



RTA BOARD AGENDA

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

Wednesday, September 1, 2021 at 9:30 AM

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

President: John Peschong

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)

Vice President: Ed Waage

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 Coronavirus (COVID-19) and in accordance with the Governor's Executive Order N-29-20, the RTA Board meeting on September 1, 2021 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, 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_SUSIPx3ISOWgfXpCaVnHqw

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.

***Note: Every effort will be made to include your comments into the record, but due to time limitations, some comments may not be included. 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 August 31, 2021 (the day before the meeting) and will be limited to three (3) minutes.

Email – Written Public Comments to: 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, August 31, 2021.**

Mail – Written Public Comments

- Mail to:
Clerk of the Board
SLO RTA
179 Cross Street
San Luis Obispo, CA 93401
 - **Mailed written comments must be received by the RTA no later than 5:00 p.m. on Tuesday, August 31, 2021.**
-

FLAG SALUTE

CALL MEETING TO ORDER, ROLL CALL

PUBLIC COMMENT: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

CLOSED SESSION ITEMS

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

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

CONFERENCE WITH LABOR NEGOTIATORS

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

- A. CONSENT AGENDA:** (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may

be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

- A-1 Executive Committee Meeting Minutes of April 14, 2021 (Information)
- A-2 RTA Board Meeting Minutes of May 5, 2021 (Approve)
- A-3 Authorize New SLOCPT Rates for July 2022 Implementation (Approve)
- A-4 Authorize the RTA to Apply for ARPA Funding (Approve)
- A-5 Vehicle Procurement for ADA Runabout Minivans & Declare Vehicle Surplus (Approve)
- A-6 Procurement of Third-Party Services Related to Move into BMF (Approve)
- A-7 Procurement of Bus Engine Overhaul Services (Approve)
- A-8 Procurement of Relocation Services for BMF (Approve)

B. INFORMATION AGENDA

- B-1 Executive Director's Report (Receive)
- B-2 Bus Maintenance Facility Update (Receive)
- B-3 Bus Stop Improvements Plan Update (Receive)

C. ACTION AGENDA

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

D. BOARD MEMBER COMMENTS

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

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San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 04/14/2021

Draft A-1

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

Members Absent: None

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director/CFO
Nina Negranti, County Counsel

Call to Order and Roll Call: President John Peschong called the meeting to order at 10:00 AM and roll call was taken. A quorum was present.

Public Comment: There was no public comment.

1. Consent Items

A-1 Executive Committee Meeting Minutes of February 10, 2021 (Approve)

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

BOARD MEMBER	<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 RTA is monitoring ridership to ensure that buses are not exceeding maximum capacity loads allowed by CDC guidelines. However, drivers are not denying any riders due to maximum capacity. Staff has seen an increase in passenger loads in Paso Robles and have been using the 40-foot buses to accommodate social distancing. Paso Robles is experiencing capacity issues due to high school students. The agency is working the SLO County Public Health on getting elderly and disabled individuals rides to their COVID-19 vaccination appointments. The bus maintenance facility walls are up and the facility will soon be fully enclosed. There have been \$289,000 of change orders authorized for

the project. RTA added a tripper vehicle on Route 9 because of the consistent capacity issues during commuter times. Bus stop improvements have been sent out to bid and 34 high priority bus stops will have solar lighting installed. The Avila Trolley will begin in July however, the trolley will not be able to run to the Pismo Preserve this year. The numbers for ARPA have been released, and if funding is reduced, the agency will be forced to implement service cuts. RTA is requesting funds from the Santa Maria urbanized area fund, however the money could be denied. Staff is meeting to discuss solutions.

Questions:

Vice President Waage asked if the money from Santa Maria is being used for something else? He hopes that it can be resolved as Route 10 is a key route.

Mr. Straw stated that it appears to be a different approach to funding than before and Santa Maria is stating that Route 10 funds can be lowered. Staff is disputing this and requesting further discussion.

Mr. Strong stated there are stipulations that can be added to funding requests so change orders are prevented. Has RTA applied to the new Department of Transportation funds that have been made available, particularly for low/zero emission buses?

Mr. Straw stated a grant application has been submitted on behalf of RTA and SLO Transit.

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

3. Action Items

C-1 Fiscal Year 2021-21 Operating and Capital Budget (Approve)

Ms. Tania Arnold stated that the budget does include the 5% service reduction and recovery from the pandemic which includes grant applications. Projected liability cost and losses have gone down due to smaller increase workers comp than expected. Runabout costs have increased however there has been a slow down in the number of applicants for the service. Staffing and retention has been challenging due to the pandemic, an issue that will be kept in mind in the coming fiscal year.

The collective Bargaining Agreement with Teamsters Local 986 expires December 31, 2021. RTA is applying for funding to implement Zero Emission Bus (ZEB) technologies and the grant application is for two diesel-powered bus replacements; the agency will be applying for an additional three buses. The first Pac West loan draw for the construction of long-planned Bus Maintenance Facility is occurring this spring. The project is expected to be complete in February 2022.

Mr. Straw stated there is a funding gap for CalPERS liability due to termination of the RTA's contract with CalPERS. The agency made an initial payment completed in December 2020 and is still awaiting final negotiated payout which is not included in the budget. The STA funding is higher than revised numbers provided in October 2020 and staff wants to use the State of Good Repair funds as leverage for ZEB. LTF has dropped because of the CARES Act funding, however it is projected to rise again when those funds are no longer available. The projected fuel cost volatility will impact ridership and fare revenue and staff may need to bring to the board again if cost continues to rise.

Questions

Mr. Strong asked if the agency is on the hook for improvements to Elks Lane?

Mr. Straw stated that RTA is responsible for the design and realignment of Elks Lane, however the agreement with the city is still being drafted.

Vice President Waage asked if there are any anticipated budget issues coming out of the pandemic?

Mr. Straw stated that the biggest issue to lower fares, as the agency has not been able to charge full fares during COVID-19. The state recognizes that this is happening across the country and has removed

the penalties temporarily. However, year 2023 is a concern. Social distancing presents a challenge for bus capacity and meeting service needs.

Mr. Strong asked if the federal government is limiting recovery funding to 75% of the 2019 budgets, just like it has for small cities?

Mr. Straw stated the agency did not receive an CRSA funds, however we are expecting APRA funds.

Mr. Strong made a motion to approve agenda item C-1 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. **May 5, 2021 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Consent Items

- A-1 Executive Committee Meeting Minutes of February 10, 2021 (Information)
- A-2 RTA Board Meeting Minutes of March 3, 2021 (Approve)
- A-3 RTA Board Meeting Minutes of April 7, 2021 (Approve)
- A-4 BMF Construction Change Order Summary (Approve)
- A-5 RTA Injury and Illness Prevention Plan Update (Accept)
- A-6 Contract Extension with Connexionz (Accept)
- A-7 Summer Youth Ride Free Program (Approve)
- A-8 Agreement for County Auditor/Controller Services (Approve)
- A-9 Vehicle Procurement for Support Utility-Body Service Truck and Vehicle Surplus/Disposal (Approve)
- A-10 Paso Robles Housing Development Resolution (Approve)

Information Items

- B-1 Diversity, Equity and Inclusion Review and Recommendations (Receive)
- B-2 Executive Director's Report (Receive)
- B-3 Update on Bus Maintenance Facility Construction (Receive)

Action Items

- C-1 Fiscal Year 2021-22 Operating and Capital Budget (Approve)

Closed Session Item:

D-1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code section 54956.9.) It is the intention of the Executive Committee to meet in closed session concerning the following item: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9. Number of potential cases: One.

D-2 CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Geoff Straw, Executive Director Employee organization: Teamsters Local 986

President Peschong asked if the agenda item B-1 was related to the SLOCOG Diversity and Inclusion training or if it was a different topic?

Mr. Straw stated that this item was a report by a consultant regarding staffing, retention, and training opportunities of employees that does not require any action from the Board. Also to be noted, staff is recommending that the Youth Ride Free program is suspended this year due to funding.

Vice President Waage asked if item A-10 is regarding providing service for the new proposed development in Paso Robles?

Mr. Straw stated that staff has been working with the community in Paso Robles on a project on Niblick Rd regarding a potential bus recharging station and bus stop improvement. RTA will ask the Board to do a resolution of support for the project with no financial commitment.

Mr. Strong made a motion to approve the proposed agenda for May 5th, 2021 and **Vice President Waage** seconded the motion. The motion passed unanimously via voice vote.

5. **Closed Session:**

D-1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code section 54956.9.) It is the intention of the Executive Committee to meet in closed session concerning the following item: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9. Number of potential cases: One.

D-2 CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Geoff Straw,
Executive Director Employee organization: Teamsters Local 986

The committee went into closed session at 10:44 a.m. and returned from closed session at 10:58 a.m.

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

6. **Adjournment**

The meeting was adjourned at 11:01 a.m.

Next RTA Executive Committee Meeting: **June 9, 2021**

Respectfully Submitted,

Acknowledged by,

Tania Arnold
Deputy Director/CFO

John Peschong
RTA Board President 2021

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
BOARD MEETING MINUTES OF MAY 5, 2021
A-2

BOARD MEMBERS PRESENT:

LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
ROBERT DAVIS, CITY OF MORRO BAY
KAREN BRIGHT, CITY OF GROVER BEACH
JIMMY PAULDING, CITY OF ARROYO GRANDE
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (President)
ANDY PEASE, CITY OF SAN LUIS OBISPO
HEATHER MORENO, CITY OF ATASCADERO
FRED STRONG, CITY OF PASO ROBLES (Arrived at 9:54 AM)
ED WAAGE, CITY OF PISMO BEACH (Vice President)
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO

BOARD MEMBERS ABSENT:

DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO

STAFF PRESENT:

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

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

PUBLIC COMMENT: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

Mr. Eric Greening stated that the concept of a vaccine passport is unpopular and he hopes will not to be enforced on transportation. He stated that he supports every person's right to get a vaccine and have access to the vaccine. Will the RTA's offer to take people to vaccinations free be applicable to any site, not just the large SLO County sponsored sites?

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code section 54956.9.)

It is the intention of the Executive Committee to meet in closed session concerning the following item: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9. Number of potential cases: One.

2. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Geoff Straw, Executive Director

Employee organization: Teamsters Local 986

The Board went into closed session at 9:36 AM and returned to open session at 9:58 AM.

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

A. CONSENT AGENDA: (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

A-1 Executive Committee Meeting Minutes of February 10, 2021 (Information)

A-2 RTA Board Meeting Minutes of March 3, 2021 (Approve)

A-3 RTA Board Meeting Minutes of April 7, 2021 (Approve)

A-4 Fourth Update on BMF Construction Change Orders (Approve)

A-5 Injury and Illness Prevention Program (Approve)

A-6 Contract Extension for ITS Technologies (Approve)

A-7 Suspend Summer Youth Ride Free Program in 2021 (Approve)

A-8 Agreement for County Auditor/Controller Services (Approve)

A-9 Vehicle Procurement for Service Truck and Vehicle Surplus/Disposal (Approve)

A-10 Paso Robles AHSC Grant Application Support Letter (Approve)

A-11 Coronavirus Relief and Response Supplemental Appropriations Act Funds (Approve)

Mr. Geoff Straw stated under public comment, staff received well-thought suggestions from Mr. Greening regarding the Youth Ride Free program (A-7). He stated that he agrees with Mr. Greening and the program can remain in tact if vehicle capacity constraints are lifted and the full fares are reinstated. RTA needs the three highest volume pass sales locations to reopen, and those cities are Paso Robles, Grover Beach and Morro Bay. In regards to item A-10, RTA was supporting the application when Paso Robles was a co-applicant, however, now this is no longer the case. The letter that is presented needs to be amended.

Public Comment:

Mr. Greening thanked staff for posting the public comments and stated that youth should be given the chance to attend activities via public transit especially after what they have endured during COVID.

Mr. Fred Strong made a motion to approve consent agenda items A-1 through A-11 (not including A-7 and A-10), and **Mr. Robert Davis** seconded the motion. The motion passed unanimously via roll call vote as follows:

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

Consent item A-7 was pulled for discussion.

Mr. Straw stated staff is being forced to violate their own capacity policies to serve the area. Even 3 foot capacity constraints will pose a problem for RTA moving forward.

Mr. Strong stated that the city of Paso Robles is discussing reopening and he supported the modifications as suggested by staff.

Mr. Jimmy Paulding and **Ms. Andy Pease** also vocalized their support for the Youth Ride free program with modifications suggested by RTA.

Mr. Robert Davis stated that the city of Morro Bay has plans of reopening and selling RTA passes soon.

Mr. Straw stated that RTA will be able to implement the Youth Ride Free program if and when capacity constraints are lifted and full fare returns.

Ms. Lynn Compton made a motion to approve consent agenda item A-7 with modifications as staff has suggested, and **Ms. Pease** seconded the motion. The motion passed unanimously via roll call vote as follows:

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

Consent item A-10 was pulled for discussion.

Mr. Straw stated that the subject in the letter would change from the “City of Paso Robles” to the “Project Proponent” and the discussion of service levels would be removed, and no funding would be required from the RTA jurisdictions.

Vice President Waage made a motion to approve consent agenda item A-7 with modifications as staff has suggested, and **Mr. 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	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
DAWN ORTIZ-LEGG			X
JOHN PESCHONG (Vice President)	X		
ROBERT DAVIS	X		
KAREN BRIGHT	X		
JIMMY PAULDING	X		
ANDY PEASE	X		
HEATHER MORENO	X		
FRED STRONG (President)	X		
ED WAAGE	X		

B. INFORMATION AGENDA

B-1 Diversity, Equity and Inclusion Review and Recommendations (Receive)

Mr. Straw stated that the goal of the review is to provide a welcoming and inclusive workplace. Diversity is the presence of differences within a given setting. Equity is the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for every individual. Inclusion is the practice of ensuring that people feel a sense of belonging in the workplace. EEO/DEI Policies and Procedures meet state and federal law. The organizational culture of “family” has both positive impressions and limitations, and can give the impression of unequal treatment. Opportunities could be better and more collaboratively communicated, such as training availability. In the collective bargaining agreement, premium wage is offered to staff who would like to learn the “back end” of operations. The role and responsibilities of the HRO can be enhanced. The Board could establish a committee to report out on meeting DEI goals which include engaging employees in recruitment efforts for underrepresented groups, expanding learning opportunities for DEI, and clarify the role and responsibilities of the HR function.

Ms. Pease thanked staff for being proactive with this review and looks forward to participating in the program as it devolves.

Mr. Gibson also vocalized his support and appreciation for staff efforts.

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

B-2 Executive Director’s Report (Receive)

Mr. Straw stated that the agency will continue to participate in the SLO County Vaccination Task Force by providing fare-free, door to door rides for vaccination appointments for residents over 75 years old and disadvantaged riders. CRRSAA will provide \$14 billion to support transit nationwide but no agency in

our County qualified. However, \$1.5M CRRSAA 5311 funds will be available for our county and partially available to RTA. The state of California has a new paid sick leave program and more than 70% of RTA employees have received the vaccination. Staff is monitoring passenger loads on buses and we added “shadow” buses on Route 9 during the commuter hours. There is increased ridership on Paso Express due to PRHS, but the same increase is not seen at AGHS or MBHS. CDC has stated that COVID-19 is much more likely transmitted through aerosolized droplets than from touching contaminated surfaces. Staff is monitoring this to determine if we can reduce intensive sanitizing, installed CARES Act funded ionizers in each fixed-route heavy-duty buses. There are many unfilled Bus Operator bids; the next bid is late May, starting June 6. RTA is paying higher than normal overtime costs and asking part-time employees to cover shifts. Supervisors also fill open shifts and are delaying time-off requests. This stresses the work group and is not sustainable. Marketing and service planning is focused on COVID-19 communications with staff and riders. Marketing, grants and maintenance working on a bus stop improvement plan solar lighting project: California Prop 1B provides funds for 34 new solar powered lights at our darkest stops. We will not operate on Memorial Day or July 4. The Avila Trolley had planned to add the Pismo Preserve in 2020, however due to staff shortages, we will not implement this in 2021. Staff is waiting on final appropriation figures for SLO County from the American Rescue Plan Act, which includes \$30.5 billion to support the nation’s public transportation systems. Staff has submitted a three-year FTA Section 5307 proposal to City of Santa Maria to continue partial funding of Route 10. RTA requested \$424,000 in FY21-22 and the City of Santa Maria proposed only \$245K in funding award. The funding cut is not reflected in the budget and staff may need to amend the budget and cut services on Route 10. There was no RTAC on April 22 due to lack of quorum. RTA requested individuals to provide feedback on the budget

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

B-3 Update on Bus Maintenance Facility Construction (Receive)

Mr. Straw stated that the bus maintenance facility walls are up and the facility is fully enclosed. The Board can reference the agenda for specific numbers on cost. The first draw down on the TIFIA loan happened on Friday. He also stated if any Board members would like to do a site tour, they should contact him to set it up.

President Peschong received and filed item B-3 on behalf of the Board.

C. ACTION AGENDA

C-1 Fiscal Year 2021-22 Operating and Capital Budget (Approve)

Ms. Tania Arnold stated that the budget does include the 5% service reduction and recovery from the pandemic which includes grant applications. Projected liability cost and losses have gone down due to smaller increase workers comp than expected. Runabout costs have increased however there has been a slow down in the number of applicants for the service. Staffing and retention has been challenging due to the pandemic, an issue that will be kept in mind in the coming fiscal year. The collective Bargaining Agreement with Teamsters Local 986 expires December 31, 2021. RTA is applying for funding to implement Zero Emission Bus (ZEB) technologies and the grant application is for two diesel-powered bus replacements; the agency will be applying for an additional three buses. The first Pac West loan draw for the construction of long-planned Bus Maintenance Facility is occurring this spring. The project is expected to be complete in February 2022. There is a funding gap for CalPERS liability due to termination of the RTA’s contract with CalPERS. The agency made an initial payment completed in December 2020 and is still awaiting final negotiated payout which is not included in the budget. The STA

funding is higher than revised numbers provided in October 2020 and staff wants to use the State of Good Repair funds as leverage for ZEB. LTF has dropped because of the CARES Act funding, however it is projected to rise again when those funds are no longer available. The projected fuel cost volatility will impact to ridership and fare revenue and staff may need to bring to the board again if cost continues to rise.

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

Ms. Pease asked when would staff anticipate budget adjustments will be made?

Ms. Tania Arnold stated that September would be the latest that the first budget amendment would happen, and staff always looks at the current fiscal year first.

Public comment:

Mr. Greening asked if the ADA passengers need to be recertified if they were approved during COVID-19? Will there be a wave of passengers needing re-assessments.

Mr. Straw stated that the temporary certifications will be verified through the appropriate channels.

Mr. Strong made a motion to approve agenda item C-1, and **Mr. Paulding** seconded the motion. The motion passed unanimously via roll call vote as follows:

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

The meeting was adjourned at 11:14 AM.

Next regularly-scheduled RTA Board meeting is July 7, 2021

Respectfully Submitted,

Acknowledged by,

Chelsea Sperakos, Administrative Assistant

John Peschong, RTA President 2021

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 1, 2021
STAFF REPORT**

AGENDA ITEM: A-3

TOPIC: Authorize New SLOCPT Rates for July 2022 Implementation

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Implement Rate Increase in July 2022

BACKGROUND:

As previously authorized by the RTA Board of Directors, the RTA joined the San Luis Obispo County Pension Trust in January of 2020.

Based on the County Pension Trust's 2021 actuarial study completed in June 2021, a pension contribution rate increase for miscellaneous employees (under which the eligible RTA employees fall) is required to achieve desired funding levels for the plan. The County of San Luis Obispo Board of Supervisors is expected to approve an amendment to the Pension Trust Retirement Plan adopting rate increases for the County and participating agencies, by the end of calendar year 2021. To meet our required funding obligation to the Pension Trust, the RTA must determine if the implementation date should be January 2022 or July 2022. A January 2022 implementation date would result in a 2.08% increase in rates, and a July 2022 implementation date would result in a 2.16% increase in rates.

Although the July 2022 rate increase (2.16%) is higher than the January 2022 rate (2.08%), staff is recommending this July implementation date to coordinate with the timeline of when pay rate and benefit changes are traditionally implemented as part of the annual budget-making process.

Additionally, the Board may also determine how the increase should be implemented. Traditionally, any increases to the retirement program contribution rates were paid fully by the RTA, although the Board can direct staff to change this moving forward should it desire. This staff report assumes the RTA allocation method would remain unchanged but would be included in the budget presentation in May 2022 for final Board consideration.

Staff Recommendation

Approve the implementation date of July 2022 at a rate of 2.16%.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 1, 2021
STAFF REPORT**

AGENDA ITEM: A-4

TOPIC: FTA Section 5307 American Rescue Plan Act (ARPA) Funds

ACTION: Approve Resolution

PRESENTED BY: Melissa C. Mudgett, Grants and Financial Manager

STAFF RECOMMENDATION: Adopt Resolution Authorizing Executive Director to Submit Application for 5307 ARPA Funds

BACKGROUND/DISCUSSION:

On March 11, 2021, President Biden signed *the American Rescue Plan Act of 2021* (ARP), which included \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support the President's call to vaccinate the U.S. population. Whereas \$26.1 billion was allocated by statutory formulas to urbanized to provide those urbanized areas the amounts necessary to receive 132% of 2018 operating expenses when combined with CARES Act and CRRSAA funds previously received. Urbanized area already exceeding the 132% cap received an additional 25 percent of the urbanized area's 2018 operating costs.

On April 2, 2021, the Federal Transit Administration (FTA) Section 5307 announced a call for projects for projects that continue to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic. ARPA funding will be disbursed through FTA apportionments to its urbanized areas (UZA) formulas.

The FTA Section 5307 ARPA apportionments for the three San Luis Obispo County UZA's are as follows: Paso Robles/Atascadero (North UZA) \$818,790, San Luis Obispo (Central UZA) \$1,136,827 and Arroyo Grande/Grover Beach (South UZA) \$174,160. ARPA funds are available for reimbursement of all operating expenses occurring after January 20, 2020 at 100% federal share, as well as any capital projects listed as an eligible project in the adopted Federal Transportation Improvement Program (FTIP).

The San Luis Obispo Council of Governments (SLOCOG), serving as the region's Metropolitan Planning Organization (MPO), continues to work with eligible transit agencies in the county to develop a program of projects and allocate funding from the regional ARPA apportionments. Once these regional apportionments are finalized by the SLOCOG Board of Directors, staff will bring a budget amendment to the RTA Board to identify this new funding source as part of a budget amendment proposal.

The ARPA grant application must include a resolution approved by the RTA Board authorizing submittal of the grant application. Once approved, the attached resolution will become part of the grant application submitted for FTA Section 5307 ARPA funding for FY22.

Staff Recommendation

Approve the attached resolution authorizing the Executive Director to submit a grant application for the FTA Section 5307 ARPA funds as apportioned by the Federal Transportation Administration in the amount not-to-exceed the SLOCOG-approved regional apportionments for the continued operations of transit services and/or capital projects as eligible under the ARPA.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 21-_____

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AND OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSIT ASSISTANCE UNDER FTA SECTION 5307 (49 U.S.C. SECTION 5307) FORMULA GRANTS FOR URBANIZED AREAS, AMERICAN RESUCE PLAN ACT (ARPA) FUNDS.

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

WHEREAS, the FTA has been designated by the United States Department of Transportation to administer Section 5307 ARPA grant funds for transportation projects for the general public for the urbanized areas; and to support operating assistance projects for urbanized public transportation systems under Section 5307 ARPA of the Federal Transit Act (authorized by 49.USC. Chapter 53, Title 23, United States Code; and

WHEREAS, \$26.1 billion was allocated by statutory formulas to urbanized to provide those urbanized areas the amounts necessary to receive 132% of 2018 operating expenses when combined with CARES Act and CRRSAA funds previously received. Urbanized area already exceeding the 132% cap received an additional 25 percent of the urbanized area's 2018 operating costs; and

WHEREAS, the FTA Section 5307 ARPA apportionments for the El Paso de Robles-Atascadero Urbanized Area is \$818,790, the San Luis Obispo Urbanized Area is \$1,136,827 and the Arroyo Grande-Grover Beach Urbanized Area is \$174,160; and

WHEREAS, the San Luis Obispo Regional Transit Authority desires to apply for said ARPA financial assistance to permit operation of urban transit services in San Luis Obispo County; and

WHEREAS, the San Luis Obispo Regional Transit Authority has, to the maximum extent feasible, coordinated with the regions' Metropolitan Planning Organization (SLOCOG) and other transportation providers and users in the region (including social service agencies) to develop a program of projects eligible for this funding.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the San Luis Obispo Regional Transit Authority does hereby authorize the Executive Director, to file and execute ARPA grant applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5307 ARPA program of the Federal Transit Act (**FTA C 9040.1F**), as amended.

That the Executive Director or designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the FTA; and

That the Executive Director or designee is authorized to execute and file such applications, assurances or any other documents for the purpose of complying with Title VI of the Civil Rights Act of 1964 required by the FTA in connection with the application for the Section 5307 ARPA projects; and

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the FTA for the Section 5307 ARPA project(s).

On a motion of Delegate _____, seconded by Delegate _____, and on the following roll call, to wit: the foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 1st day of September 2021.

AYES:

NOES:

ABSENT:

ABSTAINING:

John Peschong
RTA Board President

ATTEST:

Geoff Straw
RTA Executive Director

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita Neal
County Counsel

By: _____
Nina Negranti
RTA Counsel

Dated: _____
(Original signature in BLUE ink)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 1, 2021

STAFF REPORT

AGENDA ITEM: A-5

TOPIC: Vehicle Procurement for ADA Runabout Minivans, and Declare Vehicle Surplus

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure six (6) low-floor minivans at a Cost Not to Exceed \$302,000, and Declare Vehicle Surplus and Authorize the Executive Director to Dispose of Vehicles

BACKGROUND/DISCUSSION:

The RTA has been awarded funding from the Federal Transportation Authority (FTA) to replace six (6) low floor minivans (Vehicle ID#1701-1706) in the Runabout ADA fleet. FTA guidelines call for light duty transit vans to be replaced after four (4) years or 100,000 miles, whichever comes first. By these criteria, all six of these vehicles have met their FTA useful life in years and will be approaching the useful life in miles when the replacement vehicles arrive. Because these vehicles are at the end of their FTA determined service life, they are becoming more costly to maintain. Further, none of six vehicles are estimated to have a value exceeding the FTA threshold of \$5,000 (which would require FTA approved reinvestment or relinquishment).

ID#	Mileage	Make	Model	Year	Service	Fuel	VIN	License
1701	85,179	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG7GR396495	1517173
1702*	77,220	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG7GR396500	1517174
1703	86,999	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG4GR396504	1517164
1704	88,516	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG1GR396508	1517176
1705	79,450	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG7GR396514	1517175
1706	67,714	DODGE	BRAUN	2017	RTA-RUN	U	2C7WDGBG6GR396519	1517172

**1702 Damaged and permanently out-of-service January 2021*

On January 15, 2021, vehicle ID#1702 was involved in a traffic incident and was determined as "totaled" by our insurance provider (California Transit Indemnity Pool, or CalTIP) based upon the resulting damage to the vehicle and the cost to repair being greater than the vehicle's worth. On May 27, 2021 the FTA authorized the RTA to proceed with the early disposition of this federally-funded vehicle and apply the

remaining federal interest from the proceeds towards the acquisition of the like-kind replacement vehicle in a future federally eligible grant program project. Upon completion of the incident investigation, any reusable items will be removed from the vehicle and the vehicle will be sent to auction for disposal.

The new replacement vehicles will be funded with \$256,000 in FTA Section 5307 formula funding apportioned in FY18-19 and FY19-20. The RTA will use State Transit Assistance (STA) funding as local match, totaling \$46,000.

These new vehicles will be purchased from the CalACT procurement list approved by FTA and Caltrans. The RTA will ensure that it will comply with all FTA regulations for the procurement of rolling stock. Once the Purchase Order is issued, it will take approximately 2-4 months for delivery.

The RTA Purchasing Policy requires staff to determine if surplus equipment has a per-unit fair market value greater than \$5,000. If a piece of equipment/rolling stock has a value greater than \$5,000 and it was originally purchased using FTA funds, staff is directed to obtain pre-approval from FTA staff to determine how any FTA remaining value should be addressed. Based on the condition and age of all pieces of equipment discussed in this Staff Report, as well as a review of recent online sales of similar vehicles, staff declares that each of the six aforementioned vehicles have a fair market value of less than \$5,000 and thus none have any remaining FTA interest. Staff has also confirmed with the FTA the remaining federal interest of \$996 in vehicle #1702 and will apply these funds towards a future vehicle replacement project.

The RTA Purchasing Policy allows transfer of surplus wheelchair accessible vans and minivans to other transportation providers in the county to enhance transportation options for persons with transportation-related disabilities. Staff will determine if other local transportation providers have a need for these vehicles and will commit in writing to operating services that benefit persons with transportation disabilities. Should no local transportation provider(s) opt to receive these vehicles, staff then recommends the vehicles remaining be sold through our contract with Ken Porter Auctions or be salvaged if the auction company refuses to accept the vehicle(s). Any vehicle auction proceeds would be deposited in the RTA capital reserve account for future vehicle replacements.

Staff Recommendation

Staff requests the Board's concurrence to authorize the Executive Director to issue a purchase order to procure the six (6) ADA low-floor minivans at a cost not-to-exceed \$302,000. Staff is also seeking the Board's declaration of the vehicles listed above as surplus, and authorize the Executive Director to dispose of these vehicles through the means of transferring to local transportation providers wishing to acquire them on the terms specified above, through auction or by salvage.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 1, 2021

STAFF REPORT

AGENDA ITEM: A-6

TOPIC: Procurement of Third-Party Services
Related to the Move into the New Bus
Maintenance Facility

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize the RTA Executive Director to
solicit proposals from qualified firms to
provide: janitorial, landscape maintenance,
lighting maintenance & repairs, uniform and
linen rental, bulk oil & lubricant, and
moving services

BACKGROUND/DISCUSSION:

At its July 8, 2020 meeting, the RTA Board awarded the construction of the new long-term Bus Maintenance Facility (BMF) project that will provide administrative, operations and vehicle maintenance functions on 6.5 acres of RTA-owned land at 253 Elks Lane in San Luis Obispo. Construction activities have continued in earnest resulting in an anticipated substantial completion date in mid-December, with full punch-listed repairs completed by February 7, 2022.

Staff has identified six third-party service agreements that will either need to be renewed or adjusted to accommodate the needs at the new BMF upon its completion and subsequent occupation by staff. As a result, staff is now seeking the Board's authorization to issue Request-for-Proposals (RFP) for the six services listed below in this staff report.

Upon the Board's approval, RFPs will be issued to solicit responses from interested firms that are experienced with providing these services through an online RFP/Bidding process (PlanetBids) that will be linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. Prospective bidders will have the ability to register with the RTA to submit proposals for these services. Staff has determined that using the RFP method for these solicitations will provide the best value to the RTA by allowing for negotiation of both price and contract terms without sacrificing service quality.

The RTA remains dedicated to ensuring full and open competition in this proposal process and strives to include as many potential sources as possible in the procurement process. The RTA encourages local, small businesses and disadvantaged business enterprises (DBE) to register with the RTA. The RTA promotes DBE participation in our

projects and has adopted a DBE Program Goal of 5.5% for federally funded projects awarded through September 30, 2023.

The project budgets for each of these services were developed using historical costs, independent cost estimates from similar transit agencies, applying prevailing wage requirements (where applicable), and applying an annual 2.6% Consumer Price Index (CPI) cost increase for 2021. The overall financial impact of these RFPs cannot yet be determined until each contract has been negotiated, but staff has identified a combined overall budget of \$225,100. Following selection of the highest-rated contractors for the various services listed below and subsequent negotiations, staff will bring the draft agreements to the Board at its November 3, 2021 meeting for consideration. Each solicitation will clearly delineate all local, State and Federal responsibilities and all insurance coverage limits.

1. Janitorial Services – The RTA is seeking proposals from qualified contractors to provide Janitorial Services for three (3) operating facility locations in San Luis Obispo, Arroyo Grande, and Paso Robles. The project scope of work includes information on the number and approximate size of the buildings to be maintained under this service contract as well as the services the RTA is requesting to be done on a weekly, monthly, quarterly or semi-annual basis and special assignments. The successful proposer shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities during the scheduled times indicated. The successful proposer will furnish, at its expense, all equipment necessary to properly perform specified work and maintain established standards and shall provide all necessary cleaning equipment including needed for the performance of the work of this contract. A mandatory pre-bid site-walk will be required of all proposers. It is the intention of the RTA to award a (3) three-year contract that will begin on December 15, 2021 to coincide with the move into the new Bus Maintenance Facility in San Luis Obispo, with two (2) one-year extension options, for a total possible contract term of five (5) years.
2. Landscape Maintenance – The RTA is seeking proposals from one firm to provide landscape maintenance services for the new Bus Maintenance Facility location in San Luis Obispo, following the general contractor's 90-day landscape warranty maintenance period that is required under our current agreement with Specialty Construction, Inc. The successful proposer shall provide all labor, materials, tools, equipment, transportation, hauling, dumping, fertilizers, insecticides, chemicals and incidentals necessary to perform landscape maintenance work as directed by the RTA. The landscape maintenance work shall also include controlling plant, disease and pests, irrigation material, maintaining and repairing irrigation systems; removing trash and debris; and other maintenance required to maintain the work sites in a safe attractive and useable condition. The successful proposer shall maintain all plant material in a safe, attractive and useable condition. A mandatory pre-bid site-walk will be required of all proposers. The RTA intends to award a (3) three-year contract that

will begin on December 15, 2021 to coincide with the move into the new Bus Maintenance Facility, with two (2) one-year extension options, for a total possible contract term of five (5) years.

3. Facility Lighting System Maintenance & Repairs – The RTA is seeking proposals from qualified contractors to provide quarterly electrical maintenance and repair services for the interior lighting, exterior perimeter lighting, parking lot lighting, and any other lighting equipment at the RTA's three operating facilities in San Luis Obispo, Arroyo Grande and Paso Robles. In addition, the successful proposer will replace existing incandescent lighting with light-emitting diode (LED) systems and may perform other ad hoc work and emergency response as determined by the Facilities and Maintenance Manager. The successful proposer shall supply all necessary fuel, equipment, materials, insurances, and personnel. A mandatory pre-bid site-walk will be required of all proposers. The successful proposer shall obtain all of the appropriate insurance coverage within the prescribed minimum limits and abide by all FTA procurement regulations. It is the intention of the RTA to award a (3) three-year contract that will begin on December 15, 2021 with two (2) one-year extensions, for a total possible contract term of five (5) years.
4. Uniform & Linen Rental/Laundry Services – The RTA is seeking proposals from qualified contractors to provide Uniform & Linen Rental/Laundry Services. The RTA Bus Maintenance facility operates seven (7) days per week. Due to the nature of the mechanical work involved, the maintenance employees will require fresh uniforms daily. The successful proposer will provide rental, laundering, repair and delivery of uniforms, linens, and mats for the new Bus Maintenance Facility. Rental of items such as shop towels and anti-skid floor mats are also included. The successful proposer will be required to upgrade uniforms, linens, and mats with new items as needed at no cost to the RTA. The successful proposer will furnish all materials, labor services and special skills required. The successful proposer shall obtain all of the appropriate insurance coverage within the prescribed minimum limits and abide by all FTA procurement regulations. It is the intention of the RTA to award a (3) three-year contract that will begin on December 15, 2021 with two (2) one-year extensions, for a total possible contract term of five (5) years.
5. Bulk Oils & Lubricants – The RTA is seeking proposals from experienced and professional firms for the purchase and delivery of bulk oils, grease, coolant and other vehicle lubricants to the RTA Bus Maintenance Facility for engines, transmissions, and hydraulic systems used in our revenue and non-revenue vehicles. The proposer shall also include in its proposal a fluid sampling protocol that will allow extended fluid replacement schedules that also meets manufacturer's warranty requirements. It is the intent of the RTA to select a single vendor to accomplish and/or supply all commodities or services outlined in the RFP with an option to add additional lubricants as determined by the Facilities and Maintenance Manager. The contract price shall include all

applicable federal, state and local taxes. The successful proposer shall obtain all of the appropriate insurance coverage within the prescribed minimum limits and abide by all FTA procurement regulations. It is the RTA's intent to award a working contract for a designated (3) three-year contract term (effective December 15, 2021) with two (2) one-year contract term extensions, for a total possible contract term of five (5) years.

6. Moving Relocation Services – The RTA is seeking proposals from qualified firms to perform moving and relocation services from the existing leased facility at 179 Cross Street to the new BMF located at 253 Elks Lane, including consultation, coordination, supervision, packing, loading, transportation, delivery, assembly and disassembly of shelving units, box identification, unpacking boxes, and documentation of stored equipment and materials. A mandatory site-walk of the current facility and the BMF will be required of all proposers. It is the RTA's intent to award a fixed-price contract for this one-time project. The budget for this project was developed using an independent cost estimate from similar transit agencies, prevailing wage requirements, and the RTA new BMF square footage and needs. The cost for these one-time moving services is included in the overall BMF construction budget.

To ensure procurement of these services before the anticipated BMF substantial completion date in mid-December 2021, staff has developed an RFP project schedule as follows:

- Issue of the RFPs – September 3, 2021
- Mandatory Facility Site Walks – Weeks of September 6th through September 17th, 2021
- Proposer Questions/Clarifications due to RTA – September 24, 2021
- RTA Responds to Questions/Clarifications – September 30, 2021
- Proposals Due – October 8, 2021 by 5:00 p.m. PT
- Bid Protest Period – Week of October 11, 2021
- Proposers Notified of Staff Recommendations – Week of October 25, 2021
- RTA Board Awards of Contracts – November 3, 2021
- Contractor Notices of Award – Week of November 8, 2021
- Contractors Notices to Proceed – Week of December 15, 2021

Staff Recommendation

Authorize the RTA Executive Director to solicit proposals from qualified firms to provide janitorial, landscape maintenance, lighting maintenance & repairs, uniform and linen rental, bulk oil & lubricant, and moving services related to the completion of the new Bus Maintenance Facility.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 1, 2021

STAFF REPORT

AGENDA ITEM: A-7

TOPIC: Procurement of Bus Engine Overhaul Services

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize the RTA Executive Director to solicit proposals from qualified firms to provide bus engine overhaul services

BACKGROUND/DISCUSSION:

The RTA is seeking Board authority to solicit proposals from qualified contractors with requisite experience to provide critical engine rehabilitation/replacement services for our fleet of ten (10) 2013 Gillig heavy-duty 35- and 40-foot diesel-powered buses. These buses are nearing the 500,000 mile Federal Transit Administration (FTA) useful life standard, and several buses are experiencing significant mechanical issues, resulting in costly repairs and creating challenges in continuing to provide reliable transit services to the public. The rehabilitation of the engines in these buses will be necessary to ensure these fixed-route buses can cost effectively remain in service until their projected replacement date in FY25. Funding for this project is included in FTA grant #CA-2021-161, which identifies an 80% federal and 20% local funding split. It is the RTA's intent to award a fixed-price contract for this one-time work.

Upon the Board's approval, an RFP will be issued to solicit responses from interested firms that are experienced with providing bus engine overhaul services through an online RFP/Bidding process (PlanetBids) that will be linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. Prospective bidders will have the ability to register with the RTA to submit proposals for these services. Staff has determined that using the RFP method for these solicitations will provide the best value to the RTA by allowing for negotiation of both price and contract terms without sacrificing service quality.

The RTA remains dedicated to ensuring full and open competition in this proposal process and strives to include as many potential sources as possible in the procurement process. The RTA encourages local, small businesses and disadvantaged business enterprises (DBE) to register with the RTA. The RTA promotes DBE participation in our projects and has adopted a DBE Program Goal of 5.5% for federally funded projects awarded through September 30, 2023.

The project budget for this service was developed using historical costs, independent cost estimates obtained from similar transit agencies, and applying a 2.6% annual

Consumer Price Index (CPI) cost increase for 2021. The overall financial impact of these RFPs cannot yet be determined until the contract has been negotiated, but staff has identified an overall budget of \$650,000 – and this figure is already included in the adopted FY21-22 budget. Following selection of the highest-rated contractor and ensuing negotiations, staff will bring the draft agreement to the Board at its November 3, 2021 meeting for consideration. The solicitation will clearly delineate all local, State and Federal responsibilities and all insurance coverage limits.

Staff has developed an RFP project schedule as follows:

- Issue the RFP – September 3, 2021
- Proposer Questions/Clarifications due to RTA – September 24, 2021
- RTA Responds to Questions/Clarifications – September 30, 2021
- Proposals Due – October 8, 2021 by 5:00 p.m. PT
- Bid Protest Period – Week of October 11, 2021
- Proposers Notified of Staff Recommendations – Week of October 25, 2021
- RTA Board Awards of Contract – November 3, 2021
- Contractor Notice of Award – Week of November 8, 2021
- Contractor Notices to Proceed – Week of December 15, 2021

Staff Recommendation

Authorize the RTA Executive Director to solicit proposals from qualified firms to provide bus engine overhaul services.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 1, 2021

STAFF REPORT

AGENDA ITEM: A-8

TOPIC: Procurement of Relocation Services for BMF

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Execute Amendment to Agreement with Kitchell CEM to Provide Relocation Management Services

BACKGROUND/DISCUSSION:

Following an extensive procurement process, the RTA executed an agreement with Kitchell Capital Expenditure Managers (KCEM) for Construction Management Services for the Bus Maintenance Facility (BMF) in January 2020. The agreement included day-to-day management of the construction project, as well as special testing and environmental mitigation management services.

KCEM has served as an important partner throughout the construction bidding and management process. In particular, KCEM staff has done a good job in managing the extensive list of owner furnished / contractor installed items (OFCI) that will be moved from our existing leased facility to the new bus, and staff is recommending that the existing agreement be expanded to include relocation of the owner furnished / owner installed (OFOI) items. Staff does not have the technical expertise or staff resources to manage the move and implementation of OFOI items, and therefore we must seek third-party assistance.

As identified in the attached proposal, KCEM will provide move management services that will minimize disruptions to our operations using a team managed by skilled professionals with experience managing moves for public agencies on the Central Coast – including the operations and maintenance facility for Santa Maria Area Transit. The cost for this expanded scope of work will not exceed \$99,900, which is included in the overall BMF project budget and will not require a budget amendment. If approved, this will be the second amendment to our original \$839,860 agreement, which was originally authorized by the Board at its January 2020 meeting.

Staff Recommendation

Staff requests the Board's concurrence to authorize the Executive Director to execute an amendment to our agreement with Kitchell CEM to provide relocation management services.

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August 20, 2021

Mr. Geoff Straw, Project Manager
San Luis Obispo Regional Transit Authority
179 Cross Street
San Luis Obispo, CA 93401

Re: Additional Services Fee Proposal - RTA Bus Maintenance Facility, Move Management Services

Dear Mr. Straw:

Kitchell is pleased to respond to RTA's request for a proposal to provide move management services from the existing leased facility at 179 Cross Street, San Luis Obispo to the New Bus Maintenance Facility.

The scope of our move management services entail developing and implementing a detailed workplan to accomplish transfer of equipment, materials, and systems while minimizing disruptions to ongoing operations. Through these services, we will perform the following activities:

- Conduct site visits to comprehend equipment, materials, and systems to be relocated or procured
- Develop and maintain a detailed move management master schedule
- Conduct regularly scheduled move management meetings and manage action items
- Assist RTA with selection and management of the moving company and other vendors involved in move activities
- Assist RTA in developing and implementing a process for auctioning salvage items
- Assist RTA in developing and implementing a process for disposing of non-salvageable items
- Develop move plans to guide moving personnel in relocating items to the intended new locations
- Develop processes and procedures for packing and assigning location identifiers to items
- Coordinate move implementation activities
- Conduct post-move punch lists and quality assurance reviews

Our proposed **Move Manager, Wendy McIntire**, is perfectly suited for this role through her most recent project management assignment at Atascadero Unified School District, where she managed dozens of classroom and office moves during the district-wide school modernization program. Her resume is attached for your review.

Planning would commence upon approval of our services. Implementation of moves would commence following substantial completion of the new BMF building on December 8, 2021 and conclude by final completion of the new BMF on February 5, 2022. We estimate the planning effort to take 20-40% of our time. Our effort during the implementation phase would increase to 80-100%. Our proposed hourly not-to-exceed fee based on this level of effort is derived as follows:

Project Director (28 hours at \$185/hour).....	\$ 5,180
Move Manager (592 hours at \$160/hour).....	<u>\$ 94,720</u>
Total Additional Services Not-to-Exceed Fee:	<u>\$ 99,900</u>

We appreciate the opportunity to serve the RTA in providing move management services for the new Bus Maintenance Facility project.

Sincerely,

Randy Rominger
Regional Executive



WENDY McINTIRE, CMIT

PROJECT MANAGER

Wendy has been involved in various aspects of the construction industry for more than 24 years, most recently involving program management for Atascadero Unified School District. As a highly skilled professional, Wendy is well-versed in the process of move management, reviewing, issuing and processing RFIs and submittals, updating drawings and meeting minutes, as well as negotiating change orders with team members on all sides of the table.

PROJECT EXPERIENCE

Atascadero Unified School District, Measure I-10 & B-14 Bond Program, Atascadero, CA:

A \$121.4 million bond program that provides the expansion of vocational education programs and facilities, computer and technology upgrades, and construction of a new science, technology, engineering and math facility at the high school and a new administration/classroom building at the middle school. Wendy's component projects include:

- ▶ **Atascadero High School Girls Locker Room:** A \$2 million reconstruction of the Girl's Locker room including roofing, exterior envelope, interior finishes, lighting, reconfiguration of flow pattern and possibly an increase of the restroom facilities, with intent to reach a level of parity with the Boys Locker Room.
- ▶ **Atascadero High School Music & Black Box Theater:** A \$4.2 million project consisting of reconstruction of the Music classroom building 1400 and the current Agriculture/shops building 1500 into a new Black Box Theater. Interior updates include new flooring, wall and ceiling surfaces and classrooms will receive upgrades in technology, electrical, lighting and mechanical ducting system. Exterior work includes improvements of building envelope and roofing upgrades. Technology upgrades include FrontRow teaching system and bells, clocks and PA.
- ▶ **Atascadero High School Reconstruction 1:** A \$4.7 million modernization of four buildings totaling 20,128 SF. Renovations include interior updates such as new flooring, wall and ceiling surfaces; and classrooms upgrades in technology, electrical, lighting and mechanical ducting systems. Exterior work includes improvements of building envelope and roofing upgrades. Technology upgrades include Front Row teaching system and bells, clocks and PA.
- ▶ **Atascadero High School Reconstruction 3:** A \$2.7 million project consisting of the reconstruction of classroom wing 700/800. Interior updates of the classrooms include new flooring, wall and ceiling surfaces and upgrades in technology, electrical, lighting and mechanical ducting systems. Exterior work includes improvements of building envelope, including painting, new doors and door hardware, refurbishing of the walkway canopy, and roofing upgrades. Technology upgrades include FrontRow teaching system and bells, clocks and PA.
- ▶ **Atascadero Middle School New Construction and Reconstruction:** A \$31.1 million project consisting of the modernization of the existing facilities and construction of a new 49,442 SF, two-story building housing science and standard classrooms, administrative offices and a technology/library center. Three permanent buildings and several portable classrooms were demolished to make way for the new building. Modernization scope included new roofing, doors, interior ceiling, floor and wall finishes, as well as track and field renovations and upgrades, parking and restroom renovations, and underground utility replacement, landscape and hardscape revisions, fire, life safety and accessibility upgrades.
- ▶ **San Benito Elementary School Reconstruction:** A \$7.8 million project providing

Education

B. Arch, California Polytechnic State University, San Luis Obispo

MBA, California Polytechnic State University, San Luis Obispo

Licenses and Registrations

Construction Manager-in-Training

reconstruction services for seven buildings. Renovations to permanent classroom building interiors include new floor, wall and ceiling finishes, along with FrontRow technology and lighting, with the Administration/Library building and Cafeteria receiving partial interior finishes. Exterior paint, HVAC and re-roofing are also included in the scope. Site work includes selected flatwork replacement as needed to meet accessibility requirements. Seven portables will also be upgraded with new carpet and paint to prepare the rooms for use as interim housing and future classrooms.

- ▶ **San Gabriel Elementary School Modernization:** A \$6.3 million modernization of seven buildings totaling 34,574 SF. The work was done over five phases and included replacement of mechanical and electrical systems and upgrading the interior teaching spaces, accessibility upgrades implemented as required by code, as well as campus-wide fire alarm upgrades.

Allan Hancock Joint Community College District, Public Safety Complex, Lompoc, CA: A \$46.1 million, LEED Silver certified, 36,678 SF academic building, 8,568 SF, six-story fire tower, 12,286 SF apparatus storage building, 42,406 SF shooting range, scenario village, prop house, fitness track, skid pad/slow speed driving skills area and a one-mile emergency vehicle operator course (EVOC) and one-story instructional facility. The facility includes an emergency vehicle obstacle course, outdoor shooting ranges, scenario villages, a burn tower and running course and is targeting LEED Silver certification.

City of Santa Maria, Fire Station No. 1, Santa Maria, CA: A \$3 million three-bay fire station including living quarters.

City of Santa Maria, Fire Station No. 4, Santa Maria, CA: A \$1.5 million, 6,688 SF two-bay fire station including living quarters.

City of Santa Maria, Area Transit Facility, Santa Maria, CA: A \$2.5 million steel building designed for office support and vehicle maintenance.

City of Santa Maria, Police Station, Santa Maria, CA: A \$1.8 million renovation project of an existing police station, as well as the conversion of an existing fire station into additional police facilities.

City of Santa Maria, Parking Structure, Santa Maria, CA: A new \$5 million, two-story post-tensioned parking structure.

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 1, 2021
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Executive Director's Report

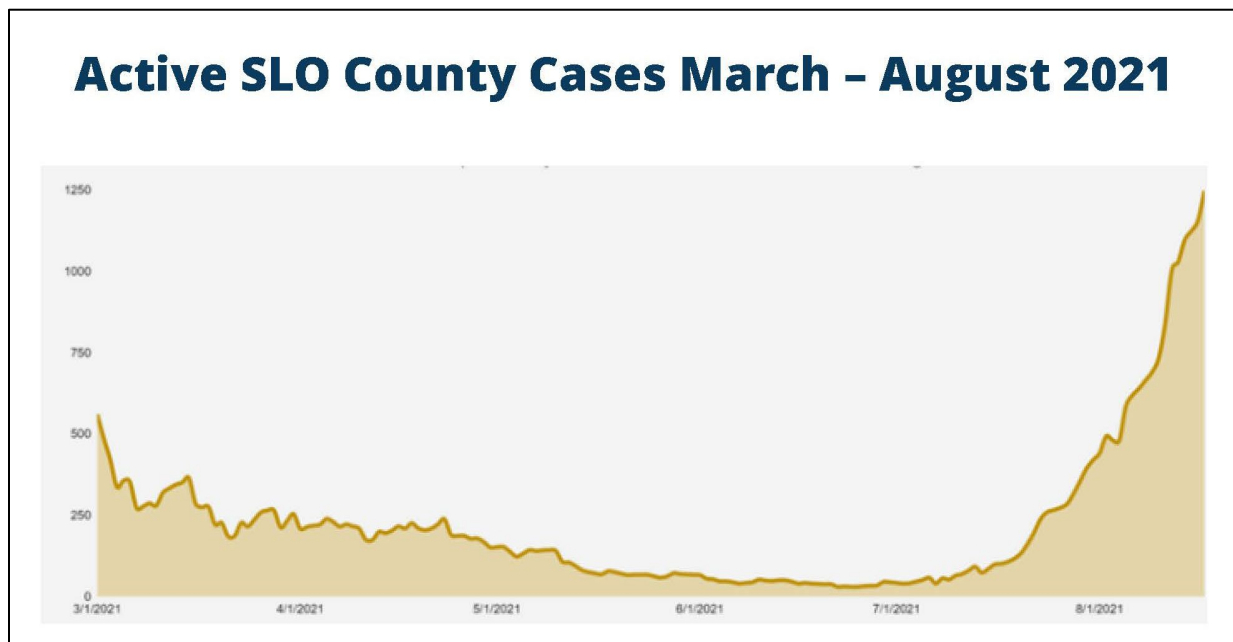
PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

Update on COVID-19 Pandemic Impacts:

Since my last report on May 5, 2021, I continued to participate in SLO County Vaccination Task Force meetings, including the latest one on August 25th. The graph below depicts the alarming rise in COVID-19 cases in our County, so it is important for us to remain diligent in protecting our employees and passengers. Our County lags behind the statewide proportion of persons who are vaccinated (68.5% vs. 76.5%), and the proportion of younger persons who are hospitalized or are in an intensive care unit is rising; our hospitals in the County are also currently at capacity. I continue to share pertinent information with my staff through internal memoranda and with our transit agency partners.



On August 20th, the Transportation Security Administration (TSA) extended the face mask requirement for employees and customers through January 18, 2022. As a

reminder, the TSA's initial face mask requirement went into effect on February 1, 2021 with an expiration date of May 11, 2021 and was then extended through September 13, 2021. To ensure a sufficient number of face masks is available for our employees and for those passengers who forget their own mask, we have secured an additional 10,000 paper masks.

Two RTA employees tested positive for COVID-19 in August – the first reported cases since our last case in late March 2021. Based on our internal contract tracing efforts, we determined that there is no indication that either infection was transmitted at the workplace. We continue to monitor the impact to these two employees, and to communicate with our staff to ensure that they and their loved ones remain informed and as safe as possible. With these two new infections, a total of fourteen RTA employees have tested positive, and thankfully only one of these fourteen employees has been hospitalized.

I mentioned at the RTA Board's May meeting that more than 70% of our employees have received their vaccinations, and anecdotally I understand that the proportion is still increasing – including some employees who outright refused when offered early access beginning in January 2021. While we do not currently know the exact number due to privacy laws, I am pleased that most employees have chosen to be vaccinated in order to protect themselves, their loved ones and fellow employees, as well as our customers.

Because Federal employees are now required to be vaccinated or be subject to weekly testing, I and leaders at many public transit agencies believe the Federal mandate could be "pushed down" to FTA grantees; that may be accelerated with the August 23rd announcement that the Pfizer vaccine has been granted full FDA approval for persons age 16 or older. Staff is preparing for just such a mandate if/when it is announced.

Recent CDC guidance clearly suggests that the transmission of COVID-19 is much more likely through aerosolized droplets than through touching contaminated surfaces. As such, we have scaled back sanitizing the interior high-touch surfaces on our buses and within our operating facility – though hand sanitizer stations, employee "sneeze guard" barriers, and "air scrubbing" systems continue to be deployed.

Operations:

Our staff has focused a lot of our efforts over the past several months on recruiting new Bus Operators. Seven new Bus Operator candidates started training and five have selected bids since the RTA Board's last meeting in May, and Luis Trejo began working with the Mechanic crew. Two Bus Operator candidates are in the background / medical / permitting phase, and two interviews are scheduled the last week of August.

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. As a result, we are incurring higher than normal overtime costs by extending the hours of full-timers to help fill open bids, as well as asking part-time employees to cover shifts when possible,

requiring Supervisors on occasion to fill an open shift, and asking some employees to delay time-off requests. These on-going requests of our staff continue to stress the work group, and we fully understand that these patchwork solutions are not sustainable in the long-term.

Staff recently updated the Safety-Sensitive Employee Drug and Alcohol Policy that originally adopted by the RTA Board at its September 5, 2018 meeting. The principal changes are clerical in nature and reflect new third-party testing Program Contacts capacity in the County in Addenda B and C of the policy. In short, this revision does not affect the guidance provided under any other portion of the policy. As is our practice, we have uploaded the revised policy onto our payroll system web portal so that all affected employees have full and easy access to it.

Marketing & Service Planning:

Our primary marketing efforts continue to be focused on service levels and reminding our passengers of the Transportation Security Administration's mask wearing mandate.

The RTA re-implemented fares on July 1, which has helped reduce "shelter on bus" crowding issues, and will help restore our financial performance measures (most notably farebox recovery ratio and subsidy per passenger-trip). As a reminder, we implemented an emergency cash-only fare of \$0.50 for general public riders, and \$0.25 for elderly, disabled and youth riders on fixed-route services. The communication plan for our transit and Runabout riders, staff and our pass sales outlets went smoothly.

Some other new marketing projects include:

- The development of new Route 9 and 10 maps in lieu of the simple "line maps" developed in the past. These will be used in our schedule brochures and on our website
- We are re-starting the free Wi-Fi onboard our transit vehicles. This service was impacted when T-Mobile purchased Sprint, which previously provided our data plan. We hope to re-start this service soon using Verizon as our data provider and we are currently evaluating vendor quotes.
- The RTA and SMAT shared an information booth at an Allan Hancock College resource fair, which marks the first joint-promotional project between the two agencies.
- The RTA and the Cal Poly campus are launching a new shared program to incentivize bus ridership for students, staff and faculty utilizing our Token Transit mobile ticketing App.
- The RTA has sold over \$110,000 in exterior bus ads this calendar year, which improves our farebox recovery ratio results.

- The Avila Beach Trolley began service July 10th. We are running the trolley for a short season this year. Ridership is healthy, with an average of almost 7 riders per trip.
- Marketing continues to work with the Bus Stop Improvement team, which has evaluated over 300 bus stops, ordered 34 solar lights for our darkest bus stops, and hired a vendor to install them before the end of this year.

While the RTA had to cancel the BBQ awards celebration last-minute due to the two aforementioned positive COVID-19 cases, we celebrated two Employees of the Quarter since our last meeting: Dan De La Vega and Bob Schwartz.

Finally, we published a new company newsletter, which provides department updates and celebrates the culture of the RTA. The newsletter is attached near the end of this report (starting at page B-1-11).

Finance and Administration:

On July 16th, Governor Newsom signed AB-149, the transportation trailer bill. The bill includes a variety of statutory relief measures, including the suspension of financial penalties associated with TDA's farebox recovery ratio requirements. At the end of this report, I have attached a July 16th Funding Update from our partners at the California Transit Association that provides more details on all of the relief measures affecting transit agencies (see page B-1-27). I have also attached a copy (starting at page B-1-29) of the July 13th Funding Update, which provides details on the Transit and Intercity Rail Capital Program (TIRCP) and the Zero-Emission Vehicles and Infrastructure funding levels – funding that the RTA can pursue to help us implement the Innovative Clean Transit rule.

The Regional Transit Advisory Committee (RTAC) met virtually on July 22nd. While no action items were included on the agenda, the meeting provided an important forum for transit agencies and transit rider advocates to share experiences and challenges during the pandemic. The next RTAC meeting is slated for October 21st.

Our unaudited operating and financial results for FY20-21 are presented in the tables beginning on page B-1-6; we are still compiling data for the first month (July) of FY21-22 and will report the most up-to-date information at the November meeting. This Annual Report information is summarized as follows:

- RTA core fixed-route ridership totaled 301,311. In comparison, the ridership in FY19-20 was 538,581, which represents a decline of 44.1%.
- Runabout ridership totaled 18,787, which is a decline of 41.2% compared to last year (31,965).

- 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-1-9. The graphs illustrate the significant drop in ridership beginning in March 2020 corresponding with the onset of the pandemic.
- In terms of year-end financial results, staff worked hard to keep operating and capital costs within budget in light of the weakened ridership and other financial challenges. See the tables at the end of this report for details. Some important takeaways include:
 - In terms of overall non-capital expenses, we were below budget – 88.1% for the year.
 - Administrative costs were below budget: 93.0% for the year. The greatest large-ticket deviations below budget was in Professional Development (53%) – primarily since travel was eliminated due to the pandemic.
 - Overall Service Delivery costs are below budget at 88.3%, largely in part due to slightly reduced paid staff hours due to the lower COVID-19 service levels.
 - Not surprisingly – with the interim pandemic cash fare program – the farebox recovery ratio for core fixed-route services equated to only 3.0%, while Runabout achieved a ratio of 2.4%. The results will remain below standards until such time that ridership recovers.
 - The YTD subsidy per passenger-trip on core fixed-route services was \$21.41 and for Runabout it was \$139.82.

For South County Transit Committee reference, I have also included the financial and operating results in tabular format for SoCo Transit services from January 2021 through the end of June 2021 on page B-1-8.

STAFF RECOMMENDATION:

Accept this as an information item.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

	Adopted FY 2020-21	Year to Date FY 2020-21	Percent of Total FY 2020-21
Administration:			
Labor			
Hours	76,690	65,266	85.1%
Miles	1,674,640	1,423,523	85.0%
operations cost			
Office Space Rental	1,042,550	1,009,239	96.8%
Property Insurance	47,000	39,077	83.1%
Professional Technical Services	508,850	486,463	97.6%
operations cost	28,490	30,154	105.8%
Professional Development	262,400	256,463	97.7%
operations cost	60,070	58,866	98.0%
Printing and Copying	38,000	33,161	87.3%
Marketing and Reproduction	98,560	91,211	92.5%
North County Management Contract	(44,440)	(44,440)	100.0%
County Management Contract	(91,580)	(91,580)	100.0%
SCT Management Contract	(126,660)	(126,660)	100.0%
Total Administration	2,150,390	2,007,233	93.0%
Service Delivery:			
Labor - Operations			
hourly	5,927,310	5,186,163	87.5%
Labor - Operations Workers Comp	355,290	311,499	87.7%
Labor - Maintenance	1,257,735	1,076,535	86.0%
Labor - Maintenance Workers Comp	97,290	85,880	88.3%
Fuel	1,064,520	922,419	86.7%
Insurance	764,160	688,980	90.2%
Special Transportation (for SLOCAT and Paso)	48,340	15,253	31.6%
Avila Trolley	68,460	-	0.0%
Maintenance (parts, supplies, materials)	708,380	581,675	82.1%
Maintenance Contract Costs	143,200	76,948	53.7%
Total Operations	10,746,120	9,236,499	88.3%
Capital /Studies:			
Computer System Maintenance/Upgrades	46,440	37,786	81.4%
Miscellaneous Capital			
Maintenance Equipment	40,200	38,398	95.5%
Radios	6,600	-	0.0%
Bus Stop Improvements/Bus Stop Solar Lighting	313,360	28,682	9.2%
COVID Related Capital Items	453,060	256,031	56.5%
Vehicles			
Support Vehicles	56,700	34,538	60.9%
40' Coaches	631,800	-	0.0%
Cleaverly and Dial A Ride	811,750	123,878	15.3%
Runabout Vehicles	24,120	46,732	193.8%
Total Capital Outlay	2,741,210	889,944	32.5%
Contingency	147,240	146,780	99.7%
Debt Service Reserve	203,960	208,136	102.0%
Loan Repayments	24,010	7,519	31.3%
Elks Lane Project	15,298,090	12,431,119	81.3%
Management Contracts	262,680	262,680	100.0%
TOTAL FUNDING USES	30,991,780	25,282,011	81.6%
TOTAL NON-CAPITAL EXPENDITURES	13,228,470	11,653,712	88.1%

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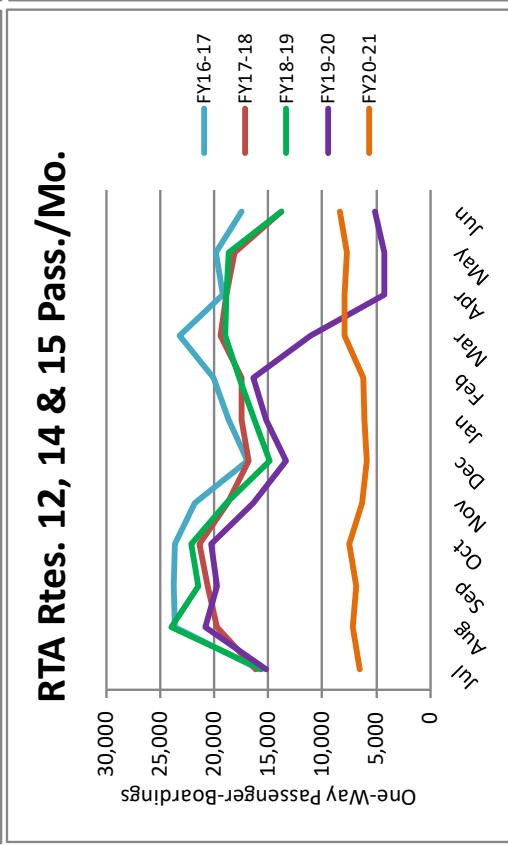
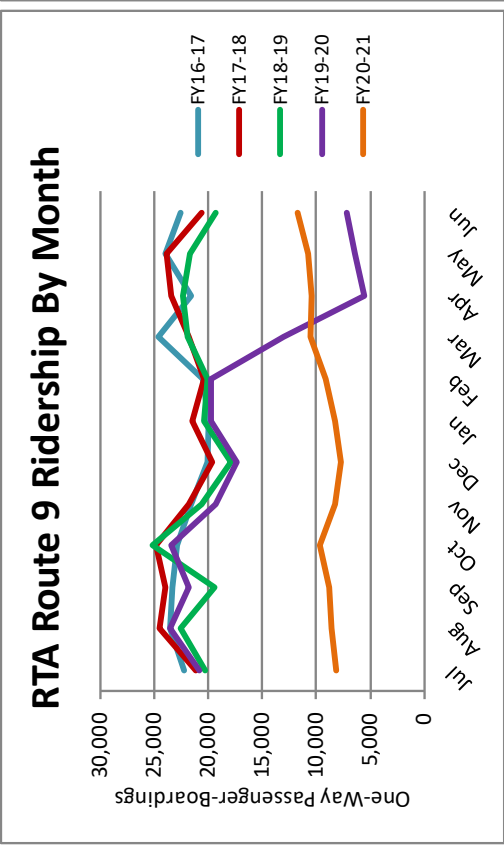
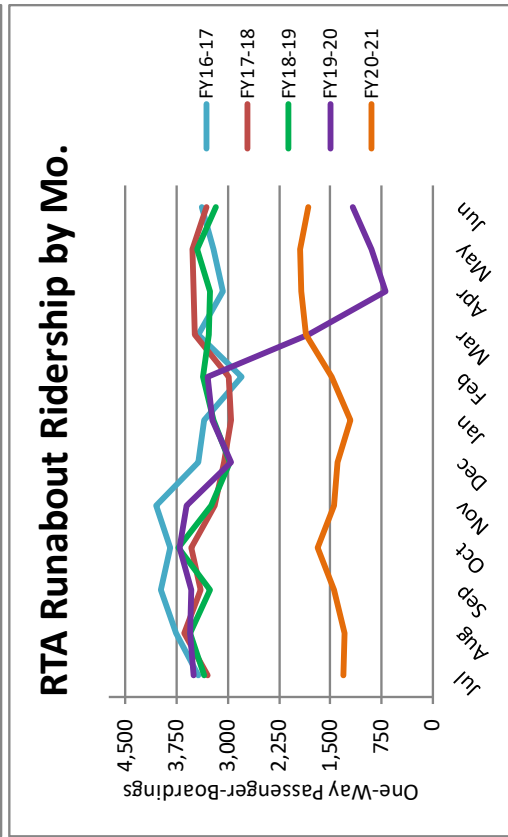
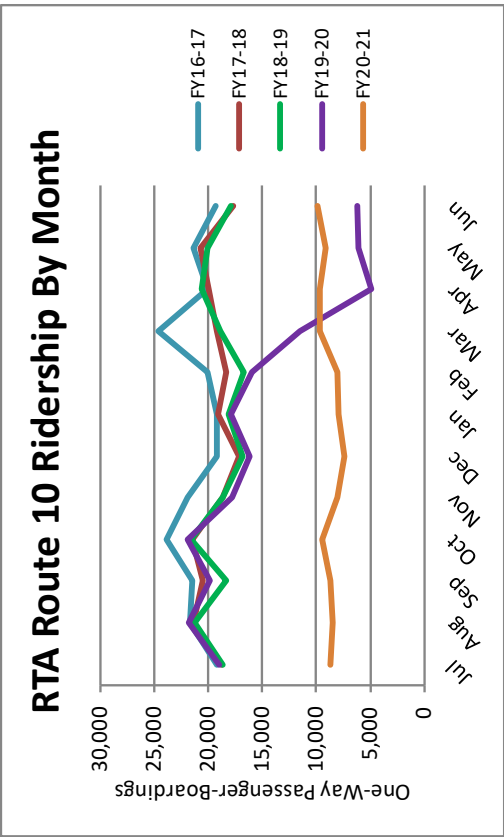
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU JUNE 30, 2021
CURRENT FISCAL YEAR - 2020/2021**

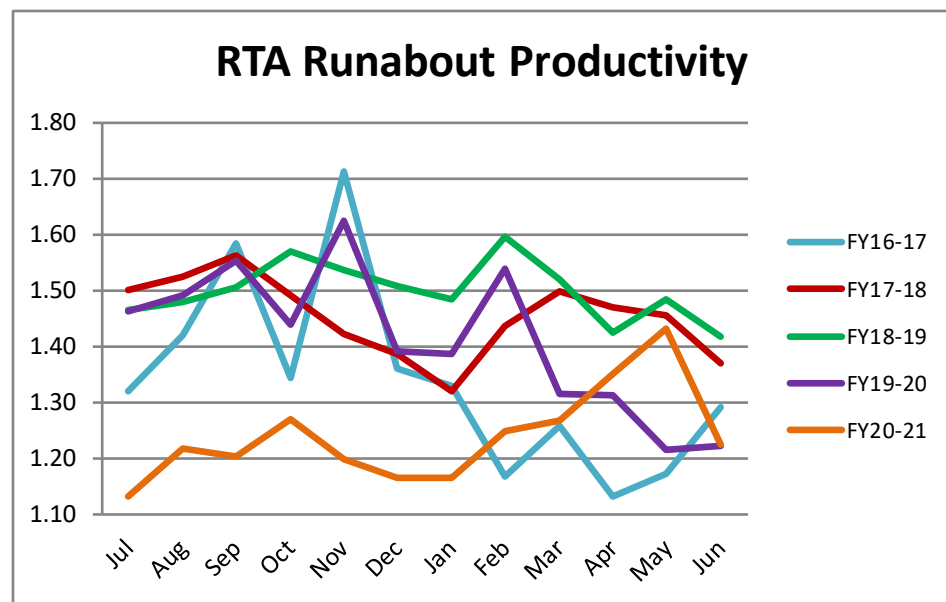
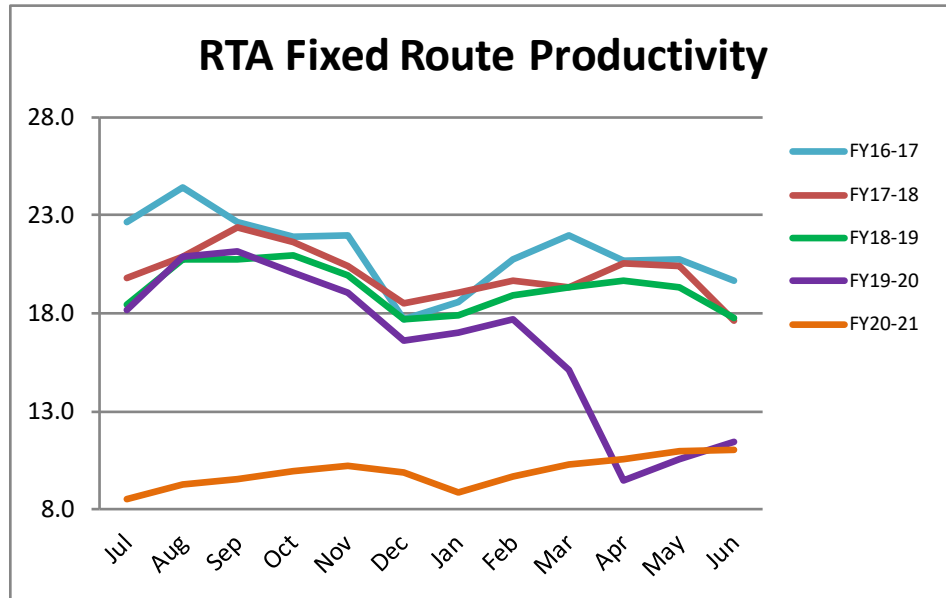
	RT 9 P.R., TEMP., ATAS, S.M., CAL POLY, SLO.	RT 10 S.M., NIPOMO, A.G., SLO.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER M.B.	RT 15 SAN SIM., CAMBRIA, CATUOS, M.B.	TOTAL RTA CORE SERVICES	TOTAL PASO EXPRESS ROUTE	PASO EXPRESS DIAL A RIDE	SOUTH COUNTY TRANSIT	AVILA TROLLEY	RUNABOUT	SYSTEM TOTAL
REVENUES:												
FARES	\$ 66,627	\$ 70,429	\$ 54,714	\$ -	\$ 5,437	\$ 197,207	\$ 66,473	\$ 4,705	\$ 22,228	\$ -	\$ 64,674	\$ 355,286
TOTAL ROUTE REVENUES	\$ 66,627	\$ 70,429	\$ 54,714	\$ -	\$ 5,437	\$ 197,207	\$ 66,473	\$ 4,705	\$ 22,228	\$ -	\$ 64,674	\$ 355,286
EXPENDITURES:												
ADMINISTRATION	\$ 547,409	\$ 458,528	\$ 318,522	\$ 4,451	\$ 137,368	\$ 1,466,279	\$ 37,648	\$ 6,765	\$ 66,585	\$ -	\$ 641,755	\$ 2,219,032
MARKETING	33,399	27,795	19,088	304	8,261	88,847	-	-	2,364	-	-	91,211
OPERATIONS/CONTINGENCY	1,468,870	1,265,551	863,953	14,253	382,670	3,995,296	694,824	126,174	647,008	-	1,808,040	7,271,352
FUEL	212,731	223,491	132,349	2,587	67,874	639,032	48,568	4,919	81,908	-	128,189	902,616
INSURANCE	151,855	160,794	95,247	1,864	49,069	458,829	45,913	4,560	55,933	-	113,546	678,781
TOTAL EXPENDITURES	\$ 2,414,263	\$ 2,136,159	\$ 1,429,158	\$ 23,459	\$ 645,243	\$ 6,648,282	\$ 826,964	\$ 142,419	\$ 853,797	\$ -	\$ 2,691,531	\$ 11,162,992
FAREBOX RATIO	2.8%	3.3%	3.8%	0.0%	0.8%	3.0%	8.0%	3.3%	2.6%	#DIV/0!	2.4%	3.2%
SERVICE MILES	293,068.2	307,132.7	181,845.5	3,548.9	93,281.6	876,876.8	87,071.0	8,719.0	106,082.3	-	218,035.0	1,298,784.0
SERVICE HOURS	11,344.2	9,502.9	6,618.0	106.0	2,853.8	30,424.8	6,076.3	1,099.3	6,700.4	-	15,078.1	59,378.8
RIDERSHIP (Automatic Counters)	111,900	105,076	68,928	2,898	12,509	301,311	69,841	1,819	67,740	0	18,787	459,498
RIDERS PER MILE	0.38	0.34	0.38	0.82	0.13	0.34	0.80	0.21	0.64	#DIV/0!	0.09	0.35
RIDERS PER HOUR	9.9	11.1	10.4	27.3	4.4	9.9	11.5	1.7	10.1	#DIV/0!	1.2	7.7
COST PER PASSENGER	\$ 21.58	\$ 20.33	\$ 20.73	\$ 8.09	\$ 51.58	\$ 22.06	\$ 11.84	\$ 78.30	\$ 12.60	#DIV/0!	\$ 143.27	\$ 24.29
SUBSIDY PER PASSENGER	\$ 20.98	\$ 19.66	\$ 19.94	\$ 8.09	\$ 51.15	\$ 21.41	\$ 10.89	\$ 75.71	\$ 12.28	#DIV/0!	\$ 139.82	\$ 23.52

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 1, 2021 - JUNE 30, 2021
CURRENT FISCAL YEAR - 2020/2021

	RT 21	RT 21 Saturday	RT 21 Sunday	RT 24	RT 24 Saturday	RT 24 Sunday	RT 27	RT 28	RT 28 Saturday	RT 28 Sunday	SCT Total	Avila Trolley
REVENUES:												
FARES	6,833	696	590	4,254	716	451	3,257	4,172	672	587	22,228	0
TOTAL ROUTE REVENUES	6,833	696	590	4,254	716	451	3,257	4,172	672	587	22,228	0
EXPENDITURES:												
ADMINISTRATION	13,237	2,632	2,353	12,617	2,496	2,214	12,945	13,156	2,554	2,380	66,585	0
MARKETING	475	87	77	459	86	74	470	475	86	76	2,364	0
OPERATIONS/CONTINGENCY	128,868	25,532	22,849	122,594	24,125	21,497	125,668	127,845	24,885	23,146	647,008	0
FUEL	19,379	3,603	3,289	14,757	2,784	2,546	15,300	14,852	2,810	2,589	81,908	0
INSURANCE	13,211	2,477	2,263	10,059	1,914	1,751	10,416	10,126	1,933	1,781	55,933	0
TOTAL EXPENDITURES	175,170	34,330	30,832	160,486	31,405	28,083	164,799	166,454	32,267	29,971	853,797	0
FAREBOX RATIO	3.9%	2.0%	1.9%	2.7%	2.3%	1.6%	2.0%	2.5%	2.1%	2.0%	2.6%	#DIV/0!
RIDERSHIP	16,203	2,711	2,020	15,252	2,460	2,000	9,634	12,842	2,466	2,152	67,740	0
SERVICE MILES	25,069.3	4,689.7	4,284.0	19,087.1	3,623.8	3,315.7	19,768.8	19,213.7	3,659.2	3,371.0	106,082.3	-
SERVICE HOURS	1,332.8	264.4	236.3	1,270.3	250.8	222.4	1,303.4	1,324.6	256.5	238.9	6,700.4	-
RIDERS PER MILE	0.65	0.58	0.47	0.80	0.68	0.60	0.49	0.67	0.67	0.64	0.64	#DIV/0!
RIDERS PER HOUR	12.16	10.25	8.55	12.01	9.81	8.99	7.39	9.70	9.62	9.01	10.11	#DIV/0!
COST PER PASSENGER	\$ 10.81	\$ 12.66	\$ 15.26	\$ 10.52	\$ 12.77	\$ 14.04	\$ 17.11	\$ 12.96	\$ 13.08	\$ 13.93	\$ 12.60	#DIV/0!
SUBSIDY PER PASSENGER	\$ 10.39	\$ 12.41	\$ 14.97	\$ 10.24	\$ 12.48	\$ 13.82	\$ 16.77	\$ 12.64	\$ 12.81	\$ 13.65	\$ 12.28	#DIV/0!





RTA Newsletter

Spring 2021



Behold the mighty minivan! The big buses tend to get all the glory. Let's give some love and respect to our fleet of minivans and the drivers who steer them!



Geoff's Agency Update

COVID 19

Mask requirement – We are not through with masks yet.



I realize that many employees and riders are ready to be done with the face mask requirement.

At this point we are still enforcing mask wearing while at in our operating facilities and on-board our vehicles (including non-revenue vehicles). There are actually multiple mask policies that we currently need to comply with, including the Department of Homeland Security's Transportation Safety Administration (TSA) mask requirement, which has been extended to September 13th. Some information from the TSA website includes:

“The federal mask requirement throughout the transportation system seeks to minimize the spread of COVID-19 on public transportation,” said Darby LaJoye, the Senior Official Performing the Duties of the TSA Administrator. “Right now, about half of all adults have at least one vaccination shot and masks remain an important tool in defeating this pandemic. We will continue to work closely with the Centers for Disease Control and Prevention (CDC) to evaluate the need for these directives and recognize the significant level of compliance thus far.”

The CDC recently announced that fully vaccinated travelers with an FDA-authorized vaccine can travel safely within the U.S., but the CDC guidelines still require individuals to wear a face mask, physically distance from others as much as possible, and to frequently wash their hands or use hand sanitizer. At this time, the CDC has removed the physical distancing requirement beginning on June 15th. We will keep staff posted as to any changes in these policies.



Diversity, Equity and Inclusion at the RTA:

The RTA is committed to a workforce and work place that is fair and open to all employees, and that all persons will be treated fairly regarding their tenure here and possible promotions. Diversity is the presence of differences within a given setting. Equity is the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for every individual. Inclusion is the practice of ensuring that people feel a sense of belonging in the work-place. The goal of diversity, equity and inclusion is to create more welcoming and inclusive work-places.

The RTA hired a consultant to look at our policies and staff to determine where we are in this goal. They did this by examining items such as our hiring policies and interviewed a range of staff members. The consultant came back with a few recommendations and some goals that we will be working on with our Board of Directors. And some goals we hope to be working on with you, our own staff members. Our own employees are our strongest advocates for helping us to hire a di-verse team and we hope that if you have the opportunity to recommend that your friends, family and acquaintances work at the RTA, you will.

**Vaccinations:**

While we cannot know the exact number, we believe that over 70% of RTA employees have received the COVID-19 vaccination. We are grateful to everyone who chose to get the shot to help protect each other and keep ourselves healthy.

Ridership:

We are monitoring our passenger loads on buses and at this moment, we have added back one express trip on Route 10 and one on Route 9. There are not other capacity challenges that currently need additional trips, but I expect things to change as fall approaches and schools return to planned in-person teaching.

Bus Maintenance Facility (BMF if you're cool):

We are more than halfway through construction. The exterior walls are up, the interior walls are almost done, and the roof is completed. If you haven't looked at the site recently, you should! At this point you can see where the bus bays are, the new bus washing bay that has walls and an overhead heater (!) and the employee entrance are all visible from the Prado Road and Elks Lane. I'm pleased with the progress and with how the building looks. I'm looking forward to moving in early 2022! We will be scheduling tours for our employees in the coming weeks so that you can see the progress.





Tania's talkin' about the MONEY!

Its time to return to our regular fares!

Many of our bus pass sales outlets are reopening to the public and we will start charging full price fares on July 1! We are working on getting the ticket vending machine up and running again with the hope that we can work through the bugs before it needs to be used on a regular basis. We are also working with the pass outlets to make sure they have what they need and are setup for when they all are open to the public again.

Budgets, audits, and paying for the new building!

With the consolidation of South County Transit into the RTA we had a smoother budget season this year with just one overall budget to adopt which happened on May 5th, and we are wrapping up the final fiscal audit for SoCo Transit. We are working hard to address funding and the impact that COVID had on not only our budget but the budget for all of the jurisdictions we serve. It has been a difficult balance as we all are trying to find that crystal ball to tell us what the future of transit will look like but we are focused on meeting the mission of the RTA – "to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County."

As you can see in this newsletter, the building is moving along and in May we had the largest monthly invoices that we have gotten so far. We processed our first loan draws which caused a bit more stress to ensure the process went smoothly but the extra work to start the process has helped keep things rolling. They are used to funding massive projects with large agencies that have cash reserves to cover the invoices and then see reimbursement, we aren't that way so the timing and process is critical!

Some reminders/notes to include:

- *EOQ/safety day plan on a BBQ at the beginning of August as long as the COVID situation continues to improve (see the back page for more info)*
- *Rodeo – aiming for April 2022 at the new facility!*



HR Update from Kayleigh

NEW HIRES!!

We have a lot of fantastic new employees! Check out their photos below and be sure to introduce yourself when you see them around!



Alison



Brandon



Christopher



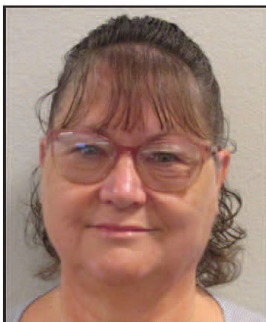
David



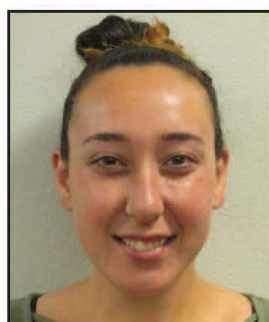
Luis



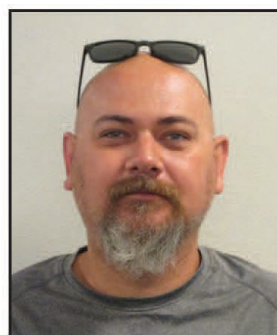
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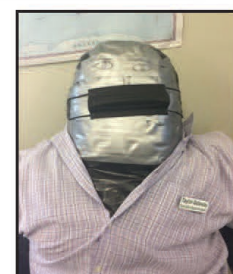
Roberta



Marina



Tony



Taylor
Getaway



Saying Thank You:

I want to encourage you to show your appreciation towards each other by using some awesome pins when you want to thank or acknowledge someone. I encourage that you also include a short note to show others how much each and every one of you are appreciated. Pins (like the ones shown) will be located and available in my office. You are encouraged to come grab one or a few and say, "thank you!" to whomever you want.

What to say in a note?

A good starting point is to choose your working for saying Thanks:

- o I'm very grateful...
- o I appreciate...
- o I would like to thank...
- o I'd like to acknowledge the help/effort of...

Then state WHY you're thanking them:

- o What they did
- o What it meant to your or to someone else

EVERYONE likes to feel appreciated. Try to look for opportunities to say Thanks!

-Kayleigh

Safety & Training from Patricia

2021-2022 Line Instructors

The Bus Operators that meet the eligibility criteria and agree to work as Line Instructors receive training and development annually. In the final segment of the training program, a trainee operates the vehicle on a revenue service route under the supervision and observation of the Line Instructor. Our current Line Instructors are:



The Best of the Best

Eric Banks	Cindy Herrera	Gareth McCain	Rod Pappas	DW
Tina Barnes	Rachael Jess	Scott Taylor	Brian Tanner	Roy Esmon
Rey Gonzales	Tracey Johnson	Sylvia Medina		

Line Instructors receive training and development in order to ensure uniformity in the new operator training. They assist with the evaluation process and give the overall program validity.

August 16, 2021, RTA will post Line Instructor Applications at all locations. September 16, 2021 is the scheduled Line Instructor class 8:00am-4:30pm.

Verification of Transit Training (VTT) classes are in progress with topics such as, De-Escalation ("Don't Tell Me What to do"), and Evacuation Techniques for Disabled and Elderly Customers. Our trainings are enhanced with our new helper Taylor Getaway, Evacuation Superintendent.

Thank you for all you do for RTA and our new vehicle operators!

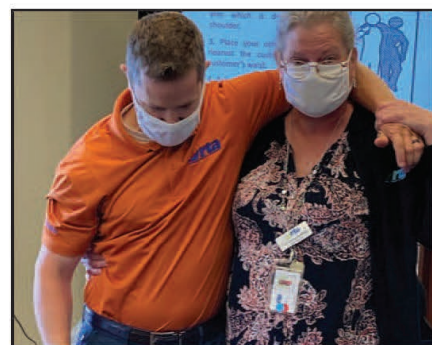
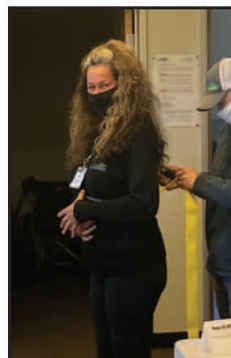
Thanks to everyone involved with the Safety Committee, there are only 2 items remaining on the agenda.

-Patricia



Here is Luke, demonstrating how to pick up some one as big as Roy. If you use the right technique, its really easy.

Photos courtesy of Patricia



Mary's Marketing News

So. Much. COVID! All of the time, day in and day out. That's what I've been thinking about and writing about. You've never gotten so many emails from me, have you? OK most of those were actually from Geoff, but the email looked like it came from me. I'm excited to start talking about new things such as more bus trips, returning to our regular fares, a little less mask wearing (but not completely!), schools going back to in-person learning and other happy topics.



I'm very proud of RTA and how we performed as a company during the pandemic. There was so much to learn, and so much to put into policy and then so much to enforce. The hardest part! And OK, not all of it, but a whole lot of it was done without too much complaining and we all just did what we were supposed to do. And that is a beautiful thing. Our goal was to keep our staff and our riders as safe and healthy as possible and we did an amazing job. Everyone worked their tails off to keep this system running. Extra hours, extra work, extra trips were on everyone's plate. Yes, the bus is essential, but it took a lot of essential PEOPLE to keep it going, and I'm impressed and grateful for how much everyone gave of themselves for more than a year. Thank you, and you, and you.

When we conducted the employee survey, one item that came up was that employees want to see more recognition for accomplishments. I love that idea and thanks for the feedback. A few new items came from this that you may have noticed and this includes a new **Employee of the Quarter flyer** to recognize the winner, any Outstanding Achievement winners, and to celebrate *everyone* who was nominated that quarter. The new **NEW-Employee flyer** to help us get to know and learn about new hires. And then the new **Safety Flyer** that recognizes each month's Safety Award winners. Look to see yourself, or maybe a friend of yours in one of these flyers soon.



Omar's Operations Update

I want to welcome **Garreth McCain and Amber Romine** to the Operations Supervisors team. Happy to have you here!

Good-byes:

Mike Buehre who went to Washington, Alison McCullough is going to go work for SLO Safe Ride, and Dan De La Vega is retiring after many many years with RTA. We wish them all the best and hope they come back to visit.



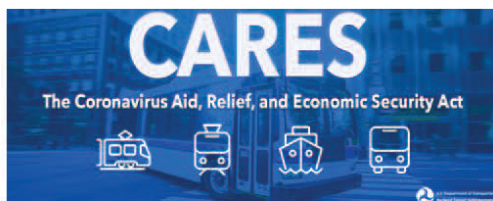
August Bid:

Around August 1, when the schools are getting close to reopening, we will have our next bid event. We hope that by this time there will be additional schedule changes such as Route 14 re-starting, more express trips and high school trippers. As the policies for how we handle COVID 19 restrictions evolve, we will be able to increase our services. Again, we will keep you posted.

THANKS A LOT

It has been a rough year! And I am grateful to everyone for sticking with us through the thick and thin. So many policies and crazy rider situations and anxiety, a heavy work load and then trying to balance all this with your family and life. We know we asked a LOT from everyone and I'm very grateful and proud of the team that I work with. Thank you!

RTA Receives CARES Act Funds to Help Support Transit Operations during COVID-19



Transit providers throughout the nation have seen a drastic decrease in ridership and revenue as a result of social distancing while incurring unplanned costs for health and safety, and unfortunately RTA is no exception. The Federal Coronavirus Aid, Relief & Economic Security (CARES) Act provided supplementary grant

funding to be used to help cover operating expenses and loss of revenues. The RTA has used these grant funds to keep all of our staff employed (avoiding layoffs) and our buses in service during the pandemic. The RTA has also used CARES funding to implement public health & safety measures for our employees and transit passengers, such as COVID driver-protection barriers, air treatment systems in all RTA vehicles and a contactless customer-service window at the RTA building.

Maintenance Update

Since the last newsletter we are excited to welcome the following new maintenance employee's!

- Technician Luis Trejo
- Utility Worker Brandon Davis
- Utility Worker Chris LaDue

Air Handling:

Research is continuing to showing that COVID-19 transmits primarily through the air we breathe rather than from the surfaces that we touch. As a result, RTA is devoting more of our resources to keeping our air as safe as possible. We purchased and installed several air handling equipment on our buses, in our facility, and even upgraded the HVAC equipment at the new facility to help keep our public and employees safe.

Facilities: We have installed several HEPA Filters and bi-polar Ion emitting filters in all of our work-places where we share breathed air. We also upgraded the HVAC equipment at the new facility to a unit that includes a bi-polar ionizer, increased air filtration, and operable windows for fresh outside air.

Buses: Purchased and installed CARB certified Dual Polarity Ion Air Enrichment emitters that help kill airborne viruses. The devices are installed on the 35', 40' buses, and Cutaways.

Ion Generation: This technology has been around since the early 1900's. Our system creates positive ions in conjunction with the negative ones. The effectiveness of this technology is directly proportional to efficiency of air flow. Transit vehicles have superior airflow compared to commercial or residential installations, and consequently transit bus and rail systems are an optimal application. Ionization used for air cleaning is an effective, low cost, low energy and low maintenance technology for bus and rail applications. It operates throughout the airflow of the vehicle helping to address concerns, and in particular those concerns in the breathing zone.

Virus are transmitted by people. Flu season is coming and sick passengers are boarding vehicles and exposing other passengers to viruses. Transit vehicle HVAC systems media filtration have no effect. Ionization has demonstrated efficacy with H1N1, MRSA, Staphylococcus and other communicable threats. By managing elevated ion concentrations within the vehicle and facilities, we can shorten the lifespan of common viral airborne threats.

-Andy

Employees of the Quarter



CB Q 3-2020



Paul Lockett Q 4-2020



**Dan De La Vega
Q 1-2021**

We are thrilled to recognize our Employees of the Quarter who are selected by staff and riders. CB, Paul and Dan are all long-time beloved bus operators. RTA and our riders feel lucky that they chose to work here! Thank you for all you do for the team and for our riders.

We also recognized the hard work and amazing performance of our **Outstanding Achievement Award** winners. Since the last newsletter, these winners are:

Kevin Cooksley, Rey Expinosa, and Brian Tanner



Partnering for New Bus Shelters at Cuesta College North

The Cuesta North campus in Paso Robles has been working on various master planned improvements throughout this past year; including relocation of the RTA Route 9 bus stop to an area with improved access, better lighting, and safer bus operations. In a show of great partnership, the RTA purchased two new 13-ft bus shelters and LED sign for this project and Cuesta installed them!

How amazing when a plan comes together!

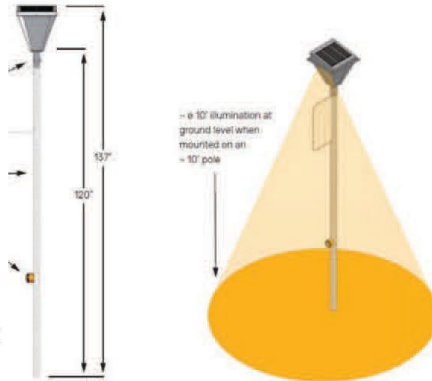
We can't wait for the students to return and check out these cool new shelters!



Let There Be Light! With On-Demand Solar Security Lighting for Bus Stops!

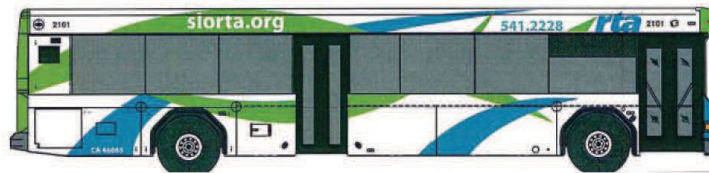
We were listening, we heard your concerns and since then your RTA Bus Stop Assessment Team (aka: Andy, Mary & Melissa) have been working hard to address your safety concerns for some of our darkest bus stops. Soon we will

have on-demand solar light poles at 34 bus stops throughout the County! The solar security lights will be installed at the top of the poles and will have a button (similar to that of a cross-walk button) that passengers can push to illuminate the bus stop – making it easier for bus drivers to see them!



NEW Vehicles On-Order for the RTA

A lot of effort goes in to buying replacement buses for the RTA. First we have to find the money, then design everything we need & want in a bus before we can even start to build a bus! (Phew! I'm exhausted just talking about it!) The GOOD NEWS is we have SEVEN (Yes 7!) vehicles that are currently in the "build" process! Two 40 ft. Gillig Buses (to replace Paso's old buses) and two Cutaways (to replace Route 15 vehicles) and three Low-Floor ADA Cutaway buses to replace the larger buses in South County. You can expect to see these new vehicles in-service sometime between January – April 2022! What a great way to start off the new year!!



OUT With the OLD – IN With the NEW

Many of you have seen the old 2002 Dodge Ram Support Truck (#504) down at SCT. The truck was almost 20 years old and had nearly 200,000 miles– so it was easy to say that it had earned its place in "support truck heaven". In its place, please welcome the NEW Ford F150 Service Truck that was recently purchased to replace the old #504. You might catch a glimpse of the Fleet & Maintenance Crew driving by while they're out servicing the routes. Make sure to wave Hello!!

-Melissa



Special Thanks to the Utility Team

During the last year-plus, the Utility team has carried an even heavier load than they usually do. Their jobs now included daily sanitizing of every vehicle. We are happy that most of that is over and our staff and riders are grateful for all of the work that went into keeping everyone safe and healthy! Thank You!



New RTA Babies!



Chelsea's Bodhi



Liza's Emilio

Our new facility, month by month

Here is a photo history of our new facility as it comes together. We are on pace to move in early next year!



Its been a long time coming...

Employee of the Quarter AND Safety Day Celebration BBQ!



**Friday July 30th, 11:30AM
SLO-RTA location**

Mark your calendars and plan to join us for the
first post-pandemic company BBQ!

We will celebrate the new EoQ as well as acknowledge all of the
Employee of the Quarter and Outstanding Achievement winners that
took place during COVID-19 and who missed out on having a company
BBQ to celebrate. This is all staff who worked during the initial
lockdown, Elmer, CB, Paul, and Dan, Brian and Scott.

If you like, bring along something to share.

BBQ duties provided by the Maintenance & Utility team!

July 13, 2021

Governor Signs Historic Fiscal Year 2021-22 State Budget

Governor Newsom has now signed [AB 128 \(Ting\)](#) and [SB 129 \(Skinner\)](#), budget bills that comprise the provisions of the Fiscal Year 2021-22 State Budget to which the Governor and Legislative Leaders have so far agreed upon. These bills implement an unprecedented level of state-level economic stimulus to accelerate our recovery from the pandemic.

The Budget, which totals \$262.6 billion, includes the following supplemental investments that specifically support public transit and rail agencies and that help deliver clean mobility options to Californians across our state. We are pleased to report that these investments align closely with the supplemental budget priorities we communicated to the Governor and Legislature in our [May 26 letter](#) and actively pursued throughout the budget process.

- **\$2.5 billion** for the Transit and Intercity Rail Capital Program
 - Of the funds, **\$2.48 billion** is for projects and shall not be available for encumbrance or expenditure unless additional legislation specifying how the funds shall be allocated is enacted by October 10, 2021. If no such legislation is enacted by October 10, 2021, all funds will revert to the General Fund.
 - Of the funds, **\$20 million** is for program administration and shall not be available for encumbrance or expenditure unless additional legislation specifying how the funds shall be allocated is enacted by October 10, 2021. If no such legislation is enacted by October 10, 2021, all funds will revert to the General Fund.
- **\$2.7 billion** for a Zero-Emission Vehicles and Infrastructure
 - Of the funds, **\$499.5 million** is for Clean, Trucks, Buses & Off-Road Freight, which helps fund the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP). Of the funds, **\$70 million** is exclusively for zero-emission transit buses and to be administered through HVIP.
 - Of the funds, **\$494.2 million** is for the Clean Transportation Program for infrastructure to support the deployment of light-, medium-, and heavy-duty vehicles.
 - Of the funds, **\$29.7 million** is for charging and refueling infrastructure for the deployment of zero-emission transit buses.
 - Of the funds, **\$226.7 million** is for zero-emission intercity rail and bus rolling stock and associated infrastructure.
 - Of the funds, **\$100 million** is for zero-emission rail and transit demonstration projects, and available to encumber or expend until June 30, 2027.
 - Of the funds, **\$80 million** is for funding new service expansion for intercity rail and bus.
 - The remaining balance is for the Clean Vehicle Rebate Program, equity transportation projects, school buses, drayage trucks, ZEV manufacturing grants, and local air district grants.

- **\$500 million** for the Active Transportation Program
 - Funds are not available for encumbrance or expenditure unless additional legislation specifying how the funds shall be allocated is enacted by October 10, 2021. If no such legislation is enacted by October 10, 2021, all funds will revert to the General Fund.
- **\$10 million** for the University of California Institute of Transportation Studies

The Budget also includes:

- **\$2.2 billion** for Addressing Homelessness
 - Of the funds, **\$1 billion** is available for "flexible aid to local jurisdictions."
 - Of the funds, **\$1.2 billion** is available for the Multifamily Housing Program to be used for the "acquisition, conversion, rehabilitation, and operating subsidies of hotels, motels, and other properties to provide housing."
- **\$1.1 billion** for the Clean California Program
 - Of the funds, **\$296 million** is for local projects on local streets and roads, tribal land, parks, pathways, and at rail and transit centers.
 - Of the funds, **\$335 million** is for statewide litter cleanup on the state highway system.
 - Of the funds, **\$287 million** is for beautification projects.
- **\$400 million** for Climate Adaptation on Transportation Infrastructure
 - Of the funds, **\$148.5 million** is available to local agencies for the development and implementation of projects that are intended to adapt to the changing climate to ensure that the local agency streets and roads are safe and climate adaptation planning grants to local agencies consistent with the Department of Transportation Adaptation Planning Grant Program.
 - Funds shall not be available for encumbrance or expenditure unless additional legislation specifying how the funds shall be allocated is enacted by October 10, 2021. If no such legislation is enacted by October 10, 2021, all funds will revert to the General Fund.
 - Of the funds, **\$150 million** is available for the development and implementation of projects intended to adapt to the changing climate to ensure that the state highway system is safe for the traveling public.
 - Funds shall not be available for encumbrance or expenditure unless additional legislation specifying how the funds shall be allocated is enacted by October 10, 2021. If no such legislation is enacted by October 10, 2021, all funds will revert to the General Fund.
- **\$600 million** for Planning and Implementation Grants for Infill Developments and Strategies to Reduce Vehicle Miles Traveled

The Budget does not currently include the Governor's proposed \$4.2 billion investment in the California high-speed rail project, which is still the subject of ongoing negotiations between Legislative Leaders and Governor Newsom.

It is also important to note that the Governor has not yet signed [AB 149 \(Committee on Budget\)](#), the transportation trailer bill. That bill includes the statutory relief measures we pursued this year, and which expand on the relief we helped secure last year through [AB 90 \(Committee on Budget\) \[Chapter 17, Statutes of 2020\]](#) and [AB 107 \(Committee on Budget and Fiscal Review\) \[Chapter 264, Statutes of 2020\]](#). We will provide you with a detailed update on AB 149 following the Governor's action on the bill.

Though the Budget is truly historic, we note that there is still much work to be done to bring several of these large-scale investments online - as noted above, funding for the TIRCP, Active Transportation Program, and Climate Adaptation - would only become available upon the enactment of additional legislation (presumably also related to an agreement on high-speed rail funding). We expect negotiations between the Governor and the Legislature to span much of summer.

July 16, 2021

Governor Newsom Signs Transportation Budget Trailer Bill, Enacts Critical Statutory Relief for Transit Agencies

This afternoon, Governor Newsom signed [AB 149 \(Committee on Budget\)](#), the transportation trailer bill. The bill includes the various statutory relief measures the Association pursued this year, and which expand on the relief we helped secure last year through [AB 90 \(Committee on Budget\) \[Chapter 17, Statutes of 2020\]](#) and [AB 107 \(Committee on Budget and Fiscal Review\) \[Chapter 264, Statutes of 2020\]](#).

Specifically, these relief measures:

- Extend the hold harmless provision for the calculation and allocation of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations (Local Revenue Basis Only) included in AB 90 by one year to fiscal year 2022-2023;
- Extend the suspension of the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares (TDA farebox recovery requirements) included in AB 90 by two years to fiscal year 2022-2023;
- Extend the suspension of the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year, (STA efficiency criteria) included in AB 90 by one year to fiscal year 2022-23;
- Extend the flexibility for the use of State Transit Assistance - State of Good Repair funds included in AB 107 by one year to fiscal year 2022-23;
- Institute a review of TDA performance audit requirements to identify opportunities for streamlining and identification of more effective measures;
- Exclude from the definition of "operating cost" for the purposes of TDA farebox recovery and STA efficiency the costs of operating ADA paratransit service; the costs to operate demand-response and microtransit services that expand access to transit service beyond fixed route corridors; the costs of security services and public safety contracts; any expense greater than the actuarially determined contribution associated with pensions and other post-employment benefits as required by Governmental Accounting Board Statement Numbers 68 and 75; the costs of funding or improving payment and ticketing systems and services; and the costs of planning for

improvements in transit operations, integration with other operators and agencies, zero-emission transition, and for compliance with state and federal mandates;

- Authorize federal funds to be counted as "local funds" for the purposes of calculating TDA farebox recovery and STA efficiency criteria;
- Authorize discount and fare free transit passes to be counted at their full retail value for the purposes of calculating TDA farebox recovery; and,
- Suspend until July 1, 2026, TDA farebox recovery requirements and STA efficiency criteria for transit agencies that can demonstrate that they maintained their existing commitments of local funds for transit operations at an amount not less than the expenditures from local funds for transit operations during fiscal year 2018-19.

The Governor's action on AB 149 follows his signature of [SB 129 \(Skinner\) \[Chapter 69, Statutes of 2021\]](#) on Monday evening. SB 129 includes an [unprecedented level of new funding for public transit and rail agencies](#), including support for transit agencies' transition to zero-emission emission vehicle technologies.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 1, 2021
STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Bus Maintenance Facility Update

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

Construction of the Bus Maintenance Facility (BMF) project is essentially 60% complete, with primarily flatwork and landscaping to be completed on the outside of the building and craftsperson work being completed on the inside. The offsite work, including realignment of Elks Lane, is also essentially complete as the asphalt paving is complete with only curbing, sidewalks and installation of street lights remaining. See pictures at the end of this report for context.

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

Below are some significant BMF milestones:

1. We have processed 25 invoices from Stantec Architecture from November 2018 through the end of July 2021 totaling \$2,460,855.85. Stantec completed design, engineering and permitting work, and continues to provide construction administration services (responding to Requests for Information, approving Submittals, etc.). A total of \$163,064.91 remains in our agreed work scope. It should be noted that SCI's surveyor improperly laid out the building footprint in January 2021 and it was not realized until after the foundation was poured. This required Stantec to expend \$27,384.75 to amend the drawings and make other corrections. We have already paid Stantec for those corrections, and SCI has committed to crediting the RTA; we will need to amend the Stantec agreement to account for these increased costs at a future RTA Board meeting.
2. We have processed 17 invoices from Kitchell CEM through July 31, 2021, totaling \$991,592.45. Kitchell CEM's agreement includes construction

management services and CEQA monitoring, as well as inspections. A total of \$693,551.55 remains in our current work scope.

3. We have processed twelve invoices from SCI through the end of July 2021, totaling \$12,289,554.01, less \$614,478.00 for retainage. That equates to net payments totaling \$11,675,076.01. Including retainage, a total of \$5,625,937.07 remains in our current work scope.
4. For the most part, the COVID-19 pandemic has not drastically impacted the schedule – neither on the local contractor/subcontractor staffing side, nor from a supply chain perspective. However, changes to design due to deferred submittals to SLO City as well as RTA staff initiated changes to address possible future pandemics have increased our financial exposure to change orders. The latter include recirculated air scrubbing systems and operable windows to maximize clean/fresh air flow within the building, which has added approximately \$140,000 to the project cost. Another notable pending CRB is for steel pricing increases for the battery recharging canopy due to City-required redesign elements. I am working with SLO County Air Pollution Control District (APCD) staff to partially fund this increased cost, which will likely require the RTA Board to amend our existing agreement with the APCD.
5. Through the end of July, we have authorized 42 change orders totaling \$428,013.08, or 2.54% of the original \$16,873,000 agreement. The table at the end of this report provides more details on the change orders, and lists potential CRBs that are still being investigated/negotiated. Note that the estimated cost is blacked out for each CRB to avoid “tipping our hand” with the general contractor.
6. On July 6th, several RTA staff and I conducted our sixth 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). We have fully drawn down the \$1,020,000 PacWest Bank loan, and we made our first draw on the TIFIA loan for the April SCI invoice that was paid in May (\$1,462,214.10). Through the end of July, we have processed four draws equating to a total of \$5,818,796.93 in TIFIA loan funds.
7. There are currently many trades working inside the building and finishing up the exterior of the administration/operations portion of the building. Importantly, we currently have the greatest number of on-site workers since construction activities began. Major interior work includes electrical, plumbing, HVAC, painting, tiling and floor finishing, and industrial equipment installation. Meanwhile, subcontractors are completing the grading and preparation for asphalt paving in the employee parking lot, which will be followed by grading/concrete paving of the bus drive aisles and then the bus parking lot. We recently encountered minor staffing shortages due to COVID-19 cases during

this fourth wave of infections, but the contractor continues to juggle work and is meeting/exceeding the schedule. Strangely enough, the current critical path runs through exterior signage, the final deferred submittal to SLO City for the project (submittal expected by early September).

In September, I expect to finalize a draft agreement with the City of San Luis Obispo for granting land and sharing in design costs to complete the future “sweeping curve” realignment of Elks Lane around the Sunset Drive-In Theater.

STAFF RECOMMENDATION:

Accept this as an information item.



View of the public entrance (under blue canopy) and a portion of the employee parking lot, looking southeast from the landscaping strip along the newly realigned Elks Lane. The green-roofed building in the background is the CAPSLO 40 Prado campus; a portion of the new Medically Assisted Withdrawal Treatment (MAT) Center that opened on August 20th can barely be seen.



Employee entrance (for ALL employees!). Employee “plaza” rotunda is located in the foreground.



Employee break room area, looking toward Madonna Mountain. The employee plaza will be constructed just outside this open/airy area.



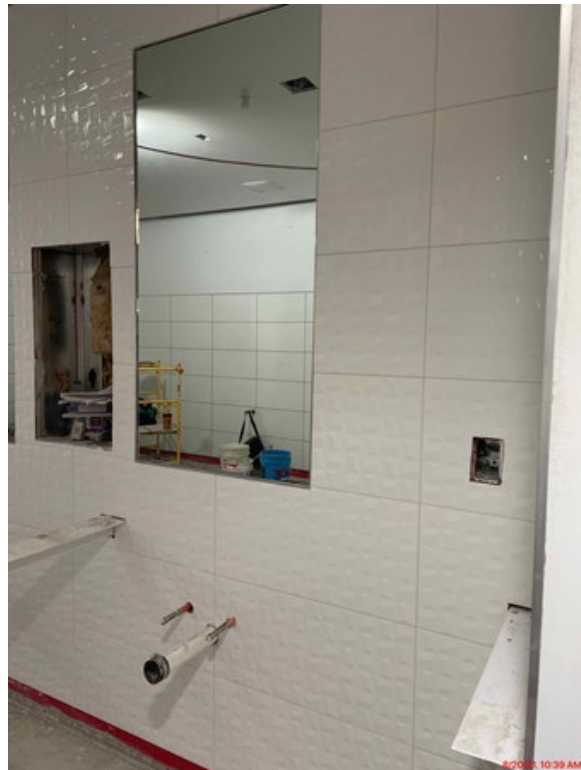
Madonna Mountain from the roof above the Shop “Clean Room.” This view also shows the western end of the employee parking lot adjacent to the newly realigned Elks Lane and the employee plaza rotunda.



Realigned Elks Lane, looking east from the new t-intersection.



View of bus maintenance bays from the northern storage mezzanine, with the southern storage mezzanine at the far end. Much of the overhead equipment is still wrapped in plastic during this painting phase, and the air-handling ducts stacked on the floor await installation.



Tile and other detail work in progress in one of the restrooms.



Rough grading of the bus entrance drive aisle between the back side of the maintenance bays and the main CAPSLO building on the left (looking southbound from the roof over the parts unloading area). The SLO City Corp Yard can be seen in the distance.



More rough grading on the bus entrance drive aisle, further back (north) close to where the bus gate will be located. My office window is located on the right, and the new CAPSLO MAT Center can be clearly seen over the fence to the left.



Pulling wire from the electrical room on the northern storage mezzanine to the other side of the Shop feeding the maintenance bays. The REALLY big cables run to the bus recharging area (see below) from the main electrical room located in the Administration area.



View of the utility yard and transformers for Phase 1 of the Battery-Electric Bus recharging system. At the western edge of the bus parking area, you can barely see the conduits sticking up from the ground for future Phase 2 improvements.



Picture on the left shows the hallway from the Operations area towards the Shop; to the left is the multipurpose Training Room and to the right is Dispatch. The picture on the right shows the Training Room, which has a retractable room divider.



View of the air compressor and lube/pump room. Thankfully, this is located far from my office – I literally sit right above these thunderous noisemakers in our current facility.



Finally, here is a picture of RTA Counsel Nina Negranti and me on a recent BMF tour. I am happy to provide a personalized tour for Board members and/or your interested staff – call or email me and I'll make the arrangements.

We intend to conduct an Open House for RTA team members and their families the week before Christmas. Most importantly, all RTA Board members should pencil in the **Grand Opening / Ribbon-Cutting Ceremony, which will be mid-morning on Thursday January 20, 2022** (more details to come soon!).

Agreement Amount Tracker for SCI						
Bus Maintenance Facility Project						
Contract Sum	Original	As amended	STATUS			
	\$16,873,000.00	\$17,301,013.08				
Total Change Orders Authorized		\$428,013.08	Initiated \$			Reason / Who Initiated?
% change from original contract		2.54%	% change with initiated, too			
CRB Number, Description (date executed)	Authorized Amount	Change Order # & Invoice #	Status in Procure Software	Estimate		
CRB-01, asbestos (8/12/20)	\$13,756.05	CO #1, invoice #1	Completed/approved	Closed		Unforseen
CRB-02, geogrid removal (9/25/20)	\$31,582.28	CO #3, invoice #2	Completed/approved	Closed		Unforseen
CRB-03, utility changes on Elks (09/02/20)	\$52,491.60	CO #2, invoice #2	Completed/approved	Closed		City of SLO
CRB-04, data conduit changes (void)	\$0.00	Void, no cost change	Void	Closed		N/A
CRB-05, water main & valves (09/30/20)	\$19,547.85	CO #4, invoice #4	Completed/approved	Closed		Design
CRB-06, firewater backflow/FDC orientation (12/02/2020)	\$12,441.89	CO #10, invoice #9	Completed/approved	Closed		Design
CRB-07, trap primers (12/02/2020)	\$22,208.91	CO #5, invoice #4	Completed/approved	Closed		Design
CRB-08, remove contaminated soil (12/02/2020)	\$2,913.75	CO #7, invoice #4	Completed/approved	Closed		Unforseen
CRB-09, pipe support at FCD (void)	\$0.00	Void, no cost change	Void	Closed		N/A
CRB-10, floor box modifications (11/12/2020)	\$3,786.30	CO #6, invoice #4	Completed/approved	Closed		Design
CRB-11, remaining indoor air improvements (3/11/2021)	\$55,849.65	CO #15, invoice #9	Completed/approved	Closed		RTA
CRB-11.1, operable windows (02/24/2021)	\$50,172.13	CO #16, invoice #7	Completed/approved	Closed		RTA
CRB-11.2, bipolar ionizer (02/24/2021)	\$31,447.66	CO #18, invoice #7	Completed/approved	Closed		RTA
CRB-11.3, added conduit op. windows	pending		Awaiting detail			RTA
CRB-12, lube room modifications (02/24/2021)	\$20,434.28	CO #17, invoice #7	Completed/approved	Closed		Design
CRB-13 (main switchboard modifications)	pending		Awaiting detail			Design
CRB-14, Phillips 66 compaction modifications (02/24/2021)	\$30,831.37	CO #11, invoice #7	Completed/approved	Closed		Unforseen
CRB-15 modified aggregate - no fly ash (02/15/2021)	\$7,560.00	CO #9, invoice #7	Signed 2/15/2021)	Closed		Design
CRB-16, deletion of decorative glass	(\$8,042.97)	CO #8, invoice #6	Completed/approved	Closed		RTA
CRB-17 (delete conference trailer)	pending		Awaiting detail			RTA
CRB-18, added conduits for future radio system (2/11/2021)	\$3,116.40	CO #13, invoice #7	Completed/approved	Closed		RTA
CRB-19 (added conduit for future EV charging)	pending		Awaiting detail			RTA
CRB-20 (added shunt trips for EV chargers)	pending		Awaiting detail			Design
CRB-21, electrical clarifications at the chillers (2/11/2021)	\$5,408.55	CO #14, invoice #7	Completed/approved	Closed		Design
CRB-22, add'l potholing at Prado & Elks (2/11/2021)	\$2,644.81	CO #12, invoice #7	Completed/approved	Closed		City of SLO
CRB-23 (storm drain - flared end sections)	pending		Awaiting detail			Design
CRB-24 modify decorative plastic glazing	\$1,742.98	CO #25, invoice #10	Completed/approved	Closed		RTA
CRB-25, modify lockers (05/04/2021)	(\$9,344.84)	CO #20, invoice #9	Completed/approved	Closed		Design
CRB-26, mod. ind. storage racks (05/04/2021)	\$614.76	CO #19, invoice #9	Completed/approved	Closed		RTA
CRB-27, Revised footing for canopy mods (07/02/2021)	\$15,736.55	CO #31, invoice #12	Completed/approved	Closed		Design
CRB-28 added power reels and supports	\$5,025.43	CO #24, invoice #10	Completed/approved	Closed		Design
CRB-28.1 (add elect receptacles at power reels)	pending		Awaiting detail			Design
CRB-29, steel angles rooftop HVAC equip (05/04/2021)	\$7,774.20	CO #21, invoice #9	Completed/approved	Closed		Design
CRB-30, HVAC return & transfer air mods (07/22/2021)	\$9,813.88	CO #42, invoice #12	Completed/approved	Closed		Design
CRB-31, hose reel supports (void)	\$0.00	Void, no cost change	Void	Closed		N/A
CRB-32, Added metal deck supports (void)	\$0.00	Void, no cost change	Void	Closed		N/A
CRB-33, added tubular skylight supports in admin (void)	\$0.00	Void, no cost change	Void	Closed		N/A
CRB-34 (delete ESD Buttons at the EVCS)	pending		Awaiting detail			RTA
CRB-35 (platform for ASHP-01)	pending		Awaiting detail			Design
CRB-36 (added angles at East Canopy)	pending		Awaiting detail			Design
CRB-37 Upgrade HWP 1 & HWP 2 Exterior Rated	\$3,103.85	CO #23, invoice #10	Completed/approved	Closed		Design
CRB-38 Add glass-mat sheathing to rooftop surfaces including parapet w	\$10,957.30	CO #27, invoice #10	Completed/approved	Closed		Design
CRB-39 Tubular skylight change - maint office area	\$679.19	CO #28, invoice #10	Completed/approved	Closed		RTA
CRB-40 Add condensate lines from HPWH-1 and HPWH-1	\$4,688.03	CO #29, invoice #10	Completed/approved	Closed		Design
CRB-41 (IT mods)	pending		Awaiting detail			RTA
CRB-42, Change control gang boxes in training room (07/22/2021)	\$751.80	CO #34, invoice #12	Completed/approved	Closed		Design
CRB-43, Add trap primer wiring (07/21/2021)	\$4,805.85	CO #37, invoice #12	Completed/approved	Closed		Design
CRB-44 (change TV boxes in training room)	pending		Awaiting detail			Design
CRB-45 (add power supply for electronic door hardware)	pending		Awaiting detail			Design
CRB-46 Insulate air plenum piping (07/22/2021)	\$10,187.10	CO #30, invoice #12	Completed/approved	Closed		Design
CRB-47 (add'l comm conduit to EV chargers)	pending		Awaiting detail			RTA
CRB-48, Change wall hydrant at patio (07/21/2021)	\$1,624.44	CO #41, invoice #12	Completed/approved	Closed		Design
CRB-49, Buy America compliant door hardware (07/22/2021)	\$551.25	CO #32, invoice #12	Completed/approved	Closed		Design
CRB-50, Revise door #123 from F01 to F02 (07/21/2021)	\$500.85	CO #33, invoice #12	Completed/approved	Closed		RTA
CRB-51, Add ADA door actuators at doors 102 & 137A (07/21/2021)	\$649.95	CO #35, invoice #12	Completed/approved	Closed		Design
CRB-52, (fill recessed shower floors)	pending		Awaiting detail			Design
CRB-53, (add CMU wall cap in shop)	pending		Awaiting detail			Design
CRB-54, (reimburse for building move design cost)	pending		Awaiting detail			Contractor
CRB-55, (power supply for gate access)	pending		Awaiting detail			Design
CRB-56, (increased steel cost for EV canopy)	pending		Awaiting detail			Unforseen

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 1, 2021
STAFF REPORT**

AGENDA ITEM: B-3

TOPIC: Bus Stop Improvement Plan Update

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

In 2017, staff developed comprehensive Bus Stop Improvement Plans to prioritize for both the San Luis Obispo Regional Transit Authority (RTA) and South County Transit (SCT) fixed-route bus stop improvements and identify capital requirements. It was the purpose of these Plans to ensure, to the extent practicable, that all bus stops served by RTA fixed-routes are safe, accessible, convenient, and comfortable for transit users.

The RTA fixed-route system currently serves **242** bus stops and 5 transfer centers, including some bus stops that are shared with local transit providers in San Luis Obispo, Morro Bay and the City of Santa Maria. The SCT fixed-route system currently serves **82** bus stops and 2 transfer centers at Ramona Garden Park and the Pismo Beach Outlets.

In 2017, staff recommended various RTA and SCT bus stop improvements based upon the assessment of the safety issues, passenger usage, accessibility considerations and estimated project costs known at that time. To date, a majority of the recommendations have been completed or are in-progress. The remaining recommendations are being reevaluated and may be augmented due to changes in ridership, substantial increases in project costs and available funding. The 2017 RTA and SCT Bus Stop Improvement Plan recommendations are outlined below.

2017 RTA Bus Stop Improvement Plan recommendations:

- Installation of two (2) benches
- Relocation of two (2) bus stops
- Installation of one (1) bus stop pole
- Installation of one (1) trash receptacle
- Expansion of one (1) concrete pad
- Repairs to four (4) landing areas
- Repairs to thirty-nine (39) light fixtures
- Improved shading, expanded plaza area, installation of Ticket Vending Machine, and installation of LED bus arrival signs at the Government Center

2017 SCT Bus Stop Improvement Plan recommendations:

- Installation of four (4) benches

- Relocation of five (5) bus stops
- Purchase of twenty two (22) bus stop poles
- Installation of eighteen (18) bus stop poles
- Installation of ten (10) trash receptacles
- Installation of five (5) pole-mounted seats
- Installation of fifteen (15) pole-mounted solar lighting fixtures
- Installation of four (4) shelter lighting fixtures
- Repainting four (4) shelters
- New schedule displays
- Installation of asphalt/concrete/decomposed granite pads

Additionally, a survey of all **324** bus stop locations for both the RTA and SCT was completed in 2021 which provided a current condition assessment of each bus stop location as well as identified existing lighting fixtures experiencing functionality issues that were in need of repairs and dark locations that would benefit significantly with additional solar lighting to improve the safety for both bus drivers and transit passengers. A solar lighting project and repair efforts are currently under way which will install solar light poles at thirty-four (34) RTA and SCT bus stop locations throughout the county. Moving forward, staff will provide the survey completed, along with public and staff input to the consultant for the Short Range Transit Plan.

Since the adoption of the Bus Stop Improvement Plans in 2017, the RTA has completed six (6) bus stop improvement projects at a total investment of **\$499,186** and the SCT has completed five (5) bus stop improvement projects at a total investment of **\$78,431**. Staff recommends that two (2) SCT bus stop improvement projects be placed on a temporary hold to allow for community input and ridership to rebound from post-COVID levels. In addition, two (2) SCT bus stop improvement projects have been identified with low daily ridership and no longer meet the policy requirements for additional bus stop amenities. Progress continues to be made in the remaining bus stop improvement projects as funding and resources become available. Details on the RTA and SCT bus stop improvement projects are provided in Attachment 1.

Fiscal Impact

The 2017 estimated project costs of \$115,800 (\$19,600 RTA and \$96,200 SCT) are out of alignment with inflation and current construction, steel and material costs which have soared nearly 13% just from the period of April 2020 to February 2021. To date, the RTA and SCT have invested a combined total of **\$577,617** in various bus stop improvement projects throughout the county of San Luis Obispo. The remaining bus stop improvement projects identified in the Plans will be prioritized and completed as additional grant funding resources become available.

Staff Recommendation

Receive the 2021 Bus Stop Improvement Report and approve the report recommendations for future bus stop improvements as funding becomes available.

BUS STOP IMPROVEMENT PLAN - SUMMARY

RTA Bus Stop Improvement Policy - Amenity Requirement

Ridership = 15/day Bench

Ridership = 25/day Small Shelter

Ridership = 40/day Large Shelter



2017 RTA Bus Stop Improvement Plan Recommendations	Status	Description of Work Completed	Expenditures to-date
Installation of two (2) benches	Completed / In Progress	Installation of 1 bench at Santa Ysabel @ 15th (Los Osos) completed. Installation of 1 bench at Viejo @ Bocina (Atascadero) is pending ADA accessibility improvements. Installation of 1 bench at a shared bust stop Santa Rosa @ Foothill (Caltrans ROW) is pending ADA accessibility improvements and approvals from Caltrans and SLO Transit.	\$ 4,120
Relocation of two (2) bus stops	Completed / In Progress	Installation of 2 Bus Shelters, 4 benches, 2 trash receptacles and LED bus stop sign at Cuesta College North campus has been completed. The recommendation to relocate unused bus stop shelter at the North County Transportation Center (Paso) is no longer pertinent as RTA does not own this shelter. RTA currently evaluating installation of new shelter at this location used by Paso Express.	\$ 15,534
Installation of one (1) bus stop pole	Completed	Installation of 1 Bus Stop pole at Cypress @ Nicholson (Santa Maria) has been completed.	\$ 1,000
Installation of one (1) trash receptacle	In Progress	Soliciting quotes for the purchase of new trash receptacle at Ocean Ave @ 9th (Cayucos).	\$ -
Expansion of one (1) concrete pad	In Progress	Soliciting quotes for concrete pad repairs at Thompson @ Branch (Nipomo). Discussions ongoing with SLO County for cost sharing of repair work.	\$ -
Repairs to four (4) landing areas	In Progress	Soliciting quotes for Decomposed Granite (DG) materials to repair bus stop landings at Santa Maria @ 2nd, 7th @ El Morro and 11th @ Ramona (Los Osos). The possible relocation of the bus stop and bench at 11th @ El Morro (Baywood Elementary) is pending ADA accessibility improvements and County permitting.	\$ -
Repairs to thirty-nine (39) light fixtures	Ongoing	Repairs to Bus Shelter Solar Lighting Fixtures are ongoing through routine maintenance. The costs to repair solar lighting fixtures are included in Bus Stop Misc Repairs listed below.	\$ -
Improvements to Downtown Government Transit Center	Completed	Various improvements to the Downtown Govt Transit Center have been completed and include improved shading, expanded plaza area, installation of 4 new bus shelters, installation of Ticket Vending Machine, installation of LED bus arrival signs and bike repair station.	\$ 333,100
Additional RTA Bus Stop Improvements			
Transit Tracker - LED Signs: Add Transit Tracker Improvements to various high ridership bus stops	Completed	Installation of Transit Tracker - LED Signs have been completed at various high ridership bus stop locations	\$ 25,646
Bus Stop Miscellaneous Repairs	Ongoing	Ongoing repairs to bus stop infrastructure (shelters, benches, trash receptacles, lighting, graffiti removal, etc.) have been completed and remain ongoing, as needed.	\$ 84,786
Bus Stop Solar Lighting Project	In Progress	Contract awarded for the purchase and installation of bus stop solar light poles at 34 dark locations throughout the RTA & SCT service areas.	\$ 35,000
Total RTA Bus Stop Impr Expenditures To-Date			\$ 499,186

SCT Bus Stop Improvement Policy - Amenity Requirement

Ridership = 10/day Bench

Ridership = 20/day Small Shelter

Ridership = 40/day Large Shelter



2017 SCT Bus Stop Improvement Plan Recommendations	Status	Description of Work Completed	Expenditures to-date
Installation of four (4) benches	Completed / No Longer Pertinent	Installation of 1 bench at Highway 1 @ 21st completed. Installation of 1 bench at AG Hospital @ Fair Oaks completed. Ridership (Pre-COVID) of 3/day at Price Street @ Wadsworth and 5.5/day at Elm @ Fair Oaks does not meet SCT policy of 10/day for installation of bench at these locations.	\$ 9,600
Relocation of two (2) bus stops	In Progress	Relocation of 1 bus stop pole and trash receptacle at 19th Street @ Wilmar has been completed. Ridership levels of 11/day at this bus stop do not meet SCT policy for installation of bus shelter. Staff recommends installation of bench and ADA concrete pad at this location and improvements to trash receptacle. Relocation of the bus stop at Firefighters Park @ Traffic Way Traffic Way @ Poole is in progress. Staff is working with RTA Safety Committee and AG City staff for relocation of bus stop pole.	\$ -
Purchase and installation of three (3) new Bus Shelters to active locations	On-Hold	Staff recommends the purchase and installation of three new Bus shelters to high ridership locations remain on-hold to allow for return of ridership to pre-COVID levels and to coincide with updates to the Short Range Transit Plan.	\$ -
Purchase of twenty two (22) bus stop poles	Completed / Ongoing	The purchase of Bus Stop poles have been completed and remains ongoing, as needed.	\$ 2,500
Installation of eighteen (18) bus stop poles	Completed / Ongoing	The installation of Bus Stop poles at various SCT locations has been completed. This project is ongoing to address routine repairs and maintenance of bus stop poles in the South County as needed.	\$ 4,200
Installation of ten (10) trash receptacles	In Progress	Solicitation of quotes for the purchase of 5 small pole-mounted and 5 large trash receptacles is in progress.	\$ -
Installation of five (5) pole-mounted seats	In Progress	Solicitation of quotes for the purchase of 5 pole-mounted seats is in progress.	\$ -
Installation of fifteen (15) pole-mounted solar lighting fixtures	In Progress	Contract has been awarded for the purchase and installation of bus stop solar light poles at 34 dark locations throughout the RTA & SCT service areas.	\$ 35,000
Installation of four (4) shelter lighting fixtures	In Progress / Ongoing	Repairs to Bus Shelter Solar Lighting Fixtures are ongoing through routine maintenance. Costs include routine maintenance and repairs to all bus stop infrastructure such as shelters, benches, trash receptacles, lighting, graffiti removal, etc.) as needed.	\$ 22,010
Repainting four (4) shelters	On-Hold	The repainting of four (4) Ramona Garden Transit Center bus shelters is on-hold pending possible relocation of the transit center to the Grover Beach Train Station. Discussions are ongoing with the City of Grover Beach.	\$ -
New schedule displays	Completed	The purchase and installation of new SCT schedule display signs has been completed at various SCT Bus Stop locations.	\$ 5,121

Total SCT Bus Stop Impr Expenditures To-Date \$ 78,431

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 1, 2021

STAFF REPORT

AGENDA ITEM: C-1

TOPIC: Salary Schedule Revisions for Union and Non-Union Employees

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize execution of the CBA amendment, correct Administrative employees' wage compression issues, and reclassify the Accounting Technician to a series-based position

BACKGROUND/DISCUSSION:

Executive Summary

The current Collective Bargaining Agreement (CBA) for the Bus Operator, Mechanic and Utility classifications became effective on January 1, 2018, and the CBA expires on December 31, 2021. Staff met with Teamsters Local 986 officials several times in June and early July to negotiate new wage scales through December 31, 2022, as well as slight changes to rules and other benefits identified in the CBA. The Teamsters membership unanimously approved the tentative agreements package on July 8th, which is attached as Appendix A at the end of this report. Staff is seeking authorization to execute the amendment to the CBA, and to adjust non-Union salary scales to address wage compression issues and to transition the Accounting Technician position to a series-based Accounting Technician I/II classification.

Background on CBA Wages and Benefits

The current CBA identifies annual wage increases for Bus Operators that coincided with planned increases in California's minimum wage over the past four years to the \$15/hour figure scheduled for implementation in January 2022. More specifically, the CBA included the following percentage increases:

January 2017 to January 2018: 2.9%
January 2018 to January 2019: 9.1%
January 2019 to January 2020: 8.3%
January 2020 to January 2021: 7.7%

This had the effect of increasing the starting Bus Operator wage from \$14.30 per hour in 2018 to \$18.20 in 2021, and the top Bus Operator wage from \$19.51 in 2018

(\$40,580.80 annually) to \$24.82 in 2021 (\$51,625.60 annually) during the current 4-year CBA period. In order to avoid wage compression over the past four years for the Operations Supervisors who directly oversee the Bus Operators, their wage scale also increased by the same annual percentages. Those Operations Supervisor wage increases were included in the annual budgets adopted by the RTA Board each year.

For reference, below is the Operations Supervisor scale that was effective in January 2018 when the current CBA became effective:

January 2018						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$ 41,783.24	\$ 43,872.40	\$ 46,066.03	\$ 48,369.33	\$ 50,304.10	\$ 51,813.22	\$ 52,849.49

In comparison, below is the Operations Supervisor wage scale effective in January 2021:

January 2021						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$ 53,178.67	\$ 55,837.61	\$ 58,629.49	\$ 61,560.96	\$ 64,023.40	\$ 65,944.10	\$ 67,262.98

These significant increases in the CBA-influenced Operations Supervisor wages have resulted in wage compression issues with other RTA administrative classifications that were not directly tied to the Bus Operator wages. The ensuing pages depict the non-CBA RTA Staff Salary Schedule that was effective on July 1, 2017 (Attachment 1), as well as those currently in effect (Attachment 2); as alluded to above, the salary schedules were included as part of the annual budget-making process. In short, those two attachments demonstrate that the administrative wage increases have not kept pace.

Adjustments to Correct Administrative Employees' Wage Compression

Due to the compression of the CBA and administrative wages, and a close review of peer agencies and like positions, when applicable, for local jurisdictions in SLO County, staff believes that the current RTA Staff Salary Schedule should be amended to coincide with changes envisioned in the CBA wage that would be effective January 1, 2022 in order to retain our talented workforce and attract new employees when openings occur. The staff recommended schedule is provided as Attachment 3. The annual fiscal impact of these recommended changes in the second half of FY21-22 is \$30,000, and the full-year FY22-23 projection is estimated at \$65,000. Details of these totals are provided in the table below. However, because of current and recent past vacancies at the RTA, no FY21-22 budget amendment is required.

One position that requires immediate attention is the Transit Training Instructor position, which was originally benchmarked with the Operations Supervisor position when it was created in 2018 – since Transit Trainer Instructor incumbents are typically chosen out of the Operations Supervisor ranks due to employees' unique understanding of the Bus

Operator role and operations in general. However, management did not appropriately track the wage progression of the two Transit Training Instructor incumbents (one full-time, and the other 50% Trainer and 50% Mobility Specialist) in relation to their Operations Supervisor counterparts until it was brought to our attention. For this reason, staff recommends that the two Transit Training Instructor incumbents' wages be adjusted retroactively to the beginning of this fiscal year. Similar to the discussion in the preceding paragraph, no FY21-22 budget amendment is necessary to implement this correction.

Reclassification of Accounting Technician to a Series-Based Position

Staff has also reviewed current staff skills, capabilities and work assignments to ensure all RTA team members are working within their appropriate classifications. The Accounting Technician position warrants a transition to a series-based classification due to the wide-ranging capabilities of the incumbents. For example, previous Accounting Technicians were not deemed capable of conducting procurement-related or grants-making projects – but the incumbents have demonstrated the ability to assume greater responsibility and administer more complex projects. For that reason, staff is recommending that the Accounting Technician classification be expanded to Accounting Technician I and II (see Attachment 4). The two incumbents would be initially placed in the lower classification, but would be eligible to apply for the higher position and their eligibility would be compared against the new classifications that are included in the attached documents.

Staff Recommendation for Executive Committee:

Recommend staff provide a revised salary schedule and present any financial implications to the Board for approval at the September 1st Board meeting.

Staff Recommendation for the Board:

Recommend that the Board authorize execution of the CBA amendment, correct Administrative employees' wage compression issues, and reclassify the Accounting Technician to a series-based position.

Attachment 1 – Admin Salary Schedule in First Year of CBA

RTA Staff Salary Schedule									
FY 2017/2018									
SLORTA POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7		
Bus Operator Instructor/Mobility Specialist	\$40,264.65	\$42,277.90	\$44,391.80	\$46,611.38	\$48,475.84	\$49,930.12	\$50,928.72		
Administrative Assistant	\$40,264.65	\$42,277.90	\$44,391.80	\$46,611.38	\$48,475.84	\$49,930.12	\$50,928.72		
Administrative Assistant - Finance	\$42,277.90	\$44,391.80	\$46,611.38	\$48,941.95	\$50,899.62	\$52,426.61	\$53,475.15		
Accounting Technician	\$42,277.90	\$44,391.80	\$46,611.38	\$48,941.95	\$50,899.62	\$52,426.61	\$53,475.15		
Lead Supervisor	\$56,656.42	\$59,489.24	\$62,463.70	\$65,586.89	\$68,210.37	\$70,256.68	\$71,661.81		
Human Resources Officer	\$58,072.83	\$60,976.47	\$64,025.29	\$67,226.56	\$69,915.63	\$72,013.10	\$73,453.35		
Special Projects Coordinator	\$60,976.47	\$64,025.29	\$67,226.56	\$70,587.89	\$73,411.40	\$75,613.75	\$77,126.02		
Maintenance Supervisor	\$65,586.89	\$68,866.22	\$72,309.54	\$75,925.02	\$78,962.02	\$81,330.87	\$82,957.49		
Manager, Marketing and Community Relations	\$67,226.56	\$70,587.88	\$74,117.28	\$77,823.14	\$80,936.07	\$83,364.15	\$85,031.43		
Manager, Safety and Training	\$67,226.56	\$70,587.88	\$74,117.28	\$77,823.14	\$80,936.07	\$83,364.15	\$85,031.43		
Grants & Financial Manager	\$74,117.28	\$77,823.14	\$81,714.30	\$85,800.02	\$89,232.01	\$91,908.98	\$93,747.17		
Manager, Maintenance and Facilities	\$79,721.27	\$83,707.34	\$87,892.70	\$92,287.35	\$95,978.83	\$98,858.20	\$100,835.37		
Manager, Operations	\$92,287.35	\$96,901.71	\$101,746.79	\$106,834.13	\$111,107.50	\$114,440.72	\$116,729.53		
Deputy Director/CFO	\$112,175.85	\$117,784.63	\$123,673.87	\$129,857.57	\$135,051.87	\$139,103.43	\$141,885.50		

Attachment 2 – Admin Salary Schedule in Final Year of CBA

RTA Staff Salary Schedule									
Effective July 1, 2021									
SLORTA POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7		
Administrative Assistant	\$ 45,005.61	\$ 47,255.91	\$ 49,618.71	\$ 52,099.63	\$ 54,183.62	\$ 55,809.14	\$ 56,925.32		
Accounting Technician	\$ 47,255.91	\$ 49,618.71	\$ 52,099.63	\$ 54,704.62	\$ 56,892.80	\$ 58,599.58	\$ 59,771.57		
Transit Training Instructor	\$ 52,099.63	\$ 54,704.62	\$ 57,439.84	\$ 60,311.84	\$ 62,724.31	\$ 64,606.04	\$ 65,898.15		
Transit Training Instructor/Mobility Specialist	\$ 52,099.63	\$ 54,704.62	\$ 57,439.84	\$ 60,311.84	\$ 62,724.31	\$ 64,606.04	\$ 65,898.15		
Lead Supervisor	\$ 63,327.43	\$ 66,493.80	\$ 69,818.49	\$ 73,309.42	\$ 76,241.80	\$ 78,529.05	\$ 80,099.63		
Human Resources Officer	\$ 64,910.61	\$ 68,156.15	\$ 71,563.95	\$ 75,142.15	\$ 78,147.84	\$ 80,492.28	\$ 82,102.12		
Maintenance Assistant Manager	\$ 73,309.42	\$ 76,974.88	\$ 80,823.63	\$ 84,864.80	\$ 88,259.40	\$ 90,907.17	\$ 92,725.32		
Manager, Marketing and Community Relations	\$ 75,142.15	\$ 78,899.25	\$ 82,844.22	\$ 86,986.43	\$ 90,465.89	\$ 93,179.85	\$ 95,043.45		
Manager, Grants	\$ 75,142.15	\$ 78,899.25	\$ 82,844.22	\$ 86,986.43	\$ 90,465.89	\$ 93,179.85	\$ 95,043.45		
Manager, Safety and Training	\$ 75,142.15	\$ 78,899.25	\$ 82,844.22	\$ 86,986.43	\$ 90,465.89	\$ 93,179.85	\$ 95,043.45		
Manager, Maintenance and Facilities	\$ 89,108.05	\$ 93,563.45	\$ 98,241.62	\$ 103,153.72	\$ 107,279.86	\$ 110,498.25	\$ 112,708.23		
Manager, Operations	\$ 103,153.72	\$ 108,311.40	\$ 113,726.96	\$ 119,413.31	\$ 124,189.84	\$ 127,915.53	\$ 130,473.84		
Deputy Director/CFO	\$ 125,383.99	\$ 131,653.18	\$ 138,235.84	\$ 145,147.65	\$ 150,953.55	\$ 155,482.16	\$ 158,591.80		
Executive Director	\$ 138,307.96						\$ 168,105.32		

Attachment 3 - Recommended New Salary Schedule Effective January 2022

RTA Staff Salary Schedule							
SLORTA POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Administrative Assistant	\$ 47,444.34	\$ 49,816.57	\$ 52,307.41	\$ 54,922.76	\$ 57,119.68	\$ 58,833.28	\$ 60,009.94
Accounting Technician	\$ 49,816.57	\$ 52,307.41	\$ 54,922.76	\$ 57,668.91	\$ 59,975.66	\$ 61,774.93	\$ 63,010.43
Transit Training Instructor	\$ 58,492.74	\$ 61,417.39	\$ 64,488.25	\$ 67,712.67	\$ 70,421.17	\$ 72,533.80	\$ 73,984.47
Transit Training Instructor/Mobility Specialist	\$ 58,492.74	\$ 61,417.39	\$ 64,488.25	\$ 67,712.67	\$ 70,421.17	\$ 72,533.80	\$ 73,984.47
Lead Supervisor	\$ 66,758.96	\$ 70,096.91	\$ 73,601.76	\$ 77,281.85	\$ 80,373.13	\$ 82,784.32	\$ 84,440.00
Maintenance Asstant Manager	\$ 73,309.42	\$ 76,974.88	\$ 80,823.63	\$ 84,864.80	\$ 88,259.40	\$ 90,907.17	\$ 92,725.32
Human Resource Officer	\$ 68,427.94	\$ 71,849.34	\$ 75,441.80	\$ 79,213.89	\$ 82,382.45	\$ 84,853.93	\$ 86,551.00
Manager, Marketing and Community Relations	\$ 79,213.89	\$ 83,174.58	\$ 87,333.31	\$ 91,699.98	\$ 95,367.98	\$ 98,229.01	\$ 100,193.59
Manager, Grants	\$ 79,213.89	\$ 83,174.58	\$ 87,333.31	\$ 91,699.98	\$ 95,367.98	\$ 98,229.01	\$ 100,193.59
Manager, Safety and Training	\$ 79,213.89	\$ 83,174.58	\$ 87,333.31	\$ 91,699.98	\$ 95,367.98	\$ 98,229.01	\$ 100,193.59
Manager, Maintenance and Facilities	\$ 93,936.56	\$ 98,633.39	\$ 103,565.06	\$ 108,743.33	\$ 113,093.05	\$ 116,485.84	\$ 118,815.57
Manager, Operations	\$ 108,743.33	\$ 114,180.49	\$ 119,889.50	\$ 125,883.98	\$ 130,919.34	\$ 134,846.92	\$ 137,543.85
Deputy Director/CFO	\$ 125,383.99	\$ 131,653.18	\$ 138,235.84	\$ 145,147.65	\$ 150,953.55	\$ 155,482.16	\$ 158,591.80
Executive Director	\$ 138,307.96						\$ 168,105.32

Attachment 4

San Luis Obispo Regional Transit Authority Job Description

JOB TITLE: Accounting Technician I and II — Administration/Maintenance
DEPARTMENT: Finance and Administration
REPORTS TO: Deputy Director/CFO Grants and Finance Manager or
Manager, Maintenance and Facilities
FLSA STATUS: Non-Exempt, At-Will
Effective Date: January 2, 2019

JOB SUMMARY

Under the direction of the Deputy Director/CFO Grants and Finance Manager or/ Manager, Maintenance and Facilities, perform a variety of accounting duties related to General Accounting including: 1) Accounts Payable processing; 2) Accounts Receivable processing; 3) Journal entry processing; 4) Journal entry posting; 5) Fixed Asset accounting; 6) Fare revenue collection and reconciliation; 7) Vehicle maintenance work order entry and filing; 8) Vehicle maintenance software reporting and upkeep; and and 79) back-up of other administrative and accounting staff. The Accounting Technician II — Administration classification may additionally supports the RTA in procurement, purchasing and request for proposal/bid processes, and audit support as needed. The duties and responsibilities include the application of both manual and computerized accounting procedures and reconciliation functions and oral and written communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Must have ability to clearly answer routine questions and to be able to analyze and reconcile a variety of accounts and resolve operating and procedural problems.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Must operate a 10-key calculator by touch.
- Knowledge and understanding of: basic arithmetic; financial record-keeping methods, procedures, and practices; and general office procedures.
- Familiarity with, or ability to learn, governmental financial record-keeping methods.
- Must work independently and perform financial or statistical work of moderate difficulty rapidly and accurately.
- Experience in an enterprise financial management or maintenance work order computerized environment including the processing of journal entries, establishing new accounts, and extensive reconciliation is required.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.

- Provides clerical and technical administrative support to the purchasing and contracting process; modifies established templates and formats to prepare a variety of purchasing-related documents and correspondence including requests for bids/proposals, contracts, renewals, requisitions, purchase orders, proposals, agreements, and correspondence; proofreads documents for accuracy, completeness, and compliance with purchasing policies, procedures and requirements; coordinates administrative approval processes. (Accounting Technician II – Administration)
- Performs related work as required.
-
- Ability to interpret, communicate, and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality. Ability to exercise discretion and judgment in carrying out responsibilities.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside a public agency with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Working knowledge of or ability to quickly learn infrastructure, policies and procedures.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation

DISTINGUISHING CHARACTERISTICS

The Accounting Technician I – Administration classification is the journey/associate-level position in the series. Incumbents perform complex accounting duties under general supervision and provide fiscal support to a large division or small department.

The Accounting Technician II – Administration classification is the advanced-level position in the series. Incumbents work independently, provide specialized fiscal support, trains staff members as assigned, and performs clerical and technical administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental and program policies.

QUALIFICATIONS

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Methods, procedures and terminology used in professional accounting work
- Financial and statistical record-keeping techniques
- Budgeting practices regarding preparation monitoring and control
- Financial analysis and projection techniques
- Operation of a computer and assigned software
- Effective oral and written communication and interpersonal skills

EDUCATION and/or EXPERIENCE

Accounting Technician I – Administration:

- Associates Degree in Accounting is preferred.

- The equivalent of five years of progressively responsible experience in maintaining or reviewing general accounting records.
- Familiarity with accounting principles and accounting systems.
- Demonstrated skills in an institutional environment utilizing a customer-oriented and service-centered attitude.

Accounting Technician II – Administration, in addition to those listed under Accounting Technician I – Administration:

- Experience must have included at least two (2) years administering purchasing related processes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. May work out in the field when needed. May require availability to work a flexible schedule.

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One Year Contract Extension

To the Collective Bargaining Agreement Between San Luis Obispo Regional Transit Authority (RTA), and Teamsters Union Local 986

Effective Dates: January 1, 2022 through December 31, 2022

Effect of Extension Agreement: This Contract Extension Agreement (Agreement) shall take effect only upon execution by the parties. At that time, the terms set forth in this Agreement shall modify the terms and conditions of the soon to expire collective bargaining agreement (CBA) between the San Luis Obispo Regional Transit Authority (RTA or Employer), and Teamsters Local 986 (Union), together (Parties) having an original term running from January 1, 2018, through December 31, 2021. Further, these changes apply exclusively to all employees in the bargaining unit as defined in Article 1, Recognition, of that agreement.

Terms: The terms of this Agreement, stated in the Employer's Best and Final Offer (BAFO), which was received by the Union via email on June 18, 2021, shall supersede only the specific articles and sections of the CBA addressed under "Revised Provisions" below. Unless stated otherwise herein, the revised provisions of this Agreement shall become effective beginning January 1, 2022. All other provisions of the expiring CBA shall remain in full force and effect through December 31, 2022.

Revised Provisions:

1. Amendment to Article 6 RTA Rules:

SECTION 1. Enacting New RTA Rules – It is mutually agreed that reasonable rules and regulations made by the RTA, not in conflict with the provisions of the Agreement or any Federal, State, County or City law, are necessary to the efficient operation of the equipment and maintenance of RTA's property. For all non-safety related rules and regulations, the RTA will transmit an electronic copy to the Local Union Office at least five (5) business days in advance of posting. Safety related rules and regulations RTA will be posted in the same manner as non-safety related rules and regulations unless safety considerations demand immediate posting. In that event, the RTA will transmit an electronic copy to the Local Union Office as soon as possible.

(RE: Contract Extension Agreement)
(Between RTA and Teamsters Union Local 986)

2. Amendment to Article 38 Hourly Wages - Bus Operators

Bus Operator Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Training	\$14.00	\$19.55
New Hire	\$18.20	\$19.55
1 Year	\$18.77	\$20.16
2 Year	\$20.17	\$21.67
3 Year	\$20.68	\$22.22
4 Year	\$21.28	\$22.86
5 Year	\$21.99	\$23.62
6 Year	\$22.69	\$24.37
7 Year	\$23.39	\$25.12
8 Year	\$24.10	\$25.89
9 Year	\$24.82	\$26.66

3. Amendment to Article 44 Hourly Wages - Mechanic & Utility

Mechanic-A Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Step 1	\$34.50	\$36.40
Step 2	\$35.66	\$37.62
Step 3	\$36.86	\$38.89
Step 4	\$38.10	\$40.19
Step 5	\$39.38	\$41.53
Step 6	\$40.71	\$42.94
Step 7	\$43.50	\$45.93

(RE: Contract Extension Agreement)
 (Between RTA and Teamsters Union Local 986)

Mechanic-B Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Step 1	\$28.30	\$30.00
Step 2	\$29.11	\$30.74
Step 3	\$29.95	\$31.63
Step 4	\$30.81	\$32.53
Step 5	\$31.70	\$33.47
Step 6	\$32.61	\$34.44
Step 7	\$34.50	\$36.40

Mechanic-C Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Step 1	\$23.30	\$24.57
Step 2	\$23.95	\$25.25
Step 3	\$24.62	\$25.95
Step 4	\$25.31	\$26.68
Step 5	\$26.02	\$27.43
Step 6	\$26.75	\$28.21
Step 7	\$28.30	\$29.88

Apprentice Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Step 1	\$19.30	\$20.35
Step 2	\$20.56	\$21.68
Step 3	\$23.30	\$24.57

(RE: Contract Extension Agreement)
(Between RTA and Teamsters Union Local 986)

Utility Wage Scale		NEW
Level	2021	2022
Assumed CA Min. Wage	\$14.00	\$15.00
Step 1	\$18.90	\$19.96
Step 2	\$19.47	\$20.56
Step 3	\$20.05	\$21.17
Step 4	\$20.65	\$21.80
Step 5	\$21.27	\$22.45
Step 6	\$21.91	\$23.13
Step 7	\$22.60	\$23.87

4. Amendment to Articles 35 and 41 Sick Time and Vacation, Section 1 Sick Pay, Subsection C:

- C. **Maximum** – Employees may carry over accumulated Sick Pay up to a maximum of 200 hours.

5. Amendment to Article 38 Section 4 Premium Pay:


SECTION 4. Premium Pay - A Bus Operator who is assigned to work with a trainee, or to fill in as a Dispatcher or Scheduler, will be paid a premium of \$1.75 per hour, in addition to the Bus Operator's hourly wage rate, while performing these duties.

6. New Section 4 within Article 44 Hourly Wages – Mechanic and Utility:

SECTION 4. Premium Pay – A Utility employee who is assigned by management to drive a vehicle requiring a Commercial Driver's License on public streets will be paid a premium of \$1.75 per hour, in addition to the employee's hourly wage rate, for the entire day during which the employee was expressly assigned to drive said vehicle in non-revenue service.

For the Employer
Geoff Straw
Executive Director
San Luis Obispo Regional Transit Authority

Date: _____



For the Union
Cliff Reynolds
Central Coast Coordinator
Teamsters Union Local 986

Date: July 14, 2021