AGENDA ITEM: A-1

TOPIC: Executive Director’s Report

Recommendation: Receive as Information

PRESENTED BY: Geoff Straw
COVID-19 Update

- Severe Impact to transit
  - Fixed-Route ridership down 70%-80%
- Providing lifeline service
  - Carrying healthcare, essential workers and transit dependent
COVID-19 Response

• Revised vehicle & facility cleaning
• Enhanced public info campaign
• Established protocols on how to respond if an employee is affected
• Notices in facility, on buses & website
• Suspended exterior bus cleaning to focus on daily interior cleaning
• Bus Operators supplied with cleaning materials to clean driver area
COVID-19 Response

• Implemented Saturday Service with overlay of commuter Express trips
• Suspended fares & entry at exit door
• Request riders only use transit for essential travel
COVID-19 Response

- RTA Board Declared Fiscal Emergency
- Furloughed employees available for when we ramp service back up
- Bus Operator Bid ‘Shake up’
  - Worked with Teamsters Local 986 on seniority based temporary work schedules
COVID-19 Response

• Set maximum vehicle loads to facilitate social distancing on board all vehicles
• Deploy ‘tripper’ buses to handle additional riders
• Coordinating all changes with other transit agencies
• Changes have ‘right-sized’ service level, but it’s possible more changes will be needed
COVID-19 Response

- Teamsters provided reusable cloth facemasks for members
- RTA also purchased facemasks
- Purchased five rechargeable battery powered disinfectant foggers
  - We will share these with other transit agencies
COVID-19 Response

• $2.2 Trillion CARES Act, with $25B for public transit
• Onetime funding; no local match required
• In SLO County, approximately triple annual allocation in three UZAs,
• Also received $591k FTA Section 5311 non-urbanized funds through Caltrans
  • Caltrans only allocated 30% of funds
SLO County transit agencies agree to use initial UZA funds to reimburse net operating costs Feb. 1 through June 30

Will meet with SLOCOG and SBCAG to agree on future funding splits

Future budget revision (June 3, 2020)
COVID-19 Response

- RTA had one employee confirmed COVID-19
- Developed quarantine at work or home plans for contacted employees
- Employee had relatively low-level symptoms and is back at work
- SLO County Public Health Department was an incredible resource
COVID-19 Recovery

• RTA senior staff meet daily
• Developing “ramp-up: plan:
  • Add ‘trippers’ to Saturday Service level, until transition to Regular Weekday level
  • Developing joint marketing plan with SLO Transit
  • Transition requires phased two-week ramp-up
COVID-19 Recovery

• Provide information and updated FAQ to RTA/SoCo workforce weekly
• Work with Teamsters Local 986 to evaluate employee requests/questions
• Proud of our frontline team members
• Employees are heroes who provide compassionate, safe & essential services
Operations

- Employee of the Quarter:
  - Q1 event cancelled; possibly late July
- No new Bus Operators in service
- **One** new Bus Operator candidate
- 10 candidates in background/permitting process
- Seek to fill seven open Bus Operator positions
Operations

• Andrew Wyly is new Maintenance Manager
  • Currently at Unitrans (Davis, CA)
  • Start June 1
• Ticket Vending Machine, relocated to new Government Transit Center

• New location to go live May 11
  • Unable to hold ribbon-cutting ceremony
  • Will promote to local media
Customer Perception Surveys:

- Conducted every two years
- Completed a portion of fixed-route surveys
- Due to COVID 19, Runabout and Employee surveys will be conducted in October
Bus Maintenance Facility Update

• Funding & Contract award at Special Meeting
  • Aiming for May 20th

• U-Haul facility asbestos/lead paint testing - No significant hazards found
  • Obtained SLO APCD clearance

• Project not selected for latest round of Transit & Intercity Rail Capital Program funding

• Submitted grant proposal for next round of FTA Section 5339(b) funding
Finance & Administration

- FY18-19 Fiscal & Compliance Audit Report on Consent Agenda
- Unaudited operating and financial results FY 19-20 first nine months at the end of this report
  - Fixed-Route Ridership: 3.1% decline before COVID-19 service reductions
  - Runabout Ridership: 2.7% increase
Finance & Administration

- Administrative Costs: above budget
  - Costs for professional technical services
  - Expect to be on budget by end of fiscal year
- Service Delivery Costs: under budget with low fuel costs
Finance & Administration

- Farebox Recovery Ratio:
  - Fixed-Route: 17%
  - Runabout: 4%

- YTD Subsidy per Passenger Boarding:
  - Fixed route: $7.76
  - Runabout $88.27*
Blue skies on the horizon...
AGENDA ITEM: B-1

TOPIC: FY2020-21 Budget

Recommendation: Adopt the Budget as Presented and Direct Staff to Conduct Public Participation Process Regarding 5% Service Reduction

PRESENTED BY: Tania Arnold
Special Items to Note

• Change in core level of service miles and hours – will discuss under Key Issue #10

• COVID-19 CARES funding – not included in this budget

• Planning budget amendment as soon as June
Key Issues

1. Construction of long-planned Bus Maintenance Facility
   • Financing approval being delayed to Special RTA Board Meeting when construction awarded
2. **CalPERS liability due to termination of the RTA’s contract with CalPERS**
   - Still awaiting actuarial report
   - Will be addressing with the budget amendment
3. SoCo Transit’s request to consolidate
   • On track for January 2021
   • Budget amendment once adopted
   • Separate columns as we currently due for County and Paso Robles service

4. STA funds
5. LTF funds
6. Liability Costs

- Workers Compensation – dropped from December projection
- General Liability – increase of 4% (original 10% estimate)
- Vehicle Physical Damage
- Note – administrative charges reduced upon consolidation
Key Issues

7. Containment of Runabout Costs
   • Slight increase in ridership from July 2019 – February 2020
   • Continue functional assessment and partnerships for travel training
8. **Staffing and Retention**
   - CBA runs through December 2021
   - Closely monitoring minimum wage
   - Delay of inflationary adjustment for non CBA employees until January 2021
9. Fuel cost volatility
  • Impact to ridership and fare revenue
  • Impact on fuel expenditure
10. Service Reduction

- Declining ridership
- Increasing operating cost
- Impacts of COVID-19
## Operating Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Fares</td>
<td>$1,311,580</td>
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<tr>
<td>Federal</td>
<td>$3,151,770</td>
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<tr>
<td>STA</td>
<td>$724,900</td>
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<tr>
<td>Fund Balance</td>
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<tr>
<td>Interest</td>
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<tr>
<td>Local (LTF, RTF)</td>
<td>$4,751,339</td>
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<tr>
<td>Management Contracts</td>
<td>$262,680</td>
</tr>
</tbody>
</table>

![Pie chart representing revenue sources](image)
Admin & Service Delivery Expense

Contingency $139,050
Fuel $968,920
Insurance $1,190,540
Labor $7,755,980
Maintenance $761,900
Other $679,330
Property Rental $493,320
Capital Program

- Computer Systems $44,940
- Maintenance Tools $40,200
- Stop Improvements $265,500
- Vehicles $949,800
- Elks Lane (not included in the chart) $13,738,960
Capital Revenue Sources

Federal: $7,106,190  
Fund Balance: ($298,590)  
State and Local (Prop 1B & STA): $1,502,640  
Financing: $6,735,760
Staff Recommendation

Adopt the budget as presented and direct staff to conduct public participation process regarding 5% service reduction

Budget amendment projected in June 2020 to include CARES Act funding
<table>
<thead>
<tr>
<th>Consent Agenda Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
<td>Executive Committee Meeting Minutes of February 5, 2020 (Info)</td>
</tr>
<tr>
<td>C-2</td>
<td>RTA Board Meeting Minutes of March 4, 2020 (Approve)</td>
</tr>
<tr>
<td>C-3</td>
<td>RTA Board Meeting Minutes of April 1, 2020 (Approve)</td>
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<tr>
<td>C-4</td>
<td>RTA Board Meeting Minutes of April 8, 2020 (Approve)</td>
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<tr>
<td>C-5</td>
<td>Summer Youth Ride Free Program (Approve)</td>
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<tr>
<td>C-6</td>
<td>Public Transportation Agency Safety Plan (Approve)</td>
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<tr>
<td>C-7</td>
<td>Agreement for County Auditor/Controller Services (Approve)</td>
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<tr>
<td>C-8</td>
<td>Grant Award for the SLOAPCD CAP Funds (Approve)</td>
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<tr>
<td>C-9</td>
<td>Social Security Resolution for RTA Employees (Approve)</td>
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<tr>
<td>C-10</td>
<td>Amendment to Agreement with Stantec Architecture (Approve)</td>
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<tr>
<td>C-11</td>
<td>Strategic Business Plan Results (Receive)</td>
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<tr>
<td>C-12</td>
<td>Annual Fiscal &amp; Compliance Audit for Fiscal Year 2018-19 (Accept)</td>
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<tr>
<td>C-13</td>
<td>Declare Paso Express Vehicle Surplus (Approve)</td>
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<tr>
<td>C-14</td>
<td>Amendment to Agreement with Kitchell CM (Approve)</td>
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<tr>
<td>C-15</td>
<td>Amended Contract with RTA Executive Director (Approve)</td>
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