



## RTA BOARD AGENDA

**\*\*\* VIA ZOOM WEBINAR \*\*\***

**Wednesday, November 3, 2021 at 9:30 AM**

The *AGENDA* is available/posted at: <http://www.slorta.org>

**President: John Peschong**

**Vice President: Ed Waage**

Board Members:

John Peschong (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Dawn Ortiz-Legg (Third District – SLO County)  
Lynn Compton (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Jimmy Paulding (Arroyo Grande)

Heather Moreno (Atascadero)  
Karen Bright (Grover Beach)  
John Headding (Morro Bay)  
Fred Strong (Paso Robles)  
Ed Waage (Pismo Beach)  
Andy Pease (San Luis Obispo)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor a request.

### **Important Notice Regarding COVID-19**

Due to the continuing increase of Coronavirus (COVID-19) cases and in accordance with AB 361, which amends Government Code §54953 to allow local legislative bodies to hold virtual meetings after September 30, 2021, if certain criteria is met, the RTA Board meeting for November 3, 2021 will be virtual meetings held via Zoom webinar.

#### **HOW TO WATCH:**

1. **To Watch:** To watch the meeting online via livestream (on your computer or mobile device), go to: [www.slo-span.org](http://www.slo-span.org), or watch the meeting via Cable TV Public Access Channel 21.
2. **To Watch and Participate in Live Public Comment:** To provide public comment during the meeting, use the Zoom webinar link below. Please use the following link to register in advance of the webinar. After registering, you will receive a confirmation email with details about joining the webinar:

[https://us02web.zoom.us/webinar/register/WN\\_Hhden\\_yVSdapvIZFhmbwkA](https://us02web.zoom.us/webinar/register/WN_Hhden_yVSdapvIZFhmbwkA)

#### **HOW TO COMMENT:**

The RTA is accepting general public comments for items on the RTA Board agenda as well as items of interest not on the agenda within the jurisdiction of the RTA Board.

Members of the public can submit comments by:

### **Zoom webinar – Verbal Public Comments**

- See details on page 1 of this agenda under ‘How to Watch.’
- Phone – Verbal Public Comments – Call: (805) 781-4833 – State and spell your name, state the agenda item number you are calling about and leave your comment/s. Verbal comments must be received no later than 5:00 p.m. on November 2, 2021 (the day before the meeting) and will be limited to three (3) minutes.

**Email – Written Public Comments to:** [info@slorta.org](mailto:info@slorta.org) with the subject line “public comment.”

- Include the agenda item number you are referencing or type “general comment,” if it is about an item not on the agenda.
- **Emailed written comments must be submitted no later than 5:00 p.m. on Tuesday, November 2, 2021.**

### **Mail – Written Public Comments**

- Mail to: Clerk of the Board, RTA  
179 Cross Street  
San Luis Obispo, CA 93401
- **Mailed written comments must be received by the RTA no later than 5:00 p.m. on Tuesday, November 2, 2021.**

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## **FLAG SALUTE**

## **CALL MEETING TO ORDER, ROLL CALL**

**TELECONFERENCED PUBLIC MEETINGS:** Submittal of a Resolution authorizing the Executive Director to implement teleconferenced public meetings during the proclaimed local emergency related to COVID-19 pursuant to AB-361. (ROLL CALL - ADOPT RESOLUTION).

**PUBLIC COMMENT:** The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. 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.

## **CLOSED SESSION ITEMS**

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.) It is the intention of the RTA Board to meet in closed session to have a conference with its Real Property Negotiator, Geoff Straw, concerning the following:

- a. Property Description: 179 Cross Street, City of San Luis Obispo.
- b. Parties with Whom Negotiating: LTC/SLO, LTD. L.P., a California limited partnership.
- c. Instructions to Negotiator: Price, Terms and Conditions.

## **A. CONSENT AGENDA:**

- A-1 Executive Committee Meeting Minutes of August 11, 2021 (Information)
- A-2 RTA Board Meeting Minutes of September 1, 2021 (Approve)
- A-3 RTA Board Meeting Minutes of October 6, 2021 (Approve)
- A-4 Amend Agreement for Design/Engineering Services (Approve)
- A-5 Authorize Agreement for Bulk Oils and Lubricants Services (Approve)
- A-6 Authorize Agreement for Janitorial Cleaning Services (Approve)
- A-7 Authorize Agreement for Landscape Maintenance Services (Approve)

- A-8 Authorize Agreement for Lighting System Maintenance Services (Approve)
- A-9 Authorize Agreement for Uniform Rental and Laundry Services (Approve)
- A-10 Authorize Agreement for Moving Relocation Services (Approve)
- A-11 Authorize Agreement for Bus Engine Replacement Services (Approve)
- A-12 Authorize Procurement of Furniture and Installation Services (Approve)
- A-13 Authorize Submittal of FTA Section 5339(b) Grant Application (Approve)
- A-14 Transit Asset Management (TAM) Plan (Receive)

**B. INFORMATION AGENDA:**

- B-1 Executive Director's Report (Receive)
- B-2 Bus Maintenance Facility Progress and Change Order Update (Receive)
- B-3 Strategic Business Plan Results (Receive)

**C. ACTION AGENDA:**

- C-1 FY21-22 Budget Amendment #1 (Approve)
- C-2 Decommissioning of Existing Leased Facility (Receive)

**D. BOARD MEMBER COMMENTS**

Next regularly-scheduled RTA Board meeting on January 5, 2022

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2021  
STAFF REPORT**

**TOPIC:** Teleconferenced Public Meetings

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Adopt Resolution

**BACKGROUND/DISCUSSION:**

On March 4, 2020, California State Governor Gavin Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. That proclamation remains in effect to date. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting Law, the Brown Act (Government Code Section 54950 et seq.). On June 11, 2021, Governor Newsom issued Executive Order N-08-21, clarifying the suspension of the teleconferencing rules set forth in the Brown Act, noting that those provisions would remain suspended through September 30, 2021.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361), which allows legislative bodies subject to the Brown Act to continue meeting by teleconference, provided they make certain findings, including that meeting in person would present imminent risks to the health or safety of attendees. AB 361 requires that certain findings be made by the legislative body every 30 days.

This staff report is presented today for the RTA Board to consider the finding that holding in person meetings would present imminent risks to the health or safety of Board members, staff and all attendees of RTA public meetings. Staff recommends that the Board invoke the provisions of AB 361 related to the holding of teleconferencing/virtual public meetings, which would apply to public meetings held by the RTA and RTA legislative bodies, including all Brown Act committees.

**Staff Recommendation:**

Adopt Resolution approving the following:

- a) Based on the recitals in the resolution, the RTA Board finds that holding in person meetings would present imminent risks to the health or safety of attendees; and
- b) RTA staff is directed to return at the next regularly scheduled Board meeting after adoption of this resolution with an item for the RTA Board to review and, if appropriate, renew, the findings required by AB 361 to continue to hold public meetings under its provisions.

## **BACKGROUND:**

The RTA Board is asked to consider whether to approve the finding that holding in person public meetings would present imminent risks to the health or safety of attendees. As outlined in the summary above, the COVID-19 pandemic is still continuing, and the California Department of Public Health and the Federal Centers for Disease Control (CDC) and Prevention's guidance states that the Delta variant of COVID-19 is currently the dominant strain of the virus in the country, and that this variant is more transmissible than prior variants, may cause more severe illness, that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID1-19 cases and hospitalizations.

The CDC has established a "Community Transmission" metric with four (4) tiers designed to reflect a community's COVID-19 case rate and percent positivity. Currently, the County of San Luis Obispo has community transmission metric of "high" which is the most serious of the tiers (<https://www.cdc.gov/TemplatePackage/contrib/widgets/covidcountycheck/>).

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 21- \_\_**

**A RESOLUTION OF SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
ACKNOWLEDGING GOVERNOR NEWSOM'S PROCLAMATION OF A STATE OF  
EMERGENCY AND AUTHORIZING VIRTUAL PUBLIC MEETINGS BY TELECONFERENCE  
FOR A PERIOD OF THIRTY DAYS PURSUANT TO THE RALPH M. BROWN ACT**

The following resolution is now offered and read:

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and

**WHEREAS**, the proclaimed state of emergency remains in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the "Brown Act"), provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361, allowing legislative bodies subject to the Brown Act to continue meeting by teleconference if the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and

**WHEREAS**, California Department of Public Health and the federal Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and

**WHEREAS**, the CDC has established a "Community Transmission" metric with 4 tiers designed to reflect a community's COVID-19 case rate and percent positivity; and

**WHEREAS**, the County of San Luis Obispo currently has a Community Transmission metric of "high" which is the most serious of the tiers; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the San Luis Obispo Regional Transit Authority (RTA) deems it necessary to find holding in person meetings would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to

teleconferencing.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the San Luis Obispo Regional Transit Authority that:

1. The recitals set forth above are true and correct.
2. The Proclamation of State of Emergency in response to the COVID-19 pandemic issued by Governor Newsom on March 4, 2020, remains in effect.
3. Based on the recitals above, the San Luis Obispo Regional Transit Authority (RTA) finds that meeting in person would present imminent risks to the health or safety of attendees.
4. These findings shall apply to all public meetings held by the RTA and its legislative bodies, including all Brown Act Committees.
5. Staff is directed to return at the next regularly scheduled Board meeting after the adoption of this resolution with an item for the RTA Board to consider and renew, if appropriate, the findings required by AB 361 to continue meeting under its provisions.

**BE IT FURTHER RESOLVED**, that the San Luis Obispo Regional Transit Authority does hereby adopt this resolution upon motion by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, and on the following roll call vote, the foregoing resolution is hereby adopted this 3<sup>rd</sup> day of November 2021.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
John Peschong, President  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

\_\_\_\_\_  
Nina Negranti, RTA Legal Counsel

Date: \_\_\_\_\_



San Luis Obispo Regional Transit Authority  
Executive Committee Meeting  
Minutes 08/11/2021  
A-1

Members Present: Ed Waage, City of Pismo Beach, **Vice President**  
John Peschong, District 1 Supervisor, **President**

Members Absent: Fred Strong, City of Paso Robles

Staff Present: Geoff Straw, Executive Director  
Mary Gardner, Marketing and Community Relations Manager  
Nina Negranti, RTA Counsel  
Pete Davidson, SLOCOG  
Sarah Woolsey, SLOCOG

**Call to Order and Roll Call:** **President John Peschong** called the meeting to order at 10:03 AM and roll call was taken. A quorum was present.

**Public Comment:** There was no public comment.

**1. Closed Session:**

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.) It is the intention of the RTA Board to meet in closed session to have a conference with its Real Property Negotiator, Geoff Straw, concerning the following:  
Property Description: 179 Cross Street, City of San Luis Obispo.  
Parties with Whom Negotiating: LTC/SLO, LTD. L.P., a California limited partnership.  
Instructions to Negotiator: Price, Terms and Conditions.
- b. CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives: Geoff Straw, Executive Director  
Employee organization: Teamsters Local 986

The committee went into closed session at 10:07 a.m. and returned from closed session at 10:24 a.m.

**Ms. Nina Negranti** stated there was no reportable action from closed session.

**1. Consent Items**

A-1 Executive Committee Meeting Minutes of April 14, 2021 (Approve)

**President Peschong** made a motion to approve consent agenda item A-1 and **Vice President Ed Waage** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
JOHN PESCHONG	X		
FRED STRONG			X
ED WAAGE	X		

**2. Information Items**

B-1 Executive Director’s Report (Verbal, Receive)

**Mr. Geoff Straw** covered the following items:

Pandemic update:

- The RTA has had two active COVID cases among employee group; first cases since March 28.
- There is a possibility of vaccination/testing mandate, since Federal employee mandates are likely to be “pushed down” to grantees. Mr. Straw is concerned that this could result in employee departures.
- The RTA has re-implemented full fares on July 1, which has helped tamp down “tour riders.”
- Paso Robles Unified School District announced no school bus, which likely won’t have a huge impact on us – those who can ride our buses already do on routes A&B
- We are no longer suggesting capacity constraints on our buses.

BMF update:

- We have authorized \$428,013.08 in change orders (2.54%), with another ~\$110k in CRBs (3.2% with these). Our contingency is 7.28% (\$1,461,436), which includes moving costs.
- Interior painting and other finish work is on the critical path.
- The building is actually ahead of schedule by 3 days, but “two or more” employees of grading/concrete subcontractor called out sick on Monday due to suspected COVID-19 infection.
- Final grading & concrete paving (initially the entrance drive along the eastern perimeter – 9” thick!) to begin next week. Its \$1 million in concrete.
- Grand Opening / Ribbon Cutting scheduled for approximately 10 a.m. (preliminary) on Thursday January 20, 2022. Congressman Carbajal has invited Pete Buttigieg to the grand opening as the RTA are the first recipients of the federal TIFIA RPI funding.
- RTA may need to piggyback on SLOCOG October 6th meeting as 179 Cross decommissioning steps advance.

Operations & Admin update:

- The RTA celebrated 12 years of in-house operations on August 2nd. However, we had to cancel EOQ awards ceremony on August 6th due to a COVID case and the fear of spreader event.
- Administrative Assistant Chelsea Sperakos’ last day was July 9th, but we were able to re-hire Shelby Walker into her old position! She starts August 23rd.
- Employee Shortage:
  - We are down 6 full time and 13 part time Bus Operators.
  - Could not commit to operating Route 14 Cuesta College service, and there will be no AGHS or MBHS trippers.

- We are still only operating one Route 9 Express trip leaving Paso at 6:35 a.m., despite increasing ridership during peak travel periods along Routes 9 and 10.
- Review year-end ridership graphs:
  - Ridership is down. You can see in the charts how it dropped during COVID and is slowly rebuilding.
  - Runabout ridership is the same. It also reduced and is now growing.
  - Productivity is low as ridership is low and fares were reduced.

Questions:

**President Peschong** asked if bus riders need to wear masks. **Mr. Straw** told him yes they do, and that the RTA is struggling with a rider that claims an exemption due to an ADA disability that prevents her from wearing a mask while on the bus. ADA riders can claim an exemption under TSA law. We are working on communicating this with our drivers.

**President Peschong** asked if RTA had been in communication with the County regarding the new establishment of a homeless safe parking location on Kansas Street where RTA has a bus stop.

**Mr. Straw** provided the information that yes, he is in communication with the County, and that the Kansas Street bus stop is a “call-stop” meaning the normal procedure is that the RTA bus does not stop at that location unless we receive a call letting us know a passenger is waiting. RTA will review our timing on that route to see if we can accommodate making that a standard stop during the time that the Kansas Street location is a safe parking site. There is a need to improve communication with the RTA drivers when there are passengers waiting and the RTA is exploring options such as the addition of a phone line at that stop location for riders to call in. It takes a lot of time to go into that stop. You can see riders when the bus is southbound but not when the bus is northbound. We may have to pull in every time on the northbound to make sure we don’t miss any riders.

**Ms. Sarah Woolsey** asked if these riders pay fares. **Mr. Straw** responded that yes, many of these riders receive passes from DSS that DSS buys from RTA. There is no store nearby on Kansas so the bus may be important for people staying there. Mr. Straw thanks the County for working on this project.

**President Peschong** stated that the committee will receive and file item B-1.

### 3. Action Items

#### C-1 Salary Schedule Revision for Non Union Employees (Accept)

**Mr. Straw** noted the Board will consider a collective bargaining agreement at the September 1st Board meeting. Information is in the Agenda packet. There is pressure to respond to these wage adjustments and not risk losing employees at this time especially positions that are tied closely to Bus Operator wages. Two wages scales are in the packet, representing a 17% increase from 2018 to 2021. Wage increase were driven by the minimum wage change. Some wages are lagging. We are still working on this and will bring a budget amendment to the Board in November. We are conducting additional wage surveys at this time.

**Mr. Straw** advises that the Executive Committee recommend the RTA provide a revised salary schedule with financial implications to the Board at the September 1<sup>st</sup> meeting.

**Vice President Waage** made a motion to accept agenda item C-1 and **President Peschong** seconded the motion. The motion passed unanimously via roll call vote as follows:

<b><u>BOARD MEMBER</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSENT</u></b>
JOHN PESCHONG	X		
FRED STRONG			X
ED WAAGE	X		

4. **September 1, 2021 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Closed Session Item:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.) It is the intention of the RTA Board to meet in closed session to have a conference with its Real Property Negotiator, Geoff Straw, concerning the following:  
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- b. CONFERENCE WITH LABOR NEGOTIATORS  
 Agency designated representatives: Geoff Straw, Executive Director  
 Employee organization: Teamsters Local 986  
 Agency designated representatives: Geoff Straw, Executive Director  
 Employee organization: Teamsters Local 986

Consent Items

- A-1 Executive Committee Meeting Minutes of April 14, 2021 (Information)
- A-2 RTA Board Meeting Minutes of May 5, 2021 (Approve)
- A-3 Fifth Update on BMF Construction Change Orders (Approve)
- A-4 Authorize the RTA to Apply for ARPA Funding (Approve)
- A-5 Vehicle Procurement for ADA Runabout Minivans and Declare Vehicle Surplus (Approve)
- A-6 Authorize New SLOCPT Rates for July 2021 Implementation (Approve)
- A-7 Authorize the RTA to Procure Third Party Services and Equipment Associated with New Facility (Approve)

Information Items

- B-1 Executive Director’s Report (Receive)
- B-2 Update on Bus Maintenance Facility Construction (Receive)
- B-3 Bus Stop Improvement Plan Update (Receive)

Action Items

- C-1 Approval of an Agreement between RTA and Teamsters Local 986 and Revised Salary Schedule for Non-Union Employees (Approve)

Questions:

**President Peschong** made a motion to approve the proposed agenda for September 1, 2021 and **Vice President Waage** seconded the motion. The motion passed unanimously via voice vote.

**5. Adjournment**

The meeting was adjourned at 10:43 a.m.

Next RTA Executive Committee Meeting: **October 13, 2021**

Respectfully Submitted,

Acknowledged by,

\_\_\_\_\_  
Mary Gardner  
Marketing and Community Relations Manager

\_\_\_\_\_  
John Peschong  
RTA Board President 2021

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**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**BOARD MEETING MINUTES OF SEPTEMBER 1, 2021**  
**A-2**

**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Arrived at 9:35? AM)  
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
JOHN HEADDING, CITY OF MORRO BAY  
HEATHER MORENO, CITY OF ATASCADERO  
DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO (Arrived at 9:35 AM)  
JIMMY PAULDING, CITY OF ARROYO GRANDE  
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (President)  
ANDY PEASE, CITY OF SAN LUIS OBISPO  
FRED STRONG, CITY OF PASO ROBLES  
ED WAAGE, CITY OF PISMO BEACH (Vice President)

**BOARD MEMBERS ABSENT:**

KAREN BRIGHT, CITY OF GROVER BEACH

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO/DEPUTY DIRECTOR  
NINA NEGRANTI, SAN LUIS OBISPO COUNTY COUNSEL  
SHELBY WALKER, ADMINISTRATIVE ASSISTANT

**CALL MEETING TO ORDER, ROLL CALL:** **President John Peschong** called the meeting to order at 9:30 AM and roll call was taken. There was a quorum present.

**Ms. Nina Negranti** noted that pursuant to the Governor's Executive Order N-29-20, which suspends certain Brown Act requirements for public meetings, this meeting is conducted via Zoom in lieu of in-person meeting.

**President Peschong** asked the **Board Secretary Shelby Walker** if there were any public comments received prior to the meeting. **Ms. Walker** stated that one comment was received and it was distributed to the Board and staff and posting on the SLORTA website.

**PUBLIC COMMENT:** The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. 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.

**Mr. Eric Greening** asked the Board what the procedures are for closed session for the members of the public. He was wondering if he needed to log off or may he stay in the Zoom meeting. He continued by stating that he is curious if there is any training in regards to handling the sensitive subject of the weight limit of the bus lifts with riders. It is a safety concern if the bus lift would malfunction while someone is on it. He knows the limit is 600lbs but was wondering if there are other options for higher weight limit bus lifts for future purchases.

## **CLOSED SESSION**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.)** It is the intention of the RTA Board to meet in closed session to have a conference with its Real Property Negotiator, Geoff Straw, concerning the following:

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- c. Instructions to Negotiator: Price, Terms and Conditions.

## **2. CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Geoff Straw, Executive Director  
Employee organization: Teamsters Local 986

**Vice President Ed Waage** asked **Mr. Geoff Straw** to address the question **Mr. Greening** had about closed session protocol for the public. **Mr. Straw** stated that the members of the public can stay logged in to the Zoom meeting while the members of the Board log off and call in for closed session.

### Public Comment:

**Mr. Greening** stated that he will always advocate for the bus operators wages and believes that they should receive comparable amounts to other public safety officials since they have the riders' lives in their hands. He feels they are worth more but is glad to see the progress. He hopes this new agreement will attract more people and allows the current operators to stay in the area.

The Board went into closed session at 9:42 AM and returned to open session at 10:03 AM.

**Ms. Negranti** stated there was no reportable action from closed session.

**A. CONSENT AGENDA: (Roll Call Vote)** the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be 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 RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

A-1 Executive Committee Meeting Minutes of April 14, 2021 (Information)

A-2 RTA Board Meeting Minutes of May 5, 2021 (Approve)

A-3 Authorize New SLOCPT Rates for July 2022 Implementation (Approve)

A-4 Authorize the RTA to Apply for ARPA Funding (Approve)

A-5 Vehicle Procurement for ADA Runabout Minivans & Declare Vehicle Surplus (Approve)

A-6 Procurement of Third-Party Services Related to Move into BMF (Approve)

A-7 Procurement of Bus Engine Overhaul Services (Approve)

A-8 Procurement of Relocation Services for BMF (Approve)

Public Comment: None

**Mr. Straw** stated that in regards to item A-5, he received a comment from a Board member asking if the vehicles are using alternative fuel resources. He stated that the minivans are gasoline vehicles, but staff will continue to look for alternative fuel resources for future vehicles.

**Board Member Andy Pease** mentioned she was the one who questioned it and supports item A-5. She stated the importance of finding different fuel resources for vehicles and thanked staff for their continued efforts.

**Board Member Fred Strong** made a motion to approve consent agenda items, and **Board Member John Heading** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (President)	X		
ROBERT DAVIS	X		
KAREN BRIGHT			X
JIMMY PAULDING	X		
ANDY PEASE	X		
HEATHER MORENO	X		
FRED STRONG	X		
ED WAAGE (Vice President)	X		

**B. INFORMATION AGENDA**

B-1 Executive Director's Report (Receive)

**Mr. Straw** stated that there is increase in COVID-19 cases in our county. He continues to participate on SLO County Vaccination Task Force. Vaccinations below statewide level and SLO County hospitals at or near capacity. TSA has extended face mask requirement for employees and customers through January 18, 2022. Staff was able to secured additional 10,000 paper masks. Passengers are required to wear masks on the buses.

He mentioned that two RTA employees recently tested positive but there was no evidence transmission occurring at workplace. A total of 14 RTA employees have tested positive and over 70% of our employees are vaccinated. He stated that Federal employees are required to be vaccinated or have frequent testing protocols. This mandate could be pushed down to RTA, **Mr. Straw** stated he will not force employees to get vaccinated, unless it is mandated that he must do so. We have scaled back sanitizing interior high-touch surfaces but sanitizer stations, sneeze guards & air cleaning systems have continued.

Focused on recruiting & training more Bus Operators. Currently, we have 5 full-time and 9 part-time positions available. Due to the lack of bus operators we are incurring increased overtime costs, having to delay time-off requests, and we have to have road supervisors driving more. These things are not

sustainable in the long term. We may need to cut service if there is a COVID outbreak in our office but that would be in dire situation. We have hired seven additional bus operators since our May Board meeting.

Marketing is primarily focusing on recruiting new operators. Cal Poly incentive for ridership. July 1<sup>st</sup> we went back to full fares and that was well received. We had two Employee of the Quarter this time. **Mr. Bob Schwartz** and **Mr. Dan De La Vega**. **Mr. De La Vega** retired shortly after and we wish him a happy retirement.

The graphs on page B-1-9 of the Board agenda shows the decline of ridership. Down about 40% on both fixed route and Runabout services. He stated that we were under budget for both administrative and service cost. Having reduced service levels attributed to the cost savings.

**Board Member Dawn Ortiz Legg** asked if staff has reached out to the Workforce Development Board on the hiring situation. **Mr. Straw** said yes, Ms. **Tania Arnold** and **Ms. Kayleigh McLeod** have reached out to EDP. It is the public facing jobs that are having a hard time hiring.

**Board Member Strong** stated that the school districts are also having issues find bus operators to drive the school buses.

Public comment:

**Mr. Greening** stated that the Board did receive his public comment that he submitted. He believes that the Federal mandate may be pushed down to FTA grantees. One question he has is if the union is involved if that does happen and if so are they respecting their members' rights to make their own medical decisions. If the agency feels like it is being coherence into this mandate who will be liable for vaccine related injuries. Emerging data is showing more concern Big Pharma funding is clearly there and we have to do our own digging to find appropriate research. We need to resist all vaccine mandates, need to push back to protect ourselves. Millions are facing the choice between their livelihoods and government pressure. Hoping that RTA does not have to be among them.

**Board Member Strong** moved to approve the Agenda Item B-1. **Board Member Heather Moreno** seconded, and the motion passed unanimously via voice vote with **Board Member Bright** absent.

B-2 Update on Bus Maintenance Facility (Receive)

**Mr. Straw** stated that in regards to architecture, we have been working with Stantec on this project. It is a \$2,460,855.85 contract with about \$163,064.91 remaining in our agreed work scope. Went over and described the images that were in the Board presentation slides. He stated that SCI is the general contractor and we have \$16.9 million contract with them and roughly \$5.6 of that is remaining. Kitchell CEM is providing the construction management services and CEQA monitoring, as well as inspections. Their contract is about \$1.7 million and we have roughly \$693,551.55 remaining in our current work scope.

He mentioned that we have electric charging stations being put in at the facility. Staff is working with SLO Transit to figure out options for them to use the charge stations for their buses while they wait for their electric recharging station is being constructed. Another notable pending CRB is for steel pricing increases for the battery recharging canopy due to City-required redesign elements. I am working with SLO County Air Pollution Control District (APCD) staff to partially fund this increased cost, which will likely require the RTA Board to amend our existing agreement with the APCD. We have authorized 42

change orders totaling \$428,013.08, which are listed on page B-2-11 of the Board agenda. The table at the end of this report provides more details on the change orders, and lists potential CRBs that are still being investigated/negotiated.

He let the Board know that January 20, 2022 is when we are playing on doing an open house for the new facility an open house for employees during December 2021.

**Vice President Waage** complimented staff on the work done and thanked **Mr. Straw** for the tour of the facility for himself and the Pismo Beach city manager. We have a great team around us to make this happen.

Public comment:

**Mr. Greening** commended RTA staff for getting this project done during these difficult times. Happy that operations will be in a facility that was built for the purpose of those who will be using it.

**Board Member Strong** moved to approve the Agenda Item B-2. **Vice President Waage** seconded, and the motion passed unanimously via voice vote with **Board Member Bright** absent.

B-3 Bus Stop Improvements Plan Update (Receive)

**Mr. Straw** Combined Stated that a survey of all 324 bus stop locations for RTA/Paso/SCT fixed-route system was completed in 2021. Reviewed current condition and identified existing lighting fixtures in need of repairs and dark locations. New solar lighting project and repairs is currently under way. Remaining recommendations are being reevaluated due to changes in ridership, substantial increases in project costs, and available funding. Moving forward, staff will provide the survey, along with public and staff input to the consultant for the SRTP.

**Board Member Jimmy Paulding** asked about the bus stop at Elm and Fair Oaks not getting a bench installed. **Mr. Straw** stated it is a stop that is no longer in service.

Public comment:

**Mr. Greening** said these are meaningful improvements. He said the physical footprint that RTA has is limited and stated that there are some things the jurisdictions can do to help with improvements. Thanked everyone for their work on the plan.

**Board Member Heading** moved to approve the Agenda Item B-3. **Board Member Strong** seconded, and the motion passed unanimously via voice vote with **Board Member Bright** absent.

**C. ACTION AGENDA**

C-1 Salary Schedule Revisions for Union and Non-Union Employees (Approve)

**Mr. Straw** stated the current Collective Bargaining Agreement (CBA) for the bus operator, mechanic and utility classifications expires on December 31, 2021. Staff met with Teamsters Local 986 officials several times in June and early July to negotiate new wage scales through December 31, 2022, as well as slight changes to rules and other benefits identified in the CBA. The Teamsters membership unanimously approved the tentative agreements package on July 8<sup>th</sup>. Staff is seeking authorization to execute the amend the amendment to the CBA, and to adjust non-Union salary scales to address wage compression issues and to transition the Accounting Technician position to a series-based Accounting Technician I/II classification. Amendment effective January 1, 2022.

**Mr. Straw** stated that this is going to be a challenge for RTA and staff does not know how ridership will be impacted. The more expensive battery electric buses will also bring up property insurance costs, which is a very narrow market.

Public comment:

**Mr. Greening** stated that he is thankful that the bus operators, but believes they are worth more.

**Board Member Strong** made a motion to approve agenda item C-1, and **Board Member Dawn Ortiz-Legg** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (President)	X		
ROBERT DAVIS	X		
KAREN BRIGHT			X
JIMMY PAULDING	X		
ANDY PEASE	X		
HEATHER MORENO	X		
FRED STRONG	X		
ED WAAGE (Vice President)	X		

The meeting was adjourned at 10:46 AM.

Next regularly-scheduled RTA Board meeting is November 3, 2021

Respectfully Submitted,

Acknowledged by,

\_\_\_\_\_  
Shelby Walker, Administrative Assistant

\_\_\_\_\_  
John Peschong, RTA President 2021

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**BOARD MEETING MINUTES OF OCTOBER 6, 2021**  
**A-3**

**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
 LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
 JOHN HEADDING, CITY OF MORRO BAY  
 HEATHER MORENO, CITY OF ATASCADERO  
 KAREN BRIGHT, CITY OF GROVER BEACH  
 DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
 JIMMY PAULDING, CITY OF ARROYO GRANDE  
 JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (President)  
 ANDY PEASE, CITY OF SAN LUIS OBISPO  
 FRED STRONG, CITY OF PASO ROBLES  
 ED WAAGE, CITY OF PISMO BEACH (Vice President)

**BOARD MEMBERS ABSENT:**

BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
 TANIA ARNOLD, CFO/DEPUTY DIRECTOR  
 NINA NEGRANTI, SAN LUIS OBISPO COUNTY COUNSEL  
 SHELBY WALKER, ADMINISTRATIVE ASSISTANT

**CALL MEETING TO ORDER, ROLL CALL:** President John Peschong called the meeting to order at 11:39 AM and roll call was taken. There was a quorum present.

**TELECONFERENCED PUBLIC MEETINGS:** Ms. Nina Negranti noted that the Governor’s Executive Order N-29-20, which suspends certain Brown Act requirements for public meetings expired on September 30, 2021. AB 36

**Board Member Fred Strong** made a motion to approve the resolution, and **Board Member John Headding** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
LYNN COMPTON	X		
BRUCE GIBSON			X
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (President)	X		

ROBERT DAVIS	X
KAREN BRIGHT	X
JIMMY PAULDING	X
ANDY PEASE	X
HEATHER MORENO	X
FRED STRONG	X
ED WAAGE (Vice President)	X

**PUBLIC COMMENT:**

**Mr. Eric Greening** said he continues to enjoy his rides and appreciates the bus operators and how acknowledges how hard they are working. He asked if how much closer RTA staff is to filling the positions that are open. He also asked if there are any additional runs that have been canceled due to lack of bus operators.

**Mr. Geoff Straw** stated that staff is still struggling to find bus operator candidates. Driving occupations are having a difficult time recruiting that is happening for multiple agencies.

**CLOSED SESSION**

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code, § 54956.8.) It is the intention of the RTA Board to meet in closed session to have a conference with its Real Property Negotiator, Geoff Straw, concerning the following:

- a. Property Description: 179 Cross Street, City of San Luis Obispo.
- b. Parties with Whom Negotiating: LTC/SLO, LTD. L.P., a California limited partnership.
- c. Instructions to Negotiator: Price, Terms and Conditions.

Public Comment: None

The Board went into closed session at 11:47 AM and returned to open session at 12:00 PM.

**Ms. Negranti** stated there was no reportable action from closed session.

- A. CONSENT AGENDA:** None
- B. INFORMATION AGENDA:** None
- C. ACTION AGENDA:** None

The meeting was adjourned at 12:01 PM.

Next regularly-scheduled RTA Board meeting is November 3, 2021

Respectfully Submitted,

Acknowledged by,

\_\_\_\_\_  
Shelby Walker, Administrative Assistant

\_\_\_\_\_  
John Peschong, RTA President 2021

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2021  
STAFF REPORT**

**AGENDA ITEM:** A-4

**TOPIC:** Amend Agreement for Design/Engineering Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Validate the Executive Director's prior execution of Amendment #5 to the Agreement with Stantec Architecture for a price not to exceed \$28,896.00.

**BACKGROUND/DISCUSSION:**

Staff is presenting an Add Service Request (ASR) for additional design work by Stantec Architects that is required for the Bus Maintenance Facility (BMF) design and engineering project. More specifically, the City of San Luis Obispo requested in late September 2020 that the RTA conduct additional offsite mapping and cost estimating as part of the realignment of Elks Lane and which could be included in an eventual Covenant Agreement. Time was of the essence to complete this additional work in late Fall 2020 to allow the BMF project to continue, so in consultation with RTA Counsel the Executive Director executed the proposal letter from Stantec, and staff is now seeking validation of the Executive Director's action from the RTA Board. Stantec's proposal for this additional work is presented in the attached, and amounts to a not-to-exceed price of \$28,896.00.

As part of its evaluation and negotiation process, staff conducted a cost analysis and we determined that the design changes are necessary to meet the project's defined needs, and the price bid by Stantec Architecture is customary and appropriate for the work proposed. In addition, our cost analysis determined that it would unduly delay the project to competitively bid this additional work, and the hours and per hour fees are reasonable based on the work that Stantec and its team of subconsultants has already completed as part of the base agreement. No budget amendment is necessary, since this additional cost is well within the BMF's contingency amount.

This work was completed in February 2021 on-time and within budget, and the results were presented to the City in March 2021.

## **Staff Recommendation**

Validate the Executive Director's prior execution of Amendment #5 to the Agreement with Stantec Architecture for a price not to exceed \$28,896.00.



Stantec Architecture Inc.  
801 South Figueroa Street Suite 300, Los Angeles CA 90017

October 1, 2020  
File: 2270449601.01.200.201.01ASR

**Attention: Mr. Geoff Straw, Executive Director**  
San Luis Obispo Regional Transit Authority  
179 Cross Street  
San Luis Obispo, CA 93401

Dear Mr. Straw,

**Reference: San Luis Obispo Regional Transit Authority (RTA) Professional Services for the Bus Maintenance Facility Project Add Service Request 05 – Additional scope for Offsite Mapping.**

## Scope of Work

### Understanding

RTA is being required to provide mapping and cost estimating to support offsite property acquisitions for design changes to the right-of-way. The affected offsite property includes the San Luis Obispo Drive-in, APN 053-041-025.

The City of San Luis Obispo has required the following be included in the mapping:

- Property lines,
- Assessor's Parcel Numbers,
- Street Names,
- Property Ownership Information,
- Current and proposed future ROW lines,
- Total ROW areas required for ultimate intersection implementation,
- Topographic information,
- Existing physical improvements in area,
- Existing improvements planned to be constructed to RTA,
- Schematic Design of final intersection,
- Aerial overlay,
- Plotted to scale and dimensioned,
- North Arrow,
- Bar Scale.

Reference: San Luis Obispo Regional Transit Authority (RTA) Professional Services for the Bus Maintenance Facility Project Add Service Request 05 – Additional scope for Offsite Mapping.

Stantec has already provided mapping of the RTA property that substantially meets these requirements for the project property, APN 053-041-071. We proposed the following additional scope below to meet the City's requirements.

### Right-of-Way Mapping

- Stantec will perform a search of county maps, corner records, official records, and state land records, for the offsite property right-of-way. These maps and deeds will serve as a basis for a field search for boundary monuments that control the parcel.
- Conduct a field search based on available records for monuments that control the right-of-way. Use conventional surveying methods to obtain precise location and descriptions of any monuments recovered in this effort. Observe any visual evidence of occupation along the calculated boundaries.  
Note: if this search does not recover enough right-of-way monuments due to destroyed or missing monuments, a more extensive search may be required. If these conditions exist, we will let you know immediately to advise you of the conditions and provide an estimate of the level of effort needed to conduct such a search. This will be considered beyond the scope of this proposal and require your authorization to proceed.
- Establish the right-of-way based upon controlling monuments recovered in the field search and review of a current title report with vesting deed for the subject and vesting deeds for any adjoiners with the same parent parcel.
- The Established right-of-way and proposed right-of-way will be included in an AutoCAD Civil 3D file.
- Set 4-foot high lath with flagging along the proposed right-of-way and at inter-visible distances and spaced no more than 250 feet apart.
- Stantec will perform a field survey to locate topographic features in areas of proposed improvements to support design. Surface improvements such as building footprints, overhangs, sidewalks, curbs, driveways, fences, walls, grade-breaks, and visible evidence of surface or subsurface utilities will be located. Pavement and surface materials will also be identified. Trees larger than 6" in diameter measured at chest height will be located and shown on the map.
- Prepare an AutoCAD base map compiled at a scale of 1-inch equals 40 feet or similar engineering scale, with a one-half foot contour interval, including a title sheet with surveyor's notes, vicinity map and legend.

### Record of Survey

*During our work, the discovery of material discrepancies (i.e. dimensional differences from record, monuments of a different type or character, etc.) or the replacement of lost or missing corners triggers the requirement to file a Record of Survey or Corner Record with the County Surveyor as per the Professional Land Surveyors Act, § 8762 California Business & Professions Code (PLS Act). An offer by any surveyor to disregard this filing requirement, or failure to meet the filing requirement, is a direct violation of the PLS Act, and subjects the licensed surveyor to disciplinary action by the State. It may also invalidate the work performed by that surveyor and expose the project to risk if there was a reliance upon their survey.*

Reference: San Luis Obispo Regional Transit Authority (RTA) Professional Services for the Bus Maintenance Facility Project Add Service Request 05 – Additional scope for Offsite Mapping.

- If there is discovery of material discrepancies, we will Prepare a Record of Survey map of the established boundary and submit to the County Surveyor. Provide up to one set of revisions per the County Surveyor's review and submit a final copy for recordation.

### Aerial Overlay and Topographic Mapping

- Coordinate with aerial mapping company to obtain aerial ortho-rectified imagery.
- Perform a field survey to set and locate local control points for the aerial survey, referenced to the project datum.

### Opinion of Probable Cost

- Prepare an opinion of probable cost for construction improvements for the ultimate alignment based on the preliminary engineering plans prepared by others.
- Address one round of comments from the City.

### Deliverables

AutoCAD drawing files via email, posting to FTP site or CD/DVD, including a PDF version signed and sealed digitally by a California Licensed Land Surveyor. Hardcopies available upon request.

### Assumptions

- Our estimate and scope assume that we will have access to the site and be free from obstructions that will prevent us from performing our work. Stantec reserves the right to change our cost estimate should the circumstances differ.
- A reimbursables amount of \$6,200 has been included to cover the following costs: aerial imagery, new Title Reports, Title Report updates, County Surveyor's Record of Survey Review Fee, County Recorder's fees.

### Exclusions

The following services and all other services not specifically listed above are excluded:

- Reimbursable expenses not listed herein.
- Government fees not listed herein.

### Fee

See attached fee schedule for the projected hours and fee to complete this process.

Reference: San Luis Obispo Regional Transit Authority (RTA) Professional Services for the Bus Maintenance Facility Project Add Service Request 05 – Additional scope for Offsite Mapping.

## Period of Performance

Based on our current workload, we estimate that the field effort of the Boundary Survey and Opinion of Probable Cost can be completed in approximately 20 business days from receiving your authorization to proceed the Record of Survey to be filed within 90 days from the date of survey. Note that time does not include review time by Client or permitting agency.

Should you have any questions, please do not hesitate to contact Amy Chang or Will Todd at any time.

Regards,

**Stantec Architecture Inc.**



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**William Todd** AIA  
Senior Associate  
Phone: 323-387-8919  
will.todd@stantec.com



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**Patrick M. McKelvey** AIA  
Senior Principal  
Phone: 213 955 3530  
Pat.mckelvey@stantc.com

By signing this proposal, the RTA authorizes Stantec to proceed with the services herein described and is bound by the Terms and Conditions of the original contract. The original Terms and Conditions of the original contract/agreement remain unchanged.

This proposal is accepted and agreed on the 1 day of October, 2020.

Per: San Luis Obispo Regional Transit Authority

Geoff Straw, Executive Director



Print Name & Title

Signature

Attachment: Attachment A – ASR 05 Fee  
c. Amy Chang, Stantec; Brianna Daniels, Stantec

Design with community in mind

San Luis Obispo RTA  
 Bus Maintenance Facility  
 San Luis Obispo, California  
 Additional Services Request (ASR) 05  
 Total Fee

Summary - Additional Services Request - Offsite Mapping  
 Date: 1-Oct-20

Company: Stantec Team  
 Discipline: All Services

LABOR	Stantec Project Management		Stantec Civil		Total Hours/ Professional Fee	
	Hours	Fee	Hours	Fee	Hours	Fee
Task 10 - Offsite Mapping (Offsite Survey, Mapping, Cost Est.)	10	\$ 1,725.00	127	\$ 27,171.00	137	\$ 28,896.00
	0	\$ -	0	\$ -	0	\$ 0.00
	0	\$ -	0	\$ -	0	\$ 0.00
	0	\$ -	0	\$ -	0	\$ 0.00
	0	\$ -	0	\$ -	0	\$ 0.00
	0	\$ -	0	\$ -	0	\$ 0.00
	0	\$ -	0	\$ -	0	\$ 0.00
<b>Totals</b>	<b>10</b>	<b>\$ 1,725.00</b>	<b>127</b>	<b>\$ 27,171.00</b>	<b>137</b>	<b>\$ 28,896.00</b>

\$28,896.00

EXPENSES	
Other-Define	\$ 6,200.00
Mileage	\$ -
Airfare	\$ -
Per Diem	\$ -
Car Rental	\$ -
Parking	\$ -
Printing	\$ -
Postage	\$ -
<b>Total</b>	<b>\$ 6,200.00</b>

**Total Fees & Expenses: \$ 35,096.00**



San Luis Obispo RTA  
 Bus Maintenance Facility  
 San Luis Obispo, California  
 Additional Services Request (ASR) 05  
 Fee

Summary - Additional Services Request - Offsite Mapping  
 Date: 1-Oct-20

Company: Stantec  
 Discipline: Civil Engineering & Survey

LABOR	Principal Rate: \$ 225.00 Hours	Senior Engineer Rate: \$ 182.00 Hours	Clerical Rate: \$ 86.00 Hours	2-Man Crew Rate: \$ 285.00 Hours	Senior Surveyor Rate: \$ 182.00 Hours	Total Hours/Professional Fee	
						Hours	Fee
TASKS							
Task 10 - Offsite Mapping (Offsite Survey, Mapping, Cost Est.)	3	12	2	40	70	127	\$ 27,171.00
0							\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
0						0	\$ -
<b>Totals</b>	<b>3</b>	<b>12</b>	<b>2</b>	<b>40</b>	<b>70</b>	<b>127</b>	<b>\$ 27,171.00</b>
<b>EXPENSES</b>							
Other-Aerial, Title reports, recorder's fees	\$ 6,200.00						
Airfare	\$ -						
Per Diem	\$ -						
Car Rental	\$ -						
Parking	\$ -						
Printing	\$ -						
Postage	\$ -						
<b>Total</b>	<b>\$ 6,200.00</b>						
						\$ 675.00	\$
						\$ 2,184.00	\$
						\$ 172.00	\$
						\$ 11,400.00	\$
						\$ 12,740.00	\$
						\$ 27,171.00	\$
						\$ 33,371.00	\$

**Total Civil Fee & Expenses: \$ 33,371.00**



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-5

**TOPIC:** Bulk Oils and Lubricants Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Bulk Oils and Lubricant Services to JB Dewar of San Luis Obispo, California, for a 3-year price not to exceed \$129,328.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide bulk oil & lubricant services, landscape maintenance, moving services, janitorial, lighting maintenance & repairs, and uniform and linen rental services.

Following the Board's approval, staff solicited proposals from qualified contractors to provide Bulk Oils and Lubricants Services (RFP #2021-006) for the new Bus Maintenance Facility (BMF) through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. The project scope of work includes the purchase and delivery of bulk oils, grease, coolant and other vehicle lubricants for the engines, transmissions, and hydraulic systems used in our revenue and non-revenue vehicles. Each proposer was required to include in its proposal a fluid sampling protocol that will allow extended fluid replacement schedules that also meets major component manufacturers' warranty requirements. As of the October 8<sup>th</sup> deadline, the RTA received three (3) proposals.

The RTA's evaluation team determined responsiveness of each proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.
2. Technical (20 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and

effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.

3. Management Plan (10 pts). Proposer’s ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer’s experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer’s prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed JB Dewar, Silvas Oil Company, and Cummins, Inc. that their bids were deemed Responsive. The proposers provided evidence of federal government grant registration and the ability to accomplish and/or supply all commodities or services outlined in the RFP with an option to add additional lubricants as determined by the Facilities and Maintenance Manager. All three bids received were within the annual budget estimate of \$49,000 for these services.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost (Yr 1)	Cost (Yr 2)	Cost (Yr 3)
JB Dewar	Responsive	75	\$41,028	\$43,090	\$45,210
Silvas Oil Company, Inc.	Responsive	61	--	--	--
Cummins, Inc.	Responsive	47	--	--	--

All bid results and follow-up submittal documents are posted on the RTA website.

It is staff’s recommendation that the RTA award a (3) three-year contract that will coincide with the move into the BMF, with two (2) one-year extension options, for a potential maximum contract term of five (5) years. Staff is asking that the Board authorize the Executive Director to award the contract to JB Dewar as the highest scoring responsive and responsible bidder, for the three-year contract price of \$129,328. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy of the successful bidder’s proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

### **Staff Recommendation**

Authorize the Executive Director to award the contract for Bulk Oils and Lubricant Services to JB Dewar of San Luis Obispo, California, for a 3-year price not to exceed \$129,328.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-6

**TOPIC:** Janitorial Cleaning Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Janitorial Cleaning Services to Big Green Cleaning Company of Santa Barbara, California, for a 3-year price not to exceed \$139,224.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide janitorial, landscape maintenance, lighting maintenance & repairs, uniform and linen rental, bulk oil & lubricant, and moving services.

Following the Board's approval, staff solicited proposals from qualified contractors to provide Janitorial Cleaning Services (RFP #2021-002) for three (3) operating facility locations in San Luis Obispo, Arroyo Grande and Paso Robles through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. The project scope of work includes the number and size of the buildings to be maintained under this service contract as well as the services the RTA is requesting to be done on a weekly, monthly, quarterly or semi-annual basis and special assignments. A mandatory site walk was held on September 10, 2021 with proposals due on October 8, 2021 at 5:00pm. The RTA received three (3) proposals for Janitorial Cleaning Services.

The RTA's evaluation team determined responsiveness of the proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.
2. Technical (20 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and

effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.

3. Management Plan (10 pts). Proposer’s ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer’s experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer’s prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed Rich & Famous, Inc. (dba Big Green Cleaning Company) that its bid was deemed Responsive. All Ways Clean and Jan Pro Cleaning were informed that their bids were deemed Non-Responsive for failing to submit the required federal grant registration. The successful proposer provided a bid within the available budget, provided evidence of federal government grant registration, ensured adequate personnel trained in proper cleaning and janitorial methods and techniques will be employed to properly and satisfactorily maintain the facilities during the scheduled times indicated.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost (Yr 1)	Cost (Yr 2)	Cost (Yr 3)
Big Green Cleaning Company	Responsive	81	\$44,472	\$46,668	\$48,084
All Ways Clean	Non-responsive	73	--	--	--
Jan Pro Cleaning	Non-responsive	22	--	--	--

All bid results and follow-up submittal documents are posted on the RTA website.

It is staff’s recommendation that the RTA award a (3) three-year contract that will coincide with the move into the new Bus Maintenance Facility in San Luis Obispo, with two (2) one-year extension options, for a potential maximum contract term of five (5) years. Staff is asking that the Board authorize the Executive Director to award the contract to Big Green Cleaning, as the highest-scoring responsive and responsible bidder, for the three-year contract price of \$139,224. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the

pricing identified herein and include a copy of the successful bidder's proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

**Staff Recommendation**

Authorize the Executive Director to award the contract for Janitorial Cleaning Services to Big Green Cleaning Company of Santa Barbara, California, for a 3-year price not to exceed \$139,224.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-7

**TOPIC:** Landscape Maintenance Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Landscape Maintenance Services to EMTS, Inc. for 3-year price not to exceed \$92,124.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide landscape maintenance, moving services, janitorial, lighting maintenance & repairs, uniform and linen rental, and bulk oil & lubricant services.

Following the Board's approval, staff solicited proposals from qualified contractors to provide Landscape Maintenance Services (RFP #2021-005) of two (2) RTA facilities located in San Luis Obispo and Paso Robles through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. Following the Bus Maintenance Facility general contractor's 90-day landscape warranty maintenance period, the successful bidder's scope of work will include all labor, materials, tools, equipment, transportation, hauling, dumping, fertilizers, insecticides, chemicals and incidentals necessary to perform landscape maintenance work as directed by the RTA. The landscape maintenance work shall also include controlling plant, disease and pests; providing material, maintenance and repair of irrigation and stormwater protection systems; removing trash and debris; and other maintenance required to maintain the work sites in a safe attractive and useable condition. A mandatory site walk was held on September 15, 2021 with proposals due on October 8, 2021 at 5:00pm. The RTA received one (1) proposal by the deadline.

The RTA's evaluation team determined responsiveness of the proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.

2. Technical (20 pts). Proposer’s understanding of requirements. Proposer’s compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.
3. Management Plan (10 pts). Proposer’s ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer’s experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer’s prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed EMTS, Inc. of Clovis, California, that its bid was deemed Responsive. Staff has reached out to other landscaping providers to determine why they did not submit a bid. The responses received will be included in the file for this procurement and may be incorporated into future solicitations. The proposer provided evidence of federal government grant registration, ensured adequate personnel trained in proper ground landscape and bioswale maintenance techniques will be employed during the scheduled times indicated for both facilities. The bid received exceeds the budget estimate of \$12,500 annually as the original estimate did not consider prevailing wage costs for these services.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost (Yr 1)	Cost (Yr 2)	Cost (Yr 3)
EMTS, Inc.	Responsive	86	\$29,280	\$30,684	\$32,160

All bid results and follow-up submittal documents are posted on the RTA website.

It is the intention of the RTA to award a (3) three-year contract that will coincide with the move into the new Bus Maintenance Facility in San Luis Obispo, with two (2) one-year extension options, for a potential maximum contract term of five (5) years. Staff is asking that the Board authorize the Executive Director to award the contract to EMTS, Inc. as the responsive and responsible bidder, for the three-year contract price of \$92,124. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy

of the successful bidder's proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

**Staff Recommendation**

Authorize the Executive Director to award the contract for Landscape Maintenance Services to EMTS, Inc. for 3-year price not to exceed \$92,124.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-8

**TOPIC:** Lighting System Maintenance Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Lighting System Maintenance and Repair Services to Smith Electric for the 3-year price not to exceed \$38,928.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide lighting maintenance & repairs janitorial, landscape maintenance, uniform and linen rental, bulk oil & lubricant, and moving services.

Following the Board's approval, staff solicited responses from qualified contractors to provide Lighting Maintenance Services (RFP #2021-003) for the three (3) RTA operating facilities in San Luis Obispo, Arroyo Grande and Paso Robles through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. The project scope of work included quarterly electrical maintenance and repair services for the interior lighting, exterior perimeter lighting, parking lot lighting, and any other lighting equipment at the RTA's three operating facilities in San Luis Obispo, Arroyo Grande and Paso Robles. In addition, the successful proposer will replace existing incandescent lighting with light-emitting diode (LED) systems and may perform other ad hoc work and emergency response as determined by the Facilities and Maintenance Manager. Proposals were due on October 8, 2021 at 5:00pm and the RTA received two (2) proposals by the deadline. On October 19, 2021 Staff solicited a Best and Final Offer from both Proposers to clarify details in the proposals; the scores presented in the table below reflect the responses in the BAFOs.

The RTA's evaluation team determined responsiveness of the proposals to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.

2. Technical (20 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.
3. Management Plan (10 pts). Proposer's ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer's prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

The successful proposer provided a bid within the available budget, provided evidence of federal government grant registration, ensured trained and skilled personnel will be employed to properly maintain the lighting facilities at these locations.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost (Yr 1)	Cost (Yr 2)	Cost (Yr 3)
Smith Electric	Responsive	92	\$11,800	\$13,200	\$13,928
Kinyon Construction	Responsive	39	\$44,065	\$44,959	\$46,334

All bid results and follow-up submittal documents are posted on the RTA website. On October 26, 2021, staff informed Smith Electric and Kinyon Construction that their bids was deemed Responsive. It is the intention of the RTA to award a (3) three-year contract that will coincide with the move into the new Bus Maintenance Facility in San Luis Obispo, with two (2) one-year extension options, for a potential maximum contract term of five (5) years. Staff is asking that the Board authorize the Executive Director to award the contract to Smith Electric of Santa Maria as the highest scoring responsive and responsible bidder, for the three-year contract price not to exceed \$38,928. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy of the successful bidder's proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

**Staff Recommendation**

Authorize the Executive Director to award the contract for Lighting System Maintenance and Repair Services to Smith Electric for the 3-year price not to exceed \$38,928.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-9

**TOPIC:** Uniform Rental and Laundry Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Uniform Rental and Laundry Services to Aramark Uniform & Career Apparel, Inc. for a 3-year price not to exceed \$95,438.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide uniform and linen rental, janitorial, landscape maintenance, lighting maintenance & repairs, bulk oil & lubricant, and moving services.

Following the Board's approval, staff solicited responses from qualified contractors to provide Uniform Rental and Laundry Services (RFP #2021-001) for the Facilities and Fleet Maintenance Division through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rt-a/request-for-proposals/>. As the RTA Bus Maintenance facility operates seven (7) days per week, the project scope of work addressed the nature of the mechanical work involved and the daily requirement for fresh uniforms and other linens for the maintenance employees. We received one proposal for Uniform Rental and Laundry Services

The RTA's evaluation team determined responsiveness of the proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for the proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.
2. Technical (20 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.

3. Management Plan (10 pts). Proposer's ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer's prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed Aramark Uniform & Career Apparel, Inc. that its bid was deemed Responsive. Staff has reached out to other uniform apparel agencies to determine why they didn't submit a bid. The responses received will be included in the file for this RFP and may be incorporated into future solicitations. The successful proposer provided a bid within the available budget, provided evidence of federal government grant registration, and identified how it would provide for the rental, laundering, repair and delivery of uniforms, linens (such as shop towels) and anti-skid floor mats for the new Bus Maintenance Facility.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost (Yr 1)	Cost (Yr 2)	Cost (Yr 3)
Aramark Uniform & Career Apparel, Inc.	Responsive	76	\$30,750	\$31,703	\$32,985

All bid results and follow-up submittal documents are posted on the RTA website.

It is staff's recommendation that the RTA award a (3) three-year contract that will coincide with the move into the new Bus Maintenance Facility, with two (2) one-year extension options, for a potential maximum contract term of five (5) years. Staff is asking that the Board authorize the Executive Director to award the contract to Aramark Uniform & Career Apparel, Inc. as the lowest responsive and responsible bidder, for the three-year contract price of \$95,438. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy of the successful bidder's proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

**Staff Recommendation**

Authorize the Executive Director to award the contract for Uniform Rental and Laundry Services to Aramark Uniform & Career Apparel, Inc. for a 3-year price not to exceed \$95,438.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2020  
STAFF REPORT**

**AGENDA ITEM:** A-10

**TOPIC:** Moving Relocation Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award the contract for Moving Relocation Services to ASAP Movers, Inc. for the not to exceed price of \$160,000.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide moving services, janitorial, landscape maintenance, lighting maintenance & repairs, uniform and linen rental, and bulk oil & lubricant services.

Following the Board's approval, staff solicited responses from qualified contractors to provide Moving Relocation Services (RFP #2021-004) through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rt/request-for-proposals/>. The project scope of work includes moving and relocation services from the existing leased facility at 179 Cross Street to the new Bus Maintenance Facility (BMF) located at 253 Elks Lane, including consultation, coordination, supervision, packing, loading, transportation, delivery, assembly and disassembly of shelving units, box identification, unpacking boxes, and documentation of stored equipment and materials. A mandatory site walk was conducted on September 13, 2021 with proposals due on October 8, 2021 at 5:00pm. The RTA received two (2) proposals by the deadline.

The RTA's evaluation team determined responsiveness of the proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (20 pts). Overall quality and completeness of the proposal.
2. Technical (20 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and

effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.

3. Management Plan (10 pts). Proposer's ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer's prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (40 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed ASAP Movers, Inc. that its bid was deemed Responsive. The Moving Experience was informed that its bid was deemed Non-Responsive for failing to submit the required federal grant registration. The successful proposer provided a bid within the available budget, provided evidence of federal government grant registration, and ensured adequate personnel trained in proper moving techniques will be employed during the scheduled move times indicated.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost
ASAP Movers, Inc.	Responsive	86	\$160,000
The Moving Experience	Non-Responsive	48	\$189,900

All bid results and follow-up submittal documents are posted on the RTA website.

It is staff's recommendation that the RTA award a fixed-price contract for this one-time project. Moving Relocation Services were included as part of the BMF furniture, fixtures and equipment budget line item, totaling \$1,422,412 and was approved as Agenda Item B-1 at the July 8, 2020 RTA Board Meeting. Staff is asking that the Board authorize the Executive Director to award the contract to ASAP Movers, Inc. of San Luis Obispo as the lowest responsive and responsible bidder, for the one-time contract price of \$160,000. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy of the successful bidder's proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

**Staff Recommendation**

Authorize the Executive Director to award the contract for Moving Relocation Services to ASAP Movers, Inc. for the not to exceed price of \$160,000.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2020**  
**STAFF REPORT**

**AGENDA ITEM:** A-11

**TOPIC:** Bus Engine Replacement Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to award a Purchase Order for Bus Engine Replacement Services to Cummins, Inc. for the not to exceed price of \$536,672.79.

**BACKGROUND/DISCUSSION:**

At its September 1, 2021 meeting, the RTA Board authorized the RTA Executive Director to solicit proposals from qualified firms to provide critical engine replacement services for our fleet of ten (10) 2013 Gillig heavy-duty 35- and 40-foot diesel-powered buses. These buses are nearing the 500,000 mile Federal Transit Administration (FTA) useful life standard, and several buses are experiencing significant mechanical issues, resulting in costly repairs and creating challenges in continuing to provide reliable transit services to the public. The engine replacement for these buses is essential in ensuring these fixed-route buses can cost effectively remain in service until their projected replacement date in FY25.

Following the Board's approval, staff solicited responses from qualified and interested firms to provide Bus Engine Replacement Services (RFP #2021-007) through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. An optional site walk was conducted on October 4, 2021 to allow bidders to view and assess the current condition of the buses. Proposals were due on October 22, 2021 at 5:00pm, and we received three proposals by the deadline.

The RTA's evaluation team determined responsiveness of the proposal to the RTA's expressed needs and then assigned a point score according to the following grading schedule. The individual team member points were then averaged to determine a total quality points score for each proposer, based on the following criteria:

1. Responsiveness to RFP (10 pts). Overall quality and completeness of the proposal.
2. Technical (10 pts). Proposer's understanding of requirements. Proposer's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Proposer. Quality, performance and

effectiveness of the solution, goods and/or services to be provided by the Proposer; Ability to ensure hygiene and minimize waste.

3. Management Plan (10 pts). Proposer’s ability to perform the work within the time specified, proximity to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Proposer’s experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Proposer’s prior record of performance with the RTA or others in similar venues.
5. References (5 pts). At least three references, to include recent experience, contract sizes, duration of the relationship.
6. Service Cost (60 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal and the RTA is, therefore, not required to accept the lowest bid if the other criteria is not met. Points are tallied using Cost Formula Methods.

On October 26, 2021, staff informed Cummins, Inc. and Complete Coach Works that their bids were deemed Responsive. Donahue Truck Sales, LLC was informed that its bid was deemed Non-Responsive for failing to submit the required federal grant registration. The successful proposer provided evidence of federal government grant registration and ensured adequate personnel trained in bus engine replacement techniques. Two of the prices bid were within the budget estimate of \$650,000 for these services, and one bid exceeded the available funding. Funding for this project is included in the adopted FY21-22 budget as FTA grant funds (#CA-2021-161-02), which identifies an 80% federal and 20% local funding split.

PROPOSER	DETERMINATION	SCORE (100 pts)	Cost
Cummins, Inc.	Responsive	51	\$536,672.79
Complete Coach Works	Responsive	35	\$899,143.47
Donahue Truck Sales, LLC	Non-responsive	3	--

All bid results and follow-up submittal documents are posted on the RTA website.

It is staff’s recommendation that the RTA award a fixed-price contract for this one-time work. Staff is asking that the Board authorize the Executive Director to award the contract to Cummins, Inc. (dba Cummins Sales and Service) of Fresno, California as the highest scoring responsive and responsible bidder, for the one-time purchase order price of \$536,672.79.

**Staff Recommendation**

Authorize the Executive Director to award a Purchase Order for Bus Engine Replacement Services to Cummins, Inc. for the not to exceed price of \$536,672.79.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** A-12

**TOPIC:** Furniture and Installation Services

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Declare existing furniture as surplus, and authorize the Executive Director to award the contract for Furniture and Installation Services to Tri-County Office Furniture for a price not to exceed \$200,000

**BACKGROUND/DISCUSSION:**

The office furniture used at the current leased facility was procured as part of the tenant improvements in 2009 through state contract pricing agreements serviced by local vendors. Prior to that transition in 2009 most of the furniture (including furniture at the Buckley Yard used by the operations contractor) was procured 14-15 years prior through County Surplus or through the inmate program at CMC. Most furnishings were already used when we received them, and most of it is obsolete or worn out. The furniture procured in 2009 was modular and the style and vendor are used in many government offices, including at the County Government Center and Cal Poly.

With the planned move to the new Bus Maintenance Facility, staff has worked with the original tenant improvements furniture vendor (Tri-County Office Furniture) to determine which furniture and equipment can be relocated to minimize the need for new furniture as well as to ensure a cohesive work environment. There are items such as a large conference room table and cubical partitions that the RTA will not be able to relocate due to changes in room configurations.

The new furniture being procured will continue to be modular and in the same style that the RTA utilizes current leased facility. Under staff's recommendation, the modular furniture will continue to be purchased through Tri-County Office Furniture via government contract pricing, which discounts products by 55-61% from the same suppliers used for the existing furniture in order to ensure coordination with the existing furniture. The vendor will also coordinate the installation of the new furniture with the Moving Relocation Services vendor being considered by the RTA Board under Agenda Item A-10. The vendor will also coordinate auction and salvaging services through a local company to ensure the optimal cost recovery of items that will not be moved to the BMF.

This staff recommended procurement was originally included as a portion of the furniture, fixtures and equipment budget line item totaling \$1,422,412, as included when the funding plan for the Bus Maintenance Facility was approved as Agenda Item B-1 at the July 8, 2020 RTA Board Meeting. Furniture and installation is estimated to be \$200,000 in total. Some of this cost will be mitigated through the auction proceeds, which will abide by the RTA Purchasing Policy.

**Staff Recommendation**

Declare existing furniture as surplus, and authorize the Executive Director to award the contract for Furniture and Installation Services to Tri-County Office Furniture for a price not to exceed \$200,000.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** A-13

**TOPIC:** FTA Section 5339(b) Grant Application

**PRESENTED BY:** Melissa Mudgett, Grants and Finance Manager

**STAFF RECOMMENDATION:** Adopt Resolution Authorizing Executive Director to Submit Application for FTA 5339(b) Buses and Bus Facilities Grant Funds

**BACKGROUND/DISCUSSION:**

On September 20, 2021, the Federal Transit Administration (FTA) published a Notice of Funding Opportunity announcing the availability of \$409.6 million of Fiscal Year 2021 of competitive grant funding through the FTA Section 5339(b) Buses and Bus Facilities Grant Program for the purchase or lease of low or no emission vehicles, as well as related equipment or facilities and workforce development training. The Buses and Bus Facilities Low Grant Program applications are due by November 19, 2021.

The main purpose of the grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. Additionally, recipients are permitted to use up to 0.5 percent of their requested grant award for workforce development activities eligible under Federal public transportation law (49 U.S.C. 5314(b)) and an additional 0.5 percent for costs associated with training at the National Transit Institute.

The RTA continues to work closely with SLOCOG (our Metropolitan Planning Organization (MPO)) and local transit partners to address the ICT fleet rule requirements and to develop a competitive grant application for the procurement of zero emission buses that best meet our regional transportation needs. Staff recommends partnering with SLO Transit and applying for grant funding to purchase a total of eleven (11) zero-emission buses; five (5) buses for RTA and six (6) buses for SLO Transit, to replace aging diesel-powered buses for these two agencies that have met or exceeded the FTA determined useful life in years and/or mileage.

The RTA Board adopted a zero emission purchasing policy to help guide the implementation of new technologies to meet California's Innovative Clean Transit (ICT) fleet rule requirements; that will require all transit agencies in the state – including the RTA – to deploy 100% zero emission buses. As a small transit agency with fewer than 100 buses, the ICT regulation will require new buses purchased by the RTA to be zero-emission beginning in 2026 (and an all zero-emission fleet by 2040). To further support

this requirement, the RTA completed in April 2019 an Electrification-readiness plan that identified the necessary electrification infrastructure in the construction of the new Bus Maintenance Facility. The Bus Maintenance Facility and related bus charging infrastructure is currently under construction with completion estimated by January 2022. This charging infrastructure will be necessary to support the phased-in deployment of zero-emission buses for the RTA.

Based on projected costs per electric bus, related equipment and workforce development training and current available local match funding, this equates to a total grant request of approximately \$8.8 million. The FTA Section 5339(b) Buses and Bus Facilities grant application must also include an Executive Board resolution authorizing the submittal of the grant application and authorizing the Executive Director to execute and file all necessary assurances and any other documentation as required by the FTA or Department of Transportation.

### **Staff Recommendation**

Approve the attached resolution authorizing the Executive Director to submit a discretionary FTA 5339(b) Buses and Bus Facilities program grant application for the cost to purchase eleven (11) zero-emission buses, related equipment and workforce development training.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 21-\_\_\_\_\_**

**RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE  
FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF  
THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL  
TRANSPORTATION ASSISTANCE AUTHORIZED BY FTA SECTION 5339(b)  
BUSES AND BUS FACILITIES PROGRAM**

**WHEREAS**, the Federal Transit Administration (FTA) has been delegated authority by the United States Department of Transportation to award Federal financial assistance for transit projects; and

**WHEREAS**, a grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the San Luis Obispo Regional Transit Authority (RTA), and may require the RTA to provide the local share of the project cost; and

**WHEREAS**, the RTA has or will provide all annual certifications and assurances to the FTA required for the projects included in a grant application; and

**WHEREAS**, the RTA as the Grantee will file and execute applications for FTA Section 5339(b) discretionary funds, to the maximum extent allowed to fund the capital project to purchase of eleven (11) zero-emission buses (Five (5) buses for RTA and six (6) buses for SLO Transit), related equipment and workforce development training, which has been identified as meeting California's Innovative Clean Transit (ICT) fleet rule requirements.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Directors of the San Luis Obispo Regional Transit Authority:

1. Authorize the Executive Director or designee to execute and file applications for Federal assistance on behalf of RTA with the FTA for Federal Assistance authorized by 49.U.S.C. Chapter 53, Title 23, United States Code, or other Federal statues authorizing a project administered by the FTA and has received concurrence from the San Luis Obispo Council of Government, San Luis Obispo, California, the MPO, to apply for FTA Section 5339(b) Discretionary Fund Program Assistance authorized by 49 U.S.C.
2. Authorize the Executive Director or designee to execute and file with its application the annual Certifications and Assurances required by the FTA before awarding a Federal assistance grant or cooperative agreement.
3. Authorize the Executive Director or designee to execute and file such applications, assurances or any other documents required by FTA for the purpose of complying with Title VI of the Civil Rights Act of 1964.

4. Authorize the Executive Director or designee to furnish such additional information as the FTA may require in connection with the program of projects identified in applications.
5. The President of the RTA Board of Directors is authorized to execute grant and cooperative agreements with the FTA on behalf of the RTA.

On a motion of Delegate \_\_\_\_\_, seconded by Delegate \_\_\_\_\_, and on the following roll call, to wit: the foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 3<sup>rd</sup> day of November 2021.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

\_\_\_\_\_  
John Peschong  
RTA Board President

ATTEST:

\_\_\_\_\_  
Geoff Straw  
RTA Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita Neal  
County Counsel

By: \_\_\_\_\_  
Nina Negranti  
RTA Counsel

Dated: \_\_\_\_\_  
(Original signature in BLUE ink)

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** A-14

**TOPIC:** Transit Asset Management (TAM) Plan

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Receive and File FY21 TAM Plan Results

**BACKGROUND/DISCUSSION:**

In accordance with Federal Transit Administration (FTA) regulations, every transit agency must develop a transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. The RTA falls under the FTA's Tier II designation, and is a group sponsor for its subrecipient of federal funds (the City of Atascadero). As a Tier II agency, the RTA must meet the following four elements:

1. An inventory of assets – A register of capital assets and information about those assets.
2. A condition assessment of inventoried assets – A rating of the assets' physical state; to be completed for assets an agency has direct capital responsibility for; should be at a level of detail sufficient to monitor and predict performance of inventoried assets.
3. Description of a decision support tool – An analytic process or tool that (1) assists in capital asset investment prioritization and/or (2) estimates capital needs over time *does not necessarily mean software*.
4. A prioritized list of investments – A prioritized list of projects or programs to manage or improve the State of Good Repair (SGR) of capital assets.

**Transit Asset Management Plan**

The RTA's Strategic Business Plan set our goal for all revenue vehicles to be no more than 40% beyond the FTA-defined useful life standard in terms of years or miles. There is one exception regarding over-the-road buses, as there were no firm plans to replace these secondhand vehicles beyond their FTA defined useful lives. All of the over-the-road buses were disposed of in accordance with federal protocols in Fiscal Year 2020-21 (FY21). Non-Revenue support vehicles often exceed replacement targets as these vehicles typically incur fewer annual miles and therefore their useful life can be

extended until funding is made available. The equipment goal is set based on current age and when the replacement is tentatively scheduled to take place.

In FY21, the RTA is on target to meet or exceed the vehicle replacement performance measures set forth in the TAM Plan. Performance results, as reported annually to the National Transit Database (NTD), are summarized in the table below.

<b>Performance Measure</b>	<b>2021 Target (%)</b>	<b>2021 Performance (%)</b>	<b>Variance</b>	<b>Description</b>
Over-the-Road Bus	100%	0%	100%	All Over-the-Road Buses met/exceeded their useful life, and were disposed of in FY21
Heavy Duty Bus	40%	9%	31%	On Target with two additional heavy-duty bus replacements occurring in FY22
Cutaway	40%	45%	-5%	On Target with one Cutaway replacement in FY21 and five additional Cutaway replacements occurring in FY22
ADA Minivan	40%	60%	-20%	On Target with seven ADA minivans replacements in FY21 and six additional replacements occurring in FY22
Support Vehicles (Non-Revenue)	25%	92%	-67%	Revenue Vehicles remain top priority for replacement over non-revenue support vehicles. Support Vehicles incur less miles and therefore useful life can be extended until funding is made available.
Trucks and Other Rubber Tire Vehicles (Non-Revenue)	20%	20%	0%	On-Target with one support Truck replacement occurring in FY21.
Forklift (Non-Revenue)	20%	20%	0%	On Target for replacement in FY28

**Staff recommendation**

Receive and file the FY21 TAM Plan.



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**September 22, 2021**

**National Transit Database Narrative Report FY2021:**

The below annual narrative report provides a description of any change in the condition of the San Luis Obispo Regional Transit Authority (RTA) transit system from the previous year and describes the progress made during the year to meet the targets previously set for that year.

**Agency Information**

**Reporter Name:** San Luis Obispo Regional Transit Authority (RTA)

**NTD ID#:** 90206

**Point of Contact:** Tania Arnold, Deputy Director & CFO  
(805) 781- 4397 [tarnold@slorta.org](mailto:tarnold@slorta.org)

**Preparer:** Melissa C. Mudgett, Grants and Finance Manager

**Reporting Year:** NTD 2021

**REVENUE VEHICLES:**

**Useful Life Benchmark – Revenue Vehicles**

The RTA and its subrecipient operates a total of 69 revenue vehicles. The revenue vehicle fleet for the RTA consists of 38 buses and cutaways for fixed-route services, 2 trolleys that provide seasonal fixed-route services and 25 paratransit demand-response vehicles that are operated for the RTA Runabout service. Additionally, the City of Atascadero (subrecipient to the RTA) operates 4 demand-response cutaways as part of the Atascadero Dial-A-Ride program which services the City of Atascadero only. Data on Atascadero's demand-response vehicles is included in the RTA's Group-Sponsored TAM Plan.

The RTA's regional transit service consists of five fixed-routes along the Central Coast as well as operates the complementary ADA paratransit (Runabout) service during the same days and hours as the fixed-route service. The RTA operates and maintains its fixed-route and Runabout services from a single maintenance and administration facility located at 179 Cross Street in San Luis Obispo. This facility is leased and not FTA-funded.

**What Revenue Vehicle targets did your agency set?**

- The RTA's fleet standard is to replace **buses, cutaways and ADA minivans** (revenue vehicles) at a rate that will allow for no more than **40%** of the vehicles beyond the FTA-defined useful life standard in terms of years or miles.

**How did your agency calculate these targets?**

Based on the RTA's Strategic Business Plan, the goal for all revenue vehicles is to not exceed more than 40% beyond the FTA-defined useful life standard in terms of years or miles. The RTA uses the TAM Fleet Replacement Module and the RTA Vehicle Replacement Schedule to determine replacements. Vehicle Replacement Projects are adopted by the MPO in the Federal Transportation Infrastructure Plan (FTIP) and Program of Projects (POP).

**How has your agency made progress toward its targets?**

Yes. The RTA continues to work towards these goals. The RTA uses its adopted Strategic Business Plan, RTA Vehicle Replacement Schedule, Condition Assessments and the TAM Fleet Replacement Module to justify the investment priority process of all of its fleet. In FY2021, the RTA has replaced 1 cutaway and 7 ADA minivans. FY2022 has 2 heavy-duty buses, 5 Cutaways and 6 ADA minivan replacements pending.

**What challenges face your agency in making progress toward the targets?**

The RTA services span the entire San Luis Obispo County, and as a result operates several high-mileage routes. The RTA's revenue vehicles (buses and demand-response vehicles) are very well maintained and receive regularly scheduled preventative maintenance. As a result of longer routes and regular preventative maintenance, many buses are closer to approaching useful life miles in advance of their useful life in years. However, due to the routine preventative maintenance, revenue vehicles remain in excellent working condition. The RTA has identified revenue vehicles as the top priority for replacement over non-revenue support vehicles. Support Vehicles incur less miles and therefore the useful-life in age can be extended until funding is made available.

**NON-REVENUE VEHICLES:**

**Useful Life Benchmark – Equipment (Non-Revenue Vehicles, Trucks and Other Rubber Tire Vehicles**

The RTA operates a total fleet of 18 non-revenue equipment and support-service vehicles. The total support fleet includes 13 support vehicles, 4 maintenance trucks and 1 forklift.

**What non-revenue vehicle targets did your agency set?**

- The RTA's fleet standard is to replace **support service vehicles** (non-revenue vehicles) at a rate that will allow for no more than **25%** of the vehicles beyond the FTA-defined useful life standard in terms of years or miles.
- The RTA's fleet standard is to replace **trucks and other rubber tire vehicles and equipment** (non-revenue vehicles) at a rate that will allow for no more than **20%** of the vehicles beyond the FTA-defined useful life standard in terms of years or miles.

**How did your agency calculate these targets?**

The support vehicle and equipment (non-revenue vehicle) goal is set based on the current age and when the replacement is tentatively scheduled to take place.

**How has your agency made progress toward its targets?**

Yes. The RTA works towards this goals but also uses the Fleet Replacement Module to justify the investment priority process of all of its fleet.

**What challenges face your agency in making progress toward the targets?**

The RTA Fleet vehicles are very well maintained and receive regularly scheduled preventative maintenance. The RTA has identified revenue vehicles as the top priority for replacement over non-revenue support vehicles. Support Vehicles incur less miles and therefore the useful-life in age can be extended until funding is made available.

**FACILITIES:**

Currently the RTA operates and maintains its fleet and equipment from a single maintenance and administration facility located at 179 Cross Street in San Luis Obispo. However, this facility is not FTA-funded and therefore not reportable. There are no TAM Target Goals set for this category.

**What targets did your agency set?**

N/A

# San Luis Obispo Regional Transit Authority Transit Asset Management Plan

Tania Arnold, Accountable Executive

Last modified by Melissa C. Mudgett on 23 Sep 21 at 10:04

## Introduction

The RTA is a Joint Powers Authority that was formed in 1989 that serves to connect various communities within San Luis Obispo County and nearby cities. Regional fixed-route and paratransit services throughout the region (including paratransit within the City of San Luis Obispo) are managed by the RTA. In addition, the RTA is contracted by the County of San Luis Obispo to operate community-based services in unincorporated areas (primarily in Nipomo, Shandon and Templeton), and by the City of Paso Robles to operate the Paso Express fixed-route services and the Paso Robles Dial-A-Ride service. The RTA also provides administrative oversight of the South County Transit's (SCT) fixed-route services in the Five Cities area. The RTA Board of Directors consists of a representative from all of the cities in which transportation services are provided, as well as all five San Luis Obispo County Supervisors. The Regional Transportation Advisory Committee (RTAC) meets quarterly and provides advice to the RTA Board. Services have been directly operated by the RTA employees since 2009, when the previously contracted services were brought in-house. The RTA's fleet standard is to replace 100% of all revenue vehicles with no more than 40% beyond the FTA-defined useful life standard in terms of years or miles. This is a Tier II Group Plan that also includes the City of Atascadero as a subrecipient to the RTA. The City of Atascadero provides only Dial-A-Ride services to their community.

## Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 Target
<b>REVENUE VEHICLES</b>						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	40%	40%	40%	40%	40%
	CU - Cutaway Bus	40%	40%	40%	40%	40%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	40%	40%	40%	40%	40%
	MV - Mini-van	40%	40%	40%	40%	40%
	RT - Rubber-tire Vintage Trolley	40%	40%	40%	40%	40%
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	N/A				
	TB - Trolleybus	N/A				
	VN - Van	N/A				
Custom 1	N/A					
Custom 2	N/A					
Custom 3	N/A					
<b>EQUIPMENT</b>						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	25%	25%	30%	40%	40%
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	25%	25%	30%	40%	40%
	Forklift	20%	20%	25%	30%	30%
	Custom 2	N/A				
Custom 3	N/A					
<b>FACILITIES</b>						
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	N/A				
	Maintenance	N/A				
	Parking Structures	N/A				
	Passenger Facilities	N/A				
	Custom 1	N/A				
Custom 2	N/A					
Custom 3	N/A					

## Target Setting Methodology

Base on the RTA's Strategic Business Plan, the goal for all revenue vehicles is to not exceed more than 40% beyond the FTA-defined useful life standard in terms of years or miles. There is one exception of the existing over-the-road buses as there are no plans to replace these vehicles at the current time. The equipment goal is set based on the current age and when the replacement is tentatively scheduled to take place.

## Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

### Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
<b>Revenue Vehicles</b>	<b>69</b>	<b>5.3</b>	<b>190,957</b>	<b>\$356,521.74</b>
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	31	7.3	337,909	\$650,000.00
<i>CU - Cutaway Bus</i>	18	3.3	90,595	\$121,111.11
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	4	8.0	118,224	\$200,000.00
<i>MV - Mini-van</i>	14	2.6	32,610	\$65,000.00
<i>RT - Rubber-tire Vintage Trolley</i>	2	7.5	70,367	\$280,000.00
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
<b>Equipment</b>	<b>18</b>	<b>5.9</b>	<b>79,433</b>	<b>\$36,222.22</b>
<i>Non Revenue/Service Automobile</i>	13	6.2	93,841	\$36,923.08
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	4	4.8	52,426	\$34,250.00
<i>Forklift</i>	1	8.0	161	\$35,000.00
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
<b>Facilities</b>	<b>0</b>	<b>-</b>	<b>N/A</b>	<b>-</b>
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	0	-	N/A	-
<i>Custom 1</i>	0	-	N/A	-
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

## Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

### Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
<b>Revenue Vehicles</b>	<b>69</b>	<b>5.3</b>	<b>190,957</b>	<b>N/A</b>	<b>\$356,521.74</b>	<b>25%</b>
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	31	7.3	337,909	N/A	\$650,000.00	10%
<i>CU - Cutaway Bus</i>	18	3.3	90,595	N/A	\$121,111.11	22%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	4	8.0	118,224	N/A	\$200,000.00	100%
<i>MV - Mini-van</i>	14	2.6	32,610	N/A	\$65,000.00	36%
<i>RT - Rubber-tire Vintage Trolley</i>	2	7.5	70,367	N/A	\$280,000.00	50%
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
<b>Equipment</b>	<b>18</b>	<b>5.9</b>	<b>79,433</b>	<b>N/A</b>	<b>\$36,222.22</b>	<b>17%</b>
<i>Non Revenue/Service Automobile</i>	13	6.2	93,841	N/A	\$36,923.08	8%
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	4	4.8	52,426	N/A	\$34,250.00	50%
<i>Forklift</i>	1	8.0	161	N/A	\$35,000.00	0%
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
<b>Facilities</b>	<b>0</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A
<i>Custom 1</i>	0	-	N/A	-	-	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

## Decision Support

### Investment Prioritization

The RTA uses the Fleet Replacement Module to justify the investment priority process.

### Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Fleet Replacement Module	Fleet replacement module was used to generate the projected replacement of the fleet based on their useful life and condition of the fleet over the next five years (2020-2025).

## Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

### Appendices

[Appendix A](#)

[Appendix B1](#)

[Appendix B2](#)

[Appendix B3](#)

[Appendix C](#)

[Appendix D](#)

Asset Register

Revenue Vehicle (Rolling Stock) Condition Data

Equipment Condition Data

Facilities Condition Data

Proposed Investment Project List

Fleet Replacement Module Output

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Forklift	523	Toyota	forklift	1	67498	SLO RTA	2013	161	\$35,000.00
Equipment	Non Revenue/Service Automobile	506	HONDA	CIVIC HYBRID	1	JHMFA3F27A5000891	SLO RTA	2009	83,386	\$35,000.00
Equipment	Non Revenue/Service Automobile	513	FORD	FOCUS	1	1FADP3E24EL255951	SLO RTA	2014	74,017	\$18,000.00
Equipment	Non Revenue/Service Automobile	516	DODGE	GRAND CARAVAN	1	2C7WDGBG4ER427019	SCT	2014	92,457	\$65,000.00
Equipment	Non Revenue/Service Automobile	517	DODGE	GRAND CARAVAN	1	2C7WDGBG0ER432170	SCT	2014	68,958	\$65,000.00
Equipment	Non Revenue/Service Automobile	518	FORD	ESCAPE	1	1FMCU0F79FU82166	SLO RTA	2015	120,453	\$20,000.00
Equipment	Non Revenue/Service Automobile	519	FORD	ESCAPE	1	1FMCU07F0FU82167	SLO RTA	2015	169,129	\$20,000.00
Equipment	Non Revenue/Service Automobile	520	FORD	ESCAPE	1	1FMCU0F72FU82168	SLO RTA	2015	42,378	\$20,000.00
Equipment	Non Revenue/Service Automobile	521	FORD	ESCAPE	1	1FMCU0F71HUB03417	SLO RTA	2017	100,215	\$20,000.00
Equipment	Non Revenue/Service Automobile	1601	DODGE	BRAUN	1	2C7WDGBG8FR642808	SLO RTA	2016	71,279	\$38,000.00
Equipment	Non Revenue/Service Automobile	1602	DODGE	BRAUN	1	2C7WDGBG6FR652138	SLO RTA	2016	87,099	\$38,000.00
Equipment	Non Revenue/Service Automobile	1603	DODGE	BRAUN	1	2C7WDGBG6FR652141	SLO RTA	2016	99,611	\$38,000.00
Equipment	Non Revenue/Service Automobile	1604	DODGE	BRAUN	1	2C7WDGBG7FR652150	SLO RTA	2016	100,129	\$38,000.00
Equipment	Non Revenue/Service Automobile	1607	DODGE	BRAUN	1	2C7WDGBG8FR642792	SLO RTA	2016	110,827	\$65,000.00
Equipment	Trucks and other Rubber Tire Vehicles	511	FORD	F-250	1	1FT7X2A60EEB27771	SLO RTA	2014	86,054	\$25,000.00
Equipment	Trucks and other Rubber Tire Vehicles	512	FORD	F-250	1	1FD7X2A62EEB27850	SLO RTA	2014	53,065	\$35,000.00
Equipment	Trucks and other Rubber Tire Vehicles	522	FORD	F-250	1	1FD7X2A66GED42246	SLO RTA	2016	68,945	\$35,000.00
Equipment	Trucks and other Rubber Tire Vehicles	524	FORD	F-250	1	1FTFX1C50MKD87727	SLO RTA	2021	1,639	\$42,000.00
RevenueVehicles	BU - Bus	167	GILLIG	PHANTOM	1	15GCD271181112915	SLO RTA	2008	594,338	\$650,000.00
RevenueVehicles	BU - Bus	168	GILLIG	PHANTOM	1	15GCD271381112916	SLO RTA	2008	531,746	\$650,000.00
RevenueVehicles	BU - Bus	204	GILLIG	PHANTOM	1	15GCB201731112331	SCT	2003	520,716	\$650,000.00
RevenueVehicles	BU - Bus	1011	THOR	EZ RIDER	1	1N9MMACL2AC084310	SCT	2010	309,684	\$650,000.00
RevenueVehicles	BU - Bus	1012	THOR	EZ RIDER	1	1N9MMACL4AC084311	SCT	2010	234,078	\$650,000.00
RevenueVehicles	BU - Bus	1101	EL DORADO	BRT	1	1N9APACL6AC084207	SLO RTA	2011	232,783	\$650,000.00
RevenueVehicles	BU - Bus	1301	GILLIG	LOW FLOOR	1	15GGD2714D1182291	SLO RTA	2013	426,980	\$650,000.00
RevenueVehicles	BU - Bus	1302	GILLIG	LOW FLOOR	1	15GGD2716D1182292	SLO RTA	2013	384,021	\$650,000.00
RevenueVehicles	BU - Bus	1303	GILLIG	LOW FLOOR	1	15GGD2718D1182293	SLO RTA	2013	466,302	\$650,000.00
RevenueVehicles	BU - Bus	1304	GILLIG	LOW FLOOR	1	15GGD271XD1182294	SLO RTA	2013	430,334	\$650,000.00
RevenueVehicles	BU - Bus	1305	GILLIG	LOW FLOOR	1	15GGD2711D1182295	SLO RTA	2013	410,717	\$650,000.00
RevenueVehicles	BU - Bus	1306	GILLIG	LOW FLOOR	1	15GGD2713D1182296	SLO RTA	2013	441,478	\$650,000.00
RevenueVehicles	BU - Bus	1307	GILLIG	LOW FLOOR	1	15GGD2715D1182297	SLO RTA	2013	441,762	\$650,000.00
RevenueVehicles	BU - Bus	1308	GILLIG	LOW FLOOR	1	15GGB271XD1182298	SCT	2013	351,225	\$650,000.00
RevenueVehicles	BU - Bus	1309	GILLIG	LOW FLOOR	1	15GGB2711D1182299	SCT	2013	351,301	\$650,000.00
RevenueVehicles	BU - Bus	1310	GILLIG	LOW FLOOR	1	15GGB2714D1182300	SCT	2013	355,336	\$650,000.00
RevenueVehicles	BU - Bus	1501	GILLIG	LOW FLOOR	1	15GGD2719F1184847	SLO RTA	2015	394,711	\$650,000.00
RevenueVehicles	BU - Bus	1502	GILLIG	LOW FLOOR	1	15GGD2710F1184848	SLO RTA	2015	357,364	\$650,000.00
RevenueVehicles	BU - Bus	1503	GILLIG	LOW FLOOR	1	15GGD2712F1184849	SLO RTA	2015	355,680	\$650,000.00
RevenueVehicles	BU - Bus	1504	GILLIG	LOW FLOOR	1	15GGD2719F1184850	SLO RTA	2015	367,538	\$650,000.00
RevenueVehicles	BU - Bus	1505	GILLIG	LOW FLOOR	1	15GGD2710F1184851	SLO RTA	2015	365,155	\$650,000.00
RevenueVehicles	BU - Bus	1506	GILLIG	LOW FLOOR	1	15GGD2712F1184852	SLO RTA	2015	374,253	\$650,000.00

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
RevenueVehicles	BU - Bus	1507	GILLIG	LOW FLOOR	1	15GGD2714F1184853	SLO RTA	2015	293,668	\$650,000.00
RevenueVehicles	BU - Bus	1508	GILLIG	LOW FLOOR	1	15GGD2716F1184854	SLO RTA	2015	375,922	\$650,000.00
RevenueVehicles	BU - Bus	1509	GILLIG	LOW FLOOR	1	15GGB2710F1184855	SCT	2015	285,377	\$650,000.00
RevenueVehicles	BU - Bus	1801	GILLIG	LOW FLOOR	1	15GGD2715J3190447	SLO RTA	2018	169,298	\$650,000.00
RevenueVehicles	BU - Bus	1802	GILLIG	LOW FLOOR	1	15GGD2717J3190448	SLO RTA	2018	160,864	\$650,000.00
RevenueVehicles	BU - Bus	1803	GILLIG	LOW FLOOR	1	15GGD2719J3190449	SLO RTA	2018	141,252	\$650,000.00
RevenueVehicles	BU - Bus	1910	GILLIG	LOW FLOOR	1	15GGD2710K3191300	SLO RTA	2019	119,171	\$650,000.00
RevenueVehicles	BU - Bus	1911	GILLIG	LOW FLOOR	1	15GGD2712K3191301	SLO RTA	2019	113,405	\$650,000.00
RevenueVehicles	BU - Bus	1912	GILLIG	LOW FLOOR	1	15GGD2714K3191302	SLO RTA	2019	118,711	\$650,000.00
RevenueVehicles	CU - Cutaway Bus	27	FORD	STARCRAFT E450	1	1FDFF4F5XEDB20055	ATASCADERO	2015	77,598	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	28	FORD	STARCRAFT E450	1	1FDFF4F53HDC33737	ATASCADERO	2017	46,195	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	29	FORD	STARCRAFT E450	1	1FDFF4F51HDC78904	ATASCADERO	2018	36,958	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	30	FORD	STARCRAFT E450	1	1FDFF4F55HDC78906	ATASCADERO	2018	41,798	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1510	FORD	STARCRAFT E450	1	1FDFF4F50GDC08468	SLO RTA	2015	318,766	\$650,000.00
RevenueVehicles	CU - Cutaway Bus	1511	FORD	STARCRAFT E450	1	1FDFF4F54GDC09025	SLO RTA	2015	119,363	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1512	FORD	STARCRAFT E450	1	1FDFF4F55GDC08448	SLO RTA	2015	341,357	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1608	FORD	STARCRAFT E450	1	1FDFF4F53GDC45434	SLO RTA	2016	125,858	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1901	FORD	STARCRAFT E450	1	1FDFF4F55KDC21600	SLO RTA	2019	62,097	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1902	FORD	STARCRAFT E450	1	1FDFF4F57KDC26300	SLO RTA	2019	58,398	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1903	FORD	STARCRAFT E450	1	1FDFF4F59KDC26301	SLO RTA	2019	65,168	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1904	FORD	STARCRAFT E450	1	1FDFF4F59KDC26302	SLO RTA	2019	61,650	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1905	FORD	STARCRAFT E450	1	1FDFF4F59KDC26303	SLO RTA	2019	50,434	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1906	FORD	STARCRAFT E450	1	1FDFF4F59KDC26304	SLO RTA	2019	59,029	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1907	FORD	STARCRAFT E450	1	1FDFF4F59KDC26305	SLO RTA	2019	61,959	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1908	FORD	STARCRAFT E450	1	1FDFF4F59KDC26306	SLO RTA	2019	57,042	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	1909	FORD	STARCRAFT E450	1	1FDFF4F59KDC26299	SCT	2019	39,642	\$90,000.00
RevenueVehicles	CU - Cutaway Bus	2031	FORD	STARCRAFT E450	1	1FDFF4F5N6MDC15074	SLO RTA	2019	7,399	\$90,000.00
RevenueVehicles	MB - Mini-bus	725	INTERNATIONAL	EL DORADO	1	5WEASAAM3DH361877	SLO RTA	2013	123,038	\$200,000.00
RevenueVehicles	MB - Mini-bus	726	INTERNATIONAL	EL DORADO	1	5WEASAAM5DH361878	SLO RTA	2013	108,106	\$200,000.00
RevenueVehicles	MB - Mini-bus	727	INTERNATIONAL	EL DORADO	1	5WEASAAM7DH361879	SLO RTA	2013	114,634	\$200,000.00
RevenueVehicles	MB - Mini-bus	728	INTERNATIONAL	EL DORADO	1	5WEASAAM3DH361880	SLO RTA	2013	127,119	\$200,000.00
RevenueVehicles	MV - Mini-van	1701	DODGE	BRAUN	1	2C7WDGBG7GR396495	SLO RTA	2017	86,798	\$65,000.00
RevenueVehicles	MV - Mini-van	1703	DODGE	BRAUN	1	2C7WDGBG4GR396504	SLO RTA	2017	88,951	\$65,000.00
RevenueVehicles	MV - Mini-van	1704	DODGE	BRAUN	1	2C7WDGBG1GR396508	SLO RTA	2017	90,315	\$65,000.00
RevenueVehicles	MV - Mini-van	1705	DODGE	BRAUN	1	2C7WDGBG7GR396514	SLO RTA	2017	81,081	\$65,000.00
RevenueVehicles	MV - Mini-van	1706	DODGE	BRAUN	1	2C7WDGBG6GR396519	SLO RTA	2017	68,800	\$65,000.00
RevenueVehicles	MV - Mini-van	2051	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG0KR798819	SLO RTA	2019	7,005	\$65,000.00
RevenueVehicles	MV - Mini-van	2052	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR798818	SLO RTA	2019	5,740	\$65,000.00
RevenueVehicles	MV - Mini-van	2053	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR798835	SLO RTA	2019	5,026	\$65,000.00
RevenueVehicles	MV - Mini-van	2054	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR801121	SLO RTA	2019	5,858	\$65,000.00
RevenueVehicles	MV - Mini-van	2055	DODGE	BRAUN ENTRAVAN	1	2C7WDGBGXR799394	SLO RTA	2019	5,110	\$65,000.00
RevenueVehicles	MV - Mini-van	2056	DODGE	BRAUN ENTRAVAN	1	2C7WDGBGXR801077	SLO RTA	2019	4,020	\$65,000.00
RevenueVehicles	MV - Mini-van	2057	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG1KR808323	SLO RTA	2019	3,914	\$65,000.00
RevenueVehicles	MV - Mini-van	2151	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG7KR800808	Paso DAR	2020	2,085	\$65,000.00
RevenueVehicles	MV - Mini-van	2152	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG3KR800918	Paso DAR	2020	1,834	\$65,000.00
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1013	DOUBLE K	VILLAGER	1	1F66F5DY7B0A04333	SLO RTA	2010	106,782	\$280,000.00
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1707	DOUBLE K	VILLAGER	1	1F66F5DY0H0A10659	SLO RTA	2017	33,952	\$280,000.00

## Appendix B: Asset Condition Data

### B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	BU - Bus	167	1	15GCD271181112915	13	594,338	\$650,000.00	12	Yes
RevenueVehicles	BU - Bus	168	1	15GCD271381112916	13	531,746	\$650,000.00	12	Yes
RevenueVehicles	BU - Bus	204	1	15GCB201731112331	18	520,716	\$650,000.00	12	Yes
RevenueVehicles	BU - Bus	1011	1	1N9MMACL2AC084310	11	309,684	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1012	1	1N9MMACL4AC084311	11	234,078	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1101	1	1N9APACL6AC084207	10	232,783	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1301	1	15GGD2714D1182291	8	426,980	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1302	1	15GGD2716D1182292	8	384,021	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1303	1	15GGD2718D1182293	8	466,302	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1304	1	15GGD271XD1182294	8	430,334	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1305	1	15GGD2711D1182295	8	410,717	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1306	1	15GGD2713D1182296	8	441,478	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1307	1	15GGD2715D1182297	8	441,762	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1308	1	15GGB271XD1182298	8	351,225	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1309	1	15GGB2711D1182299	8	351,301	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1310	1	15GGB2714D1182300	8	355,336	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1501	1	15GGD2719F1184847	6	394,711	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1502	1	15GGD2710F1184848	6	357,364	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1503	1	15GGD2712F1184849	6	355,680	\$650,000.00	12	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	BU - Bus	1504	1	15GGD2719F1184850	6	367,538	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1505	1	15GGD2710F1184851	6	365,155	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1506	1	15GGD2712F1184852	6	374,253	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1507	1	15GGD2714F1184853	6	293,668	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1508	1	15GGD2716F1184854	6	375,922	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1509	1	15GGB2710F1184855	6	285,377	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1801	1	15GGD2715J3190447	3	169,298	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1802	1	15GGD2717J3190448	3	160,864	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1803	1	15GGD2719J3190449	3	141,252	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1910	1	15GGD2710K3191300	2	119,171	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1911	1	15GGD2712K3191301	2	113,405	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1912	1	15GGD2714K3191302	2	118,711	\$650,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	27	1	1FDFE4FSXEDB20055	6	77,598	\$90,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	28	1	1FDFE4FS3HDC33737	4	46,195	\$90,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	29	1	1FDFE4FS1HDC78904	3	36,958	\$90,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	30	1	1FDFE4FS5HDC78906	3	41,798	\$90,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	1510	1	1FDFE4FS0GDC08468	6	318,766	\$650,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	1511	1	1FDFE4FS4GDC09025	6	119,363	\$90,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	1512	1	1FDFE4FS5GDC08448	6	341,357	\$90,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	1608	1	1FDFE4FS3GDC45434	5	125,858	\$90,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	1901	1	1FDFE4FS5KDC21600	2	62,097	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1902	1	1FDFE4FS7KDC26300	2	58,398	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1903	1	1FDFE4FS9KDC26301	2	65,168	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1904	1	1FDFE4FS9KDC26302	2	61,650	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1905	1	1FDFE4FS9KDC26303	2	50,434	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1906	1	1FDFE4FS9KDC26304	2	59,029	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1907	1	1FDFE4FS9KDC26305	2	61,959	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1908	1	1FDFE4FS9KDC26306	2	57,042	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1909	1	1FDFE4FS9KDC26299	2	39,642	\$90,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	2031	1	1FDFE4FN6MDC15074	2	7,399	\$90,000.00	5	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	MB - Mini-bus	725	1	5WEASAAM3DH361877	8	123,038	\$200,000.00	7	Yes
RevenueVehicles	MB - Mini-bus	726	1	5WEASAAM5DH361878	8	108,106	\$200,000.00	7	Yes
RevenueVehicles	MB - Mini-bus	727	1	5WEASAAM7DH361879	8	114,634	\$200,000.00	7	Yes
RevenueVehicles	MB - Mini-bus	728	1	5WEASAAM3DH361880	8	127,119	\$200,000.00	7	Yes
RevenueVehicles	MV - Mini-van	1701	1	2C7WDGBG7GR396495	4	86,798	\$65,000.00	4	Yes
RevenueVehicles	MV - Mini-van	1703	1	2C7WDGBG4GR396504	4	88,951	\$65,000.00	4	Yes
RevenueVehicles	MV - Mini-van	1704	1	2C7WDGBG1GR396508	4	90,315	\$65,000.00	4	Yes
RevenueVehicles	MV - Mini-van	1705	1	2C7WDGBG7GR396514	4	81,081	\$65,000.00	4	Yes
RevenueVehicles	MV - Mini-van	1706	1	2C7WDGBG6GR396519	4	68,800	\$65,000.00	4	Yes
RevenueVehicles	MV - Mini-van	2051	1	2C7WDGBG0KR798819	2	7,005	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2052	1	2C7WDGBG9KR798818	2	5,740	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2053	1	2C7WDGBG9KR798835	2	5,026	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2054	1	2C7WDGBG9KR801121	2	5,858	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2055	1	2C7WDGBGXKR799394	2	5,110	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2056	1	2C7WDGBGXKR801077	2	4,020	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2057	1	2C7WDGBG1KR808323	2	3,914	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2151	1	2C7WDGBG7KR800808	1	2,085	\$65,000.00	4	No
RevenueVehicles	MV - Mini-van	2152	1	2C7WDGBG3KR800918	1	1,834	\$65,000.00	4	No
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1013	1	1F66F5DY7B0A04333	11	106,782	\$280,000.00	4	Yes
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1707	1	1F66F5DY0H0A10659	4	33,952	\$280,000.00	12	No

Appendix B: Asset Condition Data

B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Forklift	523	1	67498	8	161	\$35,000.00	15	No
Equipment	Non Revenue/Service Automobile	506	1	JHMFA3F27AS0008 91	12	83,386	\$35,000.00	7	Yes
Equipment	Non Revenue/Service Automobile	513	1	1FADP3E24EL25595 1	7	74,017	\$18,000.00	8	No
Equipment	Non Revenue/Service Automobile	516	1	2C7WDGBG4ER427 019	7	92,457	\$65,000.00	8	No
Equipment	Non Revenue/Service Automobile	517	1	2C7WDGBG0ER432 170	7	68,958	\$65,000.00	8	No
Equipment	Non Revenue/Service Automobile	518	1	1FMCU0F79FUA821 66	6	120,453	\$20,000.00	8	No
Equipment	Non Revenue/Service Automobile	519	1	1FMCU07F0FUA821 67	6	169,129	\$20,000.00	8	No
Equipment	Non Revenue/Service Automobile	520	1	1FMCU0F72FUA821 68	6	42,378	\$20,000.00	7	No
Equipment	Non Revenue/Service Automobile	521	1	1FMCU0F71HUB03 417	4	100,215	\$20,000.00	7	No
Equipment	Non Revenue/Service Automobile	1601	1	2C7WDGBG8FR642 808	5	71,279	\$38,000.00	7	No
Equipment	Non Revenue/Service Automobile	1602	1	2C7WDGBG6FR652 138	5	87,099	\$38,000.00	7	No
Equipment	Non Revenue/Service Automobile	1603	1	2C7WDGBG6FR652 141	5	99,611	\$38,000.00	7	No
Equipment	Non Revenue/Service Automobile	1604	1	2C7WDGBG7FR652 150	5	100,129	\$38,000.00	7	No
Equipment	Non Revenue/Service Automobile	1607	1	2C7WDGBG8FR642 792	5	110,827	\$65,000.00	7	No
Equipment	Trucks and other Rubber Tire Vehicles	511	1	1FT7X2A60EEB2777 1	7	86,054	\$25,000.00	7	Yes
Equipment	Trucks and other Rubber Tire Vehicles	512	1	1FD7X2A62EEB278 50	7	53,065	\$35,000.00	7	Yes
Equipment	Trucks and other Rubber Tire Vehicles	522	1	1FD7X2A66GED422 46	5	68,945	\$35,000.00	7	No
Equipment	Trucks and other Rubber Tire Vehicles	524	1	1FTFX1C50MKD877 27		1,639	\$42,000.00	7	No

Appendix B: Asset Condition Data

B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018	40ft Transit Buses	RevenueVehicles	\$1,591,200.00	High
2018	Cutaway bus	RevenueVehicles	\$81,600.00	High
2019	40ft Transit Buses	RevenueVehicles	\$1,591,200.00	High
2019	MiniVans	RevenueVehicles	\$106,080.00	High
2020	35ft Transit Buses	RevenueVehicles	\$2,121,600.00	High
2020	Vintage trolley bus	RevenueVehicles	\$214,200.00	Low
2020	Cutaway bus	RevenueVehicles	\$652,800.00	Medium
2021	Cutaway bus	RevenueVehicles	\$244,800.00	Medium
2021	MiniBus	RevenueVehicles	\$816,000.00	High
2021	MiniVans	RevenueVehicles	\$371,280.00	Medium
2022	40ft Transit Buses	RevenueVehicles	\$530,400.00	Medium
2022	Cutaway bus	RevenueVehicles	\$81,600.00	Medium
2022	MiniVans	RevenueVehicles	\$318,240.00	Medium

Appendix D: Fleet Replacement Module Output

Total in Current Year \$	\$7,640,000.00		\$0.00		\$1,125,000.00		\$310,000.00		\$1,560,000.00	
Total in Year of Expenditure \$	\$7,792,800.00		\$0.00		\$1,147,500.00		\$316,200.00		\$1,591,200.00	
	2022		2023		2024		2025		2026	
Fleet Type (Year/Make/Model)	Number	Cost in 2021 \$	Number	Cost in 2021 \$	Number	Cost in 2021 \$	Number	Cost in 2021 \$	Number	Cost in 2021 \$
2003 GILLIG PHANTOM	2	\$1,300,000.00								
2008 GILLIG PHANTOM	2	\$1,300,000.00								
2010 DOUBLE K VILLAGER										
2017 DOUBLE K VILLAGER					1	\$280,000.00				
2010 THOR EZ RIDER										
2011 EL DORADO BRT	1	\$650,000.00			1	\$650,000.00				
2013 GILLIG LOW FLOOR									2	\$1,300,000.00
2015 GILLIG LOW FLOOR	1	\$650,000.00								
2015 FORD STARCRAFT E450	9	\$2,070,000.00								
2013 INTERNATIONAL EL DORADO	3	\$600,000.00								
2016 FORD STARCRAFT E450										
2017 DODGE BRAUN	3	\$195,000.00							3	\$195,000.00
2018 GILLIG LOW FLOOR										
2019 GILLIG LOW FLOOR										
2019 FORD STARCRAFT E450							2	\$180,000.00		
2017 FORD STARCRAFT E450	5	\$450,000.00								
2018 FORD STARCRAFT E450	4	\$360,000.00								
2019 DODGE BRAUN ENTRAVAN					3	\$195,000.00				
2020 DODGE BRAUN ENTRAVAN	1	\$65,000.00					2	\$130,000.00	1	\$65,000.00

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Executive Director’s Report

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Receive and File

**BACKGROUND/DISCUSSION:**

**Update on COVID-19 Pandemic Impacts:**

At the recommendation of one of our risk management coverage providers, staff has made an administrative change to our Injury & Illness Prevention Plan under the COVID-19 Prevention Program section, as follows:

“The RTA will check for the most current information from the California Department of Public Health (CDPH) including guidance documents, Health Orders, and Executive Orders from the Governor’s Office and county and local health departments and follow the most current information. Some provisions of Cal/OSHA’s COVID 19 emergency regulation may be suspended, or more stringent requirements may need to be implemented based on updated guidance and orders from the CDPH and the Governor’s Office through the issuance of updated or new Executive Orders and county or local health department regulations.”

We herein also commit to providing access to the IIPP upon request of an employee or the employee’s designated representative within 5 days of the request. Employees will be provided a printed copy of the document unless they agree to receive an electronic copy.

Since the September 1<sup>st</sup> RTA Board meeting, one additional employee tested positive for COVID-19, bringing the number of positive cases to 15 since the beginning of the pandemic.

I continued to participate in SLO County Vaccination Task Force meetings, including the latest one on October 27<sup>th</sup>. I continue to share pertinent information with my staff through internal memoranda and with our transit agency partners.

I mentioned at the RTA Board’s May meeting that more than 70% of our employees have received their vaccinations, and anecdotally I understand that the proportion is still increasing – including some employees who outright refused when offered early access

beginning in January 2021. While we do not currently know the exact number due to privacy laws, I am pleased that most employees have chosen to be vaccinated in order to protect themselves, their loved ones and fellow employees, as well as our customers.

Because Federal employees are now required to be vaccinated or be subject to weekly testing, I and leaders at many public transit agencies believe the Federal mandate could be “pushed down” to FTA grantees. We have contracted with the California Department of Public Health and Valencia Branch Lab to use its Color testing and data management system to help us comply with HIPPA requirements, as well as reduce the administrative burden on staff.

### **Operations & Maintenance:**

A question arose at the September RTA Board meeting about wheelchair lift capacity on our buses and cutaway vans. The lifts systems are hydraulically operated. The more weight that the lift raises, the more pressure will be required to lift it. To reduce the risk of structurally compromising the lift from an excessive load, the lifts have a pressure relief device that will effectively limits the weight that the lift will attempt to lift. In the scenario raised, a heavy load would just stall out and not raise the lift before doing any damage to the lift.

Our staff has focused a lot of our efforts over the past several months on recruiting new Bus Operators. No new Bus Operator candidates started training since the RTA Board’s last meeting in September. Two Bus Operator candidates are in the background / medical / permitting phase. One Utility employee was recently promoted to a Mechanic Apprentice position, and we conducted interviews last week to fill that open Utility position.

The RTA continues to experience an uncomfortably large number of unfilled Bus Operator bids: five full-time bids, and seven (out of 19) part-time bids. As reported at the last RTA Board meeting, we are incurring higher than normal overtime costs by extending the hours of full-timers to help fill open bids, as well as asking part-time employees to cover shifts when possible, requiring Supervisors on occasion to fill an open shift, asking some employees to delay time-off requests, and we have temporarily suspended Paso Express Route A service on Saturdays. These on-going requests of our staff continue to stress the work group, and we fully understand that these patchwork solutions are not sustainable in the long-term.

Santa Maria Area Transit (SMAT) is conducting public outreach on a series of proposed service changes to address on-going challenges, including a lack of Bus Operators needed to re-implement service levels cut at the outset of the pandemic. RTA staff is working with SMAT officials to coordinate the service changes to ensure transfers between the two systems do not negatively affect our shared riders. The proposed changes also include fare changes, and I have offered to begin anew discussions on coordinating fares so that passengers transferring across the two systems might not

have to pay two separate fares. Any breakthroughs on this effort will be reported to the RTA Board.

### **Marketing & Communications:**

Our primary marketing efforts continue to be focused on service levels and reminding our passengers of the Transportation Security Administration's current mask mandate that is in effect until January 18, 2022.

Some other new marketing projects include:

- An updated Specialized Transit Guide has been published. It updates the transit options for people with special transportation needs in our area that provide transportation as an alternative to Runabout. (Runabout information is also included)
- We are finalizing our negotiations for a new on-bus Wi-Fi partner.
- The installation of the 34 solar lights for our darkest bus stops has begun. This is an important step in achieving our bus stop improvement plan goals.



- Implemented a new Rider Alerts process for issuing alerts to riders through our website when a significant event or delay occurs to better communicate with our riders.

- Sent out a “Save the Date” email for the new RTA Bus Maintenance Facility Ribbon-Cutting Ceremony on Jan 20, 2022.
- The Employee of the Quarter has been selected and will be announced just prior to the RTA Board meeting.

### **Finance and Administration:**

The Regional Transit Advisory Committee (RTAC) met virtually on October 21<sup>st</sup>. The RTAC recommended adoption of the budget amendment presented as Agenda Item C-1. While no other action items were included on the agenda, the meeting provided an important forum for transit agencies and transit rider advocates to share experiences and challenges during the pandemic. The next RTAC meeting is slated for January 20, 2022.

Our unaudited operating and financial results for the first three months of FY21-22 are presented in the tables beginning on page B-1-6. This year-to-date information is summarized as follows:

- RTA core fixed-route ridership totaled 89,315. In comparison, the ridership for the same period in FY20-21 was 71,885, which represents an increase of 24.2%.
- Runabout ridership totaled 5,049, which is an increase of 24.6% compared to the same period last year (4,052).
- Trends over the past five years for ridership and productivity (which is defined as the average number of passenger-boardings per service hour), are provided in the graphs beginning on page B-1-8. The graphs illustrate the significant drop in ridership beginning in March 2020 corresponding with the onset of the pandemic, as well as the indications of ridership recovery beginning in January 2021. More importantly, traditional thinking is that the change from the interim cash fare back to the full fare program in July 2021 would result in a significant drop in ridership – but a significant drop did not occur, as productivity and overall ridership had essentially recovered by September 2021 in comparison to periods when riders enjoyed the temporarily lowered fares. This indicates that public transportation remains a vital service for many travelers in our region and that riders are eager to return to their pre-pandemic lives.
- In terms of year-to-date financial results, staff worked hard to keep operating and capital costs within budget in light of the recovering ridership and other financial challenges. See the tables at the end of this report for details. Some important takeaways include:
  - In terms of overall non-capital expenses, we were below budget – 21.1% through 25% of the budget year. The largest single line-item in our annual

budget is for *Labor – Operations*, although we came in lower (19.8%) due to slightly lower service levels actually operated due to staff shortages and despite higher than anticipated overtime. The third-greatest line-item is for *Fuel*, and the recent upticks in prices resulted in a significant overage – 29.7% through 25% of the year. We continue to monitor these costs closely, but do not believe a budget adjustment is warranted at this time.

- Not surprisingly, the farebox recovery ratio for core fixed-route services continues to suffer due to lower ridership compared to pre-pandemic periods at only 8.8% – but it is significantly better than our FY20-21 result (only 3.0%). Runabout achieved a ratio of 2.7%, which is better than the FY20-21 result of 2.4%. The results will remain below our standards until such time that ridership fully recovers.
- The YTD subsidy per passenger-trip on core fixed-route services is improving at \$15.72 (\$21.41 in FY20-21). Runabout also improved at \$123.74 (\$139.82 in FY20-21).

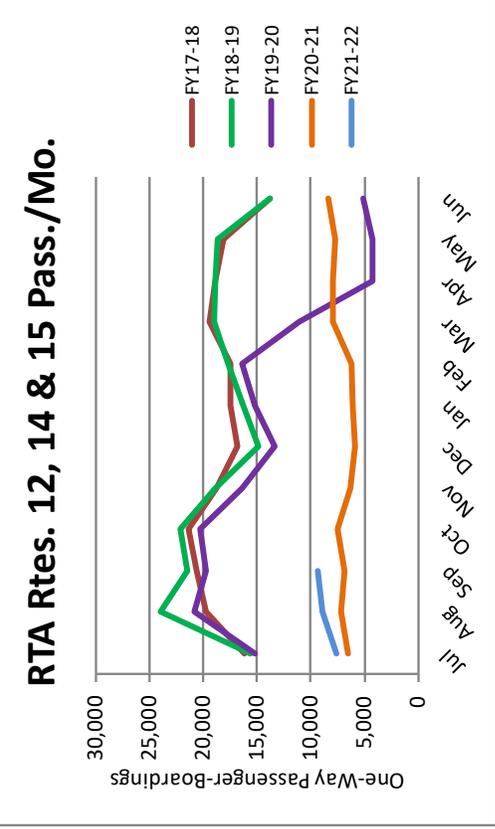
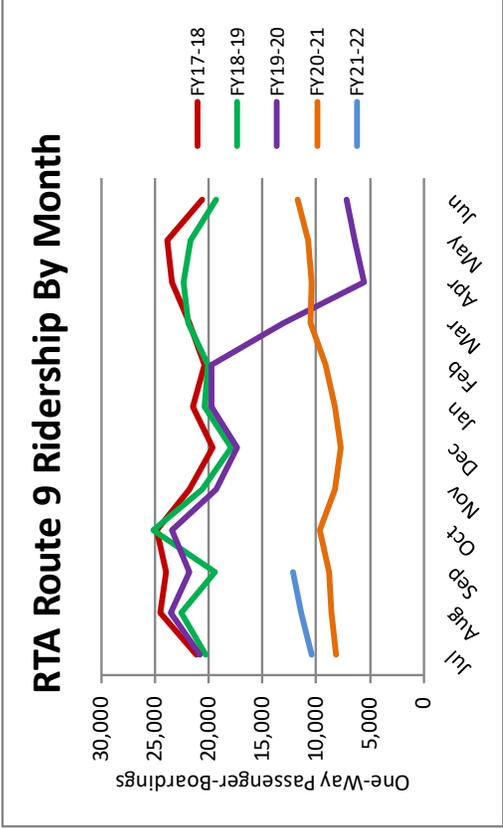
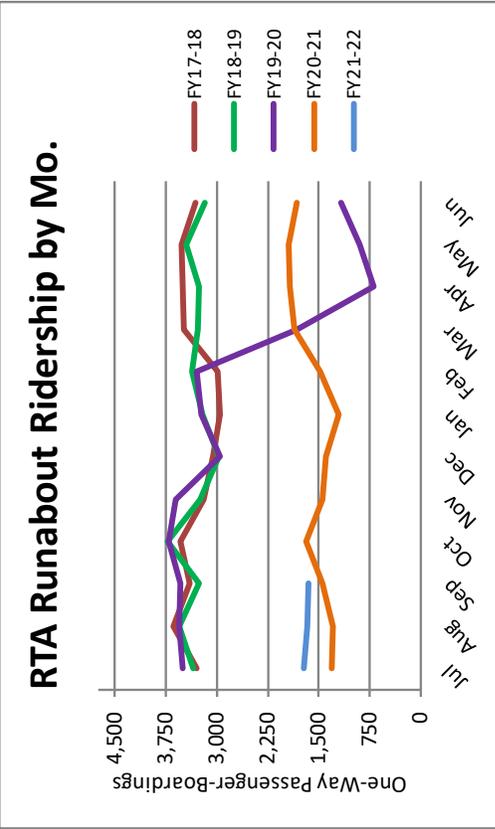
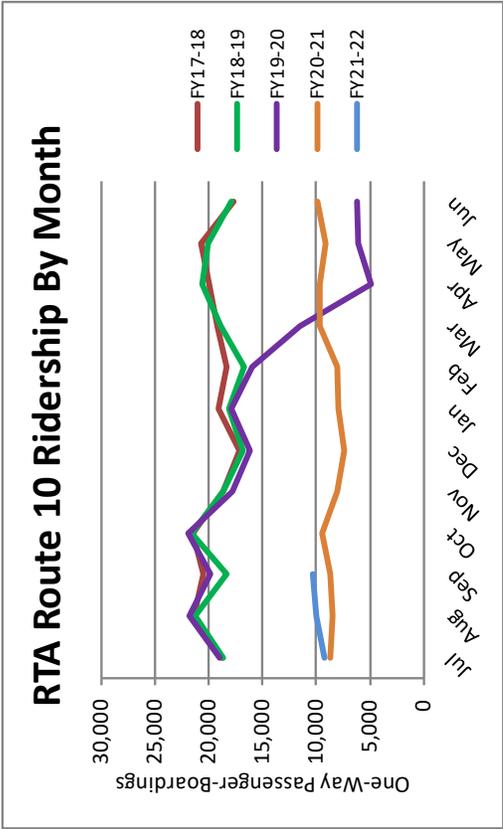
**STAFF RECOMMENDATION:**

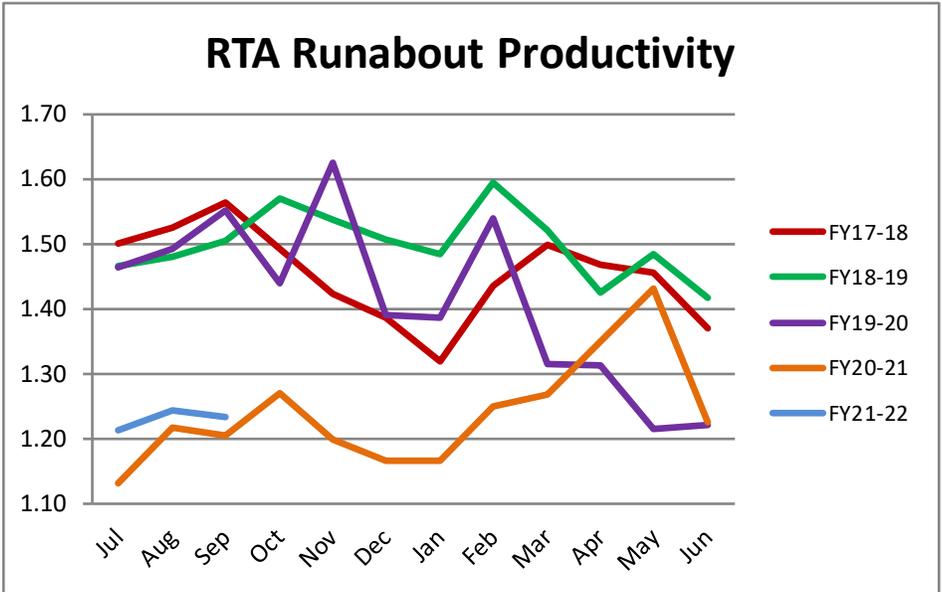
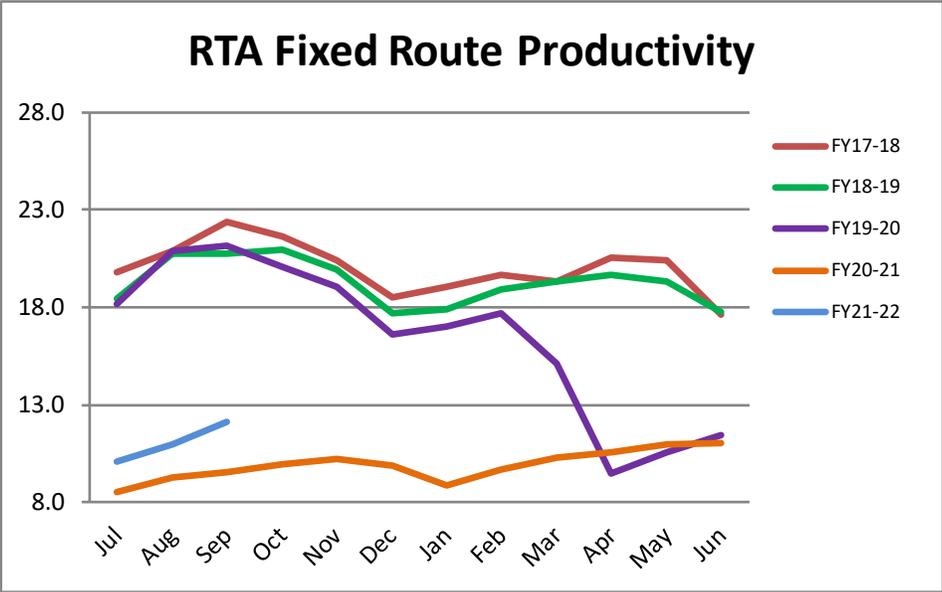
Accept this as an information item.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU SEPTEMBER 30, 2021  
CURRENT FISCAL YEAR - 2021/2022**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM, CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE SERVICES	RUNABOUT	SERVICES PROVIDED FOR THE CITY OF PASO ROBLES	SERVICES PROVIDED FOR SOUTH COUNTY TRANSIT	SERVICES PROVIDED FOR THE COUNTY OF SLO	SYSTEM TOTAL
<b>REVENUES:</b>											
FARES	\$ 47,760	\$ 47,086	\$ 37,677	\$ 63	\$ 3,157	\$ 135,743	\$ 17,408	\$ 25,296	\$ 25,878	\$ 3,277	\$ 207,602
<b>TOTAL ROUTE REVENUES</b>	\$ 47,760	\$ 47,086	\$ 37,677	\$ 63	\$ 3,157	\$ 135,743	\$ 17,408	\$ 25,296	\$ 25,878	\$ 3,277	\$ 207,602
<b>EXPENDITURES:</b>											
ADMINISTRATION	\$ 108,593	\$ 93,199	\$ 62,870	\$ 982	\$ 26,655	\$ 292,299	\$ 149,148	\$ 11,935	\$ 28,540	\$ 23,633	\$ 505,555
MARKETING	3,540	3,040	2,051	32	870	9,533	-	-	1,500	-	11,033
OPERATIONS/CONTINGENCY	339,230	298,772	197,317	3,025	85,580	923,925	421,029	190,963	353,461	89,267	1,978,644
FUEL	71,690	74,763	43,431	678	21,162	211,725	44,017	20,137	46,551	8,181	330,612
INSURANCE	34,617	36,092	20,966	332	10,219	102,226	27,997	11,077	23,659	4,077	169,036
<b>TOTAL EXPENDITURES</b>	\$ 557,671	\$ 505,866	\$ 326,635	\$ 5,049	\$ 144,486	\$ 1,539,708	\$ 642,191	\$ 234,112	\$ 453,711	\$ 125,158	\$ 2,994,880
<b>FAREBOX RATIO</b>	8.6%	9.3%	11.5%	1.2%	2.2%	8.8%	2.7%	10.8%	5.7%	2.6%	6.9%
<b>SERVICE MILES</b>	78,209.9	81,551.2	47,372.4	743.4	23,089.7	230,966.6	63,210.0	25,018.1	53,465.7	9,232.0	381,892.5
<b>SERVICE HOURS</b>	2,998.1	2,573.0	1,734.2	26.1	740.5	8,071.8	4,104.0	1,882.0	3,435.0	915.0	18,407.8
<b>RIDERSHIP (Automatic Counters)</b>	33,985	29,522	21,953	676	3,179	89,315	5,049	26,296	34,778	3,000	158,438
<b>RIDERS PER MILE</b>	0.43	0.36	0.46	0.91	0.14	0.39	0.08	1.05	0.65	0.32	0.41
<b>RIDERS PER HOUR</b>	11.3	11.5	12.7	26.0	4.3	11.1	1.2	14.0	10.1	3.3	8.6
<b>COST PER PASSENGER</b>	\$ 16.41	\$ 17.14	\$ 14.88	\$ 7.47	\$ 45.45	\$ 17.24	\$ 127.19	\$ 8.90	\$ 13.05	\$ 41.72	\$ 18.90
<b>SUBSIDY PER PASSENGER</b>	\$ 15.00	\$ 15.54	\$ 13.16	\$ 7.38	\$ 44.46	\$ 15.72	\$ 123.74	\$ 7.94	\$ 12.30	\$ 40.63	\$ 17.59

	Adopted Budget FY 2021-22	August Actual	September Budget	September Actual	September Variance	Year to Date FY 2021-22	Percent of Total Budget FY 2021-22
<b>Administration:</b>							
Labor							
Hours	84,010	5,964	7,001	5,711	1,290	17,663	21.0%
Miles	1,792,340	126,879	149,362	122,062	27,300	375,278	20.9%
operations cost	1,079,020	68,554	93,402	93,128	274	235,596	21.8%
operations cost	44,970	-	-	-	-	9,402	20.9%
operations cost	407,450	41,365	43,258	41,365	1,894	124,094	30.5%
operations cost	38,870	-	-	-	-	43,774	112.6%
operations cost	167,100	3,205	13,925	27,104	(13,179)	18,497	11.1%
operations cost	66,470	1,766	5,539	2,729	2,810	5,405	8.1%
operations cost	366,380	24,697	30,532	29,228	1,304	57,507	15.7%
operations cost	181,800	2,610	15,150	5,439	9,711	11,033	6.1%
hourly	(47,740)	(3,978)	(3,978)	(3,978)	-	(11,935)	25.0%
operations cost	(98,390)	(8,199)	(8,199)	(8,199)	-	(24,598)	25.0%
operations cost	(114,160)	(9,513)	(9,513)	(9,513)	-	(28,540)	25.0%
operations cost	2,091,770	120,505	180,115	177,301	2,814	440,235	21.0%
<b>Total Administration</b>							
<b>Service Delivery:</b>							
Labor - Operations	6,622,980	434,367	551,915	454,392	97,523	1,309,591	19.8%
Labor - Operations Workers Comp	339,940	-	-	-	-	71,075	20.9%
Labor - Maintenance	1,581,620	103,436	131,802	107,001	24,801	325,113	20.6%
Labor - Maintenance Workers Comp	93,090	-	-	-	-	19,463	20.9%
Fuel	1,113,670	115,690	92,806	106,903	(14,097)	330,613	29.7%
Insurance	909,680	55,012	75,807	55,012	20,795	169,036	18.6%
Special Transportation (for SLOCAT and Paso)	44,480	1,183	3,707	1,342	2,364	4,084	9.2%
Avila Trolley	76,490	10,164	12,748	10,063	2,685	30,967	40.5%
Maintenance (parts, supplies, materials)	695,930	43,647	57,994	54,009	3,985	146,903	21.1%
Maintenance Contract Costs	136,900	3,534	11,408	18,404	(6,996)	30,955	22.6%
<b>Total Operations</b>	<b>11,614,780</b>	<b>767,034</b>	<b>938,187</b>	<b>807,127</b>	<b>131,060</b>	<b>2,437,800</b>	<b>21.0%</b>
<b>Capital/Studies:</b>							
Computer System Maintenance/Upgrades	40,370	-	4,600	4,580	20	4,580	11.3%
Miscellaneous Capital	42,500	-	1,000	830	170	830	2.0%
Maintenance Equipment	92,750	-	44,000	43,412	588	43,412	46.8%
Bus Stop Improvements/Bus Stop Solar Lighting	575,000	-	-	-	-	-	0.0%
Large Capital Repairs	1,986,680	-	-	-	-	-	0.0%
Vehicles	2,737,300	-	49,600	48,822	778	48,822	1.8%
40' Coaches	164,480	14,859	13,707	14,859	(1,152)	44,577	27.1%
<b>Total Capital Outlay</b>	<b>108,240</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Contingency</b>							
hourly	15,298,090	1,470,303	2,185,441	929,341	1,256,101	2,399,644	15.7%
<b>Loan Repayments</b>							
<b>Elks Lane Project</b>	260,290	21,691	21,691	21,691	-	65,073	25.0%
<b>Management Contracts</b>	32,274,950	2,394,391	3,388,741	1,999,141	1,389,600	5,436,150	16.8%
<b>TOTAL FUNDING USES</b>	<b>14,131,320</b>	<b>924,088</b>	<b>1,153,699</b>	<b>1,020,978</b>	<b>132,721</b>	<b>2,987,684</b>	<b>21.1%</b>
<b>TOTAL NON-CAPITAL EXPENDITURES</b>							





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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Bus Maintenance Facility Progress & Change Order Update

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Receive and File

**BACKGROUND/DISCUSSION:**

Construction of the Bus Maintenance Facility (BMF) project is essentially 70% complete, with flatwork and landscaping to be completed on the outside of the building and interior finished work to be completed on the inside. The offsite work, including realignment of Elks Lane, parking lot asphalt paving, curbing, sidewalks and installation of street lights, has been completed. See pictures at the end of this report for context.

RTA Maintenance Manager Andy Wyly and I continue to meet essentially every day with our Construction Manager consultants (Kitchell CEM), the General Contractor's leadership team (Specialty Construction, Inc., or SCI), and the design/engineering Construction Administrator (Stantec Architecture). We also conduct weekly Owner-Architect-Contractor (OAC) meetings, which are vital to ensure the project remains within budget and on schedule. During the OAC meetings, we review and document the minutes from the previous OAC meeting, the Short-Interval Schedule, the Request for Information log, the Submittals log, and updates to the Master Schedule.

Below are some significant BMF milestones:

1. We have processed 27 invoices from Stantec Architecture from November 2018 through the end of September 2021 totaling \$2,490,048.72. Stantec completed design, engineering and permitting work, and continues to provide construction administration services (responding to Requests for Information, approving Submittals, etc.). A total of \$133,872.04 remains in our agreed work scope. As mentioned at the September 2021 meeting, SCI's surveyor improperly laid out the building footprint in January 2021, which required Stantec to expend \$27,384.75 to amend the drawings and make other corrections. SCI will credit that amount in our October 2021 construction invoice, and the Board's approval of Agenda Item A-16 would allow us to expand our agreement with Stantec to zero out this additional cost.
2. We have processed 19 invoices from Kitchell CEM through September 30, 2021, totaling \$1,116,683.70. Kitchell CEM's agreement includes construction

management services and CEQA monitoring, as well as inspections. A total of \$681,185.30 remains in our current work scope.

3. We have processed fourteen invoices from SCI through the end of September 2021, totaling \$14,448,986.93, less \$722,449.75 for retainage. That equates to net payments totaling \$13,726,537.18. Including retainage, a total of \$3,670,759.72 remains in our current work scope.
4. For the most part, the COVID-19 pandemic has not drastically impacted the schedule – neither on the local contractor/subcontractor staffing side, nor from a supply chain perspective. As mentioned in my last report, SCI has submitted a request that the RTA pay for steel pricing increases for the battery recharging canopy due to City-required redesign elements, and we are still negotiating fair-share responsibilities. I continue to work with SLO County Air Pollution Control District (APCD) staff to partially fund this increased cost, which will likely require the RTA Board to amend our existing agreement with the APCD at a later date. For a short time, we became concerned about delays in delivery of the Electrical Bus Duct, which initially pushed back PG&E installation of the power pole / transformers. However, those materials were delivered in mid-October, and PG&E has scheduled final on-site work the week of November 29<sup>th</sup>.
5. Through the end of July, we have authorized 52 change orders totaling \$524,296.90, or 3.11% of the original \$16,873,000 agreement. The table at the end of this report provides more details on the change orders, and lists potential Change Request Bulletins (CRBs) that are still being investigated/negotiated. Note that the estimated cost is blacked out for each CRB to avoid “tipping our hand” with the general contractor.
6. On October 5<sup>th</sup>, several RTA staff and I conducted our ninth monthly virtual meeting with officials from the Federal Transit Administration Region 9 office and their contracted Project Management Oversight (PMO) provider for the BMF project. The tenth meeting is scheduled for November 2<sup>nd</sup>. A PMO is required for major capital projects that exceed \$100M in federal dollars, as well as for capital projects funded with TIFIA funds (like our BMF). Through the end of September, we have processed six draws equating to a total of \$8,024,518.10 in TIFIA loan funds.
7. There are currently many trades working inside the building. Major interior work includes final electrical, plumbing, HVAC, touch-up painting, casework/cabinetry, and final floor finishing. The roll-up shop doors have been installed, as has the installation of industrial equipment. Meanwhile, subcontractors have poured over 700 cubic yards of reinforced concrete paving in the bus aisles/parking lot.

**Staff Recommendation:**

Accept this as an information item.



Crews arrived just before midnight on Monday October 18<sup>th</sup> to pour almost 500 cubic yards of concrete paving in the area just to the west of the maintenance portion of the building.



View of the cured concrete, looking north. The recently-installed roll-up doors to the bus maintenance area can be see behind the green bollards.



October 25<sup>th</sup> view of rebar being placed prior to a ~200 cubic yard concrete pour planned for October 27<sup>th</sup>. Pours will be completed every few days to complete this important phase of the work.



Updated view of the public entrance and a portion of the employee parking lot, looking southeast from the landscaping strip along the newly realigned Elks Lane.



Decorative boulders being placed near the public entrance. The soon to be placed landscaping will be irrigated with recycled/purple-pipe water.



Anti-climb fencing being installed (prior to trimming of the vertical posts). This fencing will surround the entire project site.



View of polished concrete in the employee break room. Crews came in over the weekend to complete this work in order to allow other trades (electrical, communications, HVAC, etc.) to work unhindered during the workweek.



View of the infamous Electrical Bus Duct system, snaking its way from the building penetration and terminating at the top of the main electrical panel. The picture to the right shows where it penetrates the building; PG&E will place the main transformer on the adjacent concrete pad that is surrounded by the steel bollards and connect the transformer to the Duct during the week of November 29<sup>th</sup>.



Not glamorous, but certainly important view of toilets and one urinal, as well as partitions. The tilework is impressive, as is the great finish of the epoxy flooring.



The attention to detail is impressive. This view shows the various systems being installed in the electrical room on the mezzanine above the maintenance offices.



The blades have yet to be installed on this Big Ass Fan (no, really – that’s the company’s name!). They are renowned for moving a lot of air efficiently.



View of some of the rooftop-mounted process piping. Beyond the red motor (on the right) is an empty pad, onto which the hot water heat pumps will be added. However, delivery of the two pumps has been delayed twice so far due to COVID-19 related supply chain issues.



Fully-paved bus entrance drive aisle between the back side of the maintenance bays and the CAPSLO building on the left. Compare this updated picture from the September 2021 report.

Due to minor delays caused by supply chain issues, we will not be able to begin occupying the facility until late-December or early-January. So we have moved the employee Open House to January 7<sup>th</sup>. But the **Ribbon-Cutting Ceremony will still occur on January 20<sup>th</sup>**, and RTA Board members and other special guests should have already received a “save the date” email.

Agreement Amount Tracker for SCI						
Bus Maintenance Facility Project (updated 22-Oct-2021)						
Contract Sum	Original	As amended	STATUS			
	\$16,873,000.00	\$17,397,296.90				
Total Change Orders Authorized		\$524,296.90		\$	Initiated	
% change from original contract		3.11%	% change with initiated, too			
CRB Number, Description (date executed)	Authorized Amount	Change Order # & Invoice #	Status in Procure Software	Estimate	Reason/ Who Initiated	
CRB-01, asbestos (8/12/20)	\$13,756.05	CO #1, invoice #1	Completed/approved	Closed	Unforeseen	
CRB-02, geogrid removal (9/25/20)	\$31,582.28	CO #3, invoice #2	Completed/approved	Closed	Unforeseen	
CRB-03, utility changes on Elks (09/02/20)	\$52,491.60	CO #2, invoice #2	Completed/approved	Closed	City of SLO	
CRB-04, data conduit changes (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-05, water main & valves (09/30/20)	\$19,547.85	CO #4, invoice #4	Completed/approved	Closed	Design	
CRB-06, firewater backflow/FDC orientation (12/02/2020)	\$12,441.89	CO #10, invoice #9	Completed/approved	Closed	Design	
CRB-07, trap primers (12/02/2020)	\$22,208.91	CO #5, invoice #4	Completed/approved	Closed	Design	
CRB-08, remove contaminated soil (12/02/2020)	\$2,913.75	CO #7, invoice #4	Completed/approved	Closed	Unforeseen	
CRB-09, pipe support at FCD (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-10, floor box modifications (11/12/2020)	\$3,786.30	CO #6, invoice #4	Completed/approved	Closed	Design	
CRB-11, remaining indoor air improvements (3/11/2021)	\$55,849.65	CO #15, invoice #9	Completed/approved	Closed	RTA	
CRB-11.1, operable windows (02/24/2021)	\$50,172.13	CO #16, invoice #7	Completed/approved	Closed	RTA	
CRB-11.2, bipolar ionizer (02/24/2021)	\$31,447.66	CO #18, invoice #7	Completed/approved	Closed	RTA	
CRB-11.3, added conduit op. windows	pending		Awaiting detail		RTA	
CRB-12, lube room modifications (02/24/2021)	\$20,434.28	CO #17, invoice #7	Completed/approved	Closed	Design	
CRB-13, Main switchboard modifications (09/15/2021)	(\$2,567.25)	CO #53, invoice #14	Completed/approved	Closed	Design	
CRB-14, Phillips 66 compaction modifications (02/24/2021)	\$30,831.37	CO #11, invoice #7	Completed/approved	Closed	Unforeseen	
CRB-15 modified aggregate - no fly ash (02/15/2021)	\$7,560.00	CO #9, invoice #7	Signed 2/15/2021	Closed	Design	
CRB-16, deletion of decorative glass	(\$8,042.97)	CO #8, invoice #6	Completed/approved	Closed	RTA	
CRB-17 (delete conference trailer)	pending		Awaiting detail		RTA	
CRB-18, added conduits for future radio system (2/11/2021)	\$3,116.40	CO #13, invoice #7	Completed/approved	Closed	RTA	
CRB-19 (added conduit for future EV charging)	pending		Awaiting detail		RTA	
CRB-20, added shunt trips for EV chargers	\$2,449.65	CO #38, invoice #13	Completed/approved	Closed	Design	
CRB-21, electrical clarifications at the chillers (2/11/2021)	\$5,408.55	CO #14, invoice #7	Completed/approved	Closed	Design	
CRB-22, add'l potholing at Prado & Elks (2/11/2021)	\$2,644.81	CO #12, invoice #7	Completed/approved	Closed	City of SLO	
CRB-23 (storm drain - flared end sections)	pending		Awaiting detail		Design	
CRB-24 modify decorative plastic glazing	\$1,742.98	CO #25, invoice #10	Completed/approved	Closed	RTA	
CRB-25, modify lockers (05/04/2021)	(\$9,344.84)	CO #20, invoice #9	Completed/approved	Closed	Design	
CRB-26, mod. ind. storage racks (05/04/2021)	\$614.76	CO #19, invoice #9	Completed/approved	Closed	RTA	
CRB-27, Revised footing for canopy mods (07/02/2021)	\$15,736.55	CO #31, invoice #12	Completed/approved	Closed	Design	
CRB-28 added power reels and supports	\$5,025.43	CO #24, invoice #10	Completed/approved	Closed	Design	
CRB-28.1, add elect receptacles at power reels	\$686.70	CO #40, invoice #13	Awaiting detail	Closed	Design	
CRB-29, steel angles rooftop HVAC equip (05/04/2021)	\$7,774.20	CO #21, invoice #9	Completed/approved	Closed	Design	
CRB-30, HVAC return & transfer air mods (07/22/2021)	\$9,813.88	CO #42, invoice #12	Completed/approved	Closed	Design	
CRB-31, hose reel supports (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-32, Added metal deck supports (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-33, added tubular skylight supports in admin (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-34 (delete ESD Buttons at the EVCS)	pending		Awaiting detail		RTA	
CRB-35, roof platform for ASHP-01	\$33,834.28	CO #39, invoice #13	Completed/approved	Closed	Design	
CRB-36, Added angles at East Canopy (06/10/2021)	\$2,980.95	CO #26, invoice #14	Completed/approved	Closed	Design	
CRB-37 Upgrade HWP 1 & HWP 2 Exterior Rated	\$3,103.85	CO #23, invoice #10	Completed/approved	Closed	Design	
CRB-38 Add glass-mat sheathing to rooftop surfaces including parapet w	\$10,957.30	CO #27, invoice #10	Completed/approved	Closed	Design	
CRB-39 Tubular skylight change - maint office area	\$679.19	CO #28, invoice #10	Completed/approved	Closed	RTA	
CRB-40 Add condensate lines from HPWH-1 and HPWH-1	\$4,688.03	CO #29, invoice #10	Completed/approved	Closed	Design	
CRB-41, revised data / IT mods	\$23,954.70	CO #45, invoice #13	Awaiting detail	Closed	RTA	
CRB-42, Change control gang boxes in training room (07/22/2021)	\$751.80	CO #34, invoice #12	Completed/approved	Closed	Design	
CRB-43, Add trap primer wiring (07/21/2021)	\$4,805.85	CO #37, invoice #12	Completed/approved	Closed	Design	
CRB-44 (change TV boxes in training room)	pending		Awaiting detail		Design	
CRB-45, add power supply for electronic door hardware	\$25,714.50	CO #43, invoice #13	Awaiting detail	Closed	Design	
CRB-46 Insulate air plenum piping (07/22/2021)	\$10,187.10	CO #30, invoice #12	Completed/approved	Closed	Design	
CRB-47 (add'l comm conduit to EV chargers)	pending		Awaiting detail		RTA	
CRB-48, Change wall hydrant at patio (07/21/2021)	\$1,624.44	CO #41, invoice #12	Completed/approved	Closed	Design	
CRB-49, Buy America compliant door hardware (07/22/2021)	\$551.25	CO #32, invoice #12	Completed/approved	Closed	Design	
CRB-50, Revise door #123 from F01 to F02 (07/21/2021)	\$500.85	CO #33, invoice #12	Completed/approved	Closed	RTA	
CRB-51, Add ADA door actuators at doors 102 & 137A (07/21/2021)	\$649.95	CO #35, invoice #12	Completed/approved	Closed	Design	
CRB-52, (infill recessed shower floors)	pending		Awaiting detail		Design	
CRB-53, (add CMU wall cap in shop)	pending		Awaiting detail		Design	
CRB-54, (reimburse for building move design cost)	pending		Awaiting detail		Contractor	
CRB-55, Power supply for gate access (08/30/2021)	\$873.60	CO #48, invoice #14	Completed/approved	Closed	Design	
CRB-55.1, (conduit & wire for gate access)	pending		Awaiting detail		Design	
CRB-56, (increased steel cost for EV canopy)	pending		Awaiting detail		Force Majeure	
CRB-56.1, (increased steel cost for EV canopy #2)	pending		Awaiting detail		Force Majeure	
CRB-57, Battery back-up for gas detection (09/15/2021)	\$1,829.10	CO #52, invoice #14	Completed/approved	Closed	City of SLO	
CRB-57.1, Signage for gas detection (09/17/2021)	\$303.19	CO #57, invoice #14	Completed/approved	Closed	City of SLO	
CRB-58, Added steel support for sectional doors (09/08/2021)	\$6,224.40	CO #49, invoice #14	Completed/approved	Closed	Design	
CRB-59, added curb NE sidewalk (void)	\$0.00	Void, no cost change	Void	Closed	N/A	
CRB-60, (equip. elec. Disconnect mods)	pending		Awaiting detail		Design	
CRB-61, (added graffiti resistant coating)	pending		Awaiting detail		RTA	
CRB-62, (added conduits, wire & devices for backflow)	pending		Awaiting detail		Design	
CRB-63, (elect. & fire water trench conflict, east drive)	pending		Awaiting detail		Design	
CRB-64, (elect. Conduit & recycled water line conflict)	pending		Awaiting detail		Design	

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**NOVEMBER 3, 2021**  
**STAFF REPORT**

**AGENDA ITEM:** B-3

**TOPIC:** Strategic Business Plan Results & Planned Update

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Receive as information

**BACKGROUND/DISCUSSION:**

In October 2008, the RTA Board, RTA staff, SLOCOG staff and members of the general public met in a day-long workshop to craft the elements of the first RTA Strategic Plan. The result of this workshop was a draft outline that contained the major sections and components of the plan. During the development of the FY09-10 Operating and Capital Program, staff developed the four key sections of the plan and this was approved by the Board during the budget process. The major components of the plan are the RTA Vision, Vision Elements, Mission of the Organization, and Strategies in achieving the Mission.

The 2012-14 Strategic Business Plan (SBP) was subsequently adopted in October 2011, and it incorporated goals and objectives developed as part of the 2010 RTA Short Range Transit Plan. Staff used the measurable standards in the SBP to help guide the organization toward meeting the agency's goals and objectives. The subsequent 2015-2017 SBP was adopted in July 2014, and the most recent 2018-20 SBP was adopted in March 2018.

The 2018-20 SBP incorporated both new and revised standards developed in the 2016 RTA Short Range Transit Plan, as well as information gleaned from a customer perception survey completed in October 2017. Finally, the 2018-20 SBP examined real-time data gleaned from our comprehensive GPS-based Intelligent Transportation System (ITS), which helped determine appropriate performance standards.

As noted during the presentation at the March 2021 Board meeting, because the COVID-19 pandemic has drastically altered ridership patterns, and the RTA is currently seeking outside funding to update our 5-year Short Range Transit Plan (SRTP), staff recommended that the update to the 2018-20 SBP be postponed for one year until early 2022. It was hoped that the Board's COVID-19 Emergency Declaration would be lifted later in the calendar year, and the SRTP consultant could help us determine new/interim standards that we can use to measure progress toward full ridership recovery. In the meantime, staff continues to provide bi-annual reports to the Board on our results in comparison the current objective and subjective performance standards.

It should be noted that two sections of the SBP include ridership-based metrics that will be impossible to meet due to the drastic reduction in demand during the pandemic as well as physical distancing limitations on the vehicles. These standards include:

1. **Standards of Excellence Section 1: Service Quality and Efficiency** – We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

**Standard 1:** The Productivity (passengers per vehicle service hour) standards are presented below for regularly-scheduled / year-round services:

- A. Regional intercity fixed-route (RTA Routes 9, 10, 12 & 14) services shall be 22 or greater.
- B. Local fixed-route (Paso Express Routes A & B, and SoCo Transit Routes 21, 24, 27 & 28) shall be 17 or greater.
- C. Runabout and other demand response services will be 2.0 or greater.
- D. Route deviation services (such as RTA Route 15) will be 8.0 or greater.

Any recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding.

2. **Standards of Excellence Section 2: Revenue and Resources** – While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers' investment in the RTA.

**Standard 2:** The Farebox Recovery Ratio for all regularly scheduled / year-round services shall be 20% greater than the minimum standard required by SLOCOG to meet TDA requirements. Measurement: Objective.

**Staff Recommendation:**

Receive attached SBP results through June 30, 2021 for both the RTA and newly-consolidated South County Transit services. Staff plans to present updated SBP metrics over two Board meetings in early 2022, with the goal of adopting a 2022-24 SBP in summer 2022 as directed at the March 3, 2021 Board meeting.

## Strategic Business Plan Standards of Excellence

**Standards of Excellence Section 1: Service Quality and Efficiency** – We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

**Standard 1:** The Productivity (one-way passenger-boardings per vehicle service hour) standards are presented below for regularly-scheduled / year-round services:

- A. Regional intercity fixed-route (RTA Routes 9, 10, 12 & 14) services shall be 22 or greater.
- B. Route deviation services (such as RTA Route 15) will be 8.0 or greater.
- C. Local fixed-route (Paso Express Routes A & B, and SoCo Transit Routes 21, 24, 27 & 28) shall be 17 or greater.
- D. Runabout and other demand response services will be 2.0 or greater.

Any recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding.

*Measurement:* Objective.

- Reviewed monthly by Operations Manager and reported by Executive Director at each Board meeting.

<b>FY19-20 Productivity</b>													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA Fixed	19.2	22.3	22.5	21.4	20.4	17.5	18.3	19.2	16.9	10.5	12.2	12.7	17.8
Rte 15	6.9	6.9	8.2	6.8	6.7	8.0	5.4	5.1	4.3	3.8	2.8	3.9	5.7
Paso Express	17.2	19.0	19.5	19.2	16.7	16.4	18.4	17.8	12.1	8.3	9.2	10.4	15.4
Runabout	1.5	1.5	1.6	1.4	1.6	1.4	1.4	1.5	1.3	1.3	1.2	1.2	1.4
Paso DAR	1.8	1.9	1.9	2.0	2.0	2.2	1.8	1.9	1.5	1.7	1.7	1.7	1.8
Nipomo DAR	1.7	3.0	4.1	4.2	3.6	3.3	2.9	3.3	3.3	1.2	1.3	1.6	2.8

<b>FY20-21 Productivity</b>													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA Fixed	8.5	9.3	9.5	9.9	10.2	9.6	8.9	9.7	10.3	10.6	11.0	11.1	9.9
Paso Express	8.4	8.3	8.6	9.9	9.4	8.6	8.6	11.2	13.3	16.6	18.3	16.4	11.5
Runabout	1.1	1.2	1.2	1.3	1.2	1.2	1.1	1.2	1.3	1.4	1.4	1.2	1.2
Paso DAR	1.4	1.6	1.7	1.7	1.8	3.2	1.6	1.7	1.6	1.6	1.8	1.7	1.8
Nipomo DAR	1.4	1.4	1.4	1.4	1.4	0.7	1.3	1.6	1.4	1.7	1.6	1.8	1.4

The tables above show that we did not meet the standards for RTA regional fixed-routes, Paso Express, Nipomo Dial-A-Ride, Paso Dial-A-Ride, or Runabout. Similar to national ridership trends, we continue to see declines/stagnation, which is an area of concern for the RTA and our partner transit agencies. In addition, the COVID-19 pandemic and statewide stay at home orders beginning in March 2020 drastically

reduced demand for public transit services, although productivity remained relatively high since service levels were cut at the outset of the pandemic. Overall ridership is trending upwards, and staff will continue to look at alternatives to improve results.

**Standard 2:** The Service Delivery rate for all regularly-scheduled / year-round services shall be 99% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

As long as a scheduled fixed-route bus trip is delivered ahead of the next scheduled bus trip, then service is considered “delivered” (but that late trip will still be reported under the on-time performance measure discussed below). The service delivery goal is 99% or greater. The RTA delivers about 2,574 trips per month, and for FY21 we missed 11 trips, or a service delivery achievement of 99%. Paso Express delivers about 634 trips per month, and we missed 5 trips in FY21, resulting in a service delivery achievement of 99%.

**Standard 3:** “On-time” is defined as no later than six minutes from any time point in the published schedule. We recognize that making scheduled transfers between buses is vitally important to riders, and staff will explore methods of regularly measuring missed transfers. The following On-Time Performance standards shall apply to regularly-scheduled / year-round services:

- A. Regional intercity fixed-route and Express runs shall be 85% or greater.
- B. Local fixed-route shall be 90% or greater.
- C. Route deviation services shall be 70% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

<b>FY19-20</b>													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA	88%	88%	85%	86%	87%	86%	89%	85%	89%	89%	90%	86%	87%
Paso	77%	84%	83%	81%	85%	85%	82%	85%	92%	92%	96%	94%	86%
Rte 15	75%	74%	71%	78%	77%	76%	77%	78%	70%	80%	88%	81%	77%

FY20-21													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA	91%	93%	92%	91%	91%	92%	93%	92%	91%	91%	90%	90%	91%
Paso	92%	92%	90%	92%	92%	91%	90%	93%	91%	90%	91%	92%	91%
Rte 15	86%	76%	83%	90%	92%	92%	86%	92%	90%	87%	86%	88%	87%

- The FY19-20 table above shows that we met or surpassed the standard for RTA intercity fixed-routes and RTA Route 15 deviated fixed-route service, but failed to consistently meet the standard on the two Paso Express local fixed-routes. For FY20-21, RTA intercity, Paso local, and Route 15 consistently exceeded standards. Staff will continue to look for ways to exceed this goal.

**Standard 4:** The On-Time Performance (OTP) for Runabout and other demand response services shall be 95% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

Runabout service is considered on-time if the van arrives within 30 minutes of the appointed pick-up time. The goal is 95% or greater, and Runabout surpassed this goal in each month of FY19-20 and FY20-21, achieving an overall OTP result of 98%. Staff will continue to monitor Runabout’s OTP to ensure we continue to achieve this strong result.

**Standard 5:** The RTA will make consistent efforts to explore new service and service delivery options as well as work with regional efficiencies in the delivery of transportation to the jurisdictions

*Measurement:* Subjective.

- Reported by the Executive Director and Division Heads annually.
  1. Schedule revisions and minor route alignment changes are evaluated routinely to improve service delivery.
  2. Staff monitors ridership and customer comments looking for system improvements.

**Standard 6:** The RTA will measure Overcrowding as the frequency of instances that the number of passengers on a bus exceeds the number of seats (i.e., 34 passengers on a 34-seat bus equates to a Load Factor of 1.00), as well as the duration of exceedances. The Overcrowding standards are as follows:

- A. The standard for regular fixed-route services is no more than 10% of the monthly total number of bus trips that exceed a Load Factor of 1.25 for greater than 20 minutes.
- B. The standard for Express services is no more than 10% of the monthly total number of bus trips exceeds a Load Factor of 1.00 for greater than 20 minutes.

If the Load Factor standards are exceeded, staff will assign a larger vehicle (if possible); otherwise, the Board will direct staff to evaluate adding scheduled bus trips to spread out the passenger loads.

*Measurement:* Objective.

- Reviewed quarterly by Operations Manager and reported by the Executive Director biannually to the Board.

There were no trips exceeding the overcrowding standard in FY19-20 or FY20-21. Staff will continue to monitor the service for overcrowding as it relates to riders' comfort levels during the pandemic.

**Standards of Excellence Section 2: Revenue and Resources** – While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers' investment in the RTA.

**Standard 1:** The annual operating budget will be based upon projected revenue and the total operating cost will not exceed the budget adopted by the Board.

*Measurement:* Objective.

- Tracked monthly in financial statements and reported bimonthly to the RTA Board.

FY15-16 Result: Operating Costs were 90% of the adopted budget

FY16-17 Result: Operating Costs were 89% of the adopted budget

FY17-18 Result: Operating Costs were 94% of the adopted budget

FY18-19 Result: Operating Costs were 95% of the adopted budget

FY19-20 Result: Operating Costs were 94% of the adopted budget

FY20-21 Result: Operating Costs were 88% of the adopted budget

Budget versus actual expenses data is calculated and reviewed on a monthly basis by RTA staff. This information is reported to the Board at each meeting (typically every other month) to help inform decisions.

**Standard 2:** The Farebox Recovery Ratio for all regularly scheduled / year-round services shall be 20% greater than the minimum standard required by SLOCOG to meet TDA requirements.

*Measurement:* Objective.

- Tracked monthly and reported bimonthly to the RTA Board.

FY15-16 Result: 25.7% (including Paso Express)

FY16-17 Result: 21.4% (including Paso Express)

FY17-18 Result: 20.5% (including Paso Express)

FY18-19 Result: 18.2% (including Paso Express)

FY19-20 Result: 12.7% (including Paso Express); 18.0% (including Paso Express through January 2020 prior to the COVID 19 pandemic). Core RTA fixed-routes achieved 12.9% in FY19-20.

FY20-21 Result: 3.5% (including Paso Express and South County Transit from January 1 – June 30, 2021) – COVID 19 pandemic limited fare period

In recent years, the RTA has struggled to meet this standard, particularly as the pre-pandemic economy improved, gas prices remained relatively low, and private automobile ownership increased. Staff will continue to closely monitor our FRR performance.

**Standard 3:** No significant annual fiscal and compliance audit findings.

*Measurement:* Objective.

- Finance and Administration will report any negative audit findings to the RTA Board.

The RTA consistently achieves positive annual fiscal and compliance reports with no significant financial audit findings. Staff strives to improve transparency and continues to implement procedures that exceed the auditors' expectations.

**Standard 4:** Ensure that all capital procurements provide good value to our customers and our employees.

*Measurement:* Subjective.

- Evaluated through the Marketing Department's biannual Community Perception Survey, feedback from communities, and review of the annual 5-year capital program by the RTA Board.

The annual capital program is developed by staff and presented to the Board as part of the annual budget-making process. In addition, staff presents budget revision recommendations if conditions change.

**Standards of Excellence Section 3: Safety** – We recognize the tremendous importance of safety in the operation of RTA service to our customers and communities. Therefore, the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

**Standard 1:** Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.

*Measurement:* Objective.

- Rate shall be tracked by the Safety and Training Manager, and reported annually to the RTA Board.

FY15-16 Result: 1.03

FY16-17 Result: 0.37

FY17-18 Result: 0.94

FY18-19 Result: 1.14

FY19-20 Result: 2.56

FY20-21 Result: 1.65 RTA-only, and 1.48 combined RTA/SCT

Bus Operators are held to a higher safety standard than the general public. Staff will continue to track this KPI closely. We have put together a team to monitor causative factors, including trends by route, years of experience, location, type of collision, etc. New Bus Operators return for refresher training after three months after being released from the training program.

**Standard 2:** Address all safety hazards identified by the Safety Resource Committee.

*Measurement:* Objective.

- List shall be compiled with action items and timelines by the Safety and Training Manager.

Employees are engaged in the Safety Resource and Employee Committee by submitting suggestions. Suggestions that are not directly related to the Committee's mission are forwarded to the appropriate department for resolution.

During FY20-21, the Safety Resource Committee closed twenty action items, with four open action items and two recurring items remaining. Some of these action items include trimming trees along routes and at bus stops, problem locations being identified then routed to the appropriate department for remediation, and safety items on buses (i.e., missing ramp hooks to prevent driver finger injuries, grip tape on brake pedals, seatbelt cutters secured, and mechanics adjusting back-up sensors on the cutaways). RTA employees continue to demonstrate attentiveness and communication in mitigating hazards. The Maintenance Manager has been a significant resource in alleviating hazards pertaining to buses and facilities.

Our annual refresher-training classes for Bus Operators, Supervisors and Dispatchers will continue throughout the year. Additional courses presented during the 8-hour refresher training classes include Customer Service Skills, Fire Evaluation, Customer Safety, hands-on ramp, kneeler, and wheelchair users' safety.

**Standard 3:** Preventable workers compensation lost-time claims will not exceed six annually, and preventable medical-only claims will not exceed five annually.

*Measurement:* Objective.

- All work comp claims shall be duly investigated and immediately reported by Finance and Administration staff to our carrier.

FY15-16 Result: 1 lost-time claim (no medical only)

FY16-17 Result: 5 lost-time claims, and 3 medical only

FY17-18 Result: 0 lost-time claims, and 7 medical only

FY18-19 Result: 11 lost-time claims, and 5 medical only

FY19-20 Result: 7 lost-time claims (3 are open as of December 2020), and 14 first aid/incidents/medical only (all 14 have closed as of July 31, 2020)

FY20-21 Result: 4 lost-time claims (2 are open as of August 31, 2021), and 14 first aid/incidents/medical only (all 14 have closed as of August 31, 2021)

**Standard 4:** Customer and community perception of system safety will be at least 90%.

*Measurement:* Objective.

- As measured in biannual Community Perception Survey.

Based on the Customer Perceptions Survey conducted in March 2020 at the outset of the COVID-19 pandemic, customer perception of system safety was rated 3.6 out of 4, which equates to 90%. Staff strives to maintain and enhance satisfaction regarding this standard.

**Standard 5:** Total risk management costs shall not exceed industry norms. Staff will undertake alternating market surveys every four years for vehicle liability / physical damage coverage and for workers compensation coverage.

*Measurement:* Objective.

- Tracked monthly by Finance and Administration and reported bimonthly to the RTA Board.
- Reported monthly by Finance and Administration in financials and YTD budget reports.

FY14-15 Result: 8.7% of total operating costs  
FY15-16 Result: 10.7% of total operating costs  
FY16-17 Result: 13.7% of total operating costs  
FY17-18 Result: 13.2% of total operating costs  
FY18-19 Result: 10.8% of total operating costs  
FY19-20 Result: 10.9% of total operating costs  
FY20-21 Result: 9.9% of total operating costs

Staff has worked hard to close claims opened in prior years. More importantly, our workers compensation premium rates declined for the first time in many years. Although this is good news, due to the tightening market in California, staff expects risk management costs to continue to escalate unless tort reform or other adjustments are made by the Legislature that could reduce transit agencies' exposure to frivolous lawsuits. If our exposure could be reduced, it would likely increase competition in the market and reduce our risk management costs. Staff is closely monitoring this issue and will report developments back to the Board as information is collected.

**Standards of Excellence Section 4: Human Resources** – Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity.

**Standard 1:** Recruit, promote and retain highly qualified employees to achieve our service standards.

*Measurement:* Subjective.

- Annual assessment by Executive Director and Department Heads.

The annual calendar year turnover rates for RTA are as follows:

2016 – 14%  
2017 – 19%  
2018 – 20%  
2019 – 18%  
2020 – 13%  
2021 – 10% as of June 30, 2021

**Standard 2:** Provide continuous development of skills and capabilities through ongoing training and development programs that foster personal and professional growth. Department Heads develop training plans as part of annual budget-making process, according the following minimum standards:

- A. Maintenance: 30 Hours per technician annually.
- B. Operations Supervisors: 24 Hours annually.
- C. Bus Operators: 8 Hours Annually.
- D. Finance and Administration: 16 Hours per employee annually.

*Measurement:* Objective.

- Department Heads evaluated annually for achievement of training objectives.

Staff appreciates the Board’s commitment to funding a relatively robust training budget. It should be noted that ongoing training is a major part of what staff does on a daily basis to help both the organization and staff grow professionally and enhance safe operations.

- Maintenance: As of June 30, 2021, RTA Technicians have averaged nearly 25 hours per person, including training for electrical system diagnosis, disc brakes, bearings and slack adjusters, and transit safety. For comparison, in FY19-20, the Technicians who worked the full year averaged over 32 hours per person, with significant training being conducted for electrical, brakes, and HVAC. The RTA has greatly benefited from membership in the Southern California Regional Transit Training Consortium, providing significant training resources albeit somewhat haltingly in a virtual world.
- Operations: In FY20-21, the average to date is 53.4 training hours per Supervisor; standard is 24 hours annually. COVID-19 provided the opportunity and requirement for more virtual training. These trainings included the following:
  - Mandatory two-hour Management Sexual Harassment Training every two years.
  - Due to the COVID-19, we had a virtual *FTA Drug and Alcohol Conference* in May 2021 with a total of 32hour for three staff members.
  - The Operations Manager attended the CALACT virtual conference in November 2020 and April of 2021.

- Operations Supervisors and Training staff attended two 40-hour TSI training classes for *Transit Safety and Security*, and *Transit Accident Investigation*. One of our training staff members is working toward an FTA Safety Certification.
- The Training staff attended Mobility Management Webinar entitled *Post-COVID Innovations in Paratransit Eligibility*.
- Operations Manager and Deputy Director participated in a two-hour CalACT webinar entitled *Race, Work & Leadership: New Perspective on the Black Experience*.
- Lead Operations Supervisor and Operations Manager the Leadership Transit & Paratransit Management Program
- All supervisors attended COVID-19 require training provided by CalOSHA.
- Due to the Federal Transportation Administration established an Individual Training Program in order to satisfy the requirements to obtain the Public Transportation Safety Certification for Bus Operations. Due to COVID travel restrictions, the full-time Transit Instructor was able to complete many of the courses via zoom interactive classroom training this year. On average the training staff had 111 hour of training.
- Bus Operator training included:
  - Three-month refresher for new Bus Operators.
  - Focused and customized training designed specifically for Bus Operators on an as-needed basis (i.e., in response to a collision, customer complaint, or other incident).
  - Annual required 8 hours VTT class conducted by our training department.
- Finance and Administration: these training hours are used by each employee in various ways based on their responsibilities and in consultation with his or her direct supervisor. For FY20-21, these included the CALPELRA Human Resources Conference, National Transit Institute National Transit Database, information sessions on new leave and workers compensation requirements, FTA Drug and Alcohol training, Human Resources virtual summits, a *Connections and Cultures* webinar, CalTIP Board of Directors meetings, and various collaborations with other transit agencies.

**Standard 3:** Enable our employees to achieve excellence in serving our customers by building teamwork and understanding effective communication within the organization.

*Measurement:* Subjective.

- Employees provided opportunity to provide feedback on organizational communication as part of the Executive Director’s annual evaluation.

We continually stress the tenets of *Verbal Defense and Influence*, which focuses on how to communicate more effectively with each other and our customers – particularly in difficult or threatening situations. The Executive Director and the three RTA department

heads meet weekly to ensure consistency in messaging and direction for the organization.

**Standard 4:** Employees will be evaluated annually in a fair and equitable way to judge performance and be provided a developmental plan for the next fiscal year.

*Measurement:* Objective.

- Employee merit evaluations will be provided to each employee annually with the evaluation grading measurement of attainment of department objectives developed during the budget process and achievement of RTA's Standards and RTA's KPIs.

The RTA currently completes formal annual evaluations for administration and management staff. Bus Operators, Technicians and Utility employees are evaluated based on the requirements of the Collective Bargaining Agreement (CBA) and to ensure the public's safety. Both Technicians and Bus Operators are also evaluated as part of the RTA Safety Awards program on their individual anniversary dates.

**Standards of Excellence Section 5: Fleet and Facility** – We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

**Standard 1:** If funding permits, the RTA will match SLO Transit's standard of replacing revenue vehicles when they reach the FTA-defined useful life minimums in terms of service years or miles. If funding remains constrained, negotiate with SLO Transit to ensure neither agency's buses surpass 40% beyond the FTA standards.

*Measurement:* Objective.

- As tracked by Finance and Administration as part of grant-making efforts.

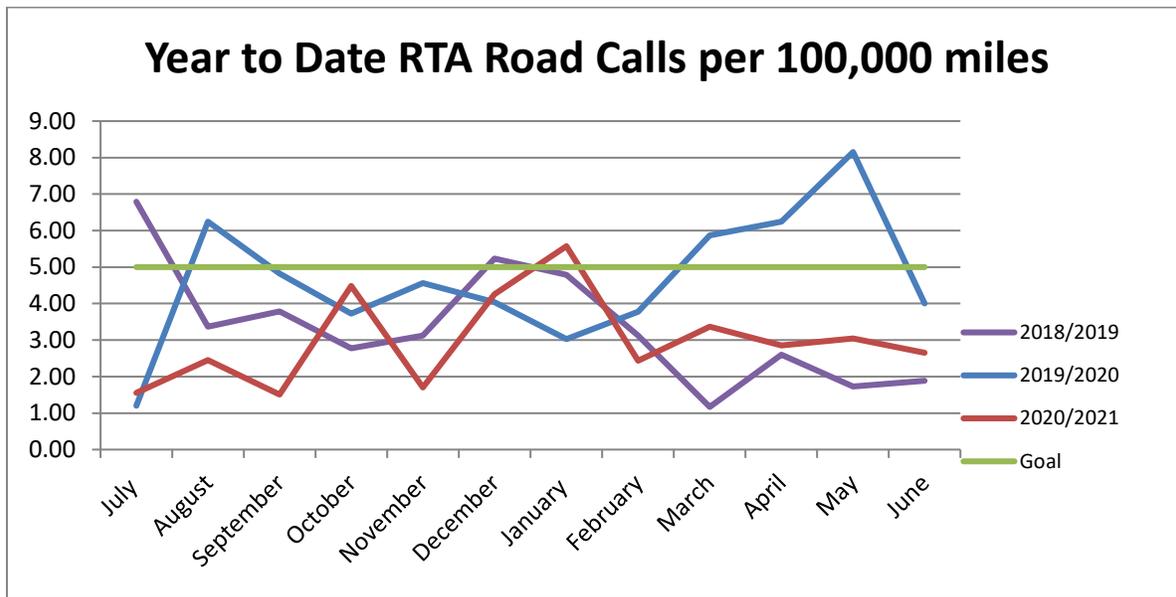
As of June 30, 2021 the average RTA fixed-route vehicle age (including Paso Express fixed-route vehicles) is 7 years with an average of 304,507 miles. The design life of a heavy-duty fixed-route bus is 12-years/500,000 miles. The average demand response vehicle age (including Runabout and other Dial-A-Ride vans) is 3 years with an average of 51,269 miles. The design life of a demand response van is 4-years/100,000 miles. We are currently within the RTA's standards. Our capital program was updated as part of the 2016 SRTP update, which was adopted by the RTA Board in July 2016. In addition, a five-year capital program is included in each annual budget document.

**Standard 2:** Road calls will not exceed five per 100,000 vehicle service miles. A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

*Measurement:* Objective.

- As tracked and reported by the Maintenance Department, and reported biannually to the RTA Board.

As depicted in the graph below, this standard has been achieved in all but six months over the past three fiscal years. The year-end average was 4.65 in FY18-19, 4.64 in FY19-20 and 2.99 in FY20-21. The RTA uses the same definition of a road call as used in the National Transit Database. We will closely track this standard as our fleet ages and/or if breakdowns appear to be happening more frequently.



**Standard 3:** Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

*Measurement:* Subjective.

- As measured by employee and customer feedback.

Based on the results of the Customer Perception Survey that was conducted in March 2020 prior to the COVID-19 pandemic, two questions provide valuable information: “cleanliness of buses” and “bus exterior appearance,” which ranked at 3.4 and 3.5 out of four, respectively. In an effort of focus on interior bus sanitation for the health and well-being of our staff and community in light of the COVID-19 pandemic, exterior cleanings have occurred less frequently since the surveys were conducted so we would anticipate current results would be lower for exterior but high for overall cleanliness.

Employee surveys were conducted in October 2020, and we received 53 written responses regarding safety of the facilities, bus stops and buses for employees and passengers. The feedback was provided to the Maintenance and Utility team, as well as the Bus Stop Improvement Committee. This qualitative “direct feedback” procedure was selected as it provides specific information about what needs to be improved. We have been able to respond to many specific requests, including new outdoor seating at the Paso location, and a new approach on addressing the lighting needs of many stops by the Bus Stop Improvement Committee.

**Standard 4:** Achieve an 80% favorable rating of bus stop appearance by customers and the communities that we serve.

*Measurement:* Objective.

- As measured in the biannual Community Perception Survey.

Bus stop appearance was included in the 2020 customer perception survey, and we achieved a ranking of 3.2 out of 4, which equates to an 82% favorable rating. Although this meets the favorable standard, staff is developing a strategy to address this standard, including updating/replacing the bus stop signs for Paso Express and repair/enhancement of bus stop lighting. Staff also anticipates the remodel of the transit center downtown that was completed in May 2020 (after this survey was conducted) will favorably impact this ranking when the next survey is completed.

**Standard 5:** Achieve all federal- and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. The following standards apply:

- A. No negative CHP Annual Terminal Inspection, FTA Triennial Review or TDA Triennial Performance Audit findings.
- B. Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).

*Measurement:* Objective.

- As tracked by the Maintenance Department, and reported annually to the RTA Board.

There were no negative findings in the 2019 TDA Triennial Performance Audit, the 2019 FTA Triennial Review, nor in the most recent CHP Terminal Inspection. Preventive maintenance has been completed on a timely basis, with no CHP findings.

**Standards of Excellence Section 6: Leadership** – We will strive to be one of the nation’s leading small transit operators. We will work to maintain collaborative relationships within the industry, within our community, and with our stakeholders. We will develop future leaders from within our organization.

**Standard 1:** Maintain cooperative relationships with federal, state and local funding agencies.

*Measurement:* Subjective.

- Will be reviewed by staff and RTA Board.

Staff believes that we have fostered a strong relationship with our partners at the federal, state and local levels. If any issues arise (i.e., the recent COVID-19 pandemic), it is brought to the Board’s attention for direction so that staff can work with our cohorts in the region to provide a reasonably consistent response. The Executive Director serves on the CTA Small Operators Committee, and also was re-elected as the Chairperson for the CalTIP Board in April 2020. He also serves on the County Department of Public Health COVID-19 Vaccination Task Force.

**Standard 2:** Develop partnerships with stakeholders, community leaders and decision makers, while keeping them well informed of the integral role of RTA and contributions to the communities that we serve.

*Measurement:* Subjective.

- To be evaluated and monitored by RTA Board.

The agency's partnership successes are formally discussed by the Board during the Executive Director's annual evaluation. However, issues and ideas are also forwarded by community members to both the Board and staff throughout the year. Although hampered by the pandemic in comparison to previous years, the Executive Director attends City Council and Board of Supervisors meetings throughout the year, as well as community outreach events and workshops.

**Standard 3:** Promote effective internal communications and promote the values of the organization.

*Measure:* Subjective.

- To be evaluated by Executive Director.

Promoting effective internal communication is a task that always requires high- and mid-level nurturing. Senior staff members meet weekly to discuss effective communications and our organizational values, while a broader group meets bi-weekly to strive to ensure messaging is consistent and useful. At the outset of the COVID-19 pandemic in early March 2020, senior staff met every morning to review operational responses and to plan for recovery actions. This has more recently been scaled back to weekly and the broader group meetings were reinstated (albeit monthly versus every two weeks pre-pandemic). Like any organization that is not afraid to "peel back the layers," we often find examples of where we can improve and the Executive Director informs the Board President of on-going efforts. While we believe we are making strides in improving internal communications, this is an area in which the work is never "done."

**Standard 4:** Provide effective leadership for public transportation within the County.

*Measurement:* Subjective.

- To be evaluated by Executive Director and RTA Board.

Similar to the discussion on Standard 3 above, the Executive Director's leadership is evaluated annually as part of his review. The Executive Director also discusses leadership successes and goals with his three department heads as part of their annual evaluation. Finally, the Executive Director and other senior RTA staff discuss direction with other transit agency staff during quarterly RTAC meetings and other transit-focused meetings (i.e., FTA 5307 planning, UZA MOU discussions, SSTAC, etc.) throughout the year.

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## Strategic Business Plan Standards of Excellence

**Standards of Excellence Section 1: Service Quality and Efficiency** – We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

**Standard 1:** Passengers per vehicle service hour will be 17 or greater.

*Measurement:* Objective.

- Administrator will review monthly and report at each Board meeting.

	Goal	FY17-18*	FY18-19*	FY19-20*	FY20-21*
JUL	15	18	18	16	9
AUG	15	17	16	14	9
SEP	15	16	16	14	9
OCT	15	17	16	14	10
NOV	15	16	16	14	10
DEC	15	15	15	13	9
JAN	15	15	14	12	8
FEB	15	15	15	13	9
MAR	15	14	16	11	10
APR	15	14	15	10	11
MAY	15	15	14	12	11
JUN	15	17	15	12	11
YTD		16	15	13	10

\* Using APC data

SoCo Transit achieved an annual productivity average of 13 for FY19-20, and averaged 10 for FY20-21. However, please note that overall ridership decreased significantly as a result of the COVID-19 stay at home order and resulting service cuts, but productivity has remained relatively high.

**Standard 2:** The Service Delivery rate for all regularly scheduled / year-round services shall be 99% or greater.

*Measurement:* Objective.

- Reviewed quarterly by Operations, and reported by Administrator bi-annually to the Board.

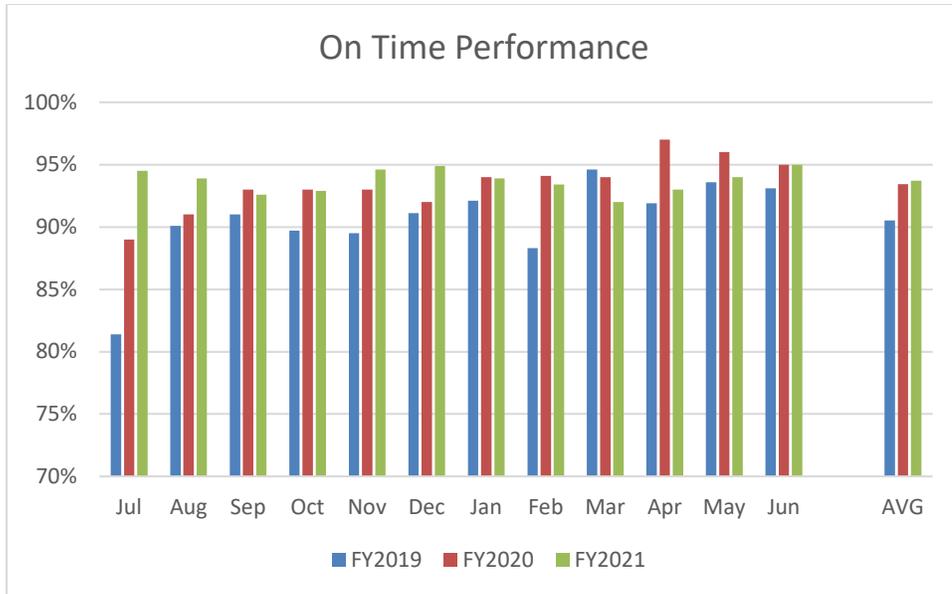
For FY20-21, SoCo Transit missed a total of 17 trips, resulting in a service delivery of 99%.

**Standard 3:** The On-time Performance for all regularly-scheduled / year-round services shall be 90% or greater. “On-time” is defined as no later than six minutes from any time point in the published schedule. We recognize that making scheduled transfers between buses is vitally

important to riders, and staff will explore methods of regularly measuring missed transfers.

*Measurement: Objective.*

- Administrator will report bi-annually to the Board.



For FY19-20, SoCo Transit has met the 90% threshold every month except July and achieved an annual average of 93%. For FY20-21, SoCo Transit has exceeded the goal every month with a 94% overall average.

**Standard 4:** SoCo Transit will make consistent efforts to explore new service and service delivery options as well as work with regional efficiencies in the delivery of transportation to the jurisdictions

*Measurement: Subjective.*

- Reviewed quarterly by Operations, and reported by Administrator annually to the Board.

The Short-Range Transit Plan (SRTP) study was adopted by the SoCo Transit Board at its January 2020 meeting. The SRTP study provided an in-depth assessment of current services, and provided a 5- to 7-year “road map” for future changes.

**Standard 5:** SoCo Transit will measure Overcrowding as the frequency of instances that the number of passengers on a bus exceeds the number of seats (i.e., 34 passengers on a 34-seat bus equates to a Load Factor of 1.00), as well as the duration of exceedances. The Overcrowding standard for regular fixed-route services is no more than 10% of the monthly total number of bus trips that exceed a Load Factor of 1.25 for greater than 20 minutes. If the Load Factor standard is exceeded, staff will assign a larger vehicle (if possible); otherwise, the Board will direct staff to evaluate adding scheduled bus trips to spread out the passenger loads.

*Measurement: Objective.*

- Reviewed quarterly by Operations, and reported by the Administrator biannually to the Board.

There are currently no on-going overcrowding issues on the system. Staff will continue to monitor the ridership for standing loads and overcrowding, particularly as it relates to riders' comfort levels during the pandemic.

**Standards of Excellence Section 2: Revenue and Resources** – While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers' investment in SoCo Transit

**Standard 1:** The annual operating budget will be based upon projected revenue balanced with other eligible TDA uses and the total operating cost will not exceed the budget adopted by the Board.

*Measurement:* Objective.

- Administrator will review monthly and report at each regularly scheduled Board meeting.

FY15-16 Result: Operating Costs were 90% of the adopted budget

FY16-17 Result: Operating Costs were 96% of the adopted budget

FY17-18 Result: Operating Costs were 95% of the adopted budget

FY18-19 Result: Operating Costs were 94% of the adopted budget

FY19-20 Result: Operating Costs were 95% of the adopted budget

FY20-21 Result: Operating Costs were 40% of the adopted budget through December 2020; see shared SoCo Transit/RTA results in the RTA report for the remainder of the fiscal year

Budget versus actual expenses data is calculated and reviewed on a monthly basis by staff.

**Standard 2:** Farebox Recovery Ratio shall be greater than the minimum standard required by SLOCOG to meet TDA requirements. In FY17-18, that minimum was 20%.

*Measurement:* Objective.

- Administrator will review monthly and report at each regularly scheduled Board meeting.

Staff will continue to closely monitor FRR performance, particularly as the economy continues to improve, gas prices continue to fall, and most fixed-route providers in the county are experiencing declining ridership. The results for the past four fiscal years are presented below:

- FY15-16 Result: 13.6%
- FY16-17 Result: 11.9%

- FY17-18 Result: 13.3%
- FY18-19 Result: 11.7%
- FY19-20 Result: 7.3% (unaudited), 9.9% through January 2020 prior to the COVID-19 pandemic impacts
- FY20-21 Result: 3.7% through December 2020; see shared SoCo Transit/RTA results in the RTA report for the remainder of the fiscal year

**Standard 3:** No significant annual fiscal and compliance audit findings.

*Measurement:* Objective.

- Finance and Administration will report any negative audit findings to the Board.

SoCo Transit has been audited every year and consistently had clean reports with no significant financial audit findings. Staff strives for improved transparency and continues to implement procedures that exceed the auditors' expectations.

**Standard 4:** Ensure that all capital procurements provide good value to our customers and our employees.

*Measurement:* Subjective.

- Evaluated through the Marketing Department's biannual Community Perception Survey, feedback from communities and review of the annual 5-year capital program by the Board.

The annual capital program is developed by staff and presented to the Board as part of the annual budget-making process. In addition, staff presents budget revision recommendations if conditions change.

**Standards of Excellence Section 3: Safety** – We recognize the tremendous importance of safety in the operation of SoCo Transit service to our customers and communities. Therefore, the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

**Standard 1:** Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.

*Measurement:* Objective.

Rate shall be tracked by the Safety and Training Manager, and reported annually to the Board. SoCo Transit achieved an excellent stretch of 969 days without a preventable collision, which unfortunately came to an end on December 22, 2019.

FY15-16 Result: 0.90  
FY16-17 Result: 1.30  
FY17-18 Result: 0.00  
FY18-19 Result: 0.00  
FY19-20 Result: 1.43  
FY20-21 Result: 0.48

As seen above, SoCo Transit met the goal of preventable vehicle collisions not exceeding 1.0 per 100,000 miles traveled. We are proud of the Bus Operators that helped to provide service to our communities in spite of the challenging pandemic circumstances. Staff will continue to track this KPI closely. We have put together a team to monitor causative factors, including trends by route, years of experience, location, type of collision, etc.

**Standard 2:** Address all safety hazards identified and reported to the joint RTA / SoCo Transit Safety Resource Committee.

*Measurement:* Objective.

- List shall be compiled with action items and timelines by the Safety and Training Manager.

See shared SoCo Transit/RTA results in the RTA report.

**Standard 3:** Preventable workers compensation lost-time claims will not exceed 4 annually, and preventable medical-only claims will not exceed 5 annually.

*Measurement:* Objective.

- All work comp claims shall be duly investigated and immediately reported by Finance and Administration to our work comp carrier.

FY15-16 Result: 1 medical-only (no lost-time claims)

FY16-17 Result: 1 lost-time claim (no medical-only)

FY17-18 Result: 1 lost-time claim (1 medical-only claim)

FY18-19 Result: 0 claims

FY19-20 Result: 2 lost-time claims; 1 medical-only claim

FY20-21 Result: 0 claims upon consolidation with the RTA (as of December 31, 2020)

**Standard 4:** Customer and Community perception of system safety will be at least 90%.

*Measurement:* Objective.

- As measured by biannual Community Perception Survey.

See shared SoCo Transit/RTA results in the RTA report.

**Standard 5:** Total risk management costs shall not exceed industry norms. Staff will undertake alternating market surveys every four years for vehicle liability / physical damage coverage and for workers compensation coverage.

*Measurement:* Objective.

- Reported by Finance and Administration in financials and reported at each regularly scheduled Board meeting.

FY15-16 Result: 11.6% of total operating costs  
FY16-17 Result: 11.2% of total operating costs  
FY17-18 Result: 12.1% of total operating costs  
FY18-19 Result: 12.1% of total operating costs  
FY19-20 Result: 12.0% of total operating costs  
FY20-21 Result: 13.0% of total operating costs upon consolidation with the RTA (through December 31, 2020)

Staff has worked diligently to close claims that were opened in prior years. With fewer claims than in previous years, workers compensation costs declined for the first time in many years. Although this is good news, due to the tightening market in California, staff expects these costs may continue to escalate unless tort reform or other adjustments are made by the Legislature that could reduce transit agencies' exposure to frivolous lawsuits. If our exposure could be reduced, it would likely increase competition in the market and reduce our risk management costs. Staff is closely monitoring this issue and report developments back to the Board as information is collected. Consolidation with RTA has eliminated duplicate annual administrative charges in the future.

**Standards of Excellence Section 4: Human Resources** – Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity.

**Standard 1:** Recruit, promote and retain highly qualified employees to achieve our service standards.

*Measurement:* Subjective.

- Annual assessment by the Administrator and Department Heads.

The annual calendar year turnover rates for SoCo Transit improved greatly over the past two years, as follows:

2012 – 9%	2017 – 20%
2013 – 14%	2018 – 10%
2014 – 19%	2019 – 5%
2015 – 28%	2020 – 18%
2016 – 22%	

**Standard 2:** Provide continuous development of organizational skills through ongoing training and development programs that result in personal and professional growth.

*Measurement:* Objective.

- Training needs will be reviewed annually as part of the budget process.

Bus Operators must complete a State-mandated minimum of eight hours of Verification of Transit Training annually, which we achieved. Also see shared SoCo Transit/RTA results in the RTA report.

**Standard 3:** Enable our employees to achieve excellence in serving our customers by building teamwork and understanding effective communication within the organization.

*Measurement:* Subjective.

We continually stress the tenets of *Verbal Defense and Influence*, which focused us how to communicate more effectively with each other and our customers.

**Standard 4:** Employees will be evaluated annually in a fair and equitable way to judge performance and be provided a developmental plan for the next fiscal year.

*Measurement:* Objective.

- Employee merit evaluations will be provided to each employee annually with the evaluation grading measurement of attainment of department objectives developed during the budget process and achievement of our Standards and KPIs.

Bus Operators are evaluated based on the requirements of the Collective Bargaining Agreement, and as part of the Safety Awards program on their individual anniversary dates.

**Standards of Excellence Section 5: Fleet and Facility** – We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

**Standard 1:** If funding permits, SoCo Transit will match SLO Transit’s and the RTA’s standard of replacing revenue vehicles when they reach the FTA-defined useful life minimums in terms of service years or miles. If funding remains constrained, we negotiate with SLO Transit and the RTA to ensure no agency’s buses surpass 40% beyond the FTA standards.

*Measurement:* Objective.

- As tracked by Finance and Administration as part of grant-making efforts.

As of June 30, 2021 the average SoCo Transit fixed-route vehicle age is 9 years with an average of 286,384 miles. The design life of a fixed-route bus is 12 years/500,000 miles.

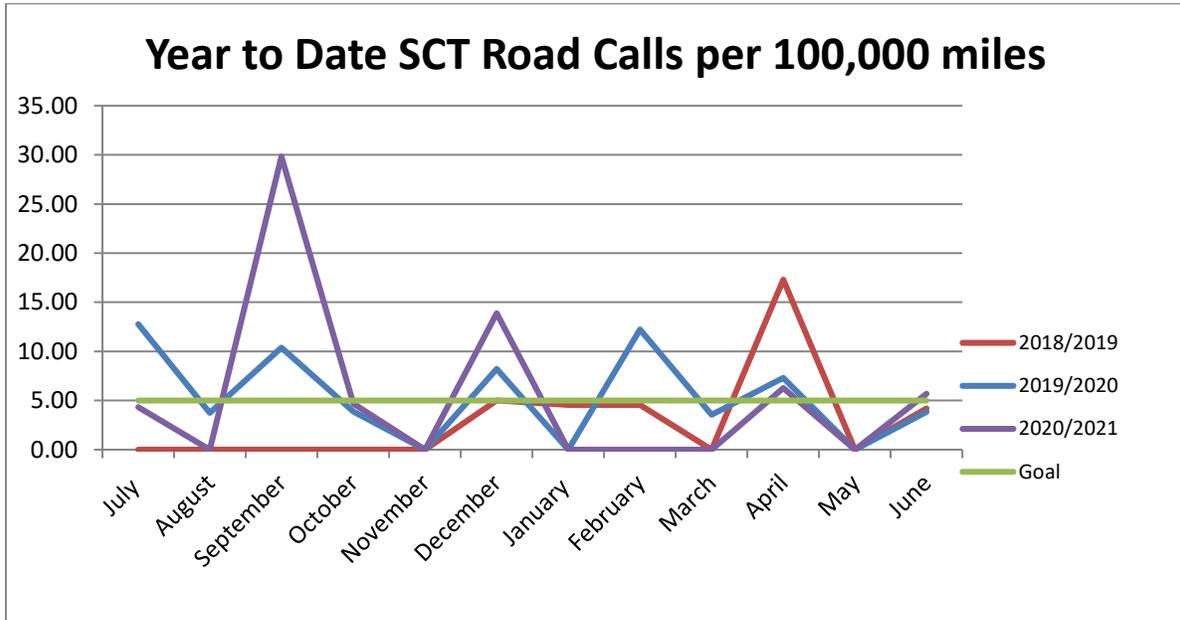
**Standard 2:** Road calls will not exceed 5 per 100,000 vehicle service miles. A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

*Measurement:* Objective.

- As tracked and reported by the Maintenance Department, and reported biannually to the Board.

The average for SoCo Transit was 2.97 in FY18-19, 5.49 in FY19-20 and 5.39 in FY20-21. RTA’s reporting to the Federal Transit Administration (on behalf of SoCo Transit) matches the definition as used in the National Transit Database. We will closely track

this standard, since our fleet is aging and breakdowns appear to be happening more frequently.



**Standard 3:** Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

*Measurement:* Subjective.

- As measured by employee and customer feedback.

See shared SoCo Transit/RTA results in the RTA report.

**Standard 4:** Achieve an 80% favorable rating of bus stop appearance by customers and the communities that we serve.

*Measurement:* Objective.

- As measured in the biannual Community Perception Survey.

See shared SoCo Transit/RTA results in the RTA report.

**Standard 5:** Achieve all federal- and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. The following standards apply:

- No negative CHP Annual Terminal Inspection, FTA Triennial Review or TDA Triennial Performance Audit findings.
- Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).

*Measurement:* Objective.

- As tracked by the Maintenance Department, and reported annually to the Board.

There were no negative maintenance department findings in the 2019 TDA Triennial Audit, the 2019 FTA Triennial Review, nor in the RTA's annual CHP Terminal Inspection (includes SoCo Transit's data). Preventable maintenance has been completed on a timely basis, with no CHP findings.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2021  
STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Fiscal Year 2021-22 Operating and Capital Budget Amendment #1

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**STAFF RECOMMENDATION:** Adopt Budget Amendment #1 as presented, and retain the \$550,440 LTF reduction as FY21-22 Contingency. Any subsequent expenditure of the Contingency funds requires prior approval by the RTA Board.

**EXECUTIVE COMMITTEE AND RTAC RECOMMENDATION:** Bring the Fiscal Year 2021-22 Budget Amendment #1 as presented to the Board for approval, with an option of retaining the LTF reduction as FY21-22 Contingency

**BACKGROUND/DISCUSSION:**

As mentioned at the May 5<sup>th</sup> RTA Board meetings, the American Recovery Plan Act (ARPA) signed into law on March 11, 2021 provided \$1.9 trillion nationwide to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. ARPA included \$30.5 billion in federal funding to support the nation's public transportation systems. Below are details of ARPA funding apportioned by the Federal Transit Administration as Section 5307 funds to the region, by Urbanized Area (UZA):

1. Arroyo Grande – Grover Beach UZA:	\$174,160
2. San Luis Obispo UZA:	\$1,136,827
3. El Paso de Robles – Atascadero UZA:	<u>\$818,790</u>
<b>Total:</b>	<b>\$2,129,777</b>

Additionally, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) signed into law on December 27, 2020 included \$900 billion in supplemental appropriations for COVID-19 relief, \$14 billion of which were allocated to support the transit industry during the COVID-19 public health emergency. Although three UZAs did not receive funding under CRRSAA, rural areas in the state of California did received funding. The RTA applied for CRRSAA Section 5311 non-urbanized apportionment through Caltrans. Since those funds can only be used for rural transit services. The RTA will work with SLOCOG on the allocation of these funds for the rural

services the RTA provides, as well as exchanging funds in support of Morro Bay Transit and San Luis Obispo County transit services.

The funding from ARPA and CRRSAA can be used for all net operating expenses (after deducting fares) incurred since January 20, 2020; no local match is required. Staff using these funds to replace some of the Local Transportation Funds that could instead be used by the RTA jurisdictions for local streets/roads purposes.

There are a number of changes in the current fiscal year, which staff has noted in **yellow** in the detailed pages. In total, it is projected that the jurisdictions will have a reduction of the LTF required for FY21-22 of **\$550,440**, as a result of this budget amendment. It should be noted the Executive Committee met on October 13<sup>th</sup>, and asked that staff include an option of retaining the \$550,440 in LTF reduction as contingency in the current budget year. If any of this \$550,440 is not subsequently authorized by the RTA Board in FY21-22 would be carried over into FY22-23 in an attempt to reduce the LTF needed in the future.

### **Changes in Operating Revenue:**

- Offset reserve to carryover to FY22-23 increased by \$2,613,050 which allows for a reduced LTF request in FY22-23 and address revenue reductions.
- Changes in Non TDA Sources:
  - Increase in fares of \$638,280 to \$800,000 based on the return to the traditional fare structure in July 2021.
  - Increase in State Transit Assistance (STA) of \$105,600 to \$829,280 based on the revised STA estimate provided to the SLOCOG Board at the October 6<sup>th</sup> Board meeting.
  - Increase in the regular FTA (Section 5307) apportionments for all three UZA's based on a portion of the unused 5307 allocation from FY2020-21 of \$350,000 each for a total of \$1,050,000.
  - Eliminate the regular FTA (Section 5307) from the Santa Maria UZA based on negotiations with the City of Santa Maria which were originally budget to be \$424,800.
  - Increase FTA (Section 5307) ARPA funding based on awarded amounts for a total of \$763,250.
- Changes in TDA Required:
  - Increase the Rural Transit Fund/5311 Exchange amount by \$500,000 (from \$586,250 to \$1,086,250) to pass money through the exchange for the City of Morro Bay and the County.
  - Decrease in the TDA required of \$550,440 (from \$3,269,980 to \$2,719,540) based on funding availability.

### **Changes in Capital Revenue:**

- Decrease in starting reserves by the increase in offset reserve carryover from FY21/22.
- Changes in Non TDA Sources
  - Carryover in Prop 1B for bus stop improvement funds of \$199,720.
  - Carryover in APCD AB 617 grant funds for the bus maintenance facility electrical charging infrastructure of \$721,980.

- Carryover FTA (Section 5307) funds for Runabout vehicle replacements of \$85,330 for all three UZA's.
- Carryover of the FTA (Section 5339) for the bus maintenance facility of \$1,169,740.
- Carryover the financing balance available from TIFIA for the bus maintenance facility of \$1,377,940.

**Changes in Operating Expenditure:**

Increase for the PERS Buyout annual amount due of \$178,310.

**Changes in Capital Expenditures:**

- Carryover radio project of \$6,600.
- Carryover balance of bus stop improvements still being worked on of \$284,680 (from \$92,750 to \$377,430).
- Carryover balance for Runabout vehicle replacements stretched out due to reduced ridership as a result of the pandemic of \$302,000.
- Carryover balance for the bus maintenance facility of \$2,866,970 (from \$7,347,000 to \$10,213,970).

These amendments do **not** require any additional LTF funds for FY21-22.

**Staff Recommendation to Executive Committee on October 13<sup>th</sup>:**

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 3, 2021 Board meeting.

**Staff Recommendation for RTAC on October 21<sup>st</sup>:**

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 3, 2021 Board meeting, with the option of retaining the 550,440 LTF reduction as FY21-22 contingency.

**Final Staff Recommendation:**

Adopt Budget Amendment #1 as presented, and retain the \$550,440 LTF reduction as FY21-22 Contingency. Any subsequent expenditure of the Contingency funds requires prior approval by the RTA Board.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
OPERATING REVENUE BUDGET AMENDMENT #1 FOR 2021/2022**

	2020/2021 Combined Actual	2021/2022 Amendment #1 Operating Budget	2021/2022 Adopted Operating Budget
<b>FUNDING SOURCES:</b>			
GENERAL RESERVES	1,817,517	4,767,420	4,767,420
1. ESTIMATED FUND BALANCE	1,817,517	4,767,420	4,767,420
2. LESS REQUIRED RESERVES FOR FISCAL YEAR			
CASH FLOW REQUIREMENTS PER TDA	2,072,810	1,874,230	2,033,800
PERS BUYOUT	-	-	-
DEBT SERVICE RESERVE FOR BUS MAINTENANCE FACILITY	-	-	-
OFFSET RESERVE TO CARRYOVER TO FUTURE FISCAL YEARS	-	2,613,050	-
TOTAL	2,072,810	4,487,280	2,033,800
3. FUND BALANCE AVAILABLE	(255,293)	280,140	2,733,620
<b>NON TDA SOURCES</b>			
FARES	361,944	800,000	161,720
SCT MANAGEMENT CONTRACT	122,650	114,160	114,160
COUNTY MANAGEMENT CONTRACT	88,680	98,390	98,390
NORTH COUNTY MANAGEMENT CONTRACT	43,030	47,740	47,740
INTEREST	27,056	27,570	27,570
STATE TRANSIT ASSISTANCE (STA) INCLUDING SB1	1,158,905	829,280	723,680
RURAL TRANSIT FUND (Administration)	30,000	30,000	30,000
RURAL TRANSIT FUND (Operating Funds)	738,263	313,600	313,600
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	-	971,300	621,300
FTA (Section 5307) - San Luis Obispo CARES/ARPA	2,148,840	238,730	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	564,632	586,250	586,250
FTA (Section 5311) - Operating CARES/CRRSAA	1,134,604	1,549,900	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-N. County) - Operating	-	1,359,000	1,009,000
FTA (Section 5307-N. County) - Operating CARES/ARPA	2,329,995	433,960	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-SM) - Operating	-	-	424,800
FTA (Section 5307-SM) - Operating CARES	867,630	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - S. County Operating	-	963,000	613,000
FTA (Section 5307) - S. County Operating CARES/ARPA	2,571,375	90,560	-
CUESTA CONTRIBUTION FOR ROUTE 12 AND 14	82,810	82,310	82,310
CUESTA CONTRIBUTION NORTH COUNTY	40,580	-	-
SPECIAL EVENTS REVENUE/OTHER	178,753	-	-
4. SUB TOTAL	12,489,747	8,535,750	4,853,520
5. TOTAL FUND BALANCE & NON TDA FUNDING	12,234,454	8,815,890	7,587,140
<b>TDA REQUIRED</b>			
CITY OF ARROYO GRANDE	202,671	143,641	172,714
CITY OF ATASCADERO	344,720	244,101	293,507
CITY OF GROVER BEACH	153,432	107,314	129,035
CITY OF MORRO BAY	118,353	82,739	99,486
CITY OF PASO ROBLES	354,233	253,554	304,874
CITY OF PISMO BEACH	93,411	66,099	79,478
CITY OF SAN LUIS OBISPO	690,993	489,517	588,596
COUNTY OF SAN LUIS OBISPO	2,357,917	1,332,575	1,602,290
TDA REQUIREMENTS BEFORE 5311 EXCHANGE	4,315,730	2,719,540	3,269,980
LESS: RURAL TRANSIT FUND/5311 EXCHANGE	(1,156,420)	(1,086,250)	(586,250)
6. NET TDA REQUIREMENTS	3,159,310	1,633,290	2,683,730
7. TOTAL FUNDING SOURCES	15,393,764	10,449,180	10,270,870
<b>FUNDING USES:</b>			
ADMINISTRATION	2,000,234	1,776,290	1,776,290
PERS BUYOUT	4,028,759	178,310	-
MANAGEMENT CONTRACTS	262,680	-	-
SERVICE DELIVERY	8,955,311	8,379,240	8,379,240
CONTINGENCY	146,780	115,340	115,340
9. TOTAL FUNDING USES	15,393,764	10,449,180	10,270,870

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
CAPITAL AND PLANNING REVENUE BUDGET AMENDMENT #1 FOR 2021/2022**

		<b>2020/2021 Combined Actual Capital Budget</b>	<b>2021/2022 Amendment #1 RTA Captial Budget</b>	<b>2021/2022 Adopted RTA Captial Budget</b>
FUNDING SOURCES:				
	BEGINNING CAPITAL PROJECTS RESERVE	1,776,525	<b>402,400</b>	<b>667,520</b>
<b>1.</b>	ESTIMATED FUND BALANCE	1,776,525	<b>402,400</b>	<b>667,520</b>
<b>2.</b>	LESS REQUIRED RESERVES FOR FISCAL YEAR			
	CAPITAL PROJECTS RESERVE	1,560,870	<b>418,640</b>	<b>418,640</b>
	TOTAL	1,560,870	<b>418,640</b>	<b>418,640</b>
<b>3.</b>	FUND BALANCE AVAILABLE	215,655	<b>(16,240)</b>	<b>248,880</b>
<b><u>NON TDA SOURCES</u></b>				
	STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION	874	<b>21,990</b>	<b>21,990</b>
	LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	-	-	-
	PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	-	-
	STA SB1 STATE OF GOOD REPAIR	-	-	-
	PROPOSITION 1B FUNDING - BUS REPLACEMENT & BUS MAINTENANCE FACILITY	1,894,135	<b>199,720</b>	-
	APCD AB 617 FOR GARAGE PROJECT, CAP AND HVP FOR ELECTRIC BUSES	-	<b>721,980</b>	-
	RURAL TRANSIT FUND (Capital)	226,804	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	133,548	<b>85,330</b>	-
	FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	-	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	5,127,641	<b>1,169,740</b>	-
	FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	264,094	<b>153,330</b>	<b>68,000</b>
	FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - CARES	257,722	-	-
	FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	133,548	<b>605,330</b>	<b>520,000</b>
<b>4.</b>				
<b>5.</b>	TOTAL FUND BALANCE & NON TDA FUNDING	8,038,365	<b>2,957,420</b>	<b>609,990</b>
		8,254,021	<b>2,941,180</b>	<b>858,870</b>
<b>6.</b>	FINANCING FOR BUS MAINTEANCE FACILITY	5,375,063	<b>8,724,940</b>	<b>7,347,000</b>
<b>7.</b>	<b>TOTAL FUNDING SOURCES</b>	13,629,084	<b>11,666,120</b>	<b>8,205,870</b>
<b>8.</b>	FUNDING USES:			
	CAPITAL	13,629,084	<b>11,557,880</b>	<b>8,097,630</b>
	LOAN PAYDOWN		<b>108,240</b>	<b>108,240</b>
<b>9.</b>	<b>TOTAL FUNDING USES</b>	13,629,084	<b>11,666,120</b>	<b>8,205,870</b>

		<b>Actual Combined FY 2020-21</b>	<b>Amendment #1 Operating Budget FY 2021-22</b>	<b>Adopted Operating Budget FY 2021-22</b>
<b>Administration and Service Delivery Totals</b>				
	Hours	59,369	<b>84,010</b>	<b>84,010</b>
	Miles	1,298,785	<b>1,792,340</b>	<b>1,792,340</b>
<b>Administration:</b>				
Labor	operations cost	1,009,239	<b>1,079,020</b>	<b>1,079,020</b>
Labor - Administration Workers Comp	operations cost	39,077	<b>44,970</b>	<b>44,970</b>
Office Space Rental	operations cost	496,463	<b>407,450</b>	<b>407,450</b>
Property Insurance	operations cost	30,154	<b>38,870</b>	<b>38,870</b>
Professional Technical Services	operations cost	256,453	<b>167,100</b>	<b>167,100</b>
Professional Development	operations cost	31,866	<b>66,470</b>	<b>66,470</b>
Operating Expense	operations cost	308,451	<b>366,380</b>	<b>366,380</b>
Marketing and Reproduction	hourly	91,211	<b>181,800</b>	<b>181,800</b>
North County Management Contract	operations cost	(44,440)	<b>(47,740)</b>	<b>(47,740)</b>
County Management Contract	operations cost	(91,580)	<b>(98,390)</b>	<b>(98,390)</b>
SCT Management Contract	operations cost	(126,660)	<b>(114,160)</b>	<b>(114,160)</b>
<b>Total Administration</b>		2,000,234	<b>2,091,770</b>	<b>2,091,770</b>
<b>Service Delivery:</b>				
Labor - Operations	hourly	4,904,973	<b>6,622,980</b>	<b>6,622,980</b>
Labor - Operations Workers Comp	hourly	311,499	<b>339,940</b>	<b>339,940</b>
Labor - Maintenance	hourly	1,372,675	<b>1,581,620</b>	<b>1,581,620</b>
Labor - Maintenance Workers Comp	hourly	80,889	<b>93,090</b>	<b>93,090</b>
Fuel	miles	922,419	<b>1,113,670</b>	<b>1,113,670</b>
Insurance (Liability, Physical Damage, Employment Practices)	miles	688,980	<b>909,680</b>	<b>909,680</b>
Special Transportation (for SLOCAT)	n/a	15,253	<b>44,480</b>	<b>44,480</b>
Avila Trolley	n/a	-	<b>76,490</b>	<b>76,490</b>
Maintenance (parts, supplies, materials)	miles	581,675	<b>695,930</b>	<b>695,930</b>
Maintenance Contract Costs	miles	76,948	<b>136,900</b>	<b>136,900</b>
<b>Total Operations</b>		8,955,311	<b>11,614,780</b>	<b>11,614,780</b>
<b>Contingency</b>	hourly	146,780	<b>164,480</b>	<b>164,480</b>
<b>PERS Buyout</b>	operations cost	4,028,759	<b>178,310</b>	-
<b>Management Contracts</b>		262,680	<b>260,290</b>	<b>260,290</b>
<b>TOTAL FUNDING USES</b>		15,393,764	<b>14,309,630</b>	<b>14,131,320</b>

			<b>Actual Capital Expenditures FY 2020-21</b>	<b>Amendment #1 Capital Budget FY 2021-22</b>	<b>Adopted Capital Budget FY 2021-22</b>
<b>Capital and Planning Expenditures</b>					
<b>Capital/Studies:</b>					
Computer System Maintenance/Upgrades	hourly		37,786	<b>40,370</b>	<b>40,370</b>
Miscellaneous Capital	hourly				
Maintenance Equipment			38,398	<b>42,500</b>	<b>42,500</b>
Specialized Maintenance Tools	hourly		-	-	-
Desks and Office Equipment	hourly		-	-	-
Radios	hourly		-	<b>6,600</b>	-
Vehicle ITS/Camera System	hourly		-	-	-
Bus Stop Improvements	hourly		28,682	<b>377,430</b>	<b>92,750</b>
COVID 19 Related Capital Items	hourly		256,031	-	-
Large Capital Repairs	hourly		-	<b>575,000</b>	<b>575,000</b>
<b>Vehicles</b>	hourly				
Support Vehicles			34,538	-	-
Fixed Route Vehicles	hourly		-	<b>1,986,680</b>	<b>1,986,680</b>
Trolley replacement vehicles	hourly		-	-	-
Cutaway and Dial A Ride Vehicles	hourly		123,878	-	-
Runabout Vehicles	hourly		469,732	<b>302,000</b>	-
<b>Total Capital Outlay</b>			989,045	<b>3,330,580</b>	<b>2,737,300</b>
<b>Loan Repayments</b>			7,519	<b>108,240</b>	<b>108,240</b>
<b>Short Range Transit Plan</b>			-	-	-
<b>Elks Lane Project</b>			12,431,119	<b>10,213,970</b>	<b>7,347,000</b>
<b>TOTAL FUNDING USES</b>			13,629,084	<b>13,652,790</b>	<b>10,192,540</b>

	<b>SPECIAL DISTRICT</b>  <u>San Luis Obispo Regional Transit Authority</u> (Name)  <b>BUDGET ADJUSTMENT REQUEST</b>	<b>SAP DOCUMENT NO.</b>   DATE: 11/03/2021
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COMMITMENT ITEM DESCRIPTION	DEPARTMENT OR PROJECT TITLE	FUND CENTER	COMMITMENT ITEM	FUNDED PROGRAM	AMOUNT
<b>FINANCING SOURCES</b>					
Fares	RTA	74801	4352100		638,280
STA - State Transit Assist	RTA	74801	4200030		105,600
State Aid - Other	RTA	74801	4200170		921,700
FTA 5307 Capital	RTA	74801	4250030		1,425,730
FTA 5307 Operating	RTA	74801	4250105		2,938,350
Fund balance available	RTA	74801	no entry		(2,397,700)
<b>TOTAL FINANCING SOURCES</b>					3,631,960
<b>FINANCING USES</b>					
Other professional services	RTA	74801	5050300		178,310
Capital Equipment	RTA	74801	5500093		586,680
Capital Outlay	RTA	74801	5500092		2,866,970
<b>TOTAL FINANCING USES</b>					3,631,960

**JUSTIFICATION:** (attach letter if required)  
See attached staff reports  
C-1 from the RTA November 3, 2021 Board Meeting

**REQUESTED BY:** \_\_\_\_\_ **REVIEWED BY** \_\_\_\_\_ **APPROVED BY** \_\_\_\_\_  
11/03/2021      Tania Arnold      \_\_\_\_\_  
Date                      Name                                      Date                                      Auditor-Controller

PASSED AND ADOPTED by the Board of Directors of the San Luis Obispo Regional Transit Authority, County of San Luis Obispo, State of California, this 3rd day of November, 2021. Agenda Item No. C-1

\_\_\_\_\_  
President of the Board of Directors

Of San Luis Obispo Regional Transit Authority

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
NOVEMBER 3, 2021  
STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Decommissioning of Existing Leased Facility

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize the Executive Director to execute an agreement with Kitchell CEM for decommissioning management services, and to seek demolition permits and bids for demolition

**BACKGROUND/DISCUSSION:**

The RTA executed an initial 10-year lease with LTC/SLO, LTD (now “179 Cross Street, LLC,” or “owner” below) on October 18, 2006 for its existing operations, administration and vehicle maintenance facility located at 179 Cross Street in San Luis Obispo. Over the ensuing two years, the RTA worked with various consultants and contractors to implement approximately \$4.1 million in tenant improvements. The design and engineering was led by Omni Design Group, and the RTA began operating out of the facility in mid 2009.

The lease includes a clause that the owner takes possession of any improvements upon the lease termination. The lease – which was extended in 2015 to a new termination date of February 28, 2022 – also states the owner can require the RTA to remove any or all improvements as long as notice is provided within six months of lease termination. Since the building was essentially a metal building shell along with minimal other site improvements at the time we signed the lease, this essentially means the owner could require us to remove all interior improvements that we implemented (walls, doors, electrical, plumbing, mechanical, HVAC, elevator, etc.), as well as all site improvements that include bus yard paving, employee/visitor parking paving, drainage systems, landscaping, fencing, etc.

On August 27, 2021, the owner notified me that the RTA must remove all improvements, which met the six month notification deadline identified in the lease.

Because time was of the essence, staff solicited a proposal from an existing vendor (Kitchell CEM, which is serving as the Construction Manager for the Bus Maintenance Facility) to assemble a team of experts to assist with this project – including Omni Design, which still has the original electronic versions of the design/engineering and as-

built plans. I authorized this emergency procurement on August 30, 2021, and I received an engineer's estimate on September 22<sup>nd</sup>.

I am seeking the Board's authorization to seek demolition permits from the City of San Luis Obispo and to seek public works bids for demolition services. The bids will be brought back to the Board at a later date for consideration. A budget amendment would also be provided at that time to fund these unanticipated costs.

**Staff Recommendation:**

Authorize the Executive Director to execute an agreement with Kitchell CEM for decommissioning management services, seek demolition permits and bids for demolition.