	-	Have not received TOML bills for January- March
5539	OTHER AGENCY CONTRIBUTIONS	52,332	43,413	8,919	83%	52,332	-	\$9K for 2021 Reds and \$43K OPEB Trust
5901	CONTINGENCIES	50,700	-	50,700	0%	50,700	-	
Expenditure Total:		5,210,831	3,354,743	1,884,411	64%	5,210,784		

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

NET TRANSFERS 246,980

Projected Revenue less Projected Expenses & Capital Replacement Transfers:

- Budget was approved with a \$269,191 deficit. Relief funds will likely balance the budget.

CAPITAL ACCOUNT Revenue		FY20/21 Budget	YTD Actual	Balance	% of Budget	Year End Forecast	YE Forecast Variance	Comments
4066	PTMISEA	90,319	-	90,319	0%	-	(90,319)	Needs to be reprogramed for the building or something else
4067	STATE TRANSIT ASST-CAPITAL	355,378	-	355,378	0%	-	(355,378)	Vehicle matching funds
4495	STATE GRANTS - CAPITAL	52,959	52,959	-	100%	52,959	-	LCTOP Electric Vehicle
4557	FEDERAL GRANTS - CAPITAL	2,084,555	235,761	1,848,794	11%	235,761	(1,848,794)	Building (5339b) and vehicles(5310, 5339a)
Revenue Total:		2,583,211	288,720	2,294,491	11%	288,720	(2,294,491)	

Capital Expenditures

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

Projected Capital Revenue Less Projected Expenses :

52,954

These are funds for future LCTOP E-Vehicle

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 5/7/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
Key: 153298 - ESTA - BUDGET						
OPERATING						
Revenue						
Expenditure						
NET OPERATING		0.00	0.00	0.00	0.00	
CAPITAL ACCOUNT						
Revenue						
NET CAPITAL ACCOUNT		0.00	0.00	0.00	0.00	
Key: 153299 - EASTERN SIERRA TRANSIT						
OPERATING						
Revenue						
4061	LOCAL TRANSPORTATION TAX	985,757.00	705,244.16	0.00	280,512.84	71.54
4065	STATE TRANSIT ASST	321,219.00	173,038.00	0.00	148,181.00	53.86
4301	INTEREST FROM TREASURY	12,000.00	30,995.72	0.00	(18,995.72)	258.29
4498	STATE GRANTS	44,520.00	44,520.00	0.00	0.00	100.00
4499	STATE OTHER	73,910.00	42,944.54	0.00	30,965.46	58.10
4555	FEDERAL GRANTS	1,269,256.00	9,884.83	0.00	1,259,371.17	0.77
4599	OTHER AGENCIES	1,044,268.00	700,843.07	0.00	343,424.93	67.11
4747	INSURANCE PAYMENTS	0.00	17,191.11	0.00	(17,191.11)	0.00
4819	SERVICES & FEES	1,385,410.00	1,103,450.52	0.00	281,959.48	79.64
4959	MISCELLANEOUS REVENUE	12,000.00	9,834.85	0.00	2,165.15	81.95
4999	PRIOR YEARS REIMBURSEMENTS	0.00	303.89	0.00	(303.89)	0.00
Revenue Total:		5,148,340.00	2,838,250.69	0.00	2,310,089.31	55.12
Expenditure						
5001	SALARIED EMPLOYEES	1,467,779.00	1,060,468.97	0.00	407,310.03	72.24
5003	OVERTIME	65,684.00	39,567.21	0.00	26,116.79	60.23
5005	HOLIDAY OVERTIME	124,696.00	82,452.83	0.00	42,243.17	66.12
5012	PART TIME EMPLOYEES	455,497.00	342,205.10	0.00	113,291.90	75.12
5021	RETIREMENT & SOCIAL SECURITY	54,088.00	32,343.06	0.00	21,744.94	59.79
5022	PERS RETIREMENT	260,870.00	153,108.64	0.00	107,761.36	58.69
5031	MEDICAL INSURANCE	249,640.00	155,304.01	0.00	94,335.99	62.21
5043	OTHER BENEFITS	33,351.00	24,937.57	0.00	8,413.43	74.77
5045	COMPENSATED ABSENCE EXPENSE	189,999.00	109,896.81	0.00	80,102.19	57.84
5047	EMPLOYEE INCENTIVES	6,250.00	4,880.73	0.00	1,369.27	78.09
5111	CLOTHING	1,000.00	339.03	0.00	660.97	33.90
5152	WORKERS COMPENSATION	120,220.00	120,000.00	0.00	220.00	99.81
5154	UNEMPLOYMENT INSURANCE	75,000.00	25,729.12	0.00	49,270.88	34.30
5158	INSURANCE PREMIUM	219,580.00	206,124.00	0.00	13,456.00	93.87
5171	MAINTENANCE OF EQUIPMENT	611,000.00	359,899.87	0.00	251,100.13	58.90
5173	MAINTENANCE OF EQUIPMENT-	18,400.00	2,837.89	0.00	15,562.11	15.42
5191	MAINTENANCE OF STRUCTURES	5,000.00	293.96	0.00	4,706.04	5.87
5211	MEMBERSHIPS	1,300.00	870.00	0.00	430.00	66.92
5232	OFFICE & OTHER EQUIP < \$5,000	12,050.00	5,879.31	0.00	6,170.69	48.79
5238	OFFICE SUPPLIES	7,000.00	5,113.21	0.00	1,886.79	73.04
5253	ACCOUNTING & AUDITING SERVICE	49,400.00	37,012.50	0.00	12,387.50	74.92
5260	HEALTH - EMPLOYEE PHYSICALS	5,890.00	3,681.00	0.00	2,209.00	62.49
5263	ADVERTISING	34,000.00	21,462.51	0.00	12,537.49	63.12
5265	PROFESSIONAL & SPECIAL SERVICE	219,694.00	37,230.89	0.02	182,463.09	16.94
5291	OFFICE, SPACE & SITE RENTAL	174,844.00	145,661.01	0.00	29,182.99	83.30

COUNTY OF INYO

Budget to Actuals with Encumbrances by Key/Obj

Ledger: GL

As of 5/7/2021

Object	Description	Budget	Actual	Encumbrance	Balance	%
5311	GENERAL OPERATING EXPENSE	82,680.00	39,026.46	0.00	43,653.54	47.20
5326	LATE FEES & FINANCE CHARGES	0.00	46.78	0.00	(46.78)	0.00
5331	TRAVEL EXPENSE	3,225.00	755.46	0.00	2,469.54	23.42
5332	MILEAGE REIMBURSEMENT	29,355.00	11,444.95	0.00	17,910.05	38.98
5351	UTILITIES	60,000.00	41,139.55	0.00	18,860.45	68.56
5352	FUEL & OIL	470,307.00	213,294.49	0.00	257,012.51	45.35
5539	OTHER AGENCY CONTRIBUTIONS	52,332.00	43,413.00	0.00	8,919.00	82.95
5901	CONTINGENCIES	50,700.00	0.00	0.00	50,700.00	0.00
Expenditure Total:		<u>5,210,831.00</u>	<u>3,326,419.92</u>	<u>0.02</u>	<u>1,884,411.06</u>	<u>63.83</u>
NET OPERATING		<u>(62,491.00)</u>	<u>(488,169.23)</u>	<u>(0.02)</u>	<u>425,678.25</u>	
NON-OPERATING Revenue						
NET NON-OPERATING		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
CAPITAL ACCOUNT Revenue						
4066	PTMISEA	90,319.00	0.00	0.00	90,319.00	0.00
4067	STATE TRANSIT ASST-CAPITAL	355,378.00	0.00	0.00	355,378.00	0.00
4495	STATE GRANTS - CAPITAL	52,959.00	52,959.00	0.00	0.00	100.00
4557	FEDERAL GRANTS - CAPITAL	2,084,555.00	235,761.38	0.00	1,848,793.62	11.30
Revenue Total:		<u>2,583,211.00</u>	<u>288,720.38</u>	<u>0.00</u>	<u>2,294,490.62</u>	<u>11.17</u>
Expenditure						
5640	STRUCTURES & IMPROVEMENTS	704,593.00	0.00	0.00	704,593.00	0.00
5655	VEHICLES	1,961,828.00	305,689.16	0.00	1,656,138.84	15.58
Expenditure Total:		<u>2,666,421.00</u>	<u>305,689.16</u>	<u>0.00</u>	<u>2,360,731.84</u>	<u>11.46</u>
NET CAPITAL ACCOUNT		<u>(83,210.00)</u>	<u>(16,968.78)</u>	<u>0.00</u>	<u>(66,241.22)</u>	
TRANSFERS Revenue						
4798	CAPITAL REPLACEMENT	0.00	123,490.00	0.00	(123,490.00)	0.00
Revenue Total:		<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>(123,490.00)</u>	<u>0.00</u>
Expenditure						
5798	CAPITAL REPLACEMENT	123,490.00	123,490.00	0.00	0.00	100.00
Expenditure Total:		<u>123,490.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
NET TRANSFERS		<u>0.00</u>	<u>123,490.00</u>	<u>0.00</u>	<u>(123,490.00)</u>	
153299 Total:		<u>(269,191.00)</u>	<u>(505,138.01)</u>	<u>(0.02)</u>	<u>235,947.03</u>	

COUNTY OF INYO
UNDESIGNATED FUND BALANCES

AS OF 06/30/2021

	Claim on Cash 1000	Accounts Receivable 1100,1105,1160	Loans Receivable 1140	Prepaid Expenses 1200	Accounts Payable 2000	Loans Payable 2140	Deferred Revenue 2200	Computed Fund Balance	Encumbrances	Fund Balance Undesignated
ESTA - EASTERN SIERRA TRANSIT AUTHORI										
1532 EASTERN SIERRA TRANSIT	2,801,054		16,491		38,230			2,779,315		2,779,315
1533 ESTA ACCUMULATED	1,522,844							1,522,844		1,522,844
1534 ESTA GENERAL RESERVE	534,125							534,125		534,125
1535 ESTA BUDGET STAB	213,648							213,648		213,648
1536 REDS MEADOW ROAD	112,644							112,644		112,644
6820 NON-EMERGENCY TRAN REIM	4,037					11,041		(7,004)		(7,004)
6821 BISHOP YARD-ESTA	22					4,950		(4,928)		(4,928)
6822 LCTOP-ELECTRIC VEHICLE	143,658							143,658		143,658
6824 ESTA-LCTOP	14,879				4	500		14,375		14,375
6825 BISHOP ADMIN BUILDING	70,908							70,908		70,908
ESTA Totals	5,417,819		16,491		38,234	16,491		5,379,585		5,379,585
Grand Totals	5,417,819		16,491		38,234	16,491		5,379,585		5,379,585

STAFF REPORT

Subject: Ridership Report March 2021
Presented by: Phil Moores, Executive Director

Executive Summary

Overall ridership **INCREASED** by 19% in March compared to last year. This is the best month we have had since the Covid-19 pandemic. We were down 71% month over month in January, and 51% in February. This is very encouraging.

	Mar-21	Feb-21	Change	Mar-20	Change
PASSENGERS					
Adult	55,748	52,011	7.2%	47,345	17.7%
Senior	1,339	1,010	32.6%	1,394	-3.9%
Disabled	385	212	81.6%	492	-21.7%
Wheelchair	191	91	109.9%	169	13.0%
Child	4,670	4,694	-0.5%	3,049	53.2%
Child under 5	124	77	61.0%	139	-10.8%
Total Passengers	62,457	58,095	7.5%	52,588	18.8%
FARES	\$22,212.10	\$16,393.36	35.5%	\$22,677.15	-2.1%
SERVICE MILES	83,848	473,124	-82.3%	74,260	12.9%
SERVICE HOURS	5,317	4,634	14.7%	4,755	11.8%
Passengers per Hour	11.75	12.54	-6.3%	11.06	6.2%

RIDERSHIP COMPARISON				
REPORT MONTH - THIS YEAR/LAST YEAR				
Route	Mar-21	Mar-20	Variance	% Change
Mammoth Express	268	318	-50	-15.7%
Lone Pine Express	236	182	54	29.7%
Lone Pine DAR	417	402	15	3.7%
Tecopa	0	6	-6	-100.0%
Walker DAR	14	34	-20	-58.8%
Bridgeport to G'Ville	6	20	-14	-70.0%
Benton to Bishop	15	27	-12	-44.4%
Bishop DAR	2,449	2,555	-106	-4.1%
Nite Rider	88	159	-71	-44.7%
Mammoth FR	8,707	11,839	-3,132	-26.5%
Mammoth DAR	239	105	134	127.6%
Reno	462	426	36	8.5%
Lancaster	217	254	-37	-14.6%
MMSA	49,339	36,261	13,078	36.1%
TOTALS	62,457	52,588	9,869	18.8%
PASSENGERS PER SERVICE HOUR				
REPORT MONTH - THIS YEAR/LAST YEAR				PAX MILES/ SVC HOUR
Route	Mar-21	Mar-20	% Change	
Mammoth Express	2.88	3.95	-27.0%	
Lone Pine Express	1.99	1.84	8.2%	
Lone Pine DAR	2.42	2.59	-6.4%	
Tecopa	#DIV/0!	0.55	#DIV/0!	
Walker DAR	0.10	0.20	-51.2%	
Bridgeport to G'Ville	0.20	0.91	-77.8%	
Benton to Bishop	1.18	2.03	-41.8%	
Bishop DAR	2.45	2.83	-13.2%	
Nite Rider	2.14	3.09	-30.6%	
Mammoth FR	10.58	12.15	-13.0%	
Mammoth DAR	1.15	0.55	110.3%	
Reno	1.49	1.54	-3.2%	115.88
Lancaster	0.88	1.15	-23.2%	105.85
MMSA	23.24	22.85	1.7%	
Total	11.75	11.06	6.2%	

STAFF REPORT

Subject: Mobile Office Lease

Initiated by: Phil Moores, Executive Director

BACKGROUND

The airport needs the ESTA offices as early as June 2021. I have been working to lease a mobile office for the existing bus yard that would accommodate the staff until the Building can be constructed. The office would have water, power, and septic. The square feet will be around 1,400, which is bigger than our current office.

DISCUSSION

Installation date for the unit will depend on availability and schedule from the selected company. Here is a basic timeline:

Project Timeline			
Task	Date Start	Date Finish	Description
Permit	5/24/2021	5/25/2021	online permit application
Purchases	6/14/2021	6/14/2021	desk chairs and chair mats
Insurance	6/14/2021	6/14/2021	CJPIA
Building delivery and setup	6/21/2021	6/23/2021	perimeter fence adjustment? Employee & bus parking changes
Utilities	6/24/2021	6/30/2021	Plumber, electrician, internet, trash, County connection, septic,
Furniture & radio & server	7/12/2021	7/13/2021	move furniture

FINANCIAL CONSIDERATIONS

I received three quotes from companies that deliver, install, and remove the units. Delivery, installation, and removal costs ranged from \$17,203 to \$27,800. Monthly lease prices ranged from \$2,088 to \$2,165. This is about \$300 more a month than we are paying for airport space. The first year will cost around \$36,000, and each subsequent year lands around \$26,000 (about \$500 a year more than currently). Then removal fees of around \$6,000.

The project requires electrical, plumbing, IT, internet, septic, trash, janitorial, insurance, and other expenses that are not completely vetted yet. Some of these, like septic, trash, janitorial, and insurance, will be new ongoing expenses.

RECOMMENDATION

This is an information only item.



Atlas Performance Industries, Inc.
 PO Box 5754
 Santa Maria, CA 93456
 Phone No.: 800-394-9217
 Fax No.: 805-928-9190
 Home Page: www.apitrailers.com

QUOTE

Order Number: SM183889
 Document Date: 04/14/21
 Page: 1
 Salesperson: Steven Reyburn
 Email: salesassist@apitrailers.com
 Exp. Date:

Customer Bill To Address

Customer Ship To Address

Order Contact Information

Eastern Sierra Transit Authority

703 Airport Rd
 Bishop, CA 93514
 Ph: 805.235.5807
 e-mail: philmoores@estransit.com

Eastern Sierra Transit Authority

Eastern Sierra Regional Airport
 703 Airport Rd
 Bishop, CA 93514
 Site Contact: Phil Moores
 Phone No.: 805.235.5807
 e-mail: philmoores@estransit.com

Phone No.: 805.235.5807

e-mail: philmoores@estransit.com

Customer ID

Unless otherwise stated, Equipment rental prices listed below are the "total costs" per month. There will be no extra charge for tax, license or steps, these items are included in the lease price.

Items Rented (Recurring Monthly Charges)

Item / Description	Quantity	Unit Price	Total Price
Dual Wide 24'x60' Office Trailer	1 Ea	2,000.00	2,000.00
Ramp-Over 30" Straight Design	1 Ea	500.00	500.00

Items Sold (One Time Charges)

Item / Description	Quantity	Unit Price	Total Price
Delivery Transportation Office	2 Ea	2,200.00	4,400.00
Installation	1 Ea	6,500.00	6,500.00
Takedown	1 Ea	6,500.00	6,500.00
Return Transportation Office	2 Ea	2,200.00	4,400.00
Install Ramp-Over 30" Straight Design	1 Ea	3,000.00	3,000.00
Takedown Ramp-Over 30" Straight Design	1 Ea	3,000.00	3,000.00

*Pricing based on State Prevailing Wages. Pricing based on minimum 12 month term lease.

*Sizes & floor plans subject to availability at time order is placed.

*Excludes: Site Work, Site Utilities, Utility Connections, Permits, Crane, Translift(Tink), Roller System, Window/Door Security, Tie Downs, Skirting, Fire Sprinklers, LCP Tracker, PLA Agreements, OCIP, Holding Tanks.

As stated in the "Terms and Conditions of Lease", Compliance with all Codes including, but not limited to, federal, state, and/or local codes or zoning ordinances shall be the sole responsibility of the Customer. Customer is solely responsible for locating and adequately marking any underground structures and/or utility services including but not limited to, gas, water, sewer, telephone, cable etc. prior to the unit delivery. Customer agrees to lease the Equipment from api and api hereby agrees to lease the Equipment to the Customer, on the terms and conditions set forth in this document and those in the Conditions of Lease Agreement located at <http://www.apitrailers.com> which are incorporated herein by reference. API Must be provided with an accessible site and level pad. Lessee/Purchaser will be held responsible & agrees to compensate API for any time delay resulting from Lessee/Purchaser or the site being unprepared, unlevel and restricted or difficult to access. Utility hook-ups, ADA Ramps, Custom steps, & permits are not included in this bid. If steps are required, Lessee/Purchaser is responsible to bring grade to first riser of step into compliance. If ADA Access ramp is required Lessee/Purchaser is responsible for the transition from end of ramp to grade. Lessee must provide API with a certificate of insurance naming API as additionally insured or purchase our "Insurance Surcharge" at 10% of the monthly rental cost. Lessee will be held responsible for all damage, vandalism & neglect in the use of this unit. Equipment quoted above is subject to availability. Price quote is valid for 30 days. Delivery, setup, take down & return are billed at the beginning of the lease.

Subtotal: 30,300.00
 Total: 30,300.00

Signature _____

Date: _____

Lease Quotation

Customer:	ES Transit	Ship To:	-
			-
			Bishop
Attention:	Phil Moores pmoores@estransit.com		
Phone #:	805-235-5807	Fx:	

Thursday, April 15, 2021	Terms: Upon Invoice	Ship Via: Common Carrier
Salesperson: Mike Forrest	Quotation good for 30 days, subject to availability	

PRICING & DESCRIPTION

(1) 24X60 (4) Office (2) Restrooms		
Lease Rate:	(based on 12 Months)	Monthly \$ 1,650.00
Steps: (1) steel steps		Monthly \$ 15.00
ADA Ramp: 38' switchback with landings & Stair attachment		Monthly \$ 300.00
DOH Fee:		Monthly \$ 26.06
Sales Tax @ 8.75%		Monthly \$ 174.22
Total Monthly:		\$ 2,165.28
One Time Charges (Billed at start of Lease)		
Delivery: (Overheight at 14'-8")		\$ 5,250
Installation & Hitch Removal: Excludes Plumbing, Electrical, & Data Hook Up		\$ 4,063
Deliver and Install Ramp and Landings:		\$ 1,750
Total Start One Time Charges:		\$ 11,063
One Time Charges (Billed at end of lease)		
Return Delivery:		\$ 5,250
Tear Down & Install Hitches:		\$ 4,063
Tear down and return Ramp and Landings:		\$ 1,750
Total End One Time Charges:		\$ 11,063
Options		
Recommended Anchors (20) Installed (Taxable)		\$ 2,121
Anchor Removal after lease (20)		\$ 625
Skirting Installed: (168 lf) (Taxable)		\$ 3,654
Skirting Removal after lease: (168 lf)		\$ 1,125
Clear floor mats for rolling chairs (See note below)		\$75 each
Door and Window Security Bars		Quoted upon Request

- Chair mats are required for chairs, due to damage to carpeting. Should carpet be damaged from chairs, a charge will apply to repair damage.
- If buildings need to be rolled or nosed into place there will be additional costs.
- If site is un-level or tires, axels & hitches need to be removed additional costs will apply.
- Set-up cost based on 1,500 p.s.f. soil bearing capacity.
- Pricing is based upon others providing all permits, fees, taxes, licenses, utility connections and preparation of a level (to within 6"), compact and accessible site. Pricing based upon prevailing wage.



Williams Scotsman, Inc.
 34948 Gazelle Court
 Bakersfield CA 93308-9618

Your WillScot Representative
 Becky Whitaker, Territory Sales Manager
Phone: (661)588-1990
Email: becky.whitaker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1459835
Revision: 1
Date: April 14, 2021

Lease Agreement

Lessee:
 Eastern Sierra Transit Authority
 P.O. Box 1357
 Bishop, California 93515

Contact:

 ,
 Phone:
 Email:

Ship To Address:
 Eastern Sierra Transit Authority
 BISHOP, CA 93514 US
Delivery Date (on or about): 05/07/2021

Rental Pricing Per Month	Quantity	Price	Extended
64x24 Modular (60x24 Box)	1		\$1,738.01
Prof. Entrance-Canopy T2	1	\$90.00	\$90.00
Property Damage Waiver (11/12)	2	\$89.00	\$178.00
ADA/IBC Ramp -w/ switchback	1	\$350.00	\$350.00
Window/Door Security Bundle - 40+	1	\$36.00	\$36.00
General Liability - Allen Insurance	1	\$22.00	\$22.00
Data Hub Rental T2	1	\$64.00	\$64.00
Prof. Office Package T2	4	\$50.00	\$200.00
Prof. Cubicle Package T1	3	\$123.00	\$369.00
Minimum Lease Term: 12 months		Total Monthly Building Charges:	\$1,738.01
		Other Monthly Charges:	\$1,309.00
		Total Rental Charges Per Month:	\$3,047.01

Delivery & Installation

CA Transport Delivery Fee	2	\$0.00	\$0.00
Ramp - Delivery & Installation	1	\$1,022.67	\$1,022.67
Cubicle Install	3	\$64.50	\$193.50
Essentials Material Handling	1	\$300.00	\$300.00
Delivery Freight	2	\$1,050.00	\$2,100.00
Block and Level	1	\$2,331.25	\$2,331.25
Tiedowns into asphalt	18	\$83.92	\$1,510.56
Wood skirting	168	\$20.00	\$3,360.00
		Total Delivery & Installation Charges:	\$10,817.98

Final Return Charges*

CA Transport Return Fee	2	\$0.00	\$0.00
Tiedown-Asphalt Removal	18	\$33.33	\$599.94
Skirting Removal - Wood LF	168	\$3.45	\$579.60
Ramp - Knockdown & Return	1	\$630.67	\$630.67
Cubicle Knock Down	3	\$64.50	\$193.50
Teardown	1	\$2,282.61	\$2,282.61
Return Freight	2	\$1,050.00	\$2,100.00
		Due On Final Invoice*:	\$6,386.32

Total Charges Including (12) Month Rental, Delivery, Installation & Return:** \$53,768.42

Summary of Charges

Model: SM6424	Quantity: 1	Total Charges for(1) Building(s): \$53,768.42
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Williams Scotsman, Inc.
 34948 Gazelle Court
 Bakersfield CA 93308-9618

Your WillScot Representative
 Becky Whitaker, Territory Sales Manager
Phone: (661)588-1990
Email: becky.whitaker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1459835
Revision: 1
Date: April 14, 2021

Insurance Requirements Addendum

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	SM6424	\$69043.00	\$4000.00

Lessee: Eastern Sierra Transit Authority

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

Commercial General Liability Insurance

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily insurance and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: _____ Print Name: _____ Date: _____

Damage Waiver Program

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: _____ Print Name: _____ Date: _____

Please return this signed document with the signed lease agreement.

STAFF REPORT

Subject: Swiftly Agreement
Initiated by: Phil Moores, Executive Director

BACKGROUND

Swiftly has been providing fixed route real-time passenger information, on-time-performance data, and GPS tracking and recording for ESTA since 2016. Procurement policy for Small Purchases requires the selection from 3 quotes for like services. The Executive Director has authority to sign contracts below \$99,999. Quotes from Connexionz and Tripspark were requested and only Connexionz responded. Connexionz quote was considerably higher than maintaining service with Swiftly. Tripspark failed to produce a quote after multiple requests. Tripspark would be higher than Swiftly too, due to the startup costs, equipment, and training needed.

FINANCIAL CONSIDERATIONS

The Swiftly contract is attached and quotes \$17,928 for annual services. Also included in the Swiftly quote are new 4G GPS trackers needed to replace the expiring 3G trackers (\$11,550). The Connexionz quote is attached at \$92,680. I am still attempting to acquire a third quote as required by our procurement policy.

RECOMMENDATION

This is an information only item.

Swiftly Order Form

Customer	Eastern Sierra Transit Authority (ESTA)
Quote Date	April 23, 2021
Contract Term	Initial One (1) year term (June 22, 2021 - June 21, 2022). The term shall automatically renew for successive one (1) year terms unless either party notifies the other party of its intent not to renew at least thirty (30) days prior to the end of the then current term. The annual service cost is guaranteed throughout the duration of this agreement. Renewal prices will be assessed based on Swiftly's then current pricing.
Marketing Terms	Willingness to work with Swiftly to develop a case study, mutually agreeable press release, and ability to use your agency as a reference (website, presentations, etc.).

PRODUCT (Product name must match Invoice)	QTY	List Price	TOTAL COST
Swiftly Transitime			
Real-Time Passenger Information Module: <ul style="list-style-type: none"> - Data APIs (GTFS-rt, JSON, XML, etc.) - SMS and Voice software services - Passenger Facing Website - Live Operations 	Up To 36 Buses	\$12,600	\$6,804/ Year
Swiftly Insights			
- On-Time Performance	Up to 36 Buses	\$12,600	\$3,402 / Year
- GPS Playback	Up to 36 Buses	\$12,600	\$3,402 / Year
Hardware & Cellular Data			
GPS Connected Device Fee	36 Trackers	\$10 / Tracker / Month	\$4,320 / Year
TOTAL COST PER YEAR			\$17,928

Replacement 4G Trackers

PRODUCT (Product name must match Invoice)	QTY	UNIT COST	TOTAL COST
Hardware & Cellular Data			
GPS Trackers	33 Trackers	\$350 / Tracker	\$11,550 One-Time

TOTAL COST CURRENT TERM	\$30,528
TOTAL RECURRING	\$17,928
TOTAL ANNUAL INCREASE AFTER YEAR 1	5%

Swiftly Order Form (Signature Page)

Payment Terms: Due Net 30. Invoice sent separately. All fees are non-refundable and non-cancellable without Swiftly's written consent.

***SMS & Voice Limits:** Up to a combined 5,000 SMS and voice calls are included per month for US customers only. Each additional 5,000 combined SMS and voice calls per month costs \$125.

Sales Tax: If your agency is not tax exempt, sales tax may be added to this purchase order. **UPDATE WITH TAX STATUS

Terms of Use: By signing below, Customer agrees that this Order Form is subject to, and Customer is bound by, the Swiftly SaaS Terms of Service located at: <http://goswift.ly/saas-terms-of-service> (the "Swiftly Terms"). Unless otherwise specifically stated in an Addendum, in the event of a conflict between the Addendum and the Swiftly Terms, the Swiftly Terms shall govern.

Customer:

Signature

Name

Title

Date

Address

Billing Contact Name

Billing Email

Billing Phone

Swiftly, Inc.

Signature

Jonathan Simkin
Name

CEO
Title

Date

611 Mission Street, Floor 7
San Francisco, CA 94015
Address

General Terms

- We use a Software as a Service (SaaS) model with annual subscriptions per product. There are no hosting or maintenance fees.
- Subscriptions include unlimited users within your agency.
- We believe in data access and availability. As long as your agency is a paying customer, you will have easy access to download any data from the modules you purchase.
- Every time we update the platform or launch a new feature, your agency will automatically have access to that feature so long as you have paid for that module. Since the system is cloud-based, you will never need to download or re-install new software. Simply login and you'll see the new feature!

Support Plan

- Access to a Customer Success Manager.
- We pride ourselves on having the best support team in the industry. Always feel free to reach out with questions, comments, or suggestions on how we can better serve you. We typically respond to inquiries within 24 hours.

Technical Requirements

- Everything is hosted in the cloud – you do not need to install or download any software.
- You can access the software from any computer, anywhere, anytime.
- Swiftly works on the latest version of any browser.

SYSTEM ESTIMATE



Date	Quote Number
29-Apr-21	04292021es

Customer
 Phil Moores
 Eastern Sierra Transit
CAD/AVL system with passenger app, website, GTFS feeds, and vehicle hardware. Turn-key with installation, management, and deployment.

***Option for UTA APC system and full NTD support**

Chris Drogo - (213)807-9367

Business Development
sales@connexionz.com
www.connexionz.com

ROUTER BASED GPS OPTION * Includes Data

Base System Description	Quantity	Unit Price	Amount
Pepwave BR-1 Max Onboard modem with GPS	36	\$ 750.00	\$ 27,000.00
Cablings	36	\$ 75.00	\$ 2,700.00
System Setup and Configuration	1	\$ 4,000.00	\$ 4,000.00
Project Management	40	\$ 90.00	\$ 3,600.00
Installation and Surveys	144	\$ 70.00	\$ 10,080.00
Travel Fees	1	\$ 4,000.00	\$ 4,000.00
TransitManager CAD/AVL Software License	1	\$ 12,500.00	\$ 12,500.00
Real time feeds : GTFS, GTFS-RT, and other API	1	\$ 5,000.00	\$ 5,000.00
Android + iOs white labeled "ES Transit" apps	1	\$ 4,000.00	\$ 4,000.00
Branded public website with trip-planning, real-time, and subscriptions	1	\$ 4,000.00	\$ 4,000.00
Onsite TransitManager System Training	1	\$ 5,000.00	\$ 5,000.00
Data Plan - Up to 1 GB - Annual	36	\$ 300.00	\$ 10,800.00
		Subtotal	\$ 92,680.00
Year 2+ maintenance, support, updates, and hosting	1	\$ 13,800.00	\$ 13,800.00
Data Plan - Up to 1 GB - Annual	36	\$ 300.00	\$ 10,800.00
		Total year 2+	\$ 24,600.00

APC/GPS OPTION * Includes Data

UTA APC System Option	Quantity	Unit Price	Amount
Automatic Passenger Counting - UTA - Single door - Door, Wheelchair, and Bike counts	24	\$ 5,000.00	\$ 120,000.00
Automatic Passenger Counting - UTA - Double door - Door, Wheelchair, and Bike counts	12	\$ 6,000.00	\$ 72,000.00
Installation and Surveys	36	\$ 900.00	\$ 32,400.00
Project Management	80	\$ 90.00	\$ 7,200.00
System Setup and Configuration	1	\$ 4,000.00	\$ 4,000.00
Travel Fees	1	\$ 6,000.00	\$ 6,000.00
TransitManager CAD/AVL Software License	1	\$ 12,500.00	\$ 12,500.00
Real time feeds : GTFS, GTFS-RT, and other API	1	\$ 5,000.00	\$ 5,000.00
Android + iOs white labeled "ES Transit" apps	1	\$ 4,000.00	\$ 4,000.00
Branded public website with trip-planning, real-time, and subscriptions	1	\$ 4,000.00	\$ 4,000.00
Onsite TransitManager System Training	1	\$ 5,000.00	\$ 5,000.00
Software, Training, and NTD Certification - Year 1	1	\$ 15,000.00	\$ 15,000.00
		Subtotal	\$ 287,100.00
Year 2+ maintenance, support, warranty, and hosting Turn-key NTD Certification. *Includes data	1	\$ 34,452.00	\$ 34,452.00

STAFF REPORT

Subject: Reds Meadow Temporary Fare Change – Public Hearing

Presented by: Phil Moores, Executive Director

The public hearing for the Temporary Reds Meadow fare increase is now open.

BACKGROUND:

The Reds Meadow Shuttle serves the Minaret Summit Road Valley which includes the Devils Postpile National Monument and Reds Meadow Resort area. The Valley contains many beautiful features including waterfalls, streams and wildlife, all very accessible for the general public. Due to the popularity of the Valley, the Forest Service restricts vehicular access at the Minaret Vista entrance gate, and directs the public to a mandatory shuttle (ESTA). The shuttle is boarded at the Mammoth Ski Resort's Main Lodge, and tickets are sold on the bus and at the Main Lodge ticket counter. The shuttle operates in summer only since the road and parking lots are not plowed in the winter.

ANALYSIS/DISCUSSION:

Reds Meadow service is expected to begin June 25th or July 2nd, depending on Forest Service progress with water testing and tree removal. I am recommending a temporary fare increase to hedge against large potential losses due to load restrictions. The increase will also control demand which may overwhelm the available capacity. The US Forest Service District Ranger, Gordon Martin, has agreed with this increase as a temporary measure. Also, The Town of Mammoth Lakes has committed to \$150,000 as insurance against losses. Both the fare increase, and the Town's generous backing makes the service less of a risk for ESTA. Public notices have been published regarding the fare increase, and the ESTA Board will make the final decision today. This agenda item serves as a public hearing.

Covid-19 restrictions are being loosened, and transit bus loading is among the industries relaxing the social distancing practices. Federal Transit Authority load restrictions have been a guideline in the transit industry, unlike facial masks that have been a mandate. Mono County Health Officer, Rick Johnson, is considering the possibility of full seated loads on the transit buses this summer.

Mammoth Mountain Ski Resort ticketing software is flexible enough to adjust ticket sale volume and stamp visitation duration. The visitation duration

supports the full seated load restriction preventing overcrowding. The scenic one-way trip to Reds Meadow is 45 minutes long, making the round-trip 1.5 hours. That's a long time to stand for many people anyway.

The following table represents possible ridership numbers. Under normal circumstances, this service is unpredictable, but this gives us a general idea of what the service will look like.

Bus	Driver	Adventure Center	Reds Meadow	Adventure Center	Bus Capacity	Hourly Capacity		Possible Inbound Pass.	Possible Outbound Pass.
1	A	7:30	8:30	9:30	39	7-8	39	18	
2	B	8:15	9:15	10:15	39	8-9	39	20	
3	C	9:00	10:00	11:00	39	9-10	78	25	
1	A	9:45	10:45	11:45	39			30	
4	D	10:00	11:00	12:00	39	10-11	117	39	
2	B	10:20	11:20	12:20	39			39	
5	E	10:40	11:40	12:40	39			39	
6	F	11:00	12:00	13:00	39	11-12	117	39	
3	C	11:20	12:20	13:20	39			39	5
7	G	11:40	12:40	13:40	39			33	5
1	H	12:00	13:00	14:00	39	12-1	117	30	5
4	D	12:20	13:20	14:20	39			30	20
5	E	12:40	13:40	14:40	39			30	20
6	F	1:00	2:00	3:00	39	1-2	117	30	25
3	A	1:20	2:20	3:20	39			25	25
7	B	1:40	2:40	3:40	39			25	25
1	H	2:00	3:00	4:00	39	2-3	117	25	30
4	C	2:20	3:20	4:20	39			20	39
2	G	2:40	3:40	4:40	39			20	39
5	I	3:00	4:00	5:00	39	3-4	117	15	39
6	J	3:20	4:20	5:20	39			10	39
3	D	3:40	4:40	5:40	39			5	39
7	E	4:00	5:00	6:00	39	4-5	156		39
1	F	4:10	5:10	6:10	39				39
4	H	4:30	5:30	6:30	39				39
2	G	4:50	5:50	6:50	39				39
5	I	5:10	6:10	7:10	39	5-6	117		39
6	J	5:20	6:20	7:20	39				39
7	E	6:00	7:00	8:00	39				39
							1131	586	628

The above table also gives us a good start at estimating the ticket sales. The Mountain ticket sales team can cap the number of tickets sold and stamp a return time on the ticket. This way we can control the visitor experience and avoid lengthy wait times due to over selling.

The fully seated load plan for the Shuttle limits the potential passengers considerably. The logistics of returning the passengers with limited loading is

daunting also. It is estimated that ESTA can transport roughly half the normal volume of passengers under this scenario. The blockbuster days of 1,500-2,000+ passengers are out of the question without standees.

FINANCIAL CONSIDERATIONS

Revenue will be suppressed with load restrictions. We will provide as many busses and drivers as possible to meet demand, but we will never be able to maximize revenue as in years past. In 2019 we averaged around 1,000 passengers a day for a season total of 66,128. There were days above 2,000 passengers. There will be around 73 service days this year. If we can carry an average of 550 riders per day that yields 40,150 passengers. Of that, around 8,431 will be children.

Adult \$10, Children \$5 (current fare)

Service Days	average Passengers per Day	Total	Adults	Children	Gross Revenue	Road Maintenance Fee	Net Revenue
73	550	40,150	31,719	8,432	\$359,343	\$31,719	\$327,624

Adult \$15, Children \$7 (proposed temporary fare)

Service Days	average Passengers per Day	Total	Adults	Children	Gross Revenue	Road Maintenance Fee	Net Revenue
73	550	40,150	31,719	8,432	\$534,798	\$31,719	\$503,080

Fixed costs are estimated to be around \$220,000. This does not include labor, fuel, or maintenance costs. Expenses for 2019 with capital replacement were \$423,000. 2021 expenses will higher due to price, labor, and maintenance cost increases. The temporary fare increase coupled with the Towns insurance reduces the risk for ESTA to Run the Shuttle. I would not recommend running the Shuttle without this safety net.

Public Comment

The Board will now receive public comment.

The Public hearing is now closed

Board Deliberation

RECOMMENDATION

The Board is requested to approve the temporary Reds Meadow Fare increase for the summer of 2021.

STAFF REPORT Approval

Subject: Approval of Revised Bus Purchase

Initiated by: Karie Bentley - Administration Manager

BACKGROUND:

On April 9, 2021, the Eastern Sierra Transit Authority's Board of Directors authorized the purchase of two Starcraft Allstar F450 -Class C buses equipped with auto chains and camera systems from Creative Bus Sales, in the amount of \$229,800.12 funded with an FTA Section 5310 grant and Inyo Capital Restricted STA funds or with funds from ESTA's capital replacement account, with the busses to be ordered through the CalACT/MBTA purchasing cooperative.

After the purchase order was issued, Creative Bus Sales responded with the following issues:

- 1) A rear exit was detailed on the floorplan but wasn't on the quote.
- 2) To much weight was on the rear axle.
- 3) The City of Bishop had increased sales tax after the quotes were provided.

ANALYSIS/DISCUSSION:

Updated quotes and floor plans were provided. The following changes were made:

- 1) A rear exit was added to the quote at no charge.
- 2) A seat was removed from the back of the bus. The cost of the seat was taken off of the quote.
- 3) Sales tax was increased by 1% to the current rate.

These changes resulted in a total purchase price \$231,272.36 a difference of \$1,472.24. Because the current price list was only valid through the end of April 2021, the buses were ordered to avoid additional increases.

FINANCIAL CONSIDERATIONS

The purchase of these buses will be included in the FY 2021/22 budget, with \$187,146 funded through FTA Section 5310 and \$44,126.36 funded with Inyo

Capital Restricted STA and/or with funds from ESTA's Capital Replacement Account.

RECOMMENDATION

The Board is requested to ratify the purchase of two Starcraft Allstar F450 - Class C buses from Creative Bus Sales, in the amount of \$231,272.36 funded with an FTA Section 5310 grant and Inyo Capital Restricted STA funds or with funds from ESTA's capital replacement account, with the busses to be ordered through the CalACT/MBTA purchasing cooperative.





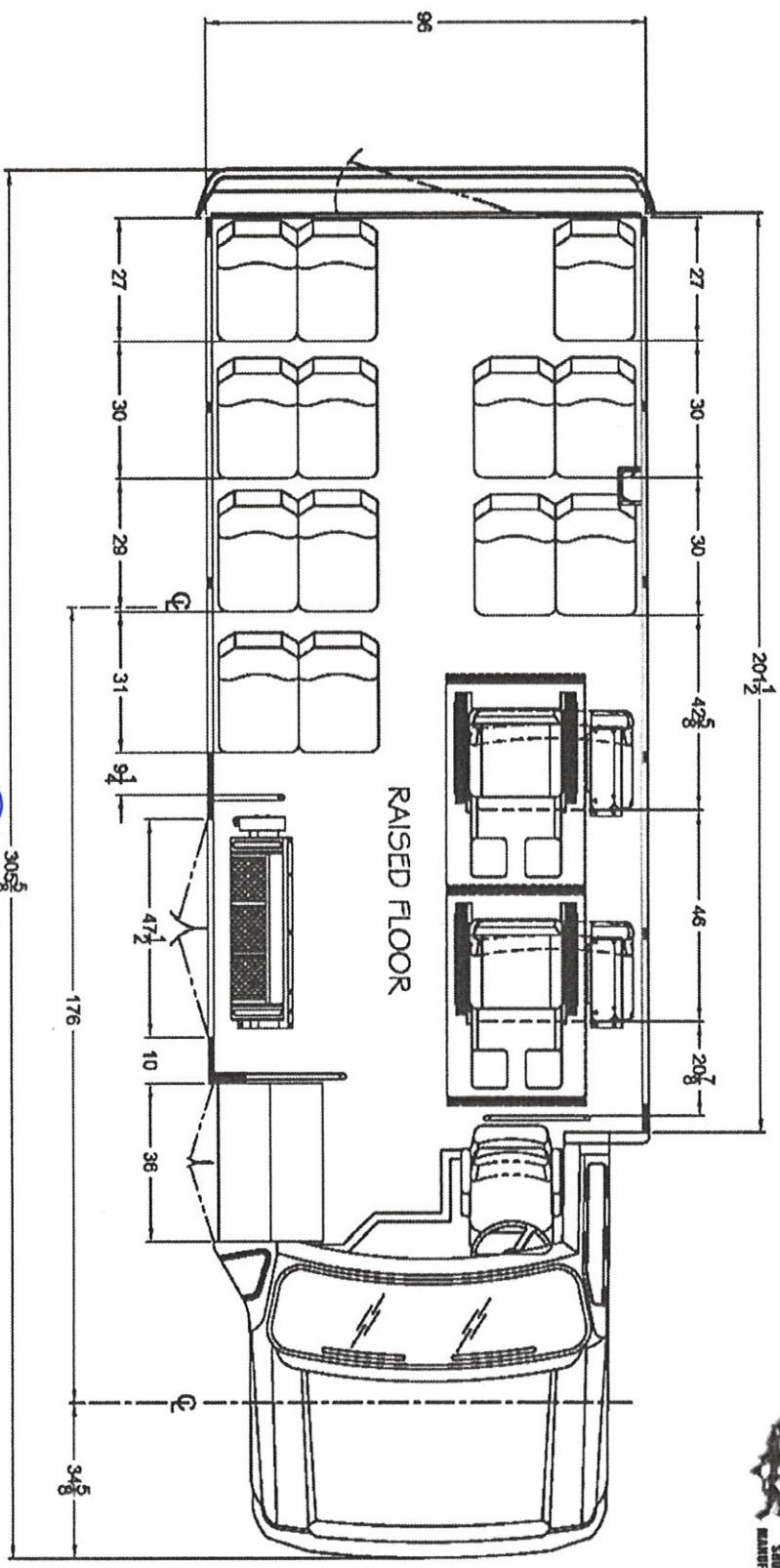
Creative Bus Sales

THE NATION'S LARGEST BUS DEALER SINCE 1980

CalACT RFP #15-03 - Class C - Quote Sheet

Vehicle Class:	Class C - Starcraft Bus (Allstar)	Ford GPC #:		
Make/Model:	Starcraft Bus - (Allstar)	Type of Lift:	<input checked="" type="checkbox"/> Braun <input type="checkbox"/> Ricon	
Contact:	Joe Warta - Operation Supervisor	Lift Location:	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	
Agency:	Eastern Sierra Transit Authority	Seat Material D-90:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Cloth	
Address:	P.O. Box 1357	Seat Color:	D-90 Gray	
City, State, Zip:	Bishop, CA	Reflective Stripes:	<input type="checkbox"/> Yes (2) 5" <input checked="" type="checkbox"/> No	
Phone:	(760) 920-1596	Stripe Color:	N/A (Note: Special Graphics)	
Fax:		Salesperson:	Don White - (714) 309-0688 Cell	
E-Mail:	jwarta@estransit.com - pmoores@estransit.com	Contact:	donw@creativebussales.com	
Quantity:	Description	Price	Ext. Price	ADA
1	Starcraft Bus - Class C - (Ford E450)	\$66,805.18	\$66,805.18	\$9,800.00
Published Options				
1	<Credit> - Seat Delete - (Passenger Each)	-\$134.96	-\$134.96	
1	AM/FM/CD - (Per Spec)	\$495.00	\$495.00	
1	Braun NCL 1000 - (1,000lb Capacity Lift)	\$1,094.50	\$1,094.50	\$1,094.50
1	Dialight Exterior LED	\$742.50	\$742.50	
1	Dialight Interior LED	\$460.90	\$460.90	
1	Drivers Seat - (Recaro SHS / Standard)	\$0.00	\$0.00	
2	Freedman Foldaway Seat - (Double)	\$1,155.00	\$2,310.00	\$2,310.00
1	Hanover Electronic Signs - (Front / Side)	\$4,840.00	\$4,840.00	\$4,840.00
1	Mor/Ryde Suspension System	\$1,045.00	\$1,045.00	
1	OnSpot Automatic Tire Chains	\$4,290.00	\$4,290.00	
1	Raised Floor - (3 Step)	\$522.50	\$522.50	\$522.50
1	Roof Vent - (Transpec 1070)	\$544.50	\$544.50	
1	Spare Tire - (Loose, Full Size, To Match OEM Chassis)	\$0.00	\$0.00	
1	Telma Driveline Brake Retarder	\$9,240.00	\$9,240.00	

Non-Published Options				
1	Apollo 2tb / 5-Camera System - (Custom System)		\$8,083.00	\$8,083.00
1	Sportworks Bike Rack - (Black 3-Bike ***Fat Tire***)		\$2,500.00	\$2,500.00
1	Heater - 60k Vertical Mount (Floor Mount/Tower) - ProAir 460 (60k BTU's)		\$500.00	\$500.00
1	Locking Rear Door - (w/Alarm and Window)		\$0.00	\$0.00
1	ESTA Graphics - (Budgetary Amount)		\$2,500.00	\$2,500.00
		Class C - Base Price	\$66,805.18	
		Published Options	\$25,449.94	
		Non-Published Options	\$13,583.00	
		Total	\$105,838.12	\$18,567.00
		Doc Prep Fee	\$85.00	
The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options		Non-Taxable	\$18,567.00	
The Taxable Amount Includes the Mobility Rebate of \$1,000.00 For Ford Chassis		Taxable Amount	\$88,356.12	
Bishop*		Tax Total	\$7,731.16	8.750%
Don White		Sub-Total	\$113,654.28	
Creative Bus Sales		CalACT Fee	\$1,587.57	
4/14/2021		DMV E-File Fee:	\$30.00	
		DMV Fee	\$0.00	(Estimated)
		Tire Fee	\$12.25	
		Local Delivery	\$352.08	163
Phil Moores		Total	\$115,636.18	Insert Miles
ESTA		Number of Units	2	
4/14/21 		Final Total	\$231,272.36	
Local Delivery Up To 100 Miles at No Charge Creative Bus Sales - (909) 465-5528 - 14740 Ramona Ave. Chino, CA 91710				



Don White
Creative Bus Sales
4/14/2021

[Handwritten Signature]

Phil Moore's
ESTA
4/14/21
[Handwritten Signature]

NOTE: SHOWN WITH MID HI FREEDMAN SEAT & LIGHT WEIGHT SEAT LEGS REQUIRED
ALLSTAR E480 14,500 GVWR OPTIONS LIMITED
THIS FLOOR PLAN IS FOR ILLUSTRATION PURPOSES ONLY.
FINAL APPROVAL WITH A WEIGHT ANALYSIS IS REQUIRED UPON RECEIPT OF A
COMPLETED ORDER WITH ALL OPTIONS SHOWN.
OPTIONAL EQUIPMENT MAY BE SHOWN.
THE SALES ORDER PLACED DICTATES ACTUAL OPTION CONTENT.

DEALER APPROVAL

APPROVED

CUSTOMER SIGNATURE

THIS DRAWING AND THE INFORMATION THEREON ARE THE EXCLUSIVE PROPERTY OF STARCRRAFT BUS, A DIVISION OF FOREST RIVER. IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO STARCRRAFT BUS, A DIVISION OF FOREST RIVER.

REV	DESCRIPTION OF CHANGE	BY	CHK	DATE	EQU. NO.

SCALE IN INCHES

STARCRRAFT BUS
A Division of Forest River, Inc.

TOLERANCE UNLESS OTHERWISE SPECIFIED	WOOD	OTHER	NAME: KCK	DWG. NO.
± 1/8"	± 1/8"	± 1/16"		
± 1"	± 1"	± 1/2"		

EASTERN SIERRA TRANSIT AUTHORITY

Minutes of Friday, April 9, 2021 Meeting

The meeting of the Board of Directors of the Eastern Sierra Transit Authority was called to order at 11:03 a.m. on Friday, April 9, 2021, via Zoom. The following members were present: Bob Gardner, Karen Schwartz, Rhonda Duggan, Bill Sauser, Dan Totheroh, Jim Ellis and Jeff Griffiths. Kirk Stapp joined the meeting at 11:13 a.m. Chairman Ellis led the Pledge of Allegiance.

Public Comment	None
Executive Directors Report	Mr. Moores reported on ESTA activities and performance.
Financial Report FY 2020/21	Ms. Bentley presented the 2020-21 financial report as of April 1, 2021.
Ridership Report	Mr. Moores presented the Ridership Report for February 2021.
FTA 5310 Bus Purchase Authorization	<p>Director Griffiths left the meeting at 11:15 am.</p> <p>Moved by Director Gardner and seconded by director Duggan for the purchase of two StarCraft Allstar F450 Class C buses from Creative Bus Sales, in the amount of \$229,800.12, funded with an FTA Section 5310 grant and Inyo Capital Restricted STA funds or with funds from ESTA’s capital replacement account, with the busses to be ordered through the CalACT/MBTA purchasing cooperative.</p> <p>Roll Call vote taken. Motion carried 7-0. Director Griffiths absent.</p>
FTA Section 5311, 5311(f) and 5311 Coronavirus Response and Relief Supplemental Appropriation Act CRRSSA	<p>Moved by Director Totheroh and seconded by Director Gardner to approve Resolution 2021-03 authorizing the Executive Director to file and execute applications and supporting documentation on behalf of Eastern Sierra Transit Authority with the Department of Transportation to aid in the financing of planning, operating and/or capital assistance projects pursuant to Sections 5311 and 5311(f) of the Federal Transit Act including CRRSAA funds.</p> <p>Roll call vote taken. Motion carried 7-0. Director Griffiths absent.</p>
Community Rides Grant Application	Moved by Director Sauser and seconded by Director Totheroh to approve Resolution 2021-04 authorizing submittal of an application for grant funding under the National Rural Transit

	<p>Assistance Program, and to authorize the Executive Director to execute and file all documentation required. Roll call vote taken. Motion carried 7-0 with Director Griffiths absent.</p>
<p>Six-Month Summer Services Recommendation</p>	<p>Moved by Director Sauser and seconded by Director Stapp to approve the Eastern Sierra Transit Authority services planned to be operated through September 2021. Roll call vote taken. Motion carried 7-0. Director Griffiths absent.</p>
<p>MMSA Ticket Sales and Line Hosting Agreement 2021</p>	<p>Moved by Director Gardner and seconded by Director Schwartz to approve the agreement with Mammoth Mountain Ski Area for the sale of Reds Meadow Shuttle tickets and line hosting for the 2021 season and to authorize the Executive Director to negotiate and execute the Agreement. Roll call vote taken. Motion carried 7-0. Director Griffiths absent.</p>
<p>Consent Agenda: Approval Of Regular Meeting Minutes of March 12, 2021. Financial Audit Service Contract and Engagement Letter Approval MMSA Free Rides Agreement 2021-2022</p>	<p>Moved by Director Duggan and seconded by Director Gardner to approve the Consent Agenda Consisting of: Approval of Meeting Minutes of March 12, 2021. Financial Audit Service Contract and Engagement Letter Approval MMSA Free Rides Agreement 2021-2022 Roll call vote taken. Motion carried 7-0. Director Griffiths absent.</p>
<p>Closed Session</p>	<p>Open Session was recessed at 11:39 to convene in closed session to consider: <p style="margin-left: 40px;">DISCUSSION/POSSIBLE ACTION – Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6) Phil Moores and John Vallejo. Bargaining Group; ESTA-MCEA</p> <p style="margin-left: 40px;">CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation: It is the intention of the Board to meet in closed session concerning the following item: Significant Exposure to Litigation pursuant to government code 54956.6(b) one case.</p> <p>Director Griffiths joined closed session at 12:03</p> </p>

Report on Closed Session	Closed session was recessed at 12:27 pm. John Vallejo stated there was no action taken in closed session.
Management and Confidential Employees MOU	Moved by Director Sauser and seconded by Director Tothoroh to approve Resolution 2021-05, adopting and approving a Memorandum of Understanding between ESTA and the Eastern Sierra Transit Authority Management & Confidential Employees Association (MCEA) Roll call vote taken. Motion carried 8-0
Board Member Comments	Director Duggan commented that there is a lot of activity in the Town of Mammoth Lakes. Monitor Pass opened and everything else will be open by fishing opener. There has been a lot of deer migration. Director Sauser said there are a lot of people looking forward to the opening of fishing season. Director Stapp commented that deer are everywhere, be safe. Director Schwartz indicated that there will be a supplement to Simmons ambulance with a 2 nd ambulance service. The City of Bishop is actively recruiting for a new Police Chief. Director Ellis thanked Phil Moores and asked that drivers be warned about the deer migration.
Adjournment	The Chairperson adjourned the meeting at 12:34 p.m. The next regular meeting of the Eastern Sierra Transit Authority Board of Directors is scheduled for May 14, 2021 at 9:00 am. Check ESTA website for details on attending the meeting.

Recorded & Prepared by:

Linda Robinson
Board Clerk
Eastern Sierra Transit Authority

Minutes approved: