



## RTA BOARD AGENDA

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

**Wednesday, March 2, 2022 at 9:00 AM**

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

**President: Ed Waage**

**Vice President: Debbie Arnold**

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 March 2, 2022 will be a virtual meeting 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\\_vXOWdxMhRLGJL9\\_GI4tDNQ](https://us02web.zoom.us/webinar/register/WN_vXOWdxMhRLGJL9_GI4tDNQ)

#### 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 March 1, 2022 (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, March 1, 2022.**

**Mail – Written Public Comments**

- Mail to: Clerk of the Board, RTA  
253 Elks Lane  
San Luis Obispo, CA 93401
- **Mailed written comments must be received by the RTA no later than 5:00 p.m. on Tuesday, March 1, 2022.**

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**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.

**A. CONSENT AGENDA:**

- A-1 Executive Committee Meeting Minutes of December 8, 2021 (Information)
- A-2 Joint SLOCOG and RTA Board Meeting Minutes of January 5, 2022 (Approve)
- A-3 RTA Board Meeting Minutes of January 5, 2022 (Approve)
- A-4 Authorize Executive Director to Submit Application for Transit and Intercity Rail Capital Program (TIRCP) Grant Program Funds (Approve)
- A-5 Authorize Executive Director to procure remaining furniture, fixtures and equipment for new bus maintenance facility (Approve)
- A-6 Authorize Transfer of Surplus Bus to Cuesta College Automotive Department (Approve)
- A-7 Participate in Summer Youth Ride Free Program (Approve)
- A-8 Authorize Purchase Order for Wi-Fi Services on Fixed-Route Buses (Approve)

**B. INFORMATION AGENDA:**

- B-1 Executive Director’s Report (Receive)
- B-2 Bus Maintenance Facility (BMF) Progress and Change Order Update (Receive)

**C. ACTION AGENDA:**

- C-1 Fiscal Year 2022-23 Budget Assumptions (Approve)
- C-2 Authorize Executive Director to Negotiate a Public Improvement Fee Agreement with the City of San Luis Obispo (Approve)
- C-3 Future Meetings – In Person or Virtual (Verbal Report)

**D. 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.

**E. BOARD MEMBER COMMENTS**

Next regularly-scheduled RTA Board meeting on May 4, 2022

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
MARCH 2, 2022  
STAFF REPORT**

**TOPIC:** Teleconferenced Public Meetings

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Adopt Resolution

**SUMMARY:**

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.

**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 Omicron 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" (<https://www.cdc.gov/TemplatePackage/contrib/widgets/covidcountycheck/>).

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 22- \_\_**

**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 Omicron 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"; 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 2<sup>nd</sup> day of March 2022.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
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:**

\_\_\_\_\_  
Jon Ansolabehere, RTA Legal Counsel

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



San Luis Obispo Regional Transit Authority  
 Executive Committee Meeting  
 Minutes 12/08/2021  
 A-1

Members Present: Ed Waage, City of Pismo Beach, **Vice President**  
 Fred Strong, City of Paso Robles

Members Absent: John Peschong, District 1 Supervisor, **President**

Staff Present: Geoff Straw, Executive Director  
 Tania Arnold, Deputy Director and CFO  
 Shelby Walker, Administrative Assistant  
 Nina Negranti, County Counsel  
 Pete Rodgers, SLOCOG

**Call to Order and Roll Call:** Vice Preside Ed Waage called the meeting to order at 1:00 PM and roll call was taken. A quorum was present.

**Public Comment:** None

**1. Consent Items**

A-1 Executive Committee Meeting Minutes of October 13, 2021 (Approve)

**Board Member Fred Strong** 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.

<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** stated that the Bus Maintenance Facility is in the final stages. We are estimated to come in under budget and finish earlier than expected. The last concrete pour happened and we will be able to drive on it in three weeks.

We are still struggling to find bus operators. Union agreed to meet to discuss ideas on recruiting.

**Board Member Strong** asked if the state order for truck drivers applies for bus operators as well, it is a certain course that they have to take. **Mr. Straw** stated that we have extensive background checks and meet the qualifications for the trainers. We do not have to go to the state for each driver.

Public Comment: None

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

B-2 Bus Maintenance Facility Progress Update (Verbal, Receive)

**Mr. Straw** addressed the item in his Executive Director's report. He stated that we will be adding another consent item to this agenda.

Public Comment: None

3. **Action Items** : NONE

1. **January 5, 2022 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items for the RTA Portion of the January Board meeting.

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:  
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. It is the intention of the RTA Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)

Consent Items

- A-1 Executive Committee Meeting Minutes of October 13, 2021 (Information)
- A-2 RTA Board Meeting Minutes of November 3, 2021 (Approve)
- A-3 RTA Board Meeting Minutes of December 8, 2021 (Approve)
- A-4 Paso Robles Bus Parking Yard CEQA Mitigations 3rd Annual Monitoring Report (Receive)
- A-5 Authorize FTA Annual Certifications and Assurances Submittal (Approve)
- A-6 Authorize FTA Section 5311 Grant Application Submittal (Approve)
- A-7 Authorize Administration of FTA Sections 5307, 5539 and CMAQ Grant Programs (Approve)
- A-8 Authorize Rural Transit Funds Grant Application Submittal (Approve)
- A-9 Authorize Executive Director to Submit Application for State of California SB-1 State of Good Report (SGR) Grant Program Funds (Approve)

- A-10 Authorize Executive Director to Submit Application for California Low-Carbon Transit Operations Program (LCTOP) Grant Program Funds (Approve)
- A-11 Declare Surplus Vehicles – Paso Robles Fixed Route (Approve)
- A-12 Issue Purchase Order for Two Battery-Electric Buses (Approve)

Information Items

- B-1 Executive Director’s Report (Receive)
- B-2 Bus Maintenance Facility (BMF) Progress and Change Order Update (Receive)
- B-3 Update on BMF Ribbon Cutting Ceremony on January 20, 2022 (Receive)

Action Items

- C-1 Finalize Funding for 179 Cross Street Decommissioning Project

Public Comment:

**Mr. Pete Rodgers** would like to just note that before the RTA Board meeting there will be the Joint Board meeting and there will be committee assignments.

**Board Member Strong** made a motion to approve the proposed agenda for January 5, 2022 and **Vice President 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		

**4. Adjournment**

The meeting was adjourned at 1:11 PM.

Next RTA Executive Committee Meeting: **February 9, 2022**

Respectfully Submitted,

Acknowledged by,

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

\_\_\_\_\_  
Ed Waage  
RTA Board President 2022

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CONNECTING COMMUNITIES  
ARROYO GRANDE | ATASCADERO | GROVER BEACH  
MORRO BAY | PASO ROBLES | PISMO BEACH  
SAN LUIS OBISPO | SAN LUIS OBISPO COUNTY

179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
(805) 781-4472 Fax (805) 781-1291  
[www.slorta.org](http://www.slorta.org)

# DRAFT

## SAN LUIS OBISPO COUNCIL OF GOVERNMENTS (SLOCOG) AND SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA) JOINT MEETING

Minutes of Joint Board Meeting - Zoom Webinar

**Wednesday, January 5, 2022, 9:30 a.m.**

The following action minutes are listed as they were acted upon by the San Luis Obispo Council of Governments (SLOCOG) and Regional Transit Authority (RTA), *and* as listed on the agenda for the Board meeting/Zoom webinar held on January 5, 2022, together with staff reports and related documents attached thereto and incorporated therein by reference. To see a video of the meeting proceedings, go to the **Linked Agenda:** <https://cal-span.org/unipage/?site=slo-span&owner=SLOCOG-SLORTA&date=2022-01-05> (Click the play button on the video window to view from the beginning of the meeting or click on a particular agenda item to go directly to that part of the meeting).

**1. FLAG SALUTE, CALL TO ORDER AND ROLL CALL:** President John Peschong led the Flag Salute, and called the Joint SLOCOG and RTA Board meeting to order at **9:30 a.m.** SLOCOG Board Secretary Aida Nicklin conducted a Roll call.

### BOARD MEMBERS PRESENT:

Ed Waage, City of Pismo Beach (New President)  
Debbie Arnold, Fifth District, County of San Luis Obispo (New Vice President)  
John Peschong, First District, County of San Luis Obispo (Past President)  
Karen Bright, City of Grover Beach  
Lynn Compton, Fourth District, County of San Luis Obispo  
Bruce Gibson, Second District, County of San Luis Obispo  
John Heading, City of Morro Bay  
Heather Moreno, City of Atascadero  
Dawn Ortiz-Legg, Third District, County of San Luis Obispo  
Andy Pease, City of San Luis Obispo  
Jimmy Paulding, City of Arroyo Grande  
Fred Strong, City of Paso Robles  
Scott Eades (for Director Timothy Gubbins), Caltrans District 5 (Ex-Officio)

### BOARD MEMBERS ABSENT:

None

**SLOCOG STAFF PRESENT:** Peter Rodgers, James Worthley, Richard Murphy, Tim Gillham, John DiNunzio, Mallory Jenkins, Sara Sanders, Sarah Woolsey, Ritu Muralidharan, Anna Devers, Lori Kramer, Tessa Betz, Ashley Edwards, Sean Macias, Aida Nicklin, and Jon Ansolabehere (Legal Counsel).

**RTA STAFF PRESENT:** Geoff Straw, Tania Arnold, Omar McPherson, Shelby Walker, Andy Wylly

**OTHERS PRESENT:** Bob Lloyd (AGP Video), Ryan Cornell

**Mr. Jon Ansolabehere (Legal Counsel):** announced that this joint meeting is being held virtually via Zoom 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 are met. That criteria were met per Resolutions approved at the SLOCOG and RTA Board meetings on December 8, 2021.

**President John Peschong:** reminded board members and webinar participants to state their name when making a comment (including public comments) and when making a motion and second.

**2. PUBLIC COMMENTS:**

There were no public comments.

**President Peschong:** reminded public members that they can also email SLOCOG & RTA for information.

**3. SLOCOG AND SLORTA BOARD ADMINISTRATIVE ITEMS:**

**a. WELCOME NEW BOARD MEMBERS:** **President Peschong** confirmed there are no new board members; hence, the members of the SLOCOG/RTA board remain the same as in 2021.

**b. ELECTION OF OFFICERS:**

**President Peschong** opened the meeting for nominations for President.

**Board Member Debbie Arnold:** nominated Mayor Ed Waage for SLOCOG/RTA Board President. After Outgoing Board President Peschong confirmed there were no more nominations for president, the nominations were closed. *Note: The motion to approve the nomination was done twice. It was done on a voice vote at first, then a roll call vote was conducted in order to comply with the Brown Act requirement to conduct roll call on all actions in virtual meetings. The final action is outlined below.*

**For President: SLOCOG/RTA Board Action on a roll call vote:** **Board Member Debbie Arnold** moved to approve the nomination of Mayor Ed Waage for President. **Board Member John Heading** seconded. The Board approved Mayor Ed Waage as President of the SLOCOG and RTA Board for 2022 unanimously.

<b>BOARD MEMBERS</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>	<b>RECUSE</b>
Waage, Ed (New President)	X				
Peschong, John (Past President)	X				
Arnold, Debbie	X				
Bright, Karen	X				
Compton, Lynn	X				
Gibson, Bruce	X				
Heading, John	X				
Moreno, Heather	X				
Ortiz-Legg, Dawn	X				
Paulding, Jimmy	X				
Pease, Andy	X				
Strong, Fred	X				

**President Ed Waage:** took over as Chair of the meeting and called for nominations for Vice President of the SLOCOG/RTA Board.

**Board Member Lynn Compton:** stated that since election for vice president of the board is rotated between the city and the county (last year's elected vice president was from the City of Pismo Beach), she indicated her nomination of County Supervisor (District 5) Debbie Arnold for Vice President, and moved a motion to approve. **Supervisor Arnold** accepted the nomination.

**Board Member Andy Pease:** noted she was not aware of the practice to alternate between city and county. She then nominated County Supervisor (District 2) Bruce Gibson for Vice President. **Supervisor Gibson**

stated he is respectfully declining the nomination at this point, given he is the Chair of the County Board of Supervisors this year.

**President Waage:** asked for any other nominations for vice president, and seeing none, he closed the nominations. **Past President Peschong** seconded the motion to approve the nomination of Supervisor Arnold for Vice President.

**For Vice President: SLOCOG/RTA Board Action on a roll call vote: Board Member Lynn Compton moved and Past President John Peschong seconded, to approve the nomination of Supervisor Debbie Arnold for Vice President. The Board approved Supervisor Debbie Arnold as Vice President of the SLOCOG and RTA Board for 2022 unanimously.**

BOARD MEMBERS	AYES	NOES	ABSENT	ABSTAIN	RECUSE
Waage, Ed (New President)	X				
Peschong, John (Past President)	X				
Arnold, Debbie (New Vice President)	X				
Bright, Karen	X				
Compton, Lynn	X				
Gibson, Bruce	X				
Heading, John	X				
Moreno, Heather	X				
Ortiz-Legg, Dawn	X				
Paulding, Jimmy	X				
Pease, Andy	X				
Strong, Fred	X				

**President Waage:** asked for any public comments. There were none.

**Board Member Pease:** noted that she has confidence in Supervisor Arnold as Vice President and that she supports Vice President Arnold, adding she was just trying to balance the geography.

**c. EXECUTIVE COMMITTEE ASSIGNMENT:**

**President Waage:** confirmed that the members of the 2022 Executive Committee are the newly-elected President, newly-elected Vice President and Past President.

**The 2022 Executive Committee Members are: SLOCOG Board President Ed Waage, Vice President Debbie Arnold, and Past President John Peschong.**

**d. PRESENTATION: Plaque of Appreciation and Bus Sign recognizing Outgoing President John Peschong for his services as President of SLOCOG and RTA Boards in 2021:**

**Mr. Peter Rodgers:** thanked Past President John Peschong for all his help and service as President last year.

**Mr. Geoff Straw:** noted that 2021 was a rough year for transportation, thanking Past President Peschong for his leadership and for helping RTA get through that hardship last year.

**Past President Peschong:** thanked Mr. Rodgers and Mr. Straw and their respective staff, noting SLOCOG and RTA staff are tremendous people to work with. He said he wants staff members to know they are appreciated. He then noted he now has a new appreciation for Caltrans and its crew (mentioned his trip through a snowed highway and seeing Caltrans crew working hard through the snowstorm so traffic can keep moving). He further noted that the partnership between the County, SLOCOG and Caltrans has been a tremendous asset.

**President Waage:** thanked Past President Peschong for his service as President of the Board in 2021. He also expressed appreciation to last year's Past President Fred Strong for his contribution to the Executive Committee.

**e. PRESENTATION: Plaque of Appreciation and Bus Sign recognizing Outgoing Legal Counsel Nina Negranti for her services as President of SLOCOG and RTA Boards in 2021:**

**Mr. Jon Ansolabehere:** noted that Ms. Nina Negranti (retired) is currently skiing in Montana; hence, she is not able to join this virtual meeting.

**President Waage:** stated that SLOCOG and RTA Board and staff appreciate Ms. Negranti and her service; she helped both agencies through all the legal issues/challenges, keeping them on track with the Brown Act, and getting them through legal compliance relative to the COVID-19 pandemic.

**Mr. Rodgers:** said, "We had Ms. Negranti as our legal counsel for three tough years, helping us navigate through legal stuff in closed sessions, and members of the public probably do not know what an asset Nina has been to SLOCOG. Thank you, Nina, and enjoy retirement! We are also happy to have Mr. Ansolabehere taking her place."

**Mr. Straw:** thanked Ms. Negranti, noting that RTA could not have gotten through the tough legal issues without Nina's leadership and help/guidance.

**Mr. Ansolabehere:** stated his office will make sure comments here today relative to this item will be relayed to Ms. Negranti.

**4. ADJOURN TO SLOCOG BOARD MEETING/ZOOM WEBINAR:** **President Waage** adjourned the Joint meeting to SLOCOG Board meeting at **9:45 a.m.**

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**BOARD MEETING MINUTES OF JANUARY 5, 2022**  
**A-3**

**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Vice President)  
 BRUCE GIBSON, SECOND 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 (Past President)  
 ANDY PEASE, CITY OF SAN LUIS OBISPO  
 FRED STRONG, CITY OF PASO ROBLES  
 ED WAAGE, CITY OF PISMO BEACH (President)

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:**

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

**CALL MEETING TO ORDER, ROLL CALL:** President Ed Waage called the meeting to order at 10:25 AM and roll call was taken. There was a quorum present.

**TELECONFERENCED PUBLIC MEETINGS:** Mr. Jon Ansolabehere stated that in light of Governor Newsom’s Executive Order N-29-20, which suspends certain Brown Act requirements for public meetings, expiring on September 30, 2021 the Board will need to adopt findings for AB 361 allowing the Board to meet via teleconference. The findings being that the imminent risk of being public the Board has found the need to hold meeting via teleconference.

**Board Member John Headding** made a motion to approve the resolution, and **Board Member Fred Strong** 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 (Vice President)	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (Past President)	X		
JOHN HEADDING	X		

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

Public Comment: None

**A. CONSENT AGENDA:**

- A-1 Executive Committee Meeting Minutes of October 13, 2021 (Information)
- A-2 RTA Board Meeting Minutes of November 3, 2021 (Approve)
- A-3 RTA Board Meeting Minutes of December 8, 2021 (Approve)
- A-4 Paso Robles Bus Parking Yard CEQA Mitigations 4th Annual Monitoring Report (Receive)
- A-5 Authorize FTA Annual Certifications and Assurances Submittal (Approve)
- A-6 Authorize FTA Section 5311 Grant Application Submittal (Approve)
- A-7 Authorize Administration of FTA Sections 5307, 5539 and CMAQ Grant Programs (Approve)
- A-8 Authorize Rural Transit Funds Grant Application Submittal (Approve)
- A-9 Authorize SB-1 State of Good Repair Grant Application (Approve)
- A-10 Authorize Low-Carbon Transit Operations Program Grant Application (Approve)
- A-11 Annual Fiscal & Compliance Audit and Annual Single Audit (Accept)
- A-12 Declare Vehicles as Surplus – Paso Express (Approve)
- A-13 Declare Vehicle as Surplus – South County Transit (Approve)
- A-14 Declare Trade Fixtures as Surplus (Approve)
- A-15 Authorize Execution of Settlement Agreement with Cross Street 179, LLC (Approve)

Public Comment: None

**Board Member Jimmy Paulding** made a motion to approve the resolution, and **Board Member Heather Moreno** 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 (Vice President)	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (Past President)	X		
JOHN HEADDING	X		
KAREN BRIGHT	X		
JIMMY PAULDING	X		
ANDY PEASE	X		
HEATHER MORENO	X		
FRED STRONG	X		
ED WAAGE (President)	X		

**B. INFORMATION AGENDA:**

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

**Mr. Geoff Straw** four additional employees tested positive for COVID-19 since November Board meeting. We currently have 19 positive cases since the beginning of the pandemic. We are following the Cal/OSHA’s new Emergency Temporary Standards. We do have a new testing program and ready when/if we need to do testing. We are having issues covering shifts due to not having enough

employees, services alerts are posted on the website if we have cut a service it is posted. We continue to participate on SLO County Vaccination Task Force, provides information to us that is helpful. We sadly had an employee pass away, **Mr. Rod Pappas**. It is a big loss to us all.

In terms of Bus Operator recruitment, we have gotten one new candidate since the November meeting. Two candidates in background now and one candidate starting January 10<sup>th</sup>. Six unfilled full-time & seven part-time bids. Still working to fill Utility position as well as an Accounting Technician position.

Due to supply chain issues we are waiting for five replacement vehicles. Three are low-floor mid-size buses for South County and two are mid-size cutaway vans for Route 15. Two replacement Gillig 40-foot low floor buses were delivered last week for Paso Robles Express routes.

We have a new partnership with Cuesta College and students will ride fare-free rides in 2022. The costs are covered by Cuesta's COVID-19 grant money and includes Runabout services. Marketing has been focused on COVID-19 communications and we are continuing to message about TSA mask mandate that is in effect until Jan 18, 2022. We made sure to communicate new Holiday schedules, we had some push back in the beginning but riders did like the schedule. Collecting employee feedback about our hiring and onboarding processes to see where we can make improvements. We are launching new recruitment campaign with Google and YouTube early this year. BMF Ribbon Cutting is on January 20<sup>th</sup> and Employee Open House on January 6<sup>th</sup>.

He gave an update on USDOL's decision on California's Public Employee Pension Reform Act that made California transit agencies ineligible for Federal grants. A judge ruled that the USDOL can't do that for now. We have talked with all our partners and fellow grant recipients to make sure they get your grants in soon, because it could stop the flow of funding we receive from the federal government.

RTA fixed-route ridership increased 26.1% over last year and Runabout has increased 14.5%. The operating and capital costs are below budget at 35.3%. Labor is largest line-item at 32.7%, and fuel is at 49.6% with the recent uptick in price. Recovery ratio is improving with fixed-route at 8.7% and Runabout at 2.7%. Subsidy per passenger is improving with fixed-route at \$15.43 currently and is Runabout \$126.50.

Public Comment: None

**President Waage** stated that is hard to lose someone like Mr. Rod Pappas and thanked Mr. Straw for holding everything together.

**President Waage** received and filed item B-1 on behalf of the Board.

B-2 Bus Maintenance Facility (BMF) Progress and Change Order Update (Receive)

**Mr. Straw** stated that SCI has been an excellent partner through the whole process. Construction is about 97% complete now. Supply chain issues pushed our move date back one week to January 14<sup>th</sup> – 15<sup>th</sup>. Maintenance equipment is currently being moved over to the new facility. He mentioned some of the things we are waiting on. There is an update on the \$720K AB617 grant that was used to install the phases of the bus recharging system from the APCD. We are currently seeking possible partial reimbursement on the due to delays in delivery. He also stated that the Evites for the Ribbon Cutting Ceremony on January 20<sup>th</sup> went out and that face mask will be required.

Public Comment: None

**President Waage** received and filed item B-2 on behalf of the Board.

**C. ACTION AGENDA:**

C-1 FY21-22 Budget Amendment #2 (Approve)

**Ms. Tania Arnold** stated that this is an operating budget amendment. It is related to consent item A-15 in the Board packet. The staff worked with legal counsel on an agreement with the Cross Street property owner. It eliminates our obligation to remove facility modifications in lieu of a \$1.95 million payment. The operating revenue changes for FY21-22 are a decrease in offset reserve carryover to FY22-23 and the changes to operating expenditure is the increase for the building decommissioning. This amendment does not require any additional LTF funds for FY21-22. Staff recommends the Board adopt budget amendment #2 as presented.

Public Comment: None

**Board Member Moreno** made a motion to approve agenda item C-1, and **Board Member Strong** 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 (Vice President)	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG	X		
JOHN PESCHONG (Past President)	X		
JOHN HEADDING	X		
KAREN BRIGHT	X		
JIMMY PAULDING	X		
ANDY PEASE	X		
HEATHER MORENO	X		
FRED STRONG	X		
ED WAAGE (President)	X		

**D. CLOSED SESSION**

1. It is the intention of the RTA Board to meet in closed session concerning the following item: Executive Director Performance Evaluation (Govt. Code Section 54957)

Public Comment: None

The Board went into closed session at 10:56 AM and returned to open session at 11:08 AM.

**Mr. Ansolabehere** stated there was no reportable action from closed session.

Board Member Comments: None

The meeting was adjourned at 11:09 AM.

Next regularly-scheduled RTA Board meeting is March 2, 2022

Respectfully Submitted,

Acknowledged by,

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

\_\_\_\_\_  
Ed Waage, RTA President 2022

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**March 2, 2022  
STAFF REPORT**

**AGENDA ITEM:** A-4

**TOPIC:** 2022 Transit and Intercity Rail Capital Program (TIRCP) Grant Application

**ACTION:** Approve Resolution

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

**STAFF RECOMMENDATION:** Adopt Resolution Authorizing the Executive Director to Submit 2022 TIRCP Grant Application, in Partnership with SLO Transit, to Fund the Regional Zero-Emission Bus Replacement Project

**BACKGROUND/DISCUSSION:**

The Transit and Intercity Rail Capital Program (TIRCP) draws from the State's Greenhouse Gas Reduction Fund (GGRF) to provide capital improvements and operational investments that will modernize California's transit systems and intercity, commuter, and urban rail systems to reduce emissions of greenhouse gases by reducing vehicle miles travelled throughout California. The TIRCP, supported by the Cap and Trade Program from 2020 through 2030, continues to provide funding for new programming to achieve the following objectives:

- Reduction in greenhouse gas emissions;
- Expand and improve transit service to increase ridership;
- Integrate the rail service of the state's various rail operations, including integration with the high-speed rail system; and
- Improve transit safety

The California State Transportation Agency (CalSTA) advertised the 2022 TIRCP Call for Projects (5<sup>th</sup> Program Cycle) in November 2021. The 2022 TIRCP grant cycle will program projects starting with the 2022-23 fiscal year and ending with the 2026-27 fiscal year. The GGRF and Senate Bill 1 continue to provide substantial funding available to be programed toward new projects in the TIRCP. While funding estimates for the program are considered reasonable as of the date of the guidelines, GGRF funds are subject to impacts from market forces and auction proceeds. Project applications are due on March 3, 2022.

The RTA Board has identified the reduction of greenhouse gas emissions as a priority, adopting 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 with the construction of the new Bus Maintenance Facility to support the phased-in deployment of zero-emission buses for the RTA.

The RTA continues to work closely with SLOCOG (Metropolitan Planning Organization (MPO)) and local transit partners, City of San Luis Obispo (SLO Transit), 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 the replacement of eleven (11) zero-emission buses; five (5) buses for RTA and six (6) buses for SLO Transit. The Regional Zero-Emission Bus Replacement Project would replace aging diesel-powered buses that have met or exceeded the FTA determined useful life in years and/or mileage.

Based on projected costs per electric bus, related equipment and workforce development training, this equates to a total grant request of approximately \$11.8 million. The TIRCP 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 CalSTA. Should the RTA be notified of the TIRCP award in Summer 2022, staff will return to the Board to approve a TIRCP Master Agreement and all Program Supplements required for State-funded transit projects before it can be reimbursed for project expenditures.

### **Staff Recommendation**

Approve the attached resolution authorizing the Executive Director to submit a Transit and Intercity Rail Capital Program grant application, in Partnership with SLO Transit, to fund the Regional Zero-Emission Bus Replacement Project.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 22-\_\_\_\_\_**

**RESOLUTION AUTHORIZING THE FILING OF GRANT APPLICATIONS FOR STATE FUNDED TRANSIT ASSISTANCE AUTHORIZED BY THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP)**

**WHEREAS**, the Secretary of the Transportation Agency (CalSTA) has delegated the authority for the administration of Transit and Intercity Rail Capital Program (TIRCP) to the California Department of Transportation (Caltrans) to award financial assistance for transit projects; and

**WHEREAS**, the TIRCP was created by Senate Bill (SB) 862 (Chapter 36, Statutes of 2014) and modified by 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority (RTA), in partnership with the City of San Luis Obispo SLO Transit, seeks assistance from the State grant for TIRCP funding for **Regional Zero-Emission Bus Replacement Project**, which has been identified as a high-priority capital fleet replacement project; and

**WHEREAS**, The RTA Board has identified the reduction of greenhouse gas emissions as a high-priority, adopting 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 to deploy 100% zero emission buses; and

**WHEREAS**, The RTA continues to work closely with SLOCOG (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; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to authorize the TIRCP grant application; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Board of Directors of the San Luis Obispo Regional Transit Authority agrees to comply with all conditions and requirements set forth in this grant application, applicable statutes, regulations and guidelines for all state-funded transit projects.

**BE IT FURTHER RESOLVED** that the Executive Director or designee on behalf of the RTA be authorized to execute the 2022 TIRCP grant application for State-Funded

Transit Projects and any Amendments thereto with the California Department of Transportation.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority Board of Directors at a regular meeting held on the 2<sup>nd</sup> day of March 2022.

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

**ATTEST:**

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

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

Rita L. Neal  
County Counsel

By: \_\_\_\_\_  
Jon Ansolabehere, Counsel  
San Luis Obispo Regional Transit Authority

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MARCH 2, 2022**

**STAFF REPORT**

**AGENDA ITEM:** A-5

**TOPIC:** Procure remaining equipment for new bus maintenance facility

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

**STAFF RECOMMENDATION:** Authorize the Executive Director to Procure Remaining Equipment for New Bus Maintenance Facility

**BACKGROUND/DISCUSSION:**

Various pieces of equipment used at the prior leased facility was procured as part of the tenant improvements in 2009, or by the contractor who provided maintenance services prior to 2009. With the move to the new Bus Maintenance Facility, staff has worked with the construction contractor to relocate equipment. However, there are additional equipment needs in order to maintain the facility that were not needed at the prior facility. The items identified include:

1. Boom Lift
2. Radio Equipment
3. Mobile Lifts
4. Air Conditioning Machine
5. 25-Ton Hydraulic Shop Press
6. Utility/Yard Cart

The total cost of these items is estimated to be on the order of \$360,000. 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. If approved by the Board, all items would be procured in accordance with the RTA Purchasing Policy at a price not to exceed \$360,000.

**Staff Recommendation**

Authorize the Executive Director to procure remaining equipment for new Bus Maintenance Facility.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
MARCH 2, 2022  
STAFF REPORT**

**AGENDA ITEM:** A-6

**TOPIC:** Transfer Surplus Vehicle

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Authorize the Executive Director to Transfer One Surplus International Eldorado Bus to the Cuesta College Automotive Technology Department

**BACKGROUND/DISCUSSION:**

At its January 5, 2022 meeting, the Board declared four 2014 International Eldorado buses surplus, and authorized the Executive Director to dispose of the vehicles through our contract with Ken Porter Auctions or through salvage. This action was authorized in Agenda Item A-12 at the Board's last meeting.

In the intervening period, staff has discussed the possibility of providing training to students in the Cuesta College Automotive Technology department on heavy-duty vehicles and zero-emission vehicles. As noted in previous Executive Director updates, the RTA has experienced difficulty in recruiting skilled heavy-duty mechanics, and we believe that as zero-emission vehicles are incorporated into our fleet this problem will become exacerbated. Staff at Cuesta College have expressed an interest in expanding their vehicle maintenance training curriculum and in obtaining one of the four International Eldorado buses. RTA staff will remain engaged in these vehicle maintenance training opportunities with Cuesta College, including possible intern opportunities for Cuesta College Automotive Technology students.

**Staff Recommendation**

Authorize the Executive Director to transfer one International Eldorado bus to the Cuesta College Automotive Technology department.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
MARCH 2, 2022  
STAFF REPORT**

**AGENDA ITEM:** A-7

**TOPIC:** 2022 Summer Youth Ride Free Program

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

**STAFF RECOMMENDATION:** Participate in the Summer Youth Ride Free Program and Require Payment for Larger Youth Groups Traveling Together

**BACKGROUND/DISCUSSION:**

Direction is needed from the Board on whether or not to continue the RTA's participation in the countywide summer Youth Ride Free (YRF) program. SLOCOG's *Regional Rideshare* program, the agency that promotes YRF in SLO County, has asked that the RTA honor the YRF program from mid-June 2022 through mid-August 2022.

Since summer 2014, with the exception of 2020 and 2021 (due to the COVID-19 pandemic), the YRF program has been honored from middle-of-June through middle-of-August period in order to avoid an overlap with the academic year. In addition, the group size is limited so that a bus will not become overloaded and dissuade fare-paying passengers from riding; if the YRF group is greater than the agency-identified fare-free maximum, the remaining group members are required to pay. Staff has worked closely with the YMCA and other youth camp officials to train their on-bus chaperones to minimize service disruptions and to handle any fare responsibilities. This helped address the overcrowding issues that occurred in 2012 and 2013.

It is difficult to track the longer-term impact of participating in the YRF program, since it is not possible to determine the number of students boarding throughout the year in the absence of periodic surveys.

Benefits of extending the summer free ride program to K-12 youth have proven to be the following:

1. Easy to communicate.
2. Gets youth to try using transit and it instills an ethic of using transit in the future.
3. Increases access for kids to travel independently (and reduce parent taxiing).

Disadvantages include:

1. Small loss of cash fare revenue for non-group riders.
2. Increased passenger loads on some bus trips can degrade the riding experience for non-youth riders.
3. There remains the possibility that two or more unrelated groups attempt to board the bus on the same run, which would result in an overcrowding situation. However, the number of instances where that was a problem has greatly abated due to better coordination with youth activity agencies, and we expect the same cooperation this summer.

The RTA will require YMCA and other youth groups to pay when more than fifteen youth traveling together (plus two adult chaperones); for SoCo Transit routes, the limit is ten riders due to the smaller bus size (35-foot vs. 40-foot) used. For ease of boarding, and for budget and cash control issues, organizers for groups such as YMCA camps can pre-purchase passes.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key.
2. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

**Staff Recommendation**

Participate in the summer Youth Ride Free program and require payment for larger youth groups traveling together.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MARCH 2, 2022**

**STAFF REPORT**

**AGENDA ITEM:** A-8

**TOPIC:** Procurement of Onboard Wi-Fi Services for RTA Fixed Route Buses

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

**STAFF RECOMMENDATION:** Authorize the Executive Director to Award a Purchase Order with Connexionz LTD for a 3-year term in the amount of \$81,000 for procurement of On-board Wi-Fi services for Fixed-Route Buses

**BACKGROUND/DISCUSSION:**

In 2019, the RTA began a pilot program to provide onboard Wi-Fi services on its fixed-route transit buses, expanding the public Wi-Fi and small cell technology to buses and shared public spaces. This Wi-Fi program provides equal access for riders that would otherwise not have access to the internet while traveling and allowed the RTA to gauge rider interest in these services and better understand support implications. The availability of Wi-Fi services on the buses was received positively by our riders. As a result, staff is recommending continuing with onboard Wi-Fi services for our forty (40) fixed-route vehicles that are utilized throughout the county.

Staff solicited quotations for onboard Wi-Fi services and equipment compatible with our existing data plan provided by our current mobile data provider and we received three (3) quotes. A summary of the quotation responses is provided in the table below.

PROPOSER	AMOUNT – YR 1	YR 2	YR 3	TOTAL
<b>Connexionz, LTD</b>	<b>\$ 37,000</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ 81,000</b>
Digi-View	\$ 62,000	\$ 35,520	\$ 35,520	\$133,040
Connected Solutions Group	\$167,021	\$ 30,240	\$ 30,240	\$227,501

Connexionz LTD is the current provider for the RTA’s Intelligent Transit System (ITS) that provides bus tracker mobile data and automatic passenger counters. Connexionz LTD is able to provide the mobile onboarding Wi-Fi services at a significantly reduced price in comparison to the other proposers as it will leverage existing technology and support services by utilizing existing ITS equipment and mobile data plans currently in place. Staff has reviewed the quotations and we have determined Connexionz LTD to be the lowest responsive proposer for onboard Wi-Fi services. Connexionz has already

provided evidence of federal government grant registration and will acknowledge applicable federal procurement terms and conditions as part of the contract amendment.

It is staff's recommendation that the RTA award a purchase order for a (3) three-year term with two (2) one-year extension options, for a potential maximum purchase order term of five (5) years. At the end of the three-year term staff will analyze the service data and available technology to determine if continuation of Wi-Fi Services with Connexionz is still the best viable option.

Staff is asking that the Board authorize the Executive Director to award the purchase order to Connexionz LTD as the lowest responsive proposer for a three-year purchase order price of \$81,000. The cost of onboard Wi-Fi services is already included in the RTA's budget. Therefore, no additional funds are needed to support this procurement request.

### **Staff Recommendation**

Authorize the Executive Director to award a purchase order to Connexionz LTD for onboard Wi-Fi Services on forty (40) fixed-route buses, for a 3-year term at a price not to exceed \$81,000.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
MARCH 2, 2022  
STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Executive Director's Report

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

**STAFF RECOMMENDATION:** Receive and File

**BACKGROUND/DISCUSSION:**

**Ribbon-Cutting Ceremony for the new Bus Maintenance Facility**

Staff is happy to announce that we have rescheduled the Bus Maintenance Facility Ribbon-Cutting Ceremony to March 18<sup>th</sup>, and invitations to this event have been distributed to all Board members and their jurisdictions' staff members through Evite. It should be noted that March 18<sup>th</sup> is also Bus Driver Appreciation Day and is celebrated across the country. I look forward to seeing all Board members at the ceremony and to providing tours of this great new facility. Please RSVP through the Evite app or call/email me to make sure we have an accurate headcount.

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

Since the November 3<sup>rd</sup> RTA Board meeting, 14 additional employees (including me) tested positive for COVID-19, bringing the number of positive cases to 29 since the beginning of the pandemic. Obviously, the surge of Omicron variant impacted us greatly, but through the diligence and dedication of our staff no service reductions had to be implemented.

Although the SLO County Department of Public Health aligned with the State regarding mask wearing inside buildings effective February 16<sup>th</sup>, face masks are still required on public transit vehicles and inside transportation hubs, since the current Transportation Security Administration mask rule is effective through March 18<sup>th</sup>.

I continue to participate in SLO County Vaccination Task Force meetings, and to share pertinent information with my staff through internal memoranda and with our transit agency partners via email/phone.

**Operations & Maintenance:**

The RTA continues to experience an uncomfortably large number of unfilled Bus Operator bids: five full-time bids, and nine (out of 19) part-time bids. Our staff continues to focus our efforts on recruiting new Bus Operators. Four new Bus Operator candidates

have started the on-boarding process since I last provided an Executive Director Report in January, although one “washed out” soon after starting. Please welcome Charlie C., Josh M. and Duane H. to the RTA Team. On the flip side, three Bus Operators separated employment since my last report, including the devastating death of long-time Bus Operator Rod Pappas. In addition, we are still seeking to fill an open full-time Utility position, and we are in the background check process to fill an open full-time Accounting Technician position.

Please join me in congratulating Employee of the Quarter Cassandra Johnson for being selected by her peers as this past quarter’s winner. She received multiple nominations and is praised for being reliable, easy to work with, always having a smile and for being a great Bus Operator.



RTA Maintenance Manager Andy Wyly and I are working with instructors at the Cuesta College Automotive Technology Department to provide training on heavy-duty vehicles and zero-emission vehicle technologies. This could potentially benefit the RTA and other transit agencies in the region by training tomorrow’s bus mechanics, since we have all struggled to attract skilled technicians. In Agenda Item A-6, I am seeking the Board’s authority to transfer a decommissioned bus to Cuesta College to serve as a vehicle maintenance training platform. As you will remember, at its January 2022 meeting, the RTA Board authorized salvaging four Eldorado mid-size buses that were formerly used in Paso Express fixed-route service.

As reported in January, we are still awaiting shipping advice for five replacement vehicles that have been delayed due to supply chain challenges. Specifically, the purchase order for three low-floor Arboc Specialty Vehicles mid-size buses (see picture to the right of this new type of bus that we are implementing) for South County Transit services was issued in May 2021, and the purchase order for two standard mid-size Eldorado cutaway vans for Route 15 services was issued in April 2021. I will provide an update on delivery dates as soon as our vendors receive shipping advice.



## **Marketing & Communications:**

Our primary marketing efforts continue to be focused on recruiting Bus Operators, communicating service levels to our riders, and reminding our passengers of on-bus mask requirements.

Other on-going marketing projects include:

- Planning for the upcoming Bus Maintenance Facility (BMF) Ribbon-Cutting event on March 18<sup>th</sup>. I request that all invitees RSVP as soon as possible so that we can plan accordingly.
- Inaugurating a Google ads campaign for Bus Operator recruitment.
- Keeping employees, vendors, etc. updated about the move into our new BMF.
- Updating all RTA / SoCo Transit route/schedule brochures, including the RTA Ride Guide.
- Potentially gearing up for Summer Youth Ride Free (see Agenda Item A-7)
- Reinstating free Wi-Fi on all fixed-route vehicles (see Agenda Item A-8).
- Researching the redesign of the RTA website to have a better mobile interface. The vast majority (78%) of the visitors to our website use a mobile phone.

## **Finance and Administration:**

Now that the majority of multi-ride bus passes are sold through our webpage or using the Token Transit smartphone app, the need for staffing full Monday through Friday 8AM to 4PM office hours is diminishing. At the same time, our staff is currently stretched thin. As depicted on our website, our offices are now open to the public on weekdays from 8:00 AM to 12:30 PM, and from 1:30 PM to 4:00 PM – or by appointment outside of these regular office hours.

Our unaudited operating and financial results for the first seven months of FY21-22 are presented in the tables beginning on page B-1-5. This year-to-date information is summarized as follows:

- RTA core fixed-route ridership totaled 209,592. In comparison, the ridership for the same period in FY20-21 was 164,195, which represents an increase of 27.6%. The pre-pandemic total was 401,033 – so we still have a lot of ground to make up.
- Runabout ridership totaled 11,022, which is an increase of 27.7% compared to the same period last year (9,774). The pre-pandemic total was 24,101.

- 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-1-7. 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. The graphs also show a dip in ridership that coincided with the most recent COVID-19 surge in cases caused by the Omicron variant.
- 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. Some important takeaways include:
  - In terms of overall non-capital expenses, we were below budget – 49.8% through 58.3% of the budget year. The largest single line-item in our annual budget is for *Labor – Operations*, although we came in lower (46.8%) due to slightly lower service levels actually operated due to staff shortages and despite higher than anticipated overtime. It should be noted that the wage scale for Bus Operators and other employees covered by the Collective Bargaining Agreement shifted up in January, so we will see increased labor costs for the remainder of the fiscal year. The third-greatest line-item is for *Fuel*, and the steady increase in price per gallon has resulted in a significant overage – 68.0% through 58.3% of the year, or roughly \$107,730 over budget. We continue to monitor these costs closely, but do not believe an overall 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 8.5% – but it is significantly better than our FY20-21 result (only 2.5%). Runabout achieved a ratio of 2.5%, which is slightly better than the FY20-21 result of 2.3%. 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 (\$22.06 in FY20-21). Runabout also improved at \$133.10 (\$149.55 in FY20-21).

**STAFF RECOMMENDATION:**

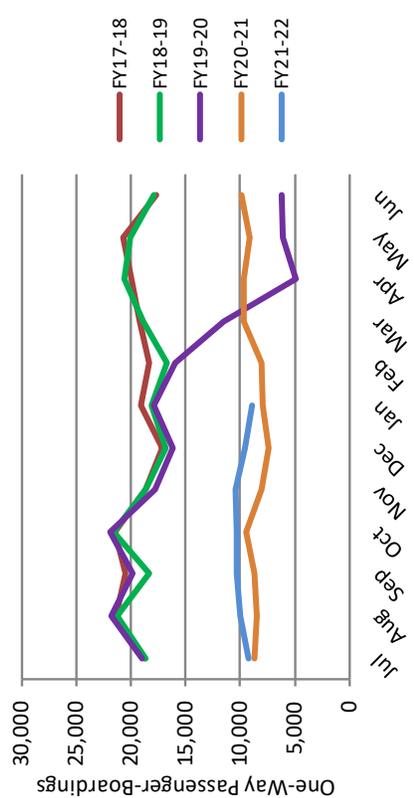
Accept this as an information item.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU JANUARY 31, 2022  
CURRENT FISCAL YEAR - 2021/2022**

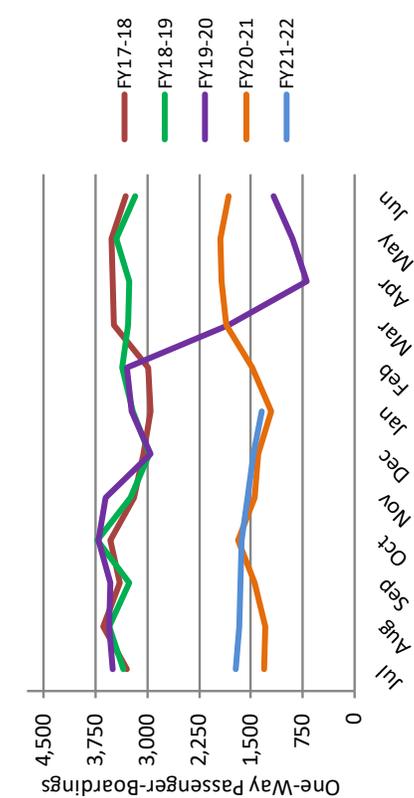
	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE SERVICES	RUNABOUT	SERVICES PROVIDED FOR THE CITY OF PASO ROBLES	SERVICES PROVIDED FOR SOUTH COUNTY TRANSIT	SERVICES PROVIDED FOR THE COUNTY OF SLO	SYSTEM TOTAL
<b>REVENUES:</b>											
FARES	\$ 111,976	\$ 106,082	\$ 81,518	\$ 63	\$ 5,455	\$ 305,093	\$ 38,035	\$ 65,021	\$ 52,099	\$ 8,381	\$ 468,630
<b>TOTAL ROUTE REVENUES</b>	\$ 111,976	\$ 106,082	\$ 81,518	\$ 63	\$ 5,455	\$ 305,093	\$ 38,035	\$ 65,021	\$ 52,099	\$ 8,381	\$ 468,630
<b>EXPENDITURES:</b>											
ADMINISTRATION	\$ 253,274	\$ 217,216	\$ 148,741	\$ 2,838	\$ 66,083	\$ 688,150	\$ 350,647	\$ 27,848	\$ 66,593	\$ 53,981	\$ 1,187,220
MARKETING	10,025	8,582	5,878	114	2,613	27,212	-	-	5,878	-	33,090
OPERATIONS/CONTINGENCY	783,770	688,658	462,190	8,826	208,836	2,152,279	995,783	452,888	845,309	211,797	4,658,055
FUEL	166,336	174,235	101,498	2,071	51,242	495,382	95,246	45,540	107,633	13,193	756,994
INSURANCE	79,449	83,221	48,478	994	24,505	236,646	63,437	25,706	55,792	7,888	389,470
<b>TOTAL EXPENDITURES</b>	\$ 1,292,852	\$ 1,171,912	\$ 766,784	\$ 14,842	\$ 353,279	\$ 3,599,670	\$ 1,505,112	\$ 551,982	\$ 1,081,206	\$ 286,859	\$ 7,024,829
<b>FAREBOX RATIO</b>	8.7%	9.1%	10.6%	0.4%	1.5%	8.5%	2.5%	11.8%	4.8%	2.9%	6.7%
<b>SERVICE MILES</b>	174,027.8	182,248.0	106,135.0	2,151.7	53,430.6	517,993.0	138,541.0	56,079.2	121,795.0	17,373.0	851,781.1
<b>SERVICE HOURS</b>	6,680.1	5,729.3	3,918.8	73.0	1,744.7	18,145.9	9,259.2	4,260.9	7,832.2	2,058.0	41,556.2
<b>RIDERSHIP (Automatic Counters)</b>	81,094	68,765	50,914	1,704	7,115	209,592	11,022	60,123	79,817	6,303	366,857
<b>RIDERS PER MILE</b>	0.47	0.38	0.48	0.79	0.13	0.40	0.08	1.07	0.66	0.36	0.43
<b>RIDERS PER HOUR</b>	12.1	12.0	13.0	23.3	4.1	11.6	1.2	14.1	10.2	3.1	8.8
<b>COST PER PASSENGER</b>	\$ 15.94	\$ 17.04	\$ 15.06	\$ 8.71	\$ 49.65	\$ 17.17	\$ 136.56	\$ 9.18	\$ 13.55	\$ 45.51	\$ 19.15
<b>SUBSIDY PER PASSENGER</b>	\$ 14.56	\$ 15.50	\$ 13.46	\$ 8.67	\$ 48.89	\$ 15.72	\$ 133.10	\$ 8.10	\$ 12.89	\$ 44.18	\$ 17.87



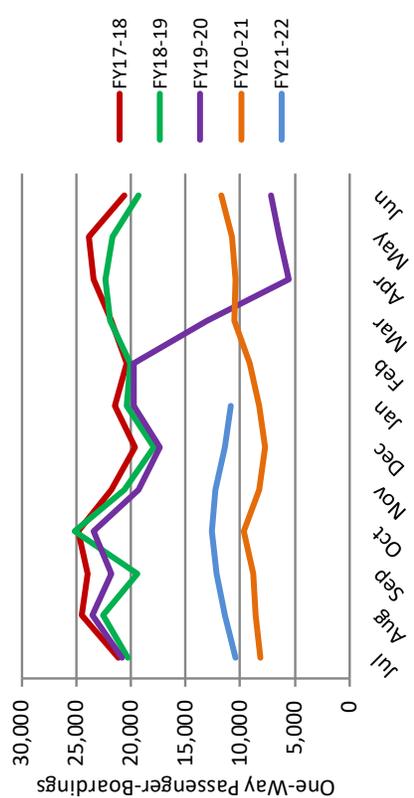
**RTA Route 10 Ridership By Month**



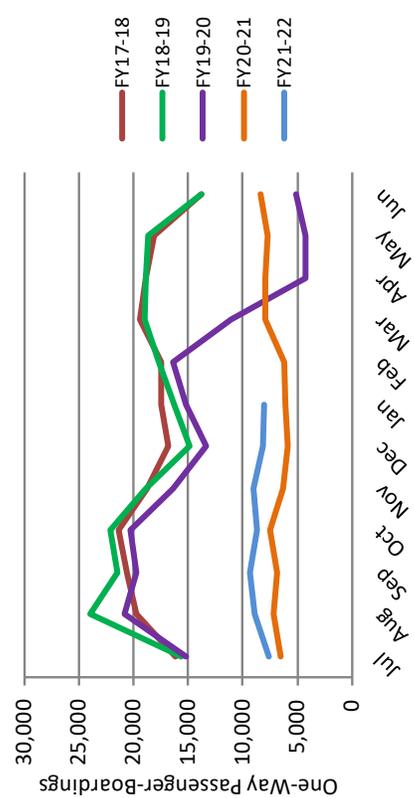
**RTA Runabout Ridership by Mo.**

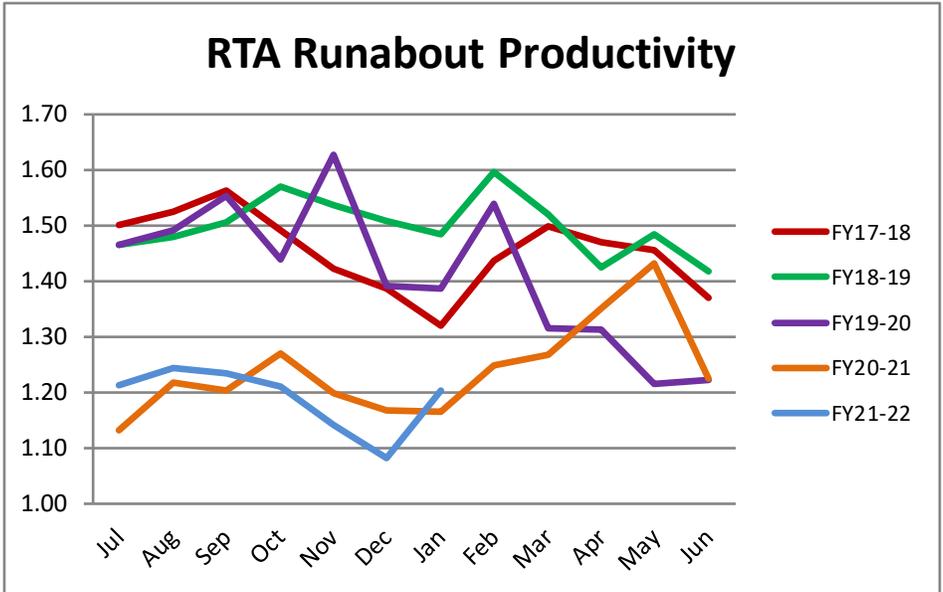
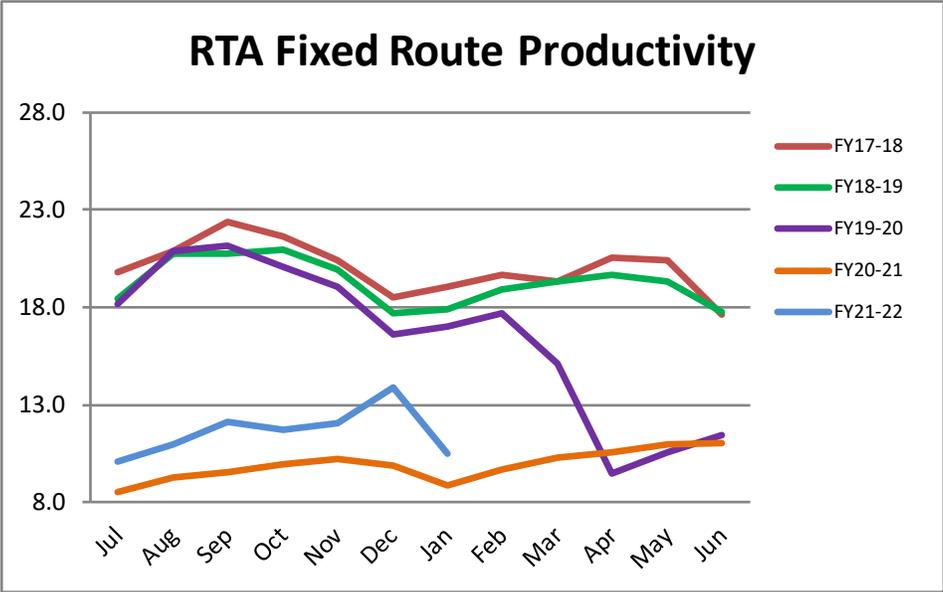


**RTA Route 9 Ridership By Month**



**RTA Rtes. 12, 14 & 15 Pass./Mo.**





**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**March 2, 2022**

**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 98% complete, with substantial completion achieved the week of January 10, 2022 and temporary occupancy granted by the City of San Luis Obispo on January 14<sup>th</sup>. In summary, we achieved substantial completion prior to the February 8<sup>th</sup> contracted date, and we will complete the project under budget.

Due to on-going supply chain issues, the remaining construction items are essentially narrowed down to the Level 2 electric vehicle rechargers and the fast-charge electric bus recharging system, as well as an ever-diminishing punch list of repairs and corrections. We have provided temporary office space to the general contractor so that the remaining items can be completed in a coordinated and expedited manner. Another item that still needs to be resolved is addressed in Agenda Item C-2 – an agreement for the future western-most realignment of Elks Lane near the Sunset Drive-In Theater once the Prado Overpass project is implemented in 2025 or 2026.

Staff moved into the new BMF on January 14-15, and we decommissioned the leased facility on 179 Cross Street during the months of January and February. We expect delivery and installation of final office furniture the week of January 28<sup>th</sup>. Authorization for the purchase of final shop and other equipment is included as Agenda Item A-5.

The ribbon-cutting ceremony has been rescheduled to March 18<sup>th</sup>, and invitations to this limited event were emailed to Board members on February 18<sup>th</sup>. That date also coincides with Bus Driver Appreciation Day sponsored by the American Public Transportation Association – so it will be a double celebration.

Below are some significant recent BMF milestones:

1. We have processed 31 invoices from Stantec Architecture from November 2018 through the end of January 2022 totaling \$2,582,201.07. Stantec completed design, engineering and permitting work, and is wrapping up construction

administration services (responding to Requests for Information, approving Submittals, etc.). A total of \$36,431.77 remains in our agreed work scope.

2. We have processed 23 invoices from Kitchell CEM through January 31, 2022, totaling \$1,264,614.90. Kitchell CEM's agreement includes construction management services and CEQA monitoring, as well as special inspections. In September 2021, the Board Authorized an amendment to Kitchell's contract to include move management and decommissioning services, which increased the contract total to \$1,797,869. A total of \$533,254.10 remains in our original work scope, although the RTA will not spend the entire amount.
3. We have processed 19 invoices from SCI through the end of January 2022, totaling \$17,467,979.87, less \$873,399.50 for the contracted 5% retainage. It should be noted that I authorized release of 60% of the 5% retainage (\$524,039.80), since we achieved substantial completion and the remaining amount covers the outstanding EV charging portion of the project. Including the remaining retainage, a total of \$549,065.42 remains in our current work scope.
4. Through the end of January, we have authorized 95 change orders out of 115 Change Request Bulletins (CRBs) totaling \$794,685.59, or 4.71% of the original \$16,873,000 agreement. The table at the end of this report provides more details on the change orders, and the remaining 20 potential CRBs that are still being investigated/negotiated are highlighted in yellow. Note that the estimated cost is blacked out for each CRB to avoid "tipping our hand" with the general contractor. Also, note that we worked with our next door neighbor to jointly fund a "privacy" fence between the newly realigned Elks Lane and the Sunset Drive-In Theater; the property owner will pay 50% of CRB-80 and 100% of CRB-81. Finally, the City of SLO directed us to provide potable water to the bus wash bay (CRB-83), and the City has agreed to pay 100% of that cost.
5. On February 8<sup>th</sup>, RTA Deputy Director/CFO Tania Arnold and I conducted our thirteenth and final 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. 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 ten draws equating to a total of \$11,609,728.14 in TIFIA loan funds.

**Staff Recommendation:**

Accept this as an information item.

Agreement Amount Tracker for SCI						
Bus Maintenance Facility Project (updated 18-Feb-2022)						
Contract Sum	Original	As amended	STATUS			
	\$16,873,000.00	\$17,667,685.59				
Total Change Orders Authorized		\$794,685.59				Initiated
% change from original contract		4.71%	% change with initiated, too			Reason/Who
CRB Number, Description (date executed)	Authorized Amount	Change Order # & Invoice #	Status in Procore Software	Estimate		Initiated
CRB-11.4, provide hole in reception counter pass-thru (1/12/2022)	\$680.40	CO #86, invoice #18	Completed/approved	Closed		RTA
CRB-17 (delete conference trailer)	pending		Awaiting detail			RTA
CRB-19 (added conduit for future EV charging)	pending		Awaiting detail			RTA
CRB-23 (storm drain - flared end sections)	pending		Awaiting detail			Design
CRB-34 (delete ESD Buttons at the EVCS)	pending		Awaiting detail			RTA
CRB-44, Multimedia box and HDMI cables in training room (1/14/2022)	\$3,830.40	CO #46, invoice #18	Completed/approved	Closed		Design
CRB-47, Add'l comm conduit to EV chargers (7/7/2021)	\$8,632.05	CO #36, invoice #18	Completed/approved	Closed		RTA
CRB-54, (reimburse for building move design cost)	pending		Awaiting detail			Contractor
CRB-56, Increased steel cost for EV canopy (1/27/2021)	\$74,353.02	CO #44, invoice #18	Completed/approved	Closed		Force Majeure
CRB-56.1, Increased steel cost for EV canopy #2 (1/27/2021)	\$35,106.86	CO #47, invoice #18	Completed/approved	Closed		Force Majeure
CRB-60, (equip. elec. disconnect mods)	pending		Awaiting detail			Design
CRB-61, Provide added graffiti resistant coating (1/12/2022)	\$2,738.90	CO #66, invoice #18	Completed/approved	Closed		Design
CRB-62, Fire water backflow preventer alarm monitoring (1/12/2022)	\$14,046.90	CO #50, invoice #18	Completed/approved	Closed		Design
CRB-65, (added conduit EV charging yard & bus canopy)	pending		Awaiting detail			Design
CRB-66, Clean-up existing driveway approach at Elks Lane (11/30/2021)	\$1,314.90	CO #74, invoice #17	Awaiting detail	Closed		City of SLO
CRB-68, (extend concrete pad for compressor in lube room)	pending		Awaiting detail			Design
CRB-70, (change plumbing fixture to comply with Buy America)	pending		Awaiting detail			Design
CRB-73.1, Provide 120V relay for circ. Pump (1/12/2022)	\$620.55	CO #88, invoice #18	Completed/approved	Closed		Design
CRB-78, Extend concrete pad at bike rack (1/12/2022)	\$2,711.13	CO #84, invoice #18	Awaiting detail	Closed		RTA
CRB-79, Replace concrete at PG&E power pole on Prado (1/10/2022)	\$3,201.45	CO #85, invoice #18	Completed/approved	Closed		Design
CRB-80, Install chain link on Elks Lane (50% neighbor)	\$15,540.00	CO #83, invoice #17	Completed/approved	Closed		RTA
CRB-80.1, Remove remnants old fence (reimbursable 1/10/2022)	\$1,890.00	CO #90, invoice #18	Completed/approved	Closed		RTA
CRB-81, Provide wire mold for sectional doors (12/21/2021)	\$5,900.30	CO #76, invoice #17	Completed/approved	Closed		RTA
CRB-82, Install cabinet door on back of mailboxes (12/14/2021)	\$1,858.50	CO #79, invoice #17	Completed/approved	Closed		Design
CRB-83, (extend 2" potable water to wash bay)	pending		Awaiting detail			City of SLO
CRB-84, Provide numbered keys and blanks (12/15/2021)	\$1,030.05	CO #80, invoice #17	Completed/approved	Closed		RTA
CRB-85, (half-controlled power at dispatch vestibule)	pending		Awaiting detail			Design
CRB-86, Remove add'l asphalt/fence removal at Elks/Prado (1/10/2022)	\$5,204.14	CO #78, invoice #18	Completed/approved	Closed		City of SLO
CRB-87, (temp domestic hot water on rooftop)	pending		Awaiting detail			Force Majeure
CRB-88, Upgrade irrigation controller (1/10/2022)	\$2,727.40	CO #82, invoice #18	Completed/approved	Closed		Design
CRB-89, (install owner provided exterior mailbox)	pending		Awaiting detail			RTA
CRB-90, Modify door #201 & hardware at roof (1/17/2022)	\$473.55	CO #81, invoice #18	Completed/approved	Closed		Design
CRB-91, Provide metered lube guns (1/10/2022)	\$9,482.55	CO #89, invoice #18	Completed/approved	Closed		RTA
CRB-92, (add CAT6 cable for radio system)	pending		Awaiting detail			RTA
CRB-93, (modify conduits for parts washer)	pending		Awaiting detail			Design
CRB-94, (stabilize Big Ass fans)	pending		Awaiting detail			Design
CRB-95, (add door louver to equip room #169)	pending		Awaiting detail			Design
CRB-96, Verify fire sprinkler calcs for high pile storage plan (1/10/2022)	\$420.00	CO #94, invoice #18	Completed/approved	Closed		City of SLO
CRB-97, Remotely mount HPWH control screens in janitorial room #119	\$4,859.99	CO #91, invoice #18	Completed/approved	Closed		Design
CRB-98, (upgrades to EV charging system)	pending		Awaiting detail			Force Majeure
CRB-99, Provide additional fire alarm devices (1/25/2022)	\$20,116.95	CO #70, invoice #18	Completed/approved	Closed		City of SLO
CRB-100, Added structural steel at AHU-1	\$3,371.55	CO #54, invoice #18	Completed/approved	Closed		Design
CRB-101, Overnight shipping for door cylinders & keys (1/28/2022)	\$496.65	CO #95, invoice #18	Completed/approved	Closed		RTA
CRB-102, (modify interior door hardware to fail-safe)	pending		Awaiting detail			RTA
CRB-103, (decommission 179 Elks Lane)	pending		Awaiting detail			RTA

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MARCH 2, 2022**

**STAFF REPORT**

<b>AGENDA ITEM:</b>	<b>C-1</b>
<b>TOPIC:</b>	<b>Fiscal Year 2022-23 Budget Assumptions</b>
<b>ACTION:</b>	<b>Approve FY22-23 Budget Assumptions</b>
<b>PRESENTED BY:</b>	<b>Tania Arnold, Deputy Director/CFO</b>
<b>STAFF RECOMMENDATION:</b>	<b>Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.</b>
<b>EXECUTIVE COMMITTEE RECOMMENDATION</b>	<b>Bring the budget assumptions and budget calendar to the Board so that a detailed work plan and budget may be developed.</b>

**BACKGROUND/DISCUSSION:**

The following report outlines staff's recommended budget assumptions for the RTA's Fiscal Year 2022-23 Operating and Capital Budget, and it is the first step in the development of our operating budget and capital program. It should be noted that the RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. These assumptions were presented to and approved by the RTA Executive Committee at its February 9<sup>th</sup> meeting. Upon the Board's guidance and approval of these assumptions today, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 13<sup>th</sup> meeting prior to the final draft budget presentation to the full Board on May 4<sup>th</sup>.

**KEY ISSUES**

1. Address the operational and financial impacts of the COVID-19 pandemic, both internally and in support of the communities in which the RTA operates. Impacts include:
  - a. Liability costs, which stabilized due to the RTA's good safety record, but the market continues to be extremely volatile.
  - b. Continuing to focus on containment of Runabout subsidies, especially as productivity during the pandemic has declined (by design), as well as the expected increase in demand as we transition to an endemic state.

- c. Address staffing and retention, particularly in the Bus Operator classification.
  2. Negotiate a new or extended Collective Bargaining Agreement with Teamsters Local 986, which represents Bus Operators, Mechanics, and Utility employees. The current CBA one-year extension expires December 31, 2022.
  3. Continue efforts to implement Zero-Emission Bus technologies, including procurement of battery-electric vehicles and start-up of recharging infrastructure.
  4. State Transit Assistance (STA) funds are projected to be higher than in the past few years. As a reminder, starting in FY17-18 the funding to the region was significantly increased due to the Senate Bill 1 – Road Repair and Accountability Act (SB-1) funds, which include augmented STA funds and State of Good Repair funds.
  5. Local Transportation Funds (LTF) used primarily for operating purposes are projected to be higher in the region but the RTA will continue to maximize all other funding sources before determining the need for LTF.
  6. Fuel costs continue to be volatile; this also impacts ridership and fare revenues.
- 

### **Mission Statement**

As a reminder, the Mission of the RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens of and visitors to San Luis Obispo County.

### **Objectives and Revenue Impacts**

- 1) Maintain service levels and hours of service that meet the standards of productivity and demand of our customers and communities through the effective and efficient delivery of RTA Fixed-Route and Runabout core<sup>1</sup> services:
  - a) The RTA received \$829,280 for RTA core services in STA funding in FY21-22. Staff will work with SLOCOG staff to determine a realistic estimate for FY22-23.
  - b) Continue to monitor the results and impacts on ridership and fares based on the overall regular fare structure. The last system-wide fare change was implemented in December 31, 2017, both on RTA Fixed-Route and on the Runabout service, which included the establishment of a Runabout premium service fare.
  - c) The FY21-22 budget adopted in May 2021 included \$3,269,980 in LTF operating revenues, which was subsequently amended to \$2,719,540. At the May 2021 Board meeting, the advisory FY22-23 LTF projection was \$6,114,060, which was revised during FY21-22 down to \$5,448,690. Staff is still developing estimated

annual FY21-22 expenses, which impacts the carryover amount that could reasonably be identified for the FY22-23 budget.

- d) Federal Transit Administration (FTA) Sections 5307, 5311 and 5339 operating funding and capital funding for FY22-23 will be presented in the same format as indicated in the most recent budget amendment. Should the actual annual authorizations for FTA programs increase or decrease for any of these programs, staff would adjust these assumptions accordingly in time for the Board's consideration of the budget at its May 4, 2022 meeting. Monies for FTA-funded projects are reimbursed either as progress payments or as full payment at the end of the project and/or fiscal year, which requires focused care by staff to ensure adequate cash flow.
  - e) Detailed miles/hours and span of service for each RTA core Fixed-Route and for Runabout will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services, South County Transit, and North County Local Services.
  - f) Productivity of each RTA-operated Fixed-Route service during holiday time periods will be presented to the Board as part of the draft budget, specifically associated with the service provided during the weeks of Thanksgiving, Christmas and New Years to determine if service levels should remain at a reduced level similar to 2021.
  - g) Staff will continue to research and evaluate new revenue sources should any potential shortfall in operating revenues arise. If we are unable to secure funding, staff would recommend that the Board consider adjusting the TDA allocation from the RTA jurisdictions and/or adjust service levels.
  - h) Due to changes in self-insured retention requirements, and now that consolidation has been completed, staff is reviewing and will provide recommendations regarding the RTA reserve policy during FY22-23.
- 2) Work with SLOCOG and our transit agency partners in the region to evaluate region-wide service efficiencies:
- a) Transit agencies across the country are highly impacted by the COVID-19 pandemic, which is impacting ridership and farebox revenues. As a result, the State of California has suspended farebox recovery ratio requirements through the end of FY22-23.
  - b) The RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county through both the SLOCOG Social Services Transportation Advisory Committee and through the RTA's Regional Transit Advisory Committee.

- c) Staff will use the *2018-20 RTA Strategic Business Plan* as well as the *2016 Short Range Transit Plan* to evaluate potential efficiencies and, with Board concurrence, implement efficiencies as appropriate. Additionally, the RTA will work with our transit agency partners to kick off a Short Range Transit Plan study to update the recently expired 2016 plan as well as address the zero-emission bus requirements of the Innovative Clean Transit (ICT) Rollout Plan.
- 3) Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs:
- a) Staff will continue to work with SLOCOG to prioritize capital projects using the State of Good Repair STA portion of SB-1 funds. These SB-1 funds are an important source of revenues for the RTA and the other transit operators in our region. It directly impacts the RTA need for LTF to fund operations and the local match for capital projects by reducing local match needed for federal funds, and interest when financing for capital projects is needed.
  - b) Other potential new capital projects include AB617 Clean Air Program and Low Carbon Transit Operating Program (LCTOP) funds intended to support our transition to zero-emission buses.
- 4) Address projected changes in demand for Runabout service:
- a) Runabout service hours and miles are still lower than were originally projected for FY21-22, and staff is closely monitoring service needs to determine when service will return to pre-pandemic levels. Staff will seek the Board's direction as demand increases over time.
  - b) Staff suspended in-person Runabout service eligibility assessments during the pandemic. As we emerge from the pandemic, we will re-institute this program to ensure that only those persons truly eligible for Runabout service are initially registered or re-registered as part of the Runabout application process. Staff will also provide mobility training for disabled persons who are able to occasionally use Fixed-Route services for some or all of their travel needs.
  - c) Staff does not foresee needing to move forward with using supplemental taxicab services at this time, but should future Runabout service expansions be required or if staffing shortages persist, staff will revisit this option.

### **Expenses Impacts**

- 1) Fuel prices continue to be extremely volatile; diesel fuel will be budgeted at \$4.30 per gallon. Included in the Fuel line-item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed-Route vehicles. Should prices increase or decrease staff will address the change in a budget amendment.

## 2) Insurance Expenses:

- a) CalTIP liability insurance premiums are projected to increase. The exact amount is not known at this time, as CalTIP actuaries are still working on May 1, 2022 through April 30, 2023 rates. Estimates will be available from CalTIP in time to include in the RTA draft budget presented to the Executive Committee at its April 2022 meeting. Although the number of RTA losses based on mileage has been lower than the statewide pool average, the RTA did experience a large claim in February 2019 that is impacting current and future premiums (through 2023). The pool had experienced significant negative claims development several years ago but those have stabilized due to efforts of all the member agencies to ensure the stability of the pool and ensure equity in costing among all members. This included a recent actuarial study on the formulas used in applying and calculating each agency's experience modification factor. More importantly, the California liability market continues to contract, which also increases per-mile costs.
- b) CalTIP vehicle physical damage will increase minimally due to the added asset value of newer vehicles in the fleet.
- c) Our annual Employment Risk Management Authority premium is estimated at \$40,000, with a \$50,000 self-insured retention. This self-insured retention does not currently have a reserve in place to cover it should a loss develop. As noted previously, staff is reviewing and will provide recommendations regarding the RTA reserve policy in FY22-23.
- d) Workers compensation premiums through the Public Risk Innovation, Solutions, and Management (PRISM) are projected to increase, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends in the state are not favorable. Based on estimates provided in January 2022 from PRISM, the estimate is less than the projection include in May 2021 for FY22-23. Staff will obtain a more refined estimate in early March. We continue to work with our employee Safety Committee that has evaluated workplace safety and has initiated a proactive program to address the number of claims and severity of the claims. Although premiums are expected to rise, a significant portion of that increase is attributable to the increase in wages identified in the collective bargaining agreement that were triggered by the changes in the California minimum wage.
- e) Property insurance will increase due now owning the facility at 253 Elks Lane and due to the significant losses in the property insurance market, most recently the wildfires in California.
- f) For budget-making purposes, staff is assuming a 6% annual increase for healthcare costs for each of the next two fiscal years. Staff believes that this estimate is reasonable based on historical price increases. Additionally, staff will

be implementing a paid family leave program to bring the leave benefits closer to those offered under the state disability insurance program.

3) Staffing Expenses:

- a) The previous 4-year Collective Bargaining Agreement (CBA) expired on December 31, 2021, and a one year extension was negotiated through December 31, 2022. Staff fully understands the fiscal impacts that the pandemic has had on our agency and its member jurisdictions, and we will seek the Union's assistance in helping us emerge in a fiscally responsible manner.
- b) The number of FY22-23 budgeted full-time equivalent (FTE) positions will remain the same as in FY21-22, although staff realignments are anticipated. Should adjustments to the FTE count need to be revised, staff will bring that proposal to the Board along with any new or revised to job descriptions, if applicable.
- c) For FY22-23, the overall number of budgeted positions for the non-core services (North County, SoCo Transit, and SLO County services) will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as prior years: as separate and distinct columns.
- d) An annual inflationary wage adjustment based on the December 2020 to December 2021 Consumer Price Index (CPI) of 6.6% will be implemented in July 2022. The Operations Supervisor classification CPI increase adjustment would be implemented in January 2023, to coincide with any Bus Operator wage scale adjustments (if any). Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments and budgetary authority.
- e) The RTA Board of Directors took action at its September 1, 2021 meeting to implement the increase in contribution percentage of 2.16% for the retirement plan with San Luis Obispo County Pension Trust (SLOCPT) in July 2022. Traditionally, when increases have occurred the increase is fully covered by the agency and the budget will assume that pickup will continue. This is related to management, administration and confidential employees.

**Proposed Budget Calendar**

- February 9 Detailed budget assumptions and revenue forecasts presented to Executive Committee
- March 2 Provide mid-year FY21-22 Budget data to Board and present budget amendment (if needed). Obtain Board concurrence on proposed draft budget assumptions.
- March 31 Based on feedback from Executive Committee, develop FY22-23 Budget

- April 13 Present draft FY22-23 Budget and final budget amendment for FY21-22 to Executive Committee (if needed)
- April 21 Present final draft FY22-23 Budget and final budget amendment for FY21-22 to RTAC (if needed)
- May 4 Final Board Budget presentation; Board adoption of FY22-23 Budget

**Staff Recommendation for Executive Committee:**

Recommend staff provide the FY22-23 budget assumptions and budget calendar to the Board for approval at the March 2<sup>nd</sup> Board meeting, so that a detailed work plan and budget may be developed.

**Staff Recommendation for the Board:**

Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.

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<sup>i</sup> Core services are defined as:

1. Hourly weekday services on RTA Routes 9, 10 and 12;
2. Five trips/day on Saturdays for Routes 9, 10, 12, and Monday-Saturday on Route 15;
3. Three trips/day on Sundays for Routes 9, 10, 12 and 15;
4. Peak period weekday service on Route 14 during open session of Cuesta College;
5. Peak period commuter Express services on Routes 9, 10 and 12; and
6. Runabout service that matches the fixed-route service days operated in each community.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**MARCH 2, 2022**

**STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Elks Lane Realignment Agreement

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

**STAFF RECOMMENDATION:** Authorize the RTA Executive Director to Negotiate a Public Improvement Fee Agreement with the City of San Luis Obispo

**BACKGROUND/DISCUSSION:**

As a condition of approval for the RTA Bus Maintenance Facility (BMF), the RTA was required to fully develop and construct the realigned Elks Lane roadway running between our new facility and the Sunset Drive-In Theater. The City of San Luis Obispo stated that it alternately could covenant the BMF project to complete the realignment at a later date coincident with construction of its planned Prado Overpass project. As I have noted in previous reports to the RTA Board, fully developing a “sweeping curve” solution concurrent with the BMF project would have required property acquisition that could not have feasibly been completed in a timely manner, given the need to operate from the new BMF prior to the end of the lease for our former facility at 179 Cross Street.

Subsequent to the Planning Commission’s approval of the BMF, City and RTA officials met several times over the ensuing 18 months to consider the best method of meeting the Elks Lane realignment condition. Early on, we concurred that the RTA could construct a “T-intersection” in order to keep the BMF project moving forward and to pay an upfront public improvement fee to the City to develop the sweeping curve solution in the future.

The realignment of Elks Lane was included as a deferred design in our BMF construction contract with Specialty Construction, Inc. (SCI). To get a better understanding of the potential impacts of our two options – an upfront public improvement fee, or a covenant for future construction – the RTA amended our contract with Stantec Architecture to develop two study products: 1) design and engineering of the T-intersection that would be built by SCI as part of the BMF project, and 2) an engineer’s estimate for the construction cost of the sweeping curve design.

I presented the engineer’s sweeping curve construction cost estimate to the Public Works Director in March 2021. For details on the design and potential construction cost, see the attached “Elks Lane Realignment Opinion of Probable Cost” document. The document depicts the new sweeping curve solution superimposed over the T-intersection design. The document also provides pertinent quantities and unit costs to

both demolish the T-intersection and to construct the sweeping curve solution. As shown, the estimated construction cost of the sweeping curve solution is \$136,985 in then-current unit costs.

The BMF project was substantially completed in early January 2022, including completion of the T-intersection solution. The City issued a temporary certificate of occupancy on January 14, 2022, and we moved into the BMF on January 15-16. The temporary certificate of occupancy expires on April 14, 2022.

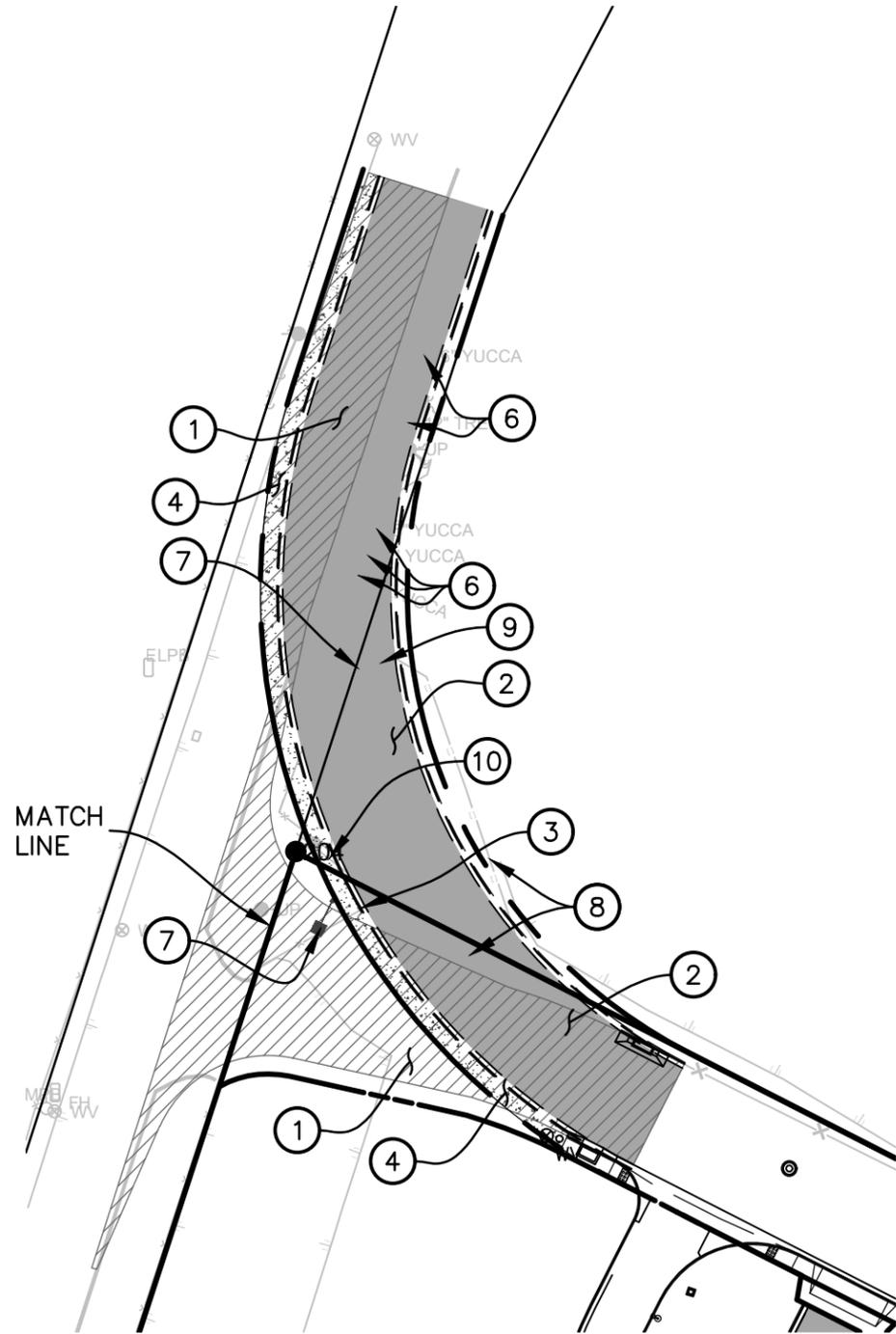
However, in late January 2022, the City requested that \$351,182 be included in the public improvement fee agreement based on current unit costs and the addition of new elements that were not included in the original cost estimate. RTA Counsel Jon Ansolabehere and I are working with Stantec engineers to review the City's proposed new cost estimate, and we hope to present our findings to the City in the coming weeks. It is my desire that we can arrive at a middle ground between the RTA's February 2021 cost proposal and the City's January 2022 cost proposal.

I am seeking the Board's authority to negotiate a public improvement fee agreement with the City to release the RTA of the obligation to construct the sweeping curve solution at a future date at a cost not to exceed \$351,182. It is my understanding that the City Council will provide direction to staff on the public improvement fee agreement in late February or early March. I will subsequently present the final agreement to the RTA Board for ratification.

**Staff Recommendation**

Authorize the RTA Executive Director to negotiate a public improvement fee agreement with the City of San Luis Obispo.

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ITEM	UNIT COST	SLORTA QUANTITY	SLORTA TOTAL	CITY QUANTITY	CITY TOTAL
① REMOVED EXISTING AC	\$2/SF	6,407 SF	\$12,814	7,173 SF	\$14,346
② PROVIDE AC PAVING (INC. GRADING)	\$5/SF	3,562 SF	\$17,810	9,658 SF	\$48,289
③ PROVIDE CONCRETE CURB/GUTTER	\$30/LF	177 LF	\$5,310	543 LF	\$16,290
④ PROVIDE CONCRETE SIDEWALK	\$10/SF	680 SF	\$6,800	1,345 SF	\$13,450
⑤ REMOVE EXISTING FENCE	\$1/LF	128 LF	\$128	247 LF	\$2,47
⑥ REMOVE EXISTING TREES	\$300/EA	0	\$0	5 EA	\$1,500
<b>TOTAL</b>			<b>\$42,862</b>		<b>\$94,123</b>

**ASSUMPTIONS**

- ⑦ ROTATE LIGHT STANDARD ON FOUNDATION (PRICE BY OTHERS)
  - ⑧ RELOCATE EXISTING BILLBOARD (PRICE BY OTHERS)
  - ⑨ RELOCATE EXISTING SHED/TANK (PRICE BY OTHERS)
  - ⑩ RELOCATE EXISTING UTILITY POLES (PRICE BY OTHERS)
- \*CLEARING AND GRUBBING EXCLUDED  
 \*NO UTILITIES CONSTRUCTED OR ALTERED  
 \*STORM DRAIN CATCH BASINS CONSTRUCTED BY SLORTA TO REMAIN IN PLACE



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**ELKS LANE REALIGNMENT  
 OPINION OF PROBABLE COST**

SAN LUIS OBISPO, CA

FEBRUARY 12, 2021

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