



RTA BOARD AGENDA

Wednesday, September 6, 2023 at 9:00 AM
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401

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

President: Debbie Arnold

Board Members:

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

Vice President: Andy Pease

Heather Moreno (Atascadero)
Daniel Rushing (Grover Beach)
Carla Wixom (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) by contacting the RTA offices at (805)541-2228 x4833. Please note that 48 hours advance notice will be necessary to honor a request.

RTA, de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), acomodará a las personas que requieran una modificación de la adaptación para participar en esta reunión. RTA también se compromete a ayudar a las personas con dominio limitado del inglés a acceder a los servicios públicos esenciales de la agencia y a la información pública en español. Para solicitar una adaptación, por favor llame al (805)541-2228 x4833. Requerimos al menos 48 horas de anticipación para proporcionar adaptaciones razonables.

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.

EMPLOYEE RECOGNITION:

- **15 Year Service Certificate of Recognition:** Omar McPherson
- **Employees of the Quarter:** David Medina and Todd Lisher

A. CONSENT AGENDA:

- A-1 Executive Committee Meeting Minutes of April 12, 2023 (Information)
- A-2 RTA Board Meeting Minutes of May 3, 2023 (Approve)
- A-3 Authorize Agreement for Bus Shelter Improvements at Cuesta College (Authorize)
- A-4 Authorize Solicitation of Bids for Support Vehicles (Authorize)
- A-5 Authorize Purchase Order for Nipomo Dial-A-Ride Vehicle (Authorize)
- A-6 Declare Equipment and Vehicles as Surplus, and Direct Staff to Dispose through Transfer, Auction or Salvage (Authorize)
- A-7 Authorize Agreement for Pest Control Services (Approve)
- A-8 Authorize Agreement for Bus Engine Replacement Services (Approve)
- A-9 Authorize Agreement for Joint Short Range Transit Plan Services (Approve)
- A-10 Authorize New SLOCPT Rates for July 2024 Implementation (Approve)
- A-11 FTA FY23 Triennial Review (Receive and File)
- A-12 Public Transportation Agency Safety Plan Update (Approve)

B. INFORMATION AGENDA:

- B-1 Executive Director's Report (Receive and File)

C. ACTION AGENDA:

- C-1 Authorize Changes to CBA Vacation Accrual Maximums (Authorize)
- C-2 **PUBLIC HEARING:** FY2024-2026 DBE Goal Methodology Update (Authorize)

D. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2)
Number of cases: One

BOARD MEMBER COMMENTS

The next regularly-scheduled RTA Board meeting is scheduled for November 1, 2023.



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 04/12/2023

A-1

Members Present: Andy Pease, City of San Luis Obispo, Vice President
Ed Waage, City of Pismo Beach, Past President

Members Absent: Debbie Arnold, District 5 Supervisor, President

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director/CFO
Luzion Campitelli, Administrative Assistant
Jon Ansolabehere, RTA Counsel
Pete Rodgers, SLOCOG Executive Director

- 1. Call to Order and Roll Call: Vice President Andy Pease called the meeting to order at 10:00 a.m. and roll call was taken. A quorum was present.
2. Public Comment: None
3. Consent Items
A-1 Executive Committee Meeting Minutes of February 8, 2023 (Approve)
Past President Waage made a motion to approve consent agenda item A-1 and Vice President Pease seconded the motion. The motion passed unanimously via voice vote.

Table with 4 columns: BOARD MEMBER, YES, NO, ABSENT. Rows for DEBBIE ARNOLD, ANDY PEASE, ED WAAGE.

- 4. Information Items:
B-1 Executive Director's Report (Verbal, Receive)

Mr. Geoff Straw noted the small reorganization as a result of the Parts Clerk that was hired in FY22-23, and with operations experience in our new facility over the past year. We will complete an internal recruitment to reassign some of the duties of the Manager of Maintenance and Facilities to an elevated Accounting Technician position. Our personnel policies require a formal recruitment, which includes the ability to conduct an internal versus a public recruitment. This new and revised position will be included in the Job Descriptions as part of the budget adoption process at our May meeting.

Mr. Straw noted that the Gillig Battery Electric Buses arrival date has been pushed back from late August to early November due to supply chain issues. Primarily battery materials and electric drive components, but our bus recharging system is commissioned and will be prepared to charge the buses as soon as we receive them. Some additional buses for which we have been waiting a long time (the three low-floor ARBOCs for South County fixed-routes) have finally been delivered to the dealer to finish in-vehicle equipment installments. These buses are going to be for the SoCo Routes 27 and 28 but they may initially be placed on the Route 15 until we get our other new buses for Route 15. We should have them delivered on site within 3-4 weeks. We also got our first all-electric staff car, a Chevy Bolt EUV, which is replacing a 2009 Honda Civic Hybrid.

Mr. Straw noted that the SLO Transit Innovation Study has been delayed and is behind schedule by 4 weeks. We intend to seek Board approval at the May meeting to advertise the Joint Short-Range Transit Plan RFP and to release RFP in late June with bids due at the end of July. We will ask the Board to execute the contract at the September meeting so we can conduct passenger surveys in October.

Mr. Straw discussed that RTA has been working with FEMA (Federal Emergency Management Agency) and CalOES (California Governor's Office of Emergency Services) for reimbursement costs of flooding damage. The costs for debris clean-up are reimbursed by FEMA at 100%. Mitigations and other repair costs are reimbursed by FEMA at 75% and CalOES pays 75% of local 25% share. Informed the Executive Committee that he issued an emergency Purchase Order to repair the damaged landscaping and irrigation. Details will be provided at the Board meeting in May. We also want to formally dedicate the new Elks Lane "spur" that we built to the city for the upcoming overpass project. We are also responsible for the costs of the clean-up from silt and debris but everything will be reimbursable.

Mr. Straw discussed RTA's next Teamsters contract negotiations meeting will be April 19th with a possible follow-up on April 21st. The Teamsters members could vote on their package the week of April 24th, and if ratified then the RTA Board will consider the CBA at the May meeting. We are working with our State transit associations and transportation planning agencies across the State to seek relief from TDA farebox penalties as we continue to emerge from the pandemic.

Mr. Straw announced that we have one Bus Operator candidate in training (started last week). We reimplemented some commuter Express trips on March 19th. Our Avila Trolley starts Friday May 5th through Labor Day, and we're excited to see how it will go this Summer. We may be skipping the July RTA Board Meeting if we can piggyback off the meeting in June but we will announce that as time gets closer.

Public Comment: None

Item was received and filed by the Committee.

5. **Action Items:**

C-1 Fiscal Year 2023-24 Operating and Capital Budget (Approve)

Ms. Tania Arnold discussed the items the budget addresses.

Key items addressed are:

1. Uncertainties the agency still faces regarding liability and worker compensation costs. We received a revised estimate at the end of March and it was higher than we anticipated. We also received an estimate for general liability and vehicle physical damage insurance policy which will have an increase but is lower than what was projected. Property insurance has increased due to addition of the new Bus Maintenance Facility and the addition of flood insurance that is required because the facility is Federally funded. Regarding staffing and retention, we will implement more modules for the Diversity, Equity and Inclusion E-learning program. We will be continuing the paid family leave program that we launched in July of last year; we have received really great feedback from staff and it has been really beneficial for them.
2. Continuing to implement zero emission vehicles, with our first two BEBs unfortunately delayed. Our recharging infrastructure is installed and ready to go upon their arrival. Looking forward to the arrival but also keeping an eye on costs since we have grant funds for an additional five BEBs to replace diesel buses and this will be a significant capital cost increase. Once the full funding plan is developed, we will bring the plan to the Board for consideration.
3. State Transit Assistance funds are projected to be flat compared to the original allocation. We have been able to leverage the match on more capital projects so it has been a great program to have.
4. Local Transportation Funds is still the last source of funds that we will apply to our budget but there are some changes of funds to this budget with anticipation of a decrease and once these funds are identified we will bring this back to the Board for the reduction in LTF.
5. Federal Transit Administration formula funds are higher than recent years. This is great news and may help reduce the need for LTF by all transit operators in the county. The adjustment for higher funding would occur after operators meet with SLOCOG to revise the allocations.
6. Fuel prices remains really volatile. Projection was \$5.10 for Diesel and we have been fairly under that at around \$4.80.
7. Delay in the Joint Short-Range Transit Plan but SLO City staff has advised that their SLO Transit Innovation Study is scheduled to be completed in July. As such, we presume that we can begin the process shortly after so we can bring it back to the Board in September.

Ms. Tania Arnold added that the overall Administration Expense for RTA services is up by 5% due to the addition of flood insurance and the higher than anticipated costs for electricity. We will bring to the Board a budget amendment to account for carried over capital projects and revenues when this information becomes clearer. Professional technical services has decreased for our ITS so that will not be included in the budget for next year, which is a good thing. Marketing and Reproduction decreased as well because surveys will now be part of the SRTP. We have experienced a significant increase for vehicle parts and materials due to inflation and supply chain issues. We strongly encourage the region to adopt the CAL ITP Program to be implemented to make for easier fare transactions and provide benefits to riders across transit systems in the region. **Mr. Straw** added in that this is a cashless program and this helps a lot of folks who may not be able to afford the full cost of a pass up front but will still get the

opportunity to benefit from multi-ride discounts. Incrementally charging you for whichever pass you choose to buy. We are working with SLOCOG on this, as well.

Ms. Tania Arnold added that this program will create a lot of value for riders. We will continue to look for region-wide efficiencies. There is concern that the farebox ratio requirement “vacation” is only good until the end of this current fiscal year.

Ms. Tania Arnold concluded the report.

Public Comment: None

Past President Waage made a motion to approve action item C-1 and **Vice President Pease** seconded the motion. The motion passed unanimously via voice vote.

6. **Closed session:** None

7. **Adjournment**

The meeting was adjourned at 10:55 a.m.

Next RTA Executive Committee Meeting: **June 7, 2023**

Respectfully Submitted,

Acknowledged by,

Tania Arnold
Deputy Director/CFO

Debbie Arnold
RTA Board President 2023

DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
BOARD MEETING MINUTES OF May 3rd, 2023
A-2

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (President)
JIM GUTHRIE, CITY OF ARROYO GRANDE
HEATHER MORENO, CITY OF ATASCADERO
DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
JIMMY PAULDING, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO
ANDY PEASE, CITY OF SAN LUIS OBISPO (Vice President)
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (Past President)
DANIEL RUSHING, CITY OF GROVER BEACH
FRED STRONG, CITY OF PASO ROBLES
ED WAAGE, CITY OF PISMO BEACH
CARLA WIXOM, CITY OF MORRO BAY

BOARD MEMBERS ABSENT:

BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, DEPUTY DIRECTOR
OMAR MCPHERSON, OPERATIONS MANAGER
LUZION CAMPITELLI, ADMINISTRATIVE ASSISTANT
JON ANSOLABEHERE, SAN LUIS OBISPO COUNTY COUNSEL

CALL MEETING TO ORDER, ROLL CALL: President **Debbie Arnold** called the meeting to order at 9:00 AM and roll call was taken. A quorum was present.

PUBLIC COMMENT:

Mr. Eric Greening expressed how very thankful he is for the tremendous safety and the tenderness of the bus operators' service. He shared that he tuned in on the Supervisor's meeting yesterday and noticed the tremendous amount of work to still be done. Especially of the bridge being built over Santa Margarita creek and the impact it may have on the running of Route 9. Encouraged RTA to be in communication with County Public Works to advocate a work plan that does not disrupt the service and to have an understanding of how the service might be affected. Hopes that this upcoming project can be accomplished with minimal disruptions to the Route 9.

A. CONSENT AGENDA:

A-1 Executive Committee Meeting Minutes February 8, 2023 (Information)
A-2 RTA Board Meeting Minutes of March 1, 2023 (Approve)
A-3 Declare Vehicles Surplus (Approve)
A-4 Strategic Business Plan Results (Approve)
A-5 Procurement of Third-Party Services for RTA Facilities, Vehicle Fueling and Engine Replacements (Approve)
A-6 Award Purchase Order to Gillig for one Heavy-Duty Diesel-Powered Bus (Approve)
A-7 Contract Renewal – AGP Video Production of Board Meetings (Approve)

- A-8 Revision to Job Descriptions & Minor Reorganization (Approve)
- A-9 Agreement for County Auditor/Controller Services (Approve)
- A-10 Procurement of Joint SRTP Professional Services (Approve)
- A-11 Cal-OES Designation of Applicant’s Authorized Agents

Public Comment:

Mr. Eric Greening expressed he is glad to see the Short-Range Transit Plan moving forward. Asked for an inventory of what was asked for in the previous/still acting Short Range Transit Plan. How many of those have been a success and how many have not?

Mr. Geoff Straw

Vice President Andy Pease expressed her appreciation on the work that is being done and all the collaboration and coordination there has been with the Short-Range Transit Plan and Innovation Study. **Vice President Andy Pease** made a motion to approve the consent agenda, and **Board Member Ed Waage** seconded the motion. The motion passed unanimously via roll call vote as follows:

| BOARD MEMBER | YES | NO | ABSENT |
|--------------------------------|-----|----|--------|
| DEBBIE ARNOLD (President) | X | | |
| BRUCE GIBSON | | | X |
| JIM GUTHRIE | X | | |
| HEATHER MORENO | X | | |
| DAWN ORTIZ-LEGG | X | | |
| JIMMY PAULDING | X | | |
| ANDY PEASE (Vice President) | X | | |
| JOHN PESCHONG (Past President) | X | | |
| DANIEL RUSHING | X | | |
| FRED STRONG | X | | |
| ED WAAGE | X | | |
| CARLA WIXOM | X | | |

B. INFORMATION AGENDA:

B-1 Executive Director’s Report (Receive)

Mr. Straw reviewed the issues we are still having with the Heating Ventilation Air Conditioning System (HVAC) and the conversations with the contractor. Working with the vendor and sub-consultant to make sure everything is good to go and fixed properly. Expressed the good news of the new all-electric Chevy Volt staff vehicle we purchased has been a great source to test our recharging system.

Mr. Straw discussed the commuter Express services that we have been able to restore after they were suspended due to the COVID-19 pandemic. Although we are short on bus-operators, we have hired one who just completed training and we have a few in the background-check process. Showed the pictures of the new low-floor cutaway vehicles that are soon to be delivered hopefully before the end of this Fiscal Year. These vehicles will be placed on the Route 15. **Mr. Straw** stated that the zero-emission bus delivery has been pushed to November due to a continued supply chain issue that is unfortunately out of our hands. Showed a picture of what the designs will be for the buses and how much they will incorporate some “green” motifs in our County.

Mr. Straw shared that we are a SLO Blues sponsor this year and it will be advertised alongside the advertisement of a \$2,000 sign-on incentive for bus operators. We’ve been focusing our advertising budget on recruitment so that we can restore services to pre-pandemic levels. **Mr. Straw** proudly

showed off the Above and Beyond Award that was bestowed by CalACT following the January floods. Omar represented the RTA next to 3 other Transit Agencies with whom we work closely.

Mr. Straw shared that we are still seeking relief on the farebox ratio requirement penalties. We are working with SLOCOG and other transit agencies to get this figured out and handled. Unfortunately, the moratorium ends June 30. **Mr. Straw** stated that we had to issue a \$45,000 purchase order for landscaping and mitigation caused by the January flooding. We are working with FEMA and CalOES for possible reimbursement.

Mr. Straw shared that we received the grant for Short-Range Transit Plan.

Board Member Heather Moreno asked if the HVAC system may have been a fluke or mistake on the manufacturing end. **Mr. Straw** confirmed that this is what we are working to find out and thanked Andy Wyly, who is working with the vendors and manufacturers to get this situation resolved.

C. ACTION AGENDA:

C-1 Agreement between the RTA and Teamsters Local 986 (Approve)

Mr. Straw shared that Teamsters Local 986, which represents the Bus Operators, Mechanics, Utility Workers and the Parts Clerks employed by RTA has ratified the new CBA on April 29th.

Public Comment:

Mr. Eric Greening shared his thanks and gratitude to all the employees working several months without a contract and working just as hard.

Board Member Strong made a motion to approve action agenda item C-1 and **Board Member Ortiz-Legg** seconded the motion. The motion passed unanimously via voice vote.

| BOARD MEMBER | YES | NO | ABSENT |
|--------------------------------|-----|----|--------|
| DEBBIE ARNOLD (President) | X | | |
| BRUCE GIBSON | | | X |
| JIM GUTHRIE | X | | |
| HEATHER MORENO | X | | |
| DAWN ORTIZ-LEGG | X | | |
| JIMMY PAULDING | X | | |
| ANDY PEASE (Vice President) | X | | |
| JOHN PESCHONG (Past President) | X | | |
| DANIEL RUSHING | X | | |
| FRED STRONG | X | | |
| ED WAAGE | X | | |
| CARLA WIXOM | X | | |

C-2 Fiscal Year 2023-24 Operating and Capital Budget (Approve)

Mrs. Tania Arnold expressed appreciation to the Board for their support and leadership during the length of unprecedented times.

Key Items that will be addressed are:

1. Uncertainties with liability costs, Runabout costs and staffing retention.
2. Continuing efforts to implement zero-emission vehicles, with the first two arriving by the end of late fall/early winter and the recent completion of our recharging infrastructure.
3. State Transit Assistance funds projected to be flat compared to current fiscal year.

4. Local Transportation Funds projected to be flat in the region but RTA continues to maximize all other funding sources before seeking LTF.
5. Federal Transit Administration formula funds are higher than recent years, which will help reduce the need for LTF.
6. Fuel prices remain volatile and higher than prior years, which also impacts ridership and fare revenues.
7. Delay in the Joint Short-Range Transit Plan. Consulting with the City of SLO's on going Transit Innovation Study.

Mrs. Tania Arnold informed that in March of 2023, we were pleased to learn that workers compensation costs are projected to be in line with previous projections. Also, in March 2023 we received the estimated premium for liability and vehicle physical damages. Relayed that our property insurance has increased due to fully ensuring our new facility and the addition of flood insurance, since we are located in a 100-year floodplain. Staff continues to monitor Runabout service levels/costs, but they are assumed to increase as demand approaches pre-pandemic levels. The Diversity, Equity and Inclusion program will continue in FY 23-24 and there will be additional e-Learning courses for all staff to ensure we seek to maintain outstanding treatment of each employee. We have received positive feedback from employees about the new and relatively low-cost paid family leave program that was implemented in July 2022.

Mrs. Tania Arnold stated that the capital program for FY23-24 includes the replacement of two diesel buses with the zero-emission battery-electric buses. Informed the Board that although we are happy to transition to zero-emission buses, it will also come with a significant financial burden. RTA was awarded an FTA grant for the replacement of five diesel vehicles with Battery-Electric Buses. Confirmed with the Board that once the full funding plan is developed, it will be presented for consideration.

Mrs. Tania Arnold concluded the report nu expressing that FY 23-24 will be a challenging year but we look forward to working with the Board and our customers. Our goal is to provide stability and maintain the highest quality of transportation service for the community.

Public Comment: None

Board Member Moreno made a motion to approve action agenda item C-2 and **Board Member Waage** seconded the motion. The motion passed unanimously via roll call vote as follows:

| BOARD MEMBER | YES | NO | ABSENT |
|--------------------------------|------------|-----------|---------------|
| DEBBIE ARNOLD (President) | X | | |
| BRUCE GIBSON | | | X |
| JIM GUTHRIE | X | | |
| HEATHER MORENO | X | | |
| DAWN ORTIZ-LEGG | X | | |
| JIMMY PAULDING | X | | |
| ANDY PEASE (Vice President) | X | | |
| JOHN PESCHONG (Past President) | X | | |
| DANIEL RUSHING | X | | |
| FRED STRONG | X | | |
| ED WAAGE | X | | |
| CARLA WIXOM | X | | |

D. CLOSED SESSION ITEMS: None

E. BOARD MEMBER COMMENTS: None

The meeting was adjourned at 10:46 AM.

Next regularly-scheduled RTA Board meeting is **September 6, 2023**

Respectfully Submitted,

Acknowledged by,

Luzion Campitelli, Admin Assistant

Debbie Arnold, RTA President 2023

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Bus Shelter Improvements at Cuesta Community College San Luis Obispo Campus

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Execute Partnership Agreement with Cuesta Community College District

BACKGROUND/DISCUSSION:

The RTA has an on-going relationship with the Cuesta Community College District regarding fixed-route public transit services to its two main campuses: RTA Routes 12/14 to the main campus near San Luis Obispo, and RTA Route 9 service to the Cuesta North campus in Paso Robles. The Cuesta San Luis Obispo campus is nearing completion of design/engineering for master planned improvements, including new bus shelters at the RTA Routes 12/14 bus stops located on campus with improved access, better lighting, and safer bus operations. A similar partnership agreement was implemented in December 2020 for bus shelter improvements at Cuesta's North campus in Paso Robles.

RTA staff is asking the Board to authorize the Executive Director to execute a partnership agreement letter that implements the proposed capital improvements and delineates the on-going operating costs of maintaining the on-campus improvements. The Cuesta Community College San Luis Obispo campus is planning for three 5'x13' passenger shelters, three 8' benches, three 20-gallon trash receptacles, three map display cases, and one LED ITS digital "next bus" sign (currently in inventory), all of which are eligible for Federal Transit Administration (FTA) Section 5307 funds. As presented in the attached draft partnership agreement, the cost for the bus shelter improvement project (similar to the ones recently installed at the Cuesta North Campus) is estimated to be \$31,073.13.

The purchase of bus shelters and related amenities are eligible for up to 80% FTA funding or \$24,858. Staff is recommending the RTA commit funds in FTA Grants #CA-90-Z272, #CA-2016-064-02, #CA-2018-073-03 and #CA-2021-161-05. As depicted in the attached agreement letter, Cuesta Community College will provide:

- 1) the remaining local 20% match;
- 2) labor, equipment and materials necessary to install the bus shelters and transit-related amenities as well as provision of internet and electricity for the ongoing "next bus" LED sign and lighting operations; and
- 3) provision of bus stop repairs and on-going maintenance as needed.

Staff Recommendation

Authorize Executive Director to Execute Partnership Agreement with Cuesta Community College District.



253 Elks Lane
 San Luis Obispo, CA 93401
 (805) 541-2228 Fax (805) 781-1291
www.slorta.org

September 7, 2023

PARTNERSHIP AGREEMENT

To: Brian McAlister
 Director of Facilities Services, Planning & Capital Projects, Cuesta College

From: Geoff Straw
 Executive Director, San Luis Obispo Regional Transit Authority

Re: Partnership Agreement with San Luis Obispo County Community College District
 Project: Bus Stop Improvements, Cuesta College – San Luis Obispo Campus

On September 6, 2023, the San Luis Obispo Regional Transit Authority (RTA) Executive Board authorized the use of Federal Transit Administration (FTA) Section 5307 grant funds to assist Cuesta College in bus stop improvements for the Cuesta College – San Luis Obispo campus.

The project will include the procurement of three (3) 5’x13’ transit passenger bus shelters, three (3) 8-ft perforated metal benches, three (3) 20-gallon pole-mounted trash receptacles, three (3) rear wall acrylic map display cases, and one (1) LED “Next Bus” ITS digital sign for the Cuesta College - San Luis Obispo campus.

The FTA Section 5307 grant funds committed to this project may not exceed 80% of the total procurement cost (up to a maximum amount of \$24,858). Additional project costs that exceed the 80% Federal contribution limitation shall be borne by Cuesta College. The San Luis Obispo County Community College District shall be responsible for the remaining project costs as summarized below.

Total Bus Stop Improvement Project Cost Estimate: \$31,073.13

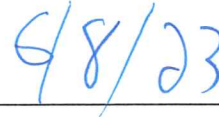
| <u>Partner</u> | <u>Amount</u> | <u>% Contribution</u> | <u>Description</u> |
|---------------------------|---------------|-----------------------|--|
| RTA Commitment | \$24,858.00 | 80% | Procure (3) 13’ Bus Shelters, (3) 8’ Benches, (3) 20-gallon Trash Receptacles, (3) Map Display Cases, (1) LED “Next Bus” ITS digital Sign |
| Cuesta College Commitment | \$6,215.13 | 20% | Provide labor, equipment & materials necessary to install the three (3) shelters and related amenities. Provide internet and electricity for ongoing LED sign operations. Provide bus stop repairs and on-going maintenance as needed. |

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of: Arroyo Grande Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San Luis Obispo

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT



Dan Troy,
Asst. Superintendent/Vice President



Date

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

Geoff Straw,
Executive Director RTA

Date

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT

AGENDA ITEM: A-4

TOPIC: Procure Support Vehicles

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure Nine Support Vehicles Related Recharging Equipment at a Cost Not-to-Exceed \$496,700.

BACKGROUND/DISCUSSION:

Staff has identified grant funding to purchase nine replacement staff support vehicles and maintenance trucks. The RTA vehicles being replaced are detailed in Agenda Item A-6-1, including one 2014 maintenance truck, one 2014 service-body utility maintenance truck, two 2015 support sedan vehicles, two 2014 support sedan vehicles and three 2016 support sedan vehicles.

Eight of the nine support vehicles will be replaced with battery-electric zero-emission vehicles. The RTA will ensure compliance with all applicable FTA procurement requirements, as well as all California vehicle emissions requirements, for all nine vehicles.

The total project cost for this project is \$496,700. A total of \$397,360 in Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program funds will be used for this project, and a local match of \$99,340 will be provided using Transportation Development Act (TDA) and State Transit Assistance (STA) funds.

The RTA will pursue available competitive pricing through local vehicle dealerships and the State of California Department of General Services (DGS) contract, selecting the vehicle type and pricing that best meet the needs of our agency. The RTA's existing contract with Smith Electric for as-needed services will be used to install the Level 2 rechargers.

Staff Recommendation

Authorize the Executive Director to procure nine support vehicles and related recharging equipment at a cost not-to-exceed \$496,700.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
 SEPTEMBER 6, 2023
 STAFF REPORT**

AGENDA ITEM: A-5

TOPIC: Vehicle Procurement for Nipomo Dial-A-Ride

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize the Executive Director to issue a purchase order to Model 1 for the procurement of one Starcraft E450 cutaway van for the Nipomo Dial-A-Ride service at a cost of \$153,062.77

BACKGROUND/DISCUSSION:

The RTA has been awarded grant funding from the Federal Transit Administration (FTA) to replace a 2015 light-duty mid-sized cutaway vehicle (ID#1511) for the County of San Luis Obispo funded Nipomo Dial-A-Ride service. FTA guidelines allow light-duty mid-sized transit vehicles to be replaced after four years (4) years or over 100,000 miles. By these criteria, this vehicle has met its FTA useful life in both years and miles.

| Fleet ID# | Mileage* | Make | Model | Year | VIN | License |
|------------------|-----------------|-------------|----------------|-------------|-------------------|----------------|
| 1511 | 164,946 | Ford | Starcraft E450 | 2015 | 1FDFE4FS4GDC09025 | 1473568 |

**Mileage as of 8/16/2023*

This cost of this vehicle is within available grant funding, using \$50,000 in FTA Section 5339 funding apportioned in FY19-20 and \$77,600 in FTA Section 5307 funding apportioned in FY20-21. The RTA will use \$25,500 in State Transit Assistance (STA) funding as the required local match.

This vehicle will be purchased from the FTA approved CalACT MBTA Bid Vehicle Purchasing Cooperative (Contract No. 20-01) at secured 2023 pricing. The RTA will ensure that it complies with all FTA standards. Once the purchase order is issued to Model 1 Commercial Vehicles for one Starcraft Class C Ford E450 (16-passenger + 2 wheelchair) cutaway vehicle and associated amenities (such as digital on-board surveillance system and bike rack), it is estimated to require approximately 7-9 months for vehicle manufacturing and delivery.

Staff Recommendation

Authorize the Executive Director to issue a purchase order to Model 1 for the procurement of one Starcraft E450 cutaway van for the Nipomo Dial-A-Ride service at a cost of \$153,062.77.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
 SEPTEMBER 6, 2023
 STAFF REPORT**

AGENDA ITEM: A-6

TOPIC: Declare Equipment and Vehicles as Surplus, and Direct Staff to Dispose through Auction or Salvage

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Declare Equipment and Vehicles as Surplus, and Direct Staff to Dispose through Auction, Transfer or Salvage

BACKGROUND/DISCUSSION:

On March 2, 2022 the Board authorized the procurement of additional equipment needed for the new Bus Maintenance Facility. Replacement portable 4-column mobile lifts, required to safely raise and access the vehicles' underside for maintenance and repairs were procured and received in May 2023. The mobile lifts being replaced were purchased prior to 2011 and have exceeded their Federal Transit Administration (FTA) useful life of ten years and will require disposal.

1. SEFAC mobile lifts – these lifts are over twelve years old, and were formerly owned by South County Transit. SoCo Transit transferred this system to the RTA in 2021 when the RTA assumed all vehicle maintenance duties

At its September 6, 2023 meeting, the Board will consider replacement of ten replacement vehicles (nine support vehicles and one revenue service vehicle). Eight of the nine support vehicles will be replaced with zero-emission vehicles.

Table 1: Vehicles slated for replacement and surplus/disposal

| # | Srvce | ID# | Yr | Description | VIN | Plate | Mileage |
|---|-------|------|------|---------------------------------------|-------------------|---------|---------|
| 1 | RTA | 511 | 2014 | Ford F-250 Maintenance Truck | 1FT7X2A60EEB27771 | 1375767 | 103,056 |
| 2 | RTA | 512 | 2014 | Ford F-250 Service-Body Utility Truck | 1FD7X2A62EEB27850 | 1375766 | 64,935 |
| 3 | RTA | 518 | 2015 | Ford Escape Support Sedan Vehicle | 1FMCU0F79FUA82166 | 1424620 | 158,701 |
| 4 | RTA | 519 | 2015 | Ford Escape Support Sedan Vehicle | 1FMCU07F0FUA82167 | 1424619 | 194,134 |
| 5 | RTA | 1603 | 2016 | Dodge Braun Entravan Support Vehicle | 2C7WDGBG6FR652141 | 1474089 | 119,516 |

| | | | | | | | |
|----|-----|-------|------|--|-------------------|---------|---------|
| 6 | RTA | 1604 | 2016 | Dodge Braun Entravan Support Vehicle | 2C7WDGBG7FR652150 | 1474090 | 119,441 |
| 7 | RTA | 1607* | 2016 | Dodge Braun Entravan Support Vehicle | 2C7WDGBG8FR642792 | 1474114 | 121,567 |
| 8 | SCT | 516 | 2014 | Dodge Caravan Support Vehicle | 2C7WDGBG4ER427019 | 1452359 | 125,830 |
| 9 | SCT | 517** | 2014 | Dodge Caravan Support Vehicle | 2C7WDGBG0ER432170 | 1452520 | 83,310 |
| 10 | RTA | 1511 | 2015 | Starcraft Allstar Ford E450 Cutaway Revenue Vehicle - Nipomo Dial-A-Ride | 1FDFE4FS4GDC09025 | 1473568 | 164,946 |

* Vehicle 1607 has a failed engine

**Vehicle 517 has a failed transmission

Declaration of Surplus

Following the replacement of the equipment and vehicles, staff has determined that the RTA currently would have no practical, efficient or appropriate use for the equipment or vehicles, nor will it have such a use for them in the near future. The equipment and vehicles have exceeded the FTA useful life requirements in age and/or miles and, as a result of the advanced age and mileage, are regularly experiencing mechanical failures. The higher-cost repairs do not make it economically prudent to keep them as part of the active fleet or equipment inventory.

The RTA Purchasing Policy requires staff to determine if surplus equipment or vehicles have a per-unit fair market value greater than \$5,000. Should the above listed equipment or vehicles have a value greater than \$5,000 at time of disposal and were originally purchased using FTA funds, staff is required to return any remaining federal interest back to the FTA. Staff has completed market value research and does not anticipate the value of the above equipment and vehicles to exceed the \$5,000 threshold at time of disposal.

Staff recommends that the above equipment and vehicles be disposed of through an existing contract with Ken Porter Auctions, or be transferred to another transportation agency should there be interest. Vehicles #5 through #10 in the table above are wheelchair-accessible and eligible for transfer under the RTA Surplus Vehicle Transfer Program, and if there is interest from transportation providers in the area I will inform the Board on September 6th.

Staff Recommendation

Authorize the Executive Director to declare the equipment and vehicles listed above as surplus, and dispose of same through auction, transfer to another transportation agency, or salvage.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT

AGENDA ITEM: A-7

TOPIC: Pest Control Services

PRESENTED BY: Andy Wyly, Maintenance/Facilities Manager

STAFF RECOMMENDATION: Authorize the Executive Director to award the contract for Pest Control Services to Orkin Central Coast for a 3-year price of \$20,940.00

BACKGROUND/DISCUSSION:

At its May 3, 2023 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide third-party services for RTA pest control services. The project for pest control services included spraying of insecticide around the interior and exterior of all structures, landscaping, and the bioswales.

Following the Board's approval, staff solicited proposals from qualified contractors to provide pest control services (RFP #2023-02) for three (3) operating facility locations in San Luis Obispo, Arroyo Grande and Paso Robles through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rt/request-for-proposals/>. The project scope of work includes the number and size of the buildings to be maintained under this service contract as well as the services the RTA is requesting to be done on a weekly, monthly, quarterly or semi-annual basis and special assignments. An optional site walk was held on May 19, 2023 with proposals due on June 26, 2023 at 5:00pm. The RTA received three (3) proposals for pest control services. Two proposals were deemed as responsive and were further evaluated. One proposal package was incomplete and therefore determined as non-responsive and not evaluated further.

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

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

effectiveness of the solution, goods and/or services to be provided by the Bidder; Technical ability and licensing.

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

On July 24, 2023, staff informed AET Services (dba Orkin Central Coast) that its bid was deemed responsive and received an evaluation score of 92 out of 100 points. Orkin Central Coast provided a bid within the available budget, provided evidence of federal government grant registration, ensured adequate personnel trained in proper chemical application methods and techniques will be employed to properly and satisfactorily maintain the facilities during the scheduled times indicated.

| BIDDER | DETERMINATION | SCORE (100 pts) | Cost (Yr 1) | Cost (Yr 2) | Cost (Yr 3) | Total |
|---------------------------|--------------------------|----------------------------|------------------------|------------------------|------------------------|--------------|
| Orkin Central Coast | Responsive & Responsible | 92 | \$6,840 | \$6,840 | \$7,260 | \$20,940 |
| Western Exterminator | Responsive & Responsible | 74 | \$7,716 | \$7,716 | \$7,716 | \$23,147 |
| Central Sierra Enterprise | Non-Responsive | 0 | \$12,930 | \$13,447 | \$13,982 | \$40,359 |

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

It is staff’s recommendation that the RTA award a three-year contract, with two one-year extension options, for a potential maximum contract term of five years. Staff is asking that the Board authorize the Executive Director to award the contract to Orkin Central Coast as the highest-scoring responsive and responsible bidder, for the three-year contract price of \$20,940.00. The draft form of the Agreement was published as part of the RFP process. The final Agreement will be updated with the pricing identified herein and include a copy of the successful bidder’s proposal, and will be reviewed by RTA Counsel prior to execution by the Executive Director.

Staff Recommendation

Authorize the Executive Director to award the contract for Pest Control Services to Orkin Central Coast for a 3-year price of \$20,940.00.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: A-8

TOPIC: Bus Engine Replacement Services

PRESENTED BY: Andy Wyly, Maintenance/Facilities Manager

STAFF RECOMMENDATION: Authorize the Executive Director to Award a Purchase Order for Bus Engine Replacement Services to Cummins Sales and Service in the amount of \$834,707.25

BACKGROUND/DISCUSSION:

At its May 3, 2023 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified firms to provide Bus Engine Replacement services.

This project will provide critical engine replacement services for our fleet of nine 2015 Gillig heavy-duty 40-foot diesel-powered buses. These buses are nearing the Federal Transit Administration (FTA) useful life standard of 12-years/500,000miles, and several buses are experiencing significant mechanical issues, resulting in costly repairs and creating challenges in providing reliable transit services to the public. The engine replacements for these buses is essential in ensuring these fixed-route buses can cost-effectively remain in service until their projected replacement date in FY27-28.

Following the Board's approval, staff solicited responses from qualified and interested firms to provide Bus Engine Replacement Services (RFP #2023-01) through an online bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rt/request-for-proposals/>. The RTA received one proposal by the June 26th deadline and one proposal was withdrawn prior to the deadline date.

The proposal received exceeded available funds. As a result, the RTA evaluation team performed a price cost analysis and issued a request for Best and Final Offer (BAFO) to the bidder on July 24, 2023. A BAFO was received on July 31, 2023 and the evaluation team determined the price to be fair and reasonable.

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

1. Responsiveness to RFP (10 pts). Overall quality and completeness of the proposal.
2. Technical (10 pts). Bidder's understanding of requirements. Bidder's compliance with applicable laws, regulations, policies and guidelines governing contracts performed by the Bidder. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Bidder; Technical ability and licensing.
3. Management Plan (5 pts). Bidder's ability to perform the work within the time specified to RTA locations, designated contact person(s) and availability during project. Qualifications of key personnel.
4. Past Performance (5 pts). Bidder's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity; Bidder's prior record of performance with the RTA or others in similar agencies.
5. References (5 pts). At least three references, to include recent experience, contract size, and duration of the relationship.
6. Service Cost (60 pts). The RTA shall use the cost as a criteria in selecting the most qualified proposal but the RTA is not required to accept the lowest bid if the other criteria is not met.

On August 10, 2023 staff informed Cummins, Inc. of Fresno, California (dba Cummins Sales and Service) that its bid was deemed responsive. Cummins Sales and Service provided evidence of meeting federal government grant registration, compliance with lobbying restrictions and all necessary insurances, endorsements, certifications and assurance of adequate personnel trained in bus engine replacement techniques. The cost proposal of \$834,707.25 will fund the bus engine replacements for nine 2015 Gillig heavy-duty diesel-powered buses and is inclusive of all labor, materials, taxes, profit, overhead, towing costs (to and from the facility), subcontractor costs and other expenses incurred by the contractor as designated in the bidder's cost proposal. Funding for this project is included in the adopted FY23-24 budget as FTA Section 5339 grants funds #CA-2022-205-02 and #CA-2023-195-02, which identifies an 80% federal and 20% local funding split. Once the purchase order is fully-executed, staff will seek an FY23-24 budget amendment to formally carry-forward this project.

| BIDDER | DETERMINATION | SCORE (100 pts) | Cost |
|---------------------------|----------------------|----------------------------|--------------|
| Cummins Sales and Service | Responsive | 87 | \$834,707.25 |
| Complete Coachworks | Withdrawn | N/A | N/A |

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

Staff is recommending that the Board authorize the Executive Director to award the purchase order to Cummins Sales and Service as the highest scoring responsive and responsible bidder, for the one-time purchase order price of \$834,707.25.

Staff Recommendation

Authorize the Executive Director to award a Purchase Order for Bus Engine Replacement Services to Cummins Sales and Service in the amount of \$834,707.25.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: A-9

TOPIC: Joint Short Range Transit Plans

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize the Executive Director to Award a Professional Services Agreement to LSC Transportation Consultants for the Joint SRTPs in the amount of \$242,420

BACKGROUND/DISCUSSION:

At its May 3, 2023 meeting, the RTA Board of Directors authorized the RTA Executive Director to solicit proposals from qualified and committed professional transportation planning firm or team of firms to prepare the RTA and SLO Transit Joint Short Range Transit Plans (Joint SRTPs). The Joint SRTPs planning horizon is from FY24-25 through FY30-31, with the first five financially-constrained and the last two advisory.

The primary objectives of the Joint SRTPs study effort are as follows:

1. To assess the current and projected conditions (demographic, socioeconomic, land use and operating) in the study area.
2. To assess RTA and SLO Transit services in light of existing goals, objectives and standards to determine appropriate and sustainable service levels.
3. To develop a financially constrained plan for the two services, in light of projected economic conditions and opportunities for coordination/consolidation (where warranted).
4. To identify and make recommendations for individual and joint service efficiencies, systems integration, and cost-sharing opportunities.

Following the Board's authorization, staff solicited responses from qualified and interested firms for the Joint SRTPs study (RFP #2023-06) through an online RFP/Bidding process (PlanetBids) linked on the RTA's website at <http://www.slorta.org/about-rta/request-for-proposals/>. A non-mandatory pre-proposal meeting was held both in-person and virtually on July 7, 2023. Prospective bidders were encouraged to submit questions, through PlanetBids, by July 21, 2023. These questions, along with the RTA/SLO Transit responses, were made public through PlanetBids so that registered proposers could observe all questions and the answers.

The RTA received one qualified proposal from LSC Transportation Consultants, Inc. by the August 2, 2023 deadline, that included a cost proposal of \$249,815.

The RTA staff contacted the nine registered prospective bidders that did not submit bids to determine why no proposals were submitted, and four responded. Two prospective bidders responded unavailability of personnel to fully support the SRTP project as the reason. Another prospective bidder cited its inability to meet the project schedule. One prospective bidder cited a conflict of interest as the reason for not proposing.

A Study Steering Committee has been assembled for this Joint Plans study effort, comprised of two staff persons from both the RTA and SLO Transit, as well as one SLOCOG staff person. The proposal was evaluated on the metrics below for a total of 100 possible points.

Table 1: Joint Short Range Transit Plans Evaluation Metric

| Criteria | As Demonstrated By: | Weight of Criteria |
|-----------------------------------|---|---------------------------|
| Merit of Proposal/Presentation | <ul style="list-style-type: none"> • Proposal, thoroughness and approach • Demonstrated understanding of project and requirements | 35 |
| Firm Qualifications and Expertise | <ul style="list-style-type: none"> • Staff qualifications • Adequacy of staff to perform the work | 30 |
| Record of Past Performance | <ul style="list-style-type: none"> • References • Ability to work effectively with the RTA, SLO Transit, other public agencies and the public • Demonstrated ability to complete work tasks within project timelines and project budgets | 25 |
| Fees | <ul style="list-style-type: none"> • Reasonableness of costs | 10 |
| TOTAL POINTS | | 100 |

LSC's proposal submitted on August 2, 2023 met all of the conditions of the procurement, meeting federal government grant registration, compliance with lobbying restrictions and all necessary insurances, endorsements, certifications, assurances of highly skilled personnel and was deemed a responsive proposal.

On August 15, 2023 the Study Steering Committee evaluated LSC's proposal and assigned a point score using the above metrics. Staff also solicited references from four transit agencies and received positive referrals from all three that responded. The individual committee members' points were averaged to determine a total quality points

score. LSC's technical proposal was deemed a responsible bid and received a score of 81 points, and LSC was determined to have the ability and resources required to successfully perform work under this contract. A virtual interview was then conducted with the consultant on August 23, 2023 for questions and clarifications, and the RTA received a follow-up Best and Final Offer of \$242,420, which was determined to be fair and reasonable. The recommended agreement with LSC includes a Disadvantaged Business Enterprise (DBE) subconsultant, which will help the RTA meet in DBE obligations. It is anticipated that the Joint SRTSPs study will require 15 to 18 months to complete, including in-person presentations to the RTA's Regional Transit Advisory Committee, SLO Transit's Mass Transportation Committee, the SLO City Council and the RTA Board.

All bid results and follow-up submittal documents are available on the RTA website through PlanetBids.

Funding for this project was originally included in the adopted FY22-23 budget using FTA Section 5307 funds included in grant #CA-2022-216-05, which identifies an 80% federal and 20% local match funding split. Secured local grant funds are budgeted to fully support this award. Once fully-executed, staff will seek a FY23-24 budget amendment to formally carry-forward this project from previous fiscal years.

Staff Recommendation

Authorize the Executive Director to award a professional services agreement to LSC Transportation Consultants for the development of Joint SRTSPs in the amount of \$242,420.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: A-10

TOPIC: Authorize New SLOCPT Rates for July 2024 Implementation

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Implement Rate Increase in July 2024

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 2022 actuarial study completed in June 2023, 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 2023. To meet our required funding obligation to the Pension Trust, the RTA must determine if the implementation date should be January 2024 or July 2024. A January 2024 implementation date would result in a 0.35% increase in rates, and a July 2024 implementation date would result in a 0.43% increase in rates.

Although the July 2024 rate increase (0.43%) is higher than the January 2024 rate (0.35%), 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, the RTA allocation method remains in line with how the County treats increases for unrepresented employees and would be included in the budget assumptions for the Board's consideration in March 2024. This is related to management, administration and confidential employees, and does not include the employees who are covered by the CBA with Teamsters Local 986.

Staff Recommendation

Approve the implementation date of July 2024 at a rate of 0.43%.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: A-11

TOPIC: FTA FY 2023 Triennial Review

PRESENTED BY: Tania Arnold, CFO/Deputy Director

STAFF RECOMMENDATION: Receive and File the FTA FY 2023 Triennial Review Draft Report

BACKGROUND:

On June 26 through June 29, the Federal Transit Administration (FTA) and its third-party contractor conducted the RTA's fifth Triennial Review. The FTA team reviewed all services directly operated by RTA, as well as the recently consolidated SoCo Transit services because we provided grant administration and oversight for SoCo Transit's FTA-funded projects during the review period. The FTA team also reviewed the City of Atascadero's policies and procedures, since it is an FTA sub-recipient to the RTA. A copy of the July 31st draft report and staff's August 14th response is attached.

The Triennial Review was mandated by Congress in 1982 for each recipient of Section 5307 funds and is codified in 49 U.S.C. §5307(f)(2) and other federal requirements, which states that every 3 years, the FTA shall review and evaluate the performance of a recipient in carrying out federally funded programs. The Triennial Review takes a comprehensive look at each recipient's management practices as well as compliance with program and administrative requirements across a broad spectrum of topic areas. In addition to helping evaluate individual recipients and their sub-recipients, Triennial Reviews provide an opportunity for the FTA to provide technical assistance on grant requirements, and aid the FTA in the reporting of federal programs to the Secretary of Transportation, Congress, other oversight agencies and the transit community.

The FY 2023 Triennial Review focused on the RTA's compliance in 23 areas. This year, the FTA team expanded its review to address the RTA's compliance with the requirements of the COVID-19 emergency relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021.

No deficiencies were found with FTA requirements in 20 of the 23 areas; the FTA team found minor deficiencies in three areas. The RTA had no repeat deficiencies from the FY 2019 Triennial Review. Deficiencies were found in the areas listed in the table below.

| Review Area | Deficiencies | |
|---------------------------------------|--------------|--|
| | Code | Description |
| 9. Procurement | P8-5 | Lacking required documentation for sole-source award |
| 10. Disadvantaged Business Enterprise | DBE5-1 | DBE uniform reports contained inaccuracies |
| | DBE8-1 | Inadequate implementation of race-neutral measures |
| | DBE8-2 | Small business element not implemented |
| 18. Drug and Alcohol Program | DA5-1 | Subrecipient drug & alcohol reporting contained inaccuracies |

Staff has already altered our internal procedures to address the *Procurement* issue (developed a new sole source procurement checklist) and we are working with our subrecipient (the City of Atascadero) to correct and resubmit a revised *Drug and Alcohol Program* report. Staff is currently revising our process of reporting semi-annual *Disadvantaged Business Enterprise* results, and we are developing a procedure for its accurate completion, including implementation of race-neutral measures and small business outreach. We have already contacted the FTA Office of Civil Rights for review and advice. Proof of the RTA's corrective actions must be provided to the FTA no later than the November 29, 2023 deadline identified in the Triennial Review Draft Report.

Staff Recommendation

Receive and file the FY 2023 Triennial Review Draft Report.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

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Los Angeles, CA 90017-5467
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July 31, 2023

Mr. Geoff Straw
Executive Director
San Luis Obispo Regional Transit Authority
253 Elks Lane
San Luis Obispo, CA 93401

Re: FY 2023 Triennial Review Draft Report

Dear Mr. Straw:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The attached draft report documents the FTA's Fiscal Year (FY) 2023 Triennial Review of the San Luis Obispo Regional Transit Authority (SLORTA) in San Luis Obispo, California. Although not an audit, the [Triennial Review](#) is the FTA's assessment of SLORTA's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

Due to the [Coronavirus 2019 \(COVID-19\) Public Health Emergency](#), the FTA conducted a virtual site visit for this Triennial Review. In addition, FTA expanded the review to address SLORTA's compliance with the administrative relief and flexibilities FTA granted and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security Act of 2020; Coronavirus Response and Relief Supplemental Appropriations Act of 2021; and the American Rescue Plan Act of 2021.

The Triennial Review focused on SLORTA's compliance in 23 areas. No deficiencies were found with FTA requirements in 20 of these areas. Deficiencies were found in three areas. SLORTA had no repeat deficiencies from the FY 2019 Triennial Review. Please see the table in the Executive Summary of the attached report.

Please review this draft report for accuracy and provide your comments to both the reviewer and your FTA Program Manager, no later than August 14, 2023 (within 10 business days from the date of this letter). The FTA will provide you with a final report that incorporates your comments to the draft report within 14 business days of your response.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please contact your Program Manager, Rusty Whisman, Transportation Program Specialist, at 213-202-3956 or russell.whisman@dot.gov, or Andrew Lynd, your reviewer, at 856-404-2040 or alynd@pierlottassociates.com.

Sincerely,

CHARLENE
LEE LORENZO

Digitally signed by
CHARLENE LEE LORENZO
Date: 2023.07.31 14:34:02
-07'00'

For Ray Tellis
Regional Administrator

Enclosure

DRAFT REPORT

**FISCAL YEAR 2023
TRIENNIAL REVIEW**

of

**San Luis Obispo Regional Transit Authority
(SLORTA)
San Luis Obispo, California
ID: 6930**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9**

Prepared By:

Interactive Elements, Inc.

**Desk Review/Scoping Meeting Date: March 2, 2023
Virtual Site Visit Entrance Conference Date: June 27, 2023
Virtual Site Visit Exit Conference Date: June 29, 2023
Draft Report Date: July 31, 2023**

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the San Luis Obispo Regional Transit Authority (SLORTA) of San Luis Obispo, California. The FTA wants to ensure that awards are administered in accordance with the requirements of federal public transportation law in 49 U.S.C. Chapter 53. The review was performed by Interactive Elements, Inc. (IEI). During the virtual site visit, the Reviewer discussed the administrative and statutory requirements and reviewed Recipient documents.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA conducted a virtual site visit for this Triennial Review. In addition, the FTA expanded the review to address SLORTA’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the [COVID-19 relief](#) funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan (ARP) Act of 2021. The FTA also requested SLORTA share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The FY 2023 Triennial Review focused on SLORTA’s compliance in 23 areas. There were no repeat deficiencies from the FY 2019 Triennial Review.

Deficiencies were found in the areas listed below.

| Review Area | Deficiencies | |
|---------------------------------------|--------------|--|
| | Code | Description |
| 9. Procurement | P8-5 | Lacking required justification(s) and documentation for sole-source award(s) |
| 10. Disadvantaged Business Enterprise | DBE5-1 | DBE uniform reports contain inaccuracies and/or are missing required information |
| | DBE8-1 | Inadequate implementation of race-neutral measures |
| | DBE8-2 | Small business element not implemented |
| 18. Drug and Alcohol Program | DA5-1 | Insufficient oversight over drug & alcohol programs of subrecipients |

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” The FTA performs this Triennial Review in accordance with its procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV. The FTA contracts with experienced Reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient’s previous Triennial Review in 2019; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s Region 9 office or the recipient’s office.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a site visit to the recipient’s location. Due to Coronavirus 2019 (COVID-19) Public Health Emergency, the FTA conducted a virtual site visit for this Triennial Review. In addition, the FTA expanded the review to address the SLORTA’s compliance with the administrative relief and flexibilities that the FTA granted, and the requirements of the [COVID-19 relief](#) funds received through the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), and American Rescue Plan Act of 2021 (ARP). The FTA also requested that the recipient share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency

The Fiscal Year (FY) 2023 process began with the regional office transmitting a notification of the review and a Recipient Information Request (RIR) to the recipient on November 11, 2022, indicating a review would be conducted. While the recipient prepared its response to the RIR, the regional office and review team conducted a desk review and scoping meeting on March 2, 2023. Regional office staff provided electronic files as necessary to the Reviewers who also accessed recipient information in the FTA electronic award management (TrAMS) and oversight (OTrak) systems. Following the desk review and scoping meeting, the reviewer and the recipient corresponded and exchanged information and documentation in preparation for the virtual site visit. Prior to the virtual site visit, the reviewer sent to the recipient on June 13, 2023 an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted. The virtual site visit to SLORTA occurred from June 27, 2023 to June 29, 2023.

The virtual site visit portion of the review began with an entrance conference, at which the Reviewers and regional staff discussed the purpose of the Triennial Review and the review process. The Reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

A Section 5307 subrecipient, the City of Atascadero, California was reviewed virtually to provide an overview of activities related to the FTA-funded project. The reviewer also examined a sample of procurement files during this review.

Upon completion of the virtual site visit, the reviewer and the FTA regional office staff provided a summary of preliminary findings to the recipient at the exit conference on June 29, 2023. Section VI of this report lists the individuals participating in the site visit.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- Not Deficient (ND): An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- Deficient (D): An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable (NA): An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The San Luis Obispo Regional Transit Authority (SLORTA) provides regional fixed-route and ADA complementary paratransit service for San Luis Obispo County. SLORTA was formed in 1989 when four separate systems were merged into one regional service. Originally, a private contractor provided day-to-day operations, dispatch, and vehicle maintenance for the system. On August 1, 2009, SLORTA took operations and maintenance in-house. SLORTA has one subrecipient that receives Section 5307 funds, the City of Atascadero.

The San Luis Obispo Council of Governments (SLOCOG) is the Metropolitan Planning Organization for the region. Since 2009, SLORTA has been the direct recipient of FTA Section 5307 funding for the Paso Robles-Atascadero Urbanized Area, but through Memoranda of Understanding with the City of Atascadero, it passes through Section 5307 funding for Atascadero's local service. Each year, working closely with the subrecipients, SLOCOG prioritizes the Program of Projects (POP) for allocating FTA operating and capital funds among the RTA and the City of Atascadero. SLORTA also expends Section 5307 funds allocated to the San Luis Obispo UZA and the Arroyo Grande-Grover Beach UZA. SLORTA is governed by a 12-member Board of Directors and managed by an Executive Director and staff. The population of its service area is approximately 282,424.

SLORTA's regional transit service consists of twelve fixed-routes that extend along the Highway 101 and Highway 1 corridors from San Miguel and Hearst Castle in the north, to Santa Maria (just over the county line in Santa Barbara County) in the south, thereby linking all communities in the county. Service is provided on weekdays from 5:30 a.m. to 10:00 p.m.; Saturday from 7:00 a.m. to 9:00 p.m., and Sunday from 8:00 a.m. to 7:00 p.m.

SLORTA operates the complementary ADA paratransit service during the same days and hours as the fixed-route service. This service is called Runabout, and SLORTA operates the program for all local and regional fixed-route services in San Luis Obispo County.

The base adult fare for the RTA fixed-route bus service ranges from \$1.75 to \$3.25, based on trip distance. Reduced fares ranging from \$0.85 to \$1.60 are offered to seniors, persons with disabilities, students grades K through 12 and Medicare cardholders during all hours of operation. The fare for the ADA paratransit service is either exactly twice or less than the fixed-route fare for a trip of comparable distance, with a minimum fare of \$3.00 and a cap of \$11.00 for the longest trips that would include transfers on the fixed-route system.

RTA operates a fleet of 36 FTA-funded buses for fixed-route service. The current peak requirement is for 26 vehicles. RTA also has 22 FTA-funded paratransit vehicles that are operated for the Runabout service.

RTA operates its fixed-route and Runabout services from a single newly-opened federally-funded maintenance and administration facility at 253 Elks Lane in San Luis Obispo.

2. Award and Project Activity

Below is a list of SLORTA’s open awards at the time of the review.

| Federal Award Identification Number | Award Amount | Year Executed | Award Name |
|-------------------------------------|--------------|---------------|---|
| CA-2016-065 | \$3,407,515 | 2016 | 5307 FY2016 Operating & Capital Assistance |
| CA-2020-040 | \$6,285,662 | 2020 | 5339(b) Discretionary - Capital Assistance FY 19/20 - RTA Bus Maintenance Facility |
| CA-2020-283 | \$4,684,543 | 2020 | 5307 FY19/20 Operating & Capital Assistance And 5339 Capital Assistance |
| CA-2022-205 | \$390,000 | 2022 | 5339 FY22 Capital Assistance |
| CA-2018-073 | \$3,888,190 | 2018 | 5307 FY2018 Operating & Capital Assistance |
| CA-90-Z272 | \$3,665,080 | 2015 | 14/15 Operating & Capital Assistance |
| CA-2016-064 | \$985,804 | 2016 | FY2016 Section 5339 Capital Replacement |
| CA-2022-216 | \$4,653,919 | 2022 | 5307 FY21/22 Operating And Capital Assistance |
| CA-2021-047 | \$1,300,691 | 2021 | SLORTA FFY20 5307 CARES Act Grant – Operating Assistance & Capital Assistance |
| CA-2021-161 | \$4,536,061 | 2021 | 5307 FY21 Operating, Pm And Capital Assistance & 5339(A) Capital Assistance |
| CA-2019-082 | \$3,750,163 | 2019 | 5307 FY2019 Operating & Capital Assistance |
| CA-2023-002 | \$4,000,000 | 2022 | FFY2021 5339(b) Discretionary Capital Assistance - RTA Electric Bus Replacements (D2022-BUSC-010) |
| CA-2017-100 | \$4,420,037 | 2017 | 5307 FY2017 Operating & Capital Assistance |

SLORTA received Supplemental Funds for operating assistance in award numbers CA-2021-047-00, and CA-2022-060, CA-2020-116. This is not SLORTA’s first time receiving operating assistance from the FTA.

Projects Completed

In the past few years, SLORTA completed the following noteworthy projects:

- Completed the Short Range Transit Plan
- Completed improvements to the Downtown Government Transit Center
- Retrofit bus air handling systems for all RTA vehicles
- Construction of the new Bus Maintenance Facility was completed in January 2022
- Purchased nine low-floor demand response minivans, one cutaway bus and two diesel buses

- Provided mid-life rehabilitation with the replacement of nine engine replacements for standard 2013 heavy duty diesel buses

Ongoing Projects

SLORTA is currently implementing the following noteworthy projects:

- The RTA is in the process of implementing zero-emission vehicles into its fleet in accordance with the California Air Resources Board Innovative Clean Transit (ICT) fleet rule
- Providing mid-life rehabilitation with the replacement of five engine replacements for standard 2015 heavy duty diesel buses
- Updating the Bus Stop Improvement Plan to support improvement to 383 bus stop locations throughout San Luis Obispo County
- Various vehicle replacements including one cutaway, one trolley, one diesel bus, and one electric support vehicle

Future Projects

SLORTA plans to pursue the following noteworthy projects in the next three to five years:

- Development of a Regional Short Range Transit Plan to include transportation needs in the county and include all regional transportation providers, including all services operated by the RTA and SLO Transit
- The RTA is in the process of implementing zero-emission vehicles into its fleet in accordance with the CARB Innovative Clean Transit (ICT) fleet rule. The RTA's ICT Roll-Out Plan identifies the Fleet Replacement Schedule for both zero-emission and standard vehicles to ensure compliance, and will serve as the basis for the RTA's FTA Zero-Emission Transition Plan

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: No deficiencies.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: No deficiencies.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

Finding: No deficiencies.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: No deficiencies.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must implement the FTA-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: No deficiencies.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: No deficiencies.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: No deficiencies.

8. Maintenance

Basic Requirement: Recipients must keep federally-funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: No deficiencies.

9. Procurement

Basic Requirement: The non-federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable federal law and the standards identified in 2 CFR Part 200.

Finding: One (1) deficiency.

Deficiency: ***P8-5: Lacking required justification and documentation for sole-source award***

SLORTA purchased office furniture for its new Bus Maintenance Facility (BMF) and administrative offices in October 2021 prior to the BMF opening in 2022. The procurement was done as a sole source procurement with the justification being the current vendor of office furniture was well regarded, had intimate knowledge of the RTA's facility and needs, was familiar with the facility layout and the existing furniture that was being relocated into the BMF, and was able to purchase furniture through state purchasing contracts at lower prices. The written justification for the purchase also claimed awarding the contract through competitive procurement would cause an unacceptable delay in receiving the furniture in time for the opening of the BMF. The procurement file did not include any documentation that other vendors were contacted to provide product availability information or price quotes for the project. There was

no price analysis documenting that the sole source vendor's prices were lower than what was available in the competitive marketplace.

This procurement of office furniture does not meet any of the circumstances established for noncompetitive procurements in 2 CFR 200.320. One or more of the following circumstances must be met: the items are available from only one source; the FTA authorizes a noncompetitive procurement upon request; after solicitation, competition is deemed inadequate; and public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. While inconvenient, not having furniture in place for the opening of the BMF does not meet the definition of an emergency situation.

Corrective Action(s) and Schedule: By November 29, 2023, SLORTA must submit to the FTA Los Angeles Office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented.

Resources:

- [FTA Procurement System Review Contractor's Manual](#)
- [FTA Procurement web pages](#)

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: Three deficiencies.

Deficiency: ***DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information***

An examination of SLORTA's semi-annual Uniform Report of DBE Awards or Commitments and Payments for Federal Fiscal Years (FFYs) 2020 through 2022 indicated that total prime contract federal dollars in the amounts of \$22,306,968, \$39,777,549, and \$40,736,322 were awarded in those years. In its response to the Procurement section of the Recipient Information Request for the FY2023 Comprehensive Review, SLORTA reported total federally assisted contract amounts that were significantly lower awarded in those same years, with the amount of procurements reported in FFYs 2020-2022 being millions of dollars less than what was reported as awarded in the uniform reports.

SLORTA awarded the construction contract for its BMF facility in the second half of FY2020, and the value of the contract appears in the DBE semi-annual report for that period. It also appears that SLORTA continued to erroneously report the value of that award in every subsequent semi-annual report for FY2021 and FY2022, as there were no other federally funded projects of that magnitude reported in their list of federally funded awards for those years. The discrepancy between the total procurement amounts SLORTA reports being awarded, and total prime contract dollars reported in the SLORTA semi-annual Uniform Report of DBE Awards or

Commitments and Payments for FFYs 2021 and 2022 indicates that the semi-annual reports were not completed correctly for those years.

Corrective Action(s) and Schedule: By November 29, 2023, SLORTA must submit corrected reports for FFYs 2021 and 2022 to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), along with implemented procedures for correctly completing Uniform Reports of DBE Awards commitments and Payments. SLORTA must submit a revised DBE Program to the FTA Office of Civil Rights that correctly describes how it will implement accurate reporting.

Deficiency: ***DBE8-1: Inadequate implementation of race-neutral measures***

SLORTA's current DBE goal is 5.5 percent, to be achieved using race neutral means only, as directed in 49 CFR 26.51(a). SLORTA included in Appendix D of its DBE Program a list of race neutral means it would employ to achieve the DBE goal. During the site visit, SLORTA could not provide documentation showing how it was implementing its race neutral means in order to achieve the DBE goal.

Corrective Action(s) and Schedule: By November 29, 2023, SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), an implementation plan, which includes coordination with the recipient's procurement personnel, for applying race-neutral measures and evidence that these measures have been implemented.

Deficiency: ***DBE8-2: Small business element not implemented***

Similar to its race neutral DBE plan, SLORTA included a small business participation element in Subpart B of its DBE Program, as directed in 49 CFR 26.39(c). SLORTA listed four mechanisms it would utilize to encourage Small Business Enterprises to compete for SLORTA contracts. During the site visit, SLORTA could not provide documentation showing how it was implementing its small business participation mechanisms as described in the DBE Program to encourage and increase SBE participation in the SLORTA procurement process.

Corrective Action(s) and Schedule: By November 29, 2023, SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), evidence of implementing its small business participation strategies, which includes coordination with the recipient's procurement personnel.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: No deficiencies.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: No deficiencies.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: No deficiencies.

14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance under the federal transit laws.

Finding: No deficiencies.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: No deficiencies.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators.

Recipients may operate charter only when the service meets a specified exception defined in rule.

Finding: No deficiencies.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: No deficiencies.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: One deficiency.

Deficiency: *DA5-1: Insufficient oversight over drug & alcohol programs of subrecipients*

FTA requires recipients with subrecipients of Section 5307, 5309, and 5311 funds to oversee the drug and alcohol programs of their subrecipients to ensure compliance with the requirements of 49 CFR Part 655 and Part 40. This includes ensuring the subrecipients are complying with the requirement to report the results of the drug and alcohol testing program in the Drug and Alcohol Management Information System (DAMIS) as described in 49 CFR 655.72. A review of the DAMIS reports for SLORTA's subrecipient, the City of Atascadero, found that the City had not been completing the DAMIS forms correctly for the current review period.

Corrective Action(s) and Schedule: By November 29, 2023, SLORTA must provide the FTA Los Angeles Office with evidence that the City of Atascadero has resubmitted its 2022 DAMIS report with complete and correct information. SLORTA also must submit procedures for ensuring that subrecipients with safety-sensitive employees submit accurate MIS reports in DAMIS.

Subsequent to the site visit, SLORTA provided to the FTA a document titled "correct the 2022 Subrecipient (City of Atascadero) Drug and Alcohol Testing MIS Data Collection Process". The document included updated instructions for completing the DAMIS data collection forms for the City of Atascadero to follow to ensure all future DAMIS submissions are correctly entered. This deficiency remains open pending receipt by FTA of the evidence that the updated 2022 Atascadero DAMIS report has been submitted.

19. Section 5307 Program Requirements

Basic Requirement: Recipients must participate in the transportation planning process in accordance with FTA requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged to seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: No deficiencies.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

This section only applies to recipients that receive Section 5310 funds directly from the FTA.

Finding: Not applicable.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from FTA.

Finding: Not applicable.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and

implement an Agency Safety Plan (ASP).

Finding: No deficiencies.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

This section only applies to recipients that operate rail fixed guideway public transportation systems.

Finding: Not applicable.

V. Summary of Findings

| Review Area | Finding | Deficiency Code(s) | | Corrective Action(s) | Response Due Date(s) | Date Closed |
|---|---------|--------------------|--|---|----------------------|-------------|
| | | Code | Description | | | |
| 1. Legal | ND | | | | | |
| 2. Financial Management and Capacity | ND | | | | | |
| 3. Technical Capacity – Award Management | ND | | | | | |
| 4. Technical Capacity – Program Management and Subrecipient Oversight | ND | | | | | |
| 5. Technical Capacity – Project Management | ND | | | | | |
| 6. Transit Asset Management | ND | | | | | |
| 7. Satisfactory Continuing Control | ND | | | | | |
| 8. Maintenance | ND | | | | | |
| 9. Procurement | D | P8-5 | Lacking required justification(s) and documentation for sole-source award(s) | SLORTA must submit to the FTA Los Angeles Office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented. | 11//29/23 | |
| 10. Disadvantaged Business Enterprise | D | DBE5-1 | DBE uniform reports contain inaccuracies and/or are missing required information | SLORTA must submit corrected reports for FFYs 2021 and 2022 to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), along with implemented procedures for correctly completing Uniform Reports of DBE Awards commitments and Payments. SLORTA must submit a revised DBE Program to the FTA Office of Civil Rights that correctly describes how it will implement accurate reporting. | 11//29/23 | |

| Review Area | Finding | Deficiency Code(s) | | Corrective Action(s) | Response Due Date(s) | Date Closed |
|---|---------|--------------------|--|--|----------------------|-------------|
| | | Code | Description | | | |
| | D | DBE8-1 | Inadequate implementation of race-neutral measures | SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), an implementation plan, which includes coordination with the recipient's procurement personnel, for applying race-neutral measures and evidence that these measures have been implemented. | 11//29/23 | |
| | D | DBE8-2 | Small business element not implemented | SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), evidence of implementing its small business participation strategies, which includes coordination with the recipient's procurement personnel. | 11//29/23 | |
| 11. Title VI | ND | | | | | |
| 12. Americans with Disabilities Act (ADA) – General | ND | | | | | |
| 13. ADA – Complementary Paratransit | ND | | | | | |
| 14. Equal Employment Opportunity | ND | | | | | |
| 15. School Bus | ND | | | | | |
| 16. Charter Bus | ND | | | | | |
| 17. Drug-Free Workplace | ND | | | | | |

| Review Area | Finding | Deficiency Code(s) | | Corrective Action(s) | Response Due Date(s) | Date Closed |
|--|---------|--------------------|--|--|----------------------|-------------|
| | | Code | Description | | | |
| 18. Drug and Alcohol Program | D | DA5-1 | Insufficient oversight over drug & alcohol programs of subrecipients | SLORTA must provide the FTA Los Angeles Office with evidence that the City of Atascadero has resubmitted its 2022 DAMIS report with complete and correct information. SLORTA also must submit procedures for ensuring that subrecipients with safety-sensitive employees submit accurate MIS reports in DAMIS. | 11/29/23 | |
| 19. Section 5307 Program Requirements | ND | | | | | |
| 20. Section 5310 Program Requirements | NA | | | | | |
| 21. Section 5311 Program Requirements | NA | | | | | |
| 22. Public Transportation Agency Safety Plan | ND | | | | | |
| 23. Cybersecurity | NA | | | | | |

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D) / Not Deficient (ND) / Not Applicable (NA).

VI. Participants

| Name | Title | Phone Number | E-mail Address |
|----------------------------------|---|-----------------------|------------------------------|
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| | | | |



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August 10, 2023

Charlene Lee Lorenzo, Director
Federal Transit Administration Region 9
888 South Figueroa Street, Suite 440
Los Angeles, CA 90017-5467

Re: **Response to Fiscal Year 2019 Triennial Review Draft Report for the San Luis Obispo Regional Transit Authority**

Dear Ms. Lorenzo:

I am writing in response to your July 31, 2023 letter and the draft FY 2023 Triennial Review report for the San Luis Obispo Regional Transit Authority (RTA). The FTA has asked for the RTA's review of the draft report for accuracy and to provide comments on the three areas where deficiencies were identified. The RTA has reviewed the draft report for accuracy and we have no suggested edits. Additionally, below you will find the FTA's findings restated, as well as the RTA's initial response to each deficiency. I will ensure that all corrective actions are completed prior to the November 29, 2023 deadline.

FINDING #1. PROCUREMENT

Deficiency P8-5: Lacking required justification and documentation for sole-source award:

SLORTA purchased office furniture for its new Bus Maintenance Facility (BMF) and administrative offices in October 2021 prior to the BMF opening in 2022. The procurement was done as a sole source procurement with the justification being the current vendor of office furniture was well regarded, had intimate knowledge of the RTA's facility and needs, was familiar with the facility layout and the existing furniture that was being relocated into the BMF, and was able to purchase furniture through state purchasing contracts at lower prices. The written justification for the purchase also claimed awarding the contract through competitive procurement would cause an unacceptable delay in receiving the furniture in time for the opening of the BMF. The procurement file did not include any documentation that other vendors were contacted to provide product availability information or price quotes for the project. There was no price analysis documenting that the sole source vendor's prices were lower than what was available in the competitive marketplace.

This procurement of office furniture does not meet any of the circumstances established for noncompetitive procurements in 2 CFR 200.320. One or more of the following circumstances must be met: the items are available from only one source; the FTA authorizes a noncompetitive procurement upon request; after solicitation, competition is deemed

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:

inadequate; and public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. While inconvenient, not having furniture in place for the opening of the BMF does not meet the definition of an emergency situation.

Corrective Action and Schedule: By November 29, 2023, SLORTA must submit to the FTA Los Angeles Office evidence of an implemented policy to ensure that future sole source procurements are properly conducted and documented.

RTA Response: *The RTA has drafted new process documents to ensure that the RTA will be in compliance with sole source purchasing requirements and will properly document the process in the future. The RTA will also review the existing Procurement Checklist, to ensure we correctly document future sole source solicitations.*

FINDING #2. DISADVANTAGED BUSINESS ENTERPRISE (three deficiencies):

Deficiency 1: DBE5-1 – DBE uniform reports contain inaccuracies and/or are missing required information: An examination of SLORTA’s semi-annual Uniform Report of DBE Awards or Commitments and Payments for Federal Fiscal Years (FFYs) 2020 through 2022 indicated that total prime contract federal dollars in the amounts of \$22,306,968, \$39,777,549, and \$40,736,322 were awarded in those years. In its response to the Procurement section of the Recipient Information Request for the FY2023 Comprehensive Review, SLORTA reported total federally assisted contract amounts that were significantly lower awarded in those same years, with the amount of procurements reported in FFYs 2020-2022 being millions of dollars less than what was reported as awarded in the uniform reports.

SLORTA awarded the construction contract for its BMF facility in the second half of FY2020, and the value of the contract appears in the DBE semi-annual report for that period. It also appears that SLORTA continued to erroneously report the value of that award in every subsequent semi-annual report for FY2021 and FY2022, as there were no other federally funded projects of that magnitude reported in their list of federally funded awards for those years. The discrepancy between the total procurement amounts SLORTA reports being awarded, and total prime contract dollars reported in the SLORTA semi-annual Uniform Report of DBE Awards or Commitments and Payments for FFYs 2021 and 2022 indicates that the semi-annual reports were not completed correctly for those years.

Corrective Actions and Schedule: By November 29, 2023, SLORTA must submit corrected reports for FFYs 2021 and 2022 to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), along with implemented procedures for correctly completing Uniform Reports of DBE Awards commitments and Payments. SLORTA must submit a revised DBE Program to the FTA Office of Civil Rights that correctly describes how it will implement accurate reporting.

RTA Response: *RTA Staff is developing new process documents to assist us in determining the correct procedure and ensuring compliance going forward. We will share the draft document*

with the FTA Civil Rights Office for comments, and we will meet the November 29, 2023 deadline.

Deficiency 2: DBE8-1 – Inadequate implementation of race-neutral measures: SLORTA’s current DBE goal is 5.5 percent, to be achieved using race neutral means only, as directed in 49 CFR 26.51(a). SLORTA included in Appendix D of its DBE Program a list of race neutral means it would employ to achieve the DBE goal. During the site visit, SLORTA could not provide documentation showing how it was implementing its race neutral means in order to achieve the DBE goal.

Corrective Actions and Schedule: By November 29, 2023, SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), an implementation plan, which includes coordination with the recipient’s procurement personnel, for applying race-neutral measures and evidence that these measures have been implemented.

RTA Response: *RTA Staff is currently revising an existing process document to assist us in determining the correct procedure and ensuring compliance going forward. We will share the draft document with the FTA Civil Rights Office for comments, and we will meet the November 29, 2023 deadline.*

Deficiency 2: DBE8-2 – Small business element not implemented: Similar to its race neutral DBE plan, SLORTA included a small business participation element in Subpart B of its DBE Program, as directed in 49 CFR 26.39(c). SLORTA listed four mechanisms it would utilize to encourage Small Business Enterprises to compete for SLORTA contracts. During the site visit, SLORTA could not provide documentation showing how it was implementing its small business participation mechanisms as described in the DBE Program to encourage and increase SBE participation in the SLORTA procurement process.

Corrective Actions and Schedule: By November 29, 2023, SLORTA must submit to the FTA Office of Civil Rights Support email (FTACivilRightsSupport@dot.gov), evidence of implementing its small business participation strategies, which includes coordination with the recipient’s procurement personnel.

RTA Response: *RTA Staff is currently revising an existing process document to assist us in determining the correct procedure and ensuring compliance going forward. We will share the draft document with the FTA Civil Rights Office for comments, and we will meet the November 29, 2023 deadline.*

FINDING #3. DRUG AND ALCOHOL PROGRAM

Deficiency P8-5: DA5-1: Insufficient oversight over drug & alcohol programs of subrecipients: FTA requires recipients with subrecipients of Section 5307, 5309, and 5311 funds to oversee the drug and alcohol programs of their subrecipients to ensure compliance with the requirements of 49 CFR Part 655 and Part 40. This includes ensuring the subrecipients are complying with the requirement to report the results of the drug and alcohol testing program in the Drug and

Alcohol Management Information System (DAMIS) as described in 49 CFR 655.72. A review of the DAMIS reports for SLORTA's subrecipient, the City of Atascadero, found that the City had not been completing the DAMIS forms correctly for the current review period.

Corrective Action and Schedule: By November 29, 2023, SLORTA must provide the FTA Los Angeles Office with evidence that the City of Atascadero has resubmitted its 2022 DAMIS report with complete and correct information. SLORTA also must submit procedures for ensuring that subrecipients with safety-sensitive employees submit accurate MIS reports in DAMIS.

Subsequent to the site visit, SLORTA provided to the FTA a document titled "correct the 2022 Subrecipient (City of Atascadero) Drug and Alcohol Testing MIS Data Collection Process." The document included updated instructions for completing the DAMIS data collection forms for the City of Atascadero to follow to ensure all future DAMIS submissions are correctly entered. This deficiency remains open pending receipt by FTA of the evidence that the updated 2022 Atascadero DAMIS report has been submitted.

***RTA Response:** The 2022 DAMIS report for the Subrecipient has been corrected and will be resubmitted in the coming weeks. RTA staff is developing a new Subrecipient MIS Data Collection Process document that provides instructions for ensuring the City of Atascadero correctly completes the DAMIS data collection forms in the future. The RTA will annually review the MIS forms as part of the RTA's Subrecipient annual site visit and document review.*

Summary and Conclusions

The RTA continues to apply sound award management principals and program implementation practices as exhibited in its recent compliance with Federal requirements during the July 2023 Triennial Review. It was noted that the RTA had no repeat deficiencies from previous Triennial Reviews. As noted above, the RTA has reviewed the draft report for accuracy and we have no suggested edits.

On behalf of the RTA, we would like to thank you for the assistance of Pierlott & Associations during this Triennial Review. Please feel free to contact me at (805) 541-2228 or gstraw@slorta.org with any questions.

Sincerely,



Geoff Straw
RTA Executive Director

cc: Tania Arnold, RTA Deputy Director and CFO
Melissa Mudgett, RTA Grants and Finance Manager
Omar McPherson, RTA Operations Manager
Andrew Lynd, Pierlott and Associates
Rusty Whisman, FTA Region 9 Transportation Program Specialist

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: A-12

TOPIC: RTA Public Transportation Agency Safety Plan (PTASP)

ACTION: Approve Plan

PRESENTED BY: Omar McPherson, Operations Manager

STAFF RECOMMENDATION: Approve Updates to the PTASP as Presented

BACKGROUND/DISCUSSION:

The *Moving Ahead for Progress in the 21st Century Act* (MAP-21) of 2012 granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. That authority was reimplemented in subsequent transportation law (the *Fixing America's Surface Transportation Act* of 2015 and the Bipartisan Infrastructure Bill of 2021).

As a component of this safety oversight framework, federal law requires recipients of FTA funding to develop and implement a Public Transit Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in *Safety Management Systems (SMS)*. SMS is an integrated collection of policies, processes and behaviors that ensures a formalized, proactive and data-driven approach to safety risk management. The aim of SMS is to increase the safety of transit systems by proactively identifying, assessing and controlling safety risks.

The FTA and the California Department of Transportation (Caltrans) provides guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The approach is flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21 and subsequent federal transportation law. In March 2020, to maintain local control and to ensure meaningful data is appropriately used, the RTA Board approved opting-out of the Caltrans statewide Agency Safety Plan and authorized the RTA Executive Director, serving as the designated PTASP Accountable Executive, to draft and certify our own PTASP. The RTA has drafted our own PTASP consistent with and in support of an SMS approach to safety risk management.

At its May 2020, the RTA Board approved the inaugural PTASP to guide RTA's decisions through regular and comprehensive analysis of key safety indicators. Subsequently, the FTA issued revised guidance, and staff updated the PTASP to address the new requirements. The RTA Board approved the revised PTASP at its January 2023 meeting. The currently proposed updates reflect what we learned over the past several months as to whether we are meeting the 2023 targets and if changes should be considered for 2024. This will be an annual process, as required by the FTA. The currently proposed amendments to the original PTASP can be considered ministerial and are listed as Appendix B of the attached document.

Staff Recommendation

Approve Updates to the Public Transportation Agency Safety Plan (PTASP) as presented.



Public Transportation Agency Safety Plan (PTASP)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

A Small Public Transportation Provider

September 6, 2023

Revisions Dates:

May 6, 2020

January 11, 2023

¹ A small public transportation provider is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. 49 C.F.R. § 673.5.



Public Transportation Agency Safety Plan Revisions 2022-2023

Plan Development, Approval, and Updates

Development

The San Luis Obispo Regional Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.

Accountable Executive/Geoff Straw

Date Signed

Approval

The San Luis Obispo Regional Transit Authority Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and as specified in Plan Approval and Self Certification of Compliance Signatures. [Appendix A](#) can be located on the RTA internal computer network; "G Drive", and on the employee "ADP" computer Network and the public website labelled "PTASP - RTA OPT-out letter" executed **September 6, 2023 Board Meeting**, website: www.slorta.org

San Luis Obispo Regional Transit Authority, Board President

Date Signed

Self-Certification

Public Transportation Agency Safety Plan (PTASP)
Plan Approval and Self-Certification of Compliance Signatures

The San Luis Obispo Regional Transit Authority PTASP was certified by the Accountable Executive, Geoff Straw, RTA Executive Director, on **September 6, 2023**, as is attested to by Public Transportation Agency Safety Plan (PTASP), which can be viewed and maintained at RTA Elks Lane facility on the internal computer network, "G Drive", internal employee website, "ADP" and the public website: www.slorta.org.

| | | |
|---|--|--|
| Certification of Compliance on an annual basis | Public Transportation Agency Safety Plan (PTASP) Plan Approval | Date of Certification September 6, 2023 |
| | Regional Transit Authority, Geoff Straw, Executive Director/PTASP Accountable Executive and San Luis Obispo Board of Directors | |
| | Relevant Documentation Appendix A | |



Public Transportation Agency Safety Plan Revisions 2022-2023

Record of Revisions

Annual Review and Update of the Public Transportation Agency Safety Plan. A table that records the history of revisions made to the Agency's PTASP is contained in [Appendix B](#) of this document. The history of the changes was placed in the appendix to help preserve the page numbering to the extent possible.

Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)

The PTASP Committee will review RTA's PTASP:

- Annually, each year in July.
- During the Annual Review or during the year when identified the PTASP Committee will:
 - Determine if its approach to mitigating safety deficiencies is effective;
 - Makes significant changes to service delivery as necessary;
 - Introduce new processes or procedures that may impact safety;
 - Change or re-prioritize resources available to support Safety Management Systems (SMS); and/or
 - Significantly change its organizational structure.

Revisions will be submitted to the Board annually at their September Board Meeting in which the revision will be voted upon for approval. Amendments to the PTASP will be published to the employees and the public at large in accordance with RTA's standard communication process. The RTA internal computer network; "G Drive", and on the employee "ADP" computer Network and the public website: www.slorta.org : Board Meetings.

The RTA's PTASP Committee will consist of the Accountable Executive/Chief Safety Officer, Maintenance Manager, Operations Manager, Chief Financial Officer, Safety & Training Manager, Human Resources Administrator and a Vehicle Operator.

Safety Performance Targets

RTA developed safety performance targets that are reviewed monthly, bi-monthly or quarterly and updated annually. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and additional performance goals set by RTA outline in RTA's Strategic Business Plan.



Public Transportation Agency Safety Plan Revisions 2022-2023

| Safety Performance Targets | | | | | | | |
|---|--------------------|-----------------------------------|------------------|---------------------------------|-----------------------|--------------------------------------|-------------------------------------|
| The safety performance targets will be evaluated over a fiscal year period with a baseline year of Fiscal Year 2022-2023. | | | | | | | |
| Rates for the safety performance targets are calculated per 100,000 vehicle revenue miles. | | | | | | | |
| VRM=Vehicle Revenue Miles | | | | | | | |
| Mode of Transit Service | Fatalities (total) | Fatalities (per 100,000 VRM) Rate | Injuries (total) | Injuries (per 100,000 VRM) Rate | Safety Events (total) | Safety Events (per 100,000 VRM) Rate | System Reliability (VRM / failures) |
| Fixed Route Bus | 0 | 0 | 1 | .08 | 19 | 1.56 | 4.83 |
| ADA / Paratransit | 0 | 0 | 2 | .62 | 8 | 2.49 | .31 |

RTA has set additional safety performance measures with specify numerical targets and are based on the safety performance measures established by FTA in the National Public Transportation Safety Plan. These are listed in an Excel Spreadsheet under tab labeled, #1 “Safety Hazard Identification” and attached as [Appendix C](#) to help preserve the page numbering to the extent possible.

Safety Performance Target Coordination

| Safety Performance Target Coordination | | |
|--|---|--------------------------|
| The San Luis Obispo Council of Governments (SLOCOG) is an association of local governments in the San Luis Obispo County region. ... SLOCOG is the designated regional transportation planning agency, metropolitan planning organization (MPO), regional census data affiliate and service authority for freeways and expressways. SLOCOG works in coordination with other regional agencies that include San Luis Obispo Regional Transit Authority, the Air Pollution Control District and the California Department of Transportation. | | |
| Targets Transmitted to the State Annually –November 2023 & November of each year, thereafter | California Department of Transportation (Cal-Trans) | Date Targets Transmitted |
| | Brian Travis Senior Transportation Planner RTAP and Legislative Management Caltrans Division of Rail and Mass Transportation PO Box 942874 Sacramento, CA 94274-0001 brian_travis@dot.ca.gov (916) 654-9842 | |
| Targets Transmitted to the Metropolitan Planning Organization (s) | Metropolitan Planning Organization(s) Name | Date Targets Transmitted |
| | San Luis Obispo Council of Governments (SLOCOG) Annually – November 2023 for 2022-2023 changes & November of each year, thereafter | |



Appendix B

Annual Review and Update of the Public Transportation Agency Safety Plan

Described below are the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

Regional Transit Authority management will review the PTASP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the California Department of Transportation (CA DOT), Federal Transit Administration (FTA). Annual self-certification will consist of the Executive Director signing and dating page 1 of this document and submitting to CA DOT for review. RTA as part of the PTASP review will conduct the annual review of the PTASP in **July** of each fiscal year. Necessary updates outside the annual update window will be handled as PTASP addendums, which will be incorporated in the body of the PTASP. Reviews of the PTASP by the local agency, any subsequent updates and addendums, adoption, and distribution activities will be documented in the PTASP Document Activity Log included at the beginning of this document.

Record of Revisions

A table that records the history of revisions made to the agency’s PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

| Version Number and Updates | | | |
|---|-------------------------------|---|--------------------|
| Record the complete history of successive versions of this plan | | | |
| Version Number | Section/Pages Affected | Activity- Reason for Change (Review/Update/Addendum/Adoption/Distribution) | Date Issued |
| 3 | Cover Page | Current Revision Date – Month and Year | 09/06/2023 |
| 3 | Appendix B | Annual Review of the PTASP in July of each Fiscal Year | 08/16/2023 |
| 3 | Page 3 | Revisions will be submitted to the Board annually by the November Board Meeting | 09/06/2023 |
| 3 | Page 3 | Update Safety Performance Targets to Baseline Year | 09/06/2023 |
| 3 | Page 3 | Safety Performance Target Coordination California Department of Transportation (Cal-Trans) Changed Date for transmission for 2022-2023 changes submit prior to or after November Board meeting of each year. | 09/06/2023 |



Appendix B

Annual Review and Update of the Public Transportation Agency Safety Plan

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|---|-------------------|--|------------|
| 3 | Page 3 | Metropolitan Planning Organization(s) 2022-2023 changes submit prior to or after November Board meeting of each year. | 09/06/2023 |
| 3 | Page 7 | Board to Adopt prior to or after November Board meeting of each year and publishing to the public and all RTA employees at large in accordance with RTA's standard communication process. | 09/06/2023 |
| 3 | Page 9 | Hazard Identification (Tab #1) Appendix C | 09/06/2023 |
| 3 | Page 10 | Hazard Identification Risk Matrices (Tab #2) Appendix C | 09/06/2023 |
| 3 | Page 10 | Updated Annually Monitored Monthly (Tab #3) Appendix C | 09/06/2023 |
| 3 | Appendix B | End of Fiscal Year all Statistics Compiled | 09/06/2023 |
| 3 | Appendix C | Hazard Identification Risk Matrices (Tab #2) | 09/06/2023 |
| 3 | Appendix C | Plan Updated Annually Monitored Monthly (Tab #3) | 09/06/2023 |
| 3 | Appendix I | Safety Assessment | 09/06/2023 |
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| The Safety Performance Matrix allows Regional Transit Authority RTA to organize, monitor and evaluate identified safety goals and objectives/outcomes. | | | | | |
|--|---|---|--|---|---------------|
| Completed by: Patricia Grimes | | Last Updated: August 16, 2023 | | 49C.F.R. §673.25(C)(1) | §673.11(a)(3) |
| Page 1 | | | | | |
| SMS Goal | GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES RTA/SoCo/Paso will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations. | | | | |
| | OBJECTIVE/OUTCOME Develop a corrective action plan and mitigation strategies to address identified hazards | METRICS Percent of corrective action strategies completed per specified period of time | BASELINES- Identify Baseline baseline is a point in time measure of a known performance level used as reference for subsequent measurements. A minimum or starting point used for comparison. | SAFETY PERFORMANCE TARGETS A level of performance we are aiming to reach in the future. | Met/Not Met |
| 1 | Safety Officer, Department Heads and Safety & Training Manager | 3 years of Transit Safety and Training experience, Transit Safety and Security Program (TSSP) certification. Within three years. Bus Curriculum FTA Office of Safety and Oversight Recommendation • Transit Bus System Safety Certification Training Program website <input type="checkbox"/> Fundamentals of Bus Collision Investigation <input type="checkbox"/> SMS Awareness Transportation Safety Institute (TSI) <input type="checkbox"/> SMS Safety Assurance <input type="checkbox"/> SMS Principles for Transit | FY 2022-2023 Achieved Performance Target 2023 - One RTA Employee: TSSP Certification • High school diploma or equivalent, required. • TSI Safety Certification required. | Transit professional that successfully completes the four (4) required courses within a consecutive three (3) year timeframe is eligible. | Met |
| 2 | Fatality of any person when related to the movement of a transit vehicle. <i>The total number of injuries and fatalities is the total number of reportable injuries and fatalities per total vehicle revenue miles. The total number (includes non-preventable incidents)</i> | RTA 1,352,742 revenue miles per year | FY 2022-2023 RTA 0 – Zero Fatalities Achieved Performance Target | Zero fatalities 15 year period | Met |
| 3 | Reduce the number Third Party Injuries- such as; collision, bike, pedestrian | Measured by annual claims rate. Third Party Injuries- such as; collision, bike, pedestrian | FY 2022-2023 zero third party injury claims | NO more than 2 annually | Met |
| 4 | Reduce the number of Passenger transit related injuries | Measured by annual Accident/Incident Reports or claims rate and severity Review Quarterly | FY 2022-2023 3 injures reported | Reduce by 50% or no more than 10 injuries | Met |
| 5 | Reduce the number of Driver related injuries | All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. Review Quarterly with Strategic Business Plan. | FY 2022-2023 4 Driver Injury Claims filed. Severity is Marginal | No more 5 injuries - Severity is Marginal | Met |
| 6 | Reduce the number of Mechanic/Utility related injuries | All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. Review Quarterly with Strategic Business Plan. | FY 2022-2023: 0 Mechanic/Utility Achieved Performance Target | Not to exceed 1 - annually | Met |
| 7 | Reduce the number of Administrative Employee injuries | All claims are reported to RTA carrier and investigated immediately. Review Quarterly with Strategic Business Plan. | FY 2022-2023: Zero Injury Claims Achieved Performance Target | Not to exceed 1 - annually | Met |
| 8 | All Employee (Preventable) workers compensation lost-time claims | All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. | FY 2022-2023: 7 Preventable lost time claims Severity is Marginal | No more than 6- Preventable lost time claims, annually - Severity is Marginal FY 2021-2022 | Not Met |

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| Page 2 | | | | | |
| 9 | All Employee (Preventable) medical-only claims | All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. | FY 2022-2023- 8 Preventable first aid only /incidents/medical only. Severity is Marginal | No More than 5 - Preventable medical only, annually - Severity is Marginal - First Aide only | |
| SMS Goal | GOAL 2: Safety Events | The total number of reportable events and rate per total in service revenue vehicle miles by all modes of service (fixed route and paratransit, Dial-A-Ride). (Typically reported safety violations, customer safety related complaints, employee close call / near miss reporting, etc.) | | | |
| 10 | Preventable vehicle collisions. Fixed Route & Paratransit | Revenue service miles per 100,000 revenue service miles Review Monthly | FY 2022-2023: 1.75% per 100,000 collisions per 1,542,282 miles. 27 | Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles. | |
| 11 | Backing Transit Vehicles related to the movement of a transit vehicle | Measured by monthly Preventable collision Reports and revenue service miles annually | FY 2022-2023: 26.09%, Total of 6 preventable collisions | NO more than 1 annually | |
| 12 | Fixed Objects related to the movement of a transit vehicle | Measured by monthly Preventable collision Reports, and revenue service miles annually | FY 2022-2023 total of 2 incidents 8.70% | Reduce by 50% or 1 incidents | |
| 13 | Safety Resource Committee Reports | Address all safety hazards identified by the Safety Resource Committee. Monitored and tracked agenda items are completed- closed-out. Meets Every other month, on the first Tuesday of the month. Bi-Monthly | FY 2022-2023 Achieved Performance Target 7 open action items remaining on the agenda at the end of the fiscal year | No more than 10 open action items on the agenda at the end of each fiscal year. Complete items as soon as reported or in a timely manner. | |
| 14 | Service Delivery rate for all regularly-scheduled / year-round services | Scheduled fixed route bus trip is delivered ahead of the next scheduled bus trip, then service is considered "delivered". Review Quarterly | 2022-2023- RTA missed a total of 49 trips for FY23, which is a 98% delivery rate. | 99% or greater Reviewed quarterly by Operations. Reported bi-annually by the Executive Director to the Board. | |
| 15 | On-Time Performance Fixed Route | On-time" is defined as no later than six minutes from any time point in the published schedule. Review Quarterly | 2022-2023 - 2022-2023- 84% Average | 85% or greater on time performance fixed route and Route deviation services 70% or greater | |
| 16 | | | FY 2022-2023- 79% Average | | |
| 17 | On-Time Performance Paratransit | on-time if the van arrives within 30 minutes of the appointed pick-up time. Review Quarterly | FY 2022-2023 99% Average | Runabout and other demand response services shall be 95% or greater. | |
| 18 | Annual fiscal and compliance audit findings. and 2026 FTA Triennial Audit | Finance and Administration will report any negative audit findings to the RTA Board. | FY 2022-2023 Achieved Performance Target | No significant annual fiscal and compliance audit findings. | |
| 19 | Customer and community perception of system safety | Due to COVID unable to conduct customer survey | Calendar Year 2023 Short Range Transit Plan Delayed 2024 | Based on Community Perception Survey At least 90% overall Rating system safety. | |
| 20 | Total risk management costs | Reported monthly in financials and YTD budget. Reported bimonthly to the RTA Board in . | FY 2022-2023 9.3% of total operating cost | Not exceed 10% of total annual operating cost | |
| 21 | Recruit, promote and retain highly qualified employees to achieve our service standards. Increase employee safety training opportunities and attendance | Provide continuous development of skills and capabilities through ongoing training and development programs. Ongoing Department Heads develop training plans as part of annual budget-making process, according the following minimum standards: Strategic Business Plan | FY 2022-2023 Achieved Performance Target | A. Maintenance: 30 Hours per technician annually. B. Operations Supervisors: 24 Hours annually. C. Finance and Administration: 16 Hours per employee annually. | |

| Page 3 | | | | | |
|--------|---|--|--|--|--|
| 22 | Bus Operator Training | Training Manual and Content based on policies, procedures, state and federal laws and regulations. Completed all mandated for employees annually. Six-week training program for all newly hired bus operators. | FY 2022-2023: Achieved Performance Target | A. State-mandated minimum of 8 hours of Verification of Transit Training annually. B. Six-month refresher for new Bus Operators. C. Focused and customized training designed specifically for Bus Operators at second anniversary. D. Retraining as requested | |
| 23 | Fatigue Awareness | Fatigue is the state of feeling very tired, weary or sleepy resulting from insufficient sleep, prolonged mental or physical work, or extended periods of stress or anxiety. Boring or repetitive tasks can intensify feelings of fatigue. Fatigue can be described as either acute or chronic. | FY 2022-2023: Achieved Performance Target | Continue with training, awareness and current programs. Maintain effective procedures to ensure employee fitness for duty and medical qualification. Employee Health Incentives, Outside Employment Tracking, Comply with state and federal laws, hours of service, Employee Assistance Hotline. Pre-employment, for cause, random, drug testing, and pass DOT physical examination. | |
| 24 | Assault Prevention | We continually stress the tenets of Verbal Defense and Influence. Employee Health Incentives, Outside Employment Tracking, Comply with state and federal laws, hours of service, Employee Assistance Hotline. Pre-employment, for cause, random, drug testing, and pass DOT physical examination. Focused how to communicate more effectively with each other and our customers – particularly in difficult or threatening situations. Training drivers and staff regarding Mental Health and Human Trafficking Situations | FY 2022-2023: Achieved Performance Target | Review and train as needed. Discussions during Monthly Operations Staff Meetings, Maintenance Meetings, and Department Heads meetings | |
| 25 | Employee Performance | Grading measurement of attainment of department objectives developed during the budget process and achievement of RTA's Standards and RTA's KPIs | FY 2022-2023: Achieved Performance Target | Employees will be evaluated annually. Goals and Objectives established previous year | |
| 26 | Bus Operators Evaluations | On Board, Follow Behind and Yard Check Evaluations to ensure the public's safety. | FY 2022-2023: Achieved Performance Target Based on Collective Bargaining Agreement (CBA) and Both Technicians and Bus Operators are evaluated as part of the RTA Safety Awards program. Bus Operator Driver matrix | Conduct individual evaluations annually. Safety Award on anniversary dates. Must meet RTA/SoCo performance standards. Employee retraining as needed. | |
| 27 | Fixed Route Fleet Road Calls - System Reliability | A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover. 5.0 per 1000,000 miles is Industry Standards-The RTA uses the same definition of a road call as used in the National Transit Database. Strategic Business Plan. Review Quarterly | FY 2022-2023: 4.83 | Road calls will not exceed Standard 5.0 per 100,000 vehicle service miles. Reasonable measures are based on past and present performance data and trends. Tracked and reported by the Maintenance Department, and reported bi-annually to the RTA Board. Strategic Business Plan | |
| 28 | Demand Response Fleet Road Calls - System Reliability | A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover. 5.0 per 1000,000 miles is Industry Standards-The RTA uses the same definition of a road call as used in the National Transit Database. Strategic Business Plan. Review Quarterly | FY 2022-2023: 0.31 | Road calls will not exceed Standard 5.0 per 100,000 vehicle service miles. Reasonable measures are based on past and present performance data and trends. Tracked and reported by the Maintenance Department, and reported bi-annually to the RTA Board. Strategic Business Plan | |

| | | | | | |
|----------|---|---|---|--|--|
| Page 4 | | | | | |
| 29 | Achieve all federal and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. | Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor). | FY 2022-2023: Achieved Performance Target No significant findings in area for all listed categories | No significant findings during the CHP Annual Terminal Inspection. FYI: 2025-2026 FTA Triennial Review or TDA Triennial Performance Audit findings. Reported annually to the RTA Board. | |
| SMS Goal | GOAL 3: CULTURE | | | | |
| | TRANSIT AGENCY will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety. | | | | |
| 30 | Hazards | Building Design walkway employee parking through bus yard to operations building. | FY 2022-2023 Achieved Performance Target Placed Speed Limit Sign in yard and directional arrows. Stops Signs in employee parking lot | Review annually for hazards | |
| 31 | Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel | Safety Committee/Employee Suggestion Report Meetings and Collision Prevention Team/PTASP meetings | FY 2022-2023 Achieved Performance Target Meetings are held the second Tuesday every other month. Collision Prevention Team/PTASP meetings are held the third Wednesday of every month | Assigned tasks to appropriate department member, follow up, agenda items monitored and tracked and completed. | |
| 32 | Develop and promote a Non-Punitive Reporting Policy | 100% of staff receiving Non-Punitive Reporting Policy - Safety Suggestion Forms | FY 2022-2023 Achieved Performance Target <i>Non-Punitive with the exception of violating Drug & Alcohol Policy (positive testing results), Violation of Sexual Harassment or Policy Against Violence in the Workplace or false accusations of any policy listed above.</i> | Encourage all employees to participate in Reporting, follow up agendas printed for all employees at all locations after meetings. | |
| 33 | Increase the reporting of near miss occurrences and incidents that would otherwise go unreported | Number of near miss occurrences. Incidents reported or per specified period of time | FY 2022-2023 Total # Zero reported Achieved Performance Target | No more than 10 reported incidents, safety issues or customer service valid complaints. | |
| 34 | Increase safety material distributed amongst employees and the general public | Manuals, brochures, posters or Safety Campaign Posters, distributed (monthly, bi-monthly, quarterly, annually). Operations Supervisor/Dispatcher Monthly Meetings, Administrative Monthly Meetings, Mechanic Monthly Meetings, Utilities Monthly Meetings, Facility Inspection Checklists (monthly, bi-monthly, quarterly, annually) Onboard Bus Car Cards, ADP Website for employees, Public Website | FY 2022-2023 Achieved Performance Target <i>New Fleet, Cal-Tip Training, Safety Posters-</i> | Training New Fleet to all drivers, Monthly Safety Posters, Two Full Day Cal-Tip Training Classes annually Maintain current information on Collision electronic board and bulletin boards | |
| SMS Goal | GOAL 4: SYSTEMS/EQUIPMENT: | | | | |
| | TRANSIT AGENCY will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed. | | | | |
| | OBJECTIVE/OUTCOME | METRICS | BASELINES | TARGETS | |
| 35 | Scheduled preventative maintenance | Monthly, Semi- annually and annually preventative maintenance inspections are completed and per specified period of time or specified vehicle mileage | FY 2021-2022 - Achieved Performance Target <i>There were no significant findings;TDA Triennial Performance Audit nor in the last FTA Triennial Review. Preventable maintenance has been completed on a timely basis, with no significant CHP findings. All inspections are documented and filed</i> | FY 2025-2026 Next TDA Triennial Performance Audit and FTA Triennial Review. No significant findings or the annual CHP audits. | |



SAFETY ASSESSMENT AND SYSTEM REVIEW

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| Completed by: Patricia Grimes & Team | Date: August 23, 2023 |
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| SECTION | REVIEW QUESTIONS | YES | NO | N/A |
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| Safety Policies: | • Are all safety policies up to date and reviewed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is the Drug and Alcohol Policy current and up to date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| New Hire Employee Files: | • Was there a structured interview conducted and documented? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is the applicant asked the questions relating to previous experience with drug and alcohol testing? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is the offer of employment documented in writing? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is there a pre-employment drug screen? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is there a pre-employment physical exam? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are safety sensitive responsibilities outlined in the job description? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is there a Current Policies and Procedures Acknowledgement Form? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Post Hire Employee Files: | • Is a current employee roster available? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are the employee files maintained by the transit system? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do existing employee files contain: | | | |
| | ➢ Background check? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Previous employer request form? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Verification of current driver's license and CDL? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Current Motor Vehicle Record? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Current copy of physical exam certificate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Signed Substance Abuse Policy Acknowledgement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Drug and Alcohol Testing Record with Chain Of Custody and authorization forms? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➢ Record of annual supervisor ride checks and evaluations? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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| Completed by: Patricia Grimes & Team | Date: August 23, 2023 |
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| SECTION | REVIEW QUESTIONS | YES | NO | N/A |
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| Education and Training: | | | | |
| | • Are operator certifications current and up to date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Have managers completed Safety Management Systems (SMS) training? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are employees familiar with OSHA topics, including: | | | |
| | ➢ Hazard Communication? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Emergency Action Planning? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Bloodborne Pathogens? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Lockout/Tagout? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Personal Protective Equipment (PPE)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ➢ Injury Prevention Planning? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Have all safety sensitive employees received Drug and Alcohol Training? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do new mechanics receive classroom training? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do existing mechanics receive ongoing training? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety Meetings: | | | | |
| | • Is there an active Safety Committee at the transit agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are safety meetings held on a regular basis? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are safety meetings and sign in sheets documented, with publically posted agendas and minutes? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do senior managers attend safety meetings? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do vehicle operators attend safety meetings? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do mechanics attend safety meetings? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incident and Accident Investigation Procedures: | | | | |
| | • Are policies in place dictating which incidents are reported and which are not? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are incident report forms kept on board the vehicle? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are accident reports completed for all situations? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are incident/accident reports used as pre-accident training material? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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| Completed by: Patricia Grimes & Team | Date: August 23, 2023 |
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| SECTION | REVIEW QUESTIONS | YES | NO | N/A |
|---------------------------------------|--|-------------------------------------|-------------------------------------|--------------------------|
| | • Are incident/accident reports used as post-accident training material? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are complaint forms kept on all vehicles? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Are all operators provided with safety vests on their vehicles? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are incident/accident photos taken? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| Substance Abuse: | • Is there a current and updated Drug and Alcohol Policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Do all staff members understand the Drug and Alcohol Policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is random testing being completed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is reasonable suspicion testing being completed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| Facility and Shop Inspections: | • Are monthly facility inspections conducted as scheduled? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are facility inspection forms completed properly? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are unsafe conditions or acts, corrected regarding the facility and documented? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are fire extinguishers up to date with annual servicing requirements? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are fire extinguishers inspected on a monthly basis? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are routing inspections of the fire extinguishers documented? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are eye wash stations available with unobstructed access? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are eye wash stations inspected on a scheduled basis? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is machine guarding in place? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are batteries stored safely? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are all containers marked with the contents clearly identified? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are floors clear of tripping hazards? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are hazardous materials stored safely? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are emergency exits clearly marked? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Regional Transit Authority

APPENDIX I

SAFETY ASSESSMENT AND SYSTEM REVIEW

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| Completed by: Patricia Grimes & Team | Date: August 23, 2023 |
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| SECTION | REVIEW QUESTIONS | YES | NO | N/A |
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| | • Are lights out? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Are jack stands available for use? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are jack stands used whenever a vehicle is elevated on a lift? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is a lock out tag out program in place? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| Asset Management (Vehicles): | • Is a current and updated list of vehicles readily available? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is all maintenance activity completed on vehicles tracked? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Is a regular maintenance schedule written and followed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are work order forms, service order forms and parts requested documented? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are vehicle inspection forms completed on a regular basis and available? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are maintenance issues analyzed and used to forecast future vehicle needs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are maintenance issues analyzed and used to identify potential hazards and evaluated in a Risk Assessment Matrix (RAM)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are pre-trip inspection forms completed daily? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Are post-trip inspection forms completed daily? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:



Regional Transit Authority

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Regional Transit Authority

APPENDIX I

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Executive Director’s Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

I ask that we observe a moment of silence while we all remember Steve Martin and wish condolences to his family due to his passing on August 13, 2023.

SMRT Route 10 Operational Analysis Report

Since Fiscal Year 1994-95, the RTA has received pass-through FTA funds allocated to the Santa Maria urbanized area that partially fund RTA Route 10 SLO – Santa Maria operating costs. However, in recent years, City of Santa Maria staff has expressed reluctance to continue the Route 10 operations funding pass-through and has stated the City will no longer support this pass-through after FY23-24. Attached at the end of my report is a memorandum funded by the City of Santa Maria, which suggests that Route 10 could be operated jointly by both agencies or entirely by Santa Maria Regional Transit (SMRT). RTA staff provided comments on interim study products over the past several months, although not all suggestions were incorporated into the final report as discussed below.

On the positive side, I expressed to SMRT’s consultant support for the possible provision of one or more Route 10 Express trips by SMRT or an earlier departure that would avoid the current deadhead costs associated with operating closed-door buses to the route’s beginning in Santa Maria, as long as: 1) a fare-sharing agreement could seriously be considered in the interest of our riders, and 2) continued timed-transfers be provided with SoCo Transit fixed-routes at the Pismo Outlets passenger facility.

However, RTA staff continues to question the following issues in the final report, which we believe deserve additional evaluation:

- I do not believe the annual subsidy comparison in Table 1 appropriately portrays current or complete costs – the RTA’s financial data is depicted using fully-allocated (variable and fixed) costs, while SMRT’s is based on what I believe are marginal operating costs. The data is also based on inflated 2021 costs incurred during the height of the pandemic. When using FY23-24 adopted budget data, the RTA’s fully-allocated cost per hour is \$195.89 and SMRT’s is \$157.05. While

still a relatively large difference, the difference is not nearly as wide as is presented in the report. Also, as a rule regional fixed-route transit services cost more to provide in comparison to local fixed-routes due to the higher costs associated with provision of intercity bus road supervision, vehicle repairs/roadcalls, bus stop cleaning, etc. that is spread out over a larger area. In other words, SMRT's fixed monthly costs would have to be increased to provide similar oversight services mentioned below in order to provide the same level of Route 10 services that the RTA currently provides.

- While the final report states that the analysis does not consider complementary ADA paratransit (aka, RTA Runabout) costs, it cannot be ignored since it is required under law and it is costly and complex to operate. It should be noted that RTA Runabout operates in South County not only for RTA Route 10, but also to meet the ADA requirements for the four local fixed-routes in the Five Cities Area.
- To date, the RTA has not been afforded the opportunity to use FTA Section 5307 funds allocated to the Santa Maria urbanized area to help fund replacement of Route 10 buses or Runabout vans. This is becoming a more important issue, given the recent substantial increases in vehicle pricing – whether ZEB or traditional ICE.
- I raised the following issues to the consultant and SMRT officials, but they were not addressed in the final report:
 - differing levels and ever-increasing costs of liability coverage;
 - which agency would provide ancillary oversight services (road supervision, bus stop maintenance, response to roadcalls, and customer service inquiries); and
 - how to provide seamless GPS-based bus arrival information for riders.

I have suggested to SLOCOG officials that the FTA Programming Working Group established under Agenda Item C-5 at its August 2nd SLOCOG Board meeting not be used to address funding arrangements and service coordination issues for transit services across county lines. The Working Group's stated intent was to review performance measures and to develop goals for programming FTA funds in the three urbanized areas in SLO County. Instead, I believe these issues are better addressed at the SLOCOG and Santa Barbara County Association of Governments level, including input from the two affected agencies (RTA and SMRT). I would support inclusion of SMRT on the Working Group as long as the RTA and SLOCOG has a similar opportunity to provide meaningful input on how Santa Maria urbanized area funding is programmed in Santa Barbara County.

Update on Bus Stop Maintenance Facility:

As noted in previous RTA Board meetings, we have experienced reliability issues with our HVAC system. We are currently reviewing a new proposal from the HVAC installer

with our design/engineering team, and expect to authorize changes to the programming of the system as soon as we agree on the parameters. I will report back at the next scheduled RTA Board meeting in November on the status of this issue.

Operations & Maintenance:

As noted at previous regular RTA Board meeting on May 6th, we restored some Route 9 SLO – Paso Robles and Route 10 SLO – Santa Maria Express trips on March 19th. However, the result seems to have been a “redistribution” of rides from the hourly services solely to the combined hourly and Express trips. For that reason, as well as continued struggles over the past few months with Bus Operator recruitment and retention, we explained to the Executive Committee at its August 9th meeting that we would need to suspend both Route 10 Express trips and one of the two Route 9 Express trips beginning on August 14th.

At the RTA Board’s May 6th meeting, I explained that we had one new Bus Operator candidate currently in training, and had another in the pipeline. Unfortunately, both candidates have since washed-out, plus we separated two Bus Operators since May. The good news is that two new Bus Operators completed training and entered revenue service in early August (Madison and J.P.), and the even better news is that we have seven more Bus Operator candidates currently in training (Allison, Brian, Derrick, Jayna, Jovon, Kelly, Stephanie and Naquella). The current training class is so large we had to move them out of our training room and into our larger meeting room. I do not want to jinx it, but if all trainees make it through training and we encounter no current employee separations over the next 5-6 weeks, we will only have one part-time Bus Operator bid open after the new trainees enter revenue service. That would be the best shift coverage outcome in several years.

Unfortunately, the incumbent we hired into the new Assistant Facilities Manager position terminated her employment shortly after starting in the new position. The RTA Board authorized this revision to the former Accounting Technician position at its May meeting. We are conducting a full internal/external recruitment, and hope to have a new candidate on board within six to eight weeks.

The three low-floor Arboc Specialty Vehicles mid-size buses for Routes 27/28 in the Five Cities Area and the two Ford 20-passenger cutaway vans for Route 15 along the North Coast have been delivered since the RTA Board last met. As recommended in the *2020 South County Short-Range Transit Plan*, the smaller gasoline-powered Arboc buses should replace heavy-duty 35-foot diesel-powered buses on the bi-directional Routes 27/28, since the smaller vehicles can more effectively operate on narrower streets in comparison than the current full-size buses. RTA staff will work with Grover Beach officials over the next few months to conduct public outreach and assist the city in deciding on the possible routing changes.

Marketing & Communications:

Since we last reported at the RTA Board meeting in May, our recent marketing initiatives include:

- New marketing campaign launched, which includes two major initiatives:
 - Recruitment of Bus Operator candidates, which incorporates social media with photos of current employees, radio, on-bus ads, job board ads and even a banner on our BMF fence facing US-101.
 - New ridership campaign that includes the option to obtain a personal travel plan made just for you. Tested the process with Cuesta College and the start of their new semester; completed 20 student personal travel plans, working on making riders for life. Remember that Cuesta College students ride RTA fare-free for all of 2023.
- Updated the Avila Trolley route, including a new bus stop at Flying Flags Campground (along with a \$4,000 sponsorship), and installed flags on Trolley bus stop poles. Annual ridership will likely surpass 3,000 riders in the 4 months we run. Trolley service will end Labor Day weekend. The Trolley is Avila's little red and green hero, alleviating parking and traffic problems all summer long.
- Spring company newsletter was published.
- Published revised maps/schedule for the annual service level changes implemented with the start of Cuesta College classes and the suspension of most Express runs.
- Collecting bids for bus stop signage to replace fading SoCo Transit signs with the RTA brand, which will coincide with the roll-out of the Arboc low-floor buses that have the RTA brand
- Sold out of bus ads for calendar year 2023, for which we obtained \$110K in revenue. Remember that advertising revenues count toward TDA farebox recovery ratio calculations.
- Staff has reinvigorated the Bus Stop Improvement Plan (BSIP), including weekly meetings to evaluate locations needing repair, and to prioritize repairs and improvements. A great example of this is the 23 passenger shelters in Paso Robles, where our contractor will evaluate and then repair broken lighting systems. Many of these lights are broken and new lighting will improve the safety for passengers and make it easier for Bus Operators to see passengers inside the shelters as the bus approaches. The BSIP team plans to bring an updated plan to the RTA Board in early 2024.

- Our annual Bus Rodeo planning has begun. We hope that RTA Board members can join us to share in the fun on October 15th starting at 10AM. As Marketing and Community Relations Manager Mary Gardner says: it is the best party the RTA throws all year!

Finance and Administration:

Staff decided to postpone award of the Heating, Ventilation and Air Conditioning (HVAC) servicing procurement because we are still working through warranty/design issues. Staff seek Board authorization for another procurement once the HVAC system problems are resolved.

The RTA will be reducing office hours effective September 11th as follows: 1) Monday – Thursday from 8 a.m. – 4 p.m., and 2) on Fridays by appointment. In comparison to our municipal partners, four cities are closed on Fridays fully or by appointment only, and Arroyo Grande closes at Noon on Fridays. The cities of Atascadero and Pismo Beach have the same hours Monday through Friday.

At its May meeting, the RTA Board authorized the procurement of one diesel-powered Gillig Low-Floor bus, which will replace a 2011 Eldorado Axxess bus that has surpassed its economically useful life. Because no engine manufacturer is willing to meet the California Air Resources Board's new emissions system warranty requirements, transit agencies must submit an exemption request under the new Heavy-Duty Engine and Vehicle Omnibus Regulation adopted in 2021 to buy diesel engine-powered buses that meet the US EPA emissions requirements. Based on conversations with CARB staff, our request will be granted for this 2024 vehicle. If we are not able to make the case for continued diesel bus purchases, we will be assessed a penalty of almost \$30,000 per bus. It is important to remember that the RTA's recently adopted Innovative Clean Transit ZEB Rollout Plan, the RTA intends to buy seven diesel-powered replacement buses in 2026 and two more before the 2029 cutoff date – after which transit agencies must buy ZEBs.

The RTA has essentially completed all necessary repairs caused during the President-declared flood disaster that damaged our facilities in Paso Robles and San Luis Obispo on January 9th. Staff has completed all preliminary submittals to the California Office of Emergency Service and Federal Emergency Management Administration officials to obtain disaster reimbursement funds. The damages totaled \$62,622.95, including \$19,780 that is eligible for 100% reimbursement. As a reminder, the RTA is eligible for 100% FEMA funds for costs related to debris removal and immediate measures to limit further damage caused by the flooding. Other longer-term repairs and mitigations are eligible for 75% FEMA funds, and CalOES will pick up 75% of the local share. We expect to complete the final review of documents in the coming weeks.

Our unaudited year-end operating and financial results for FY22-23 are presented in the tables and graphs beginning on page B-1-7. This annual information is summarized as follows:

- RTA core fixed-route annual ridership totaled 409,939, which is an increase of 10% over last year (372,569) but still 41.5% lower than the pre-pandemic FY18-19 total of 700,431. We still have a lot of catching-up to do.
- Runabout ridership totaled 22,963, which is an 18.2% increase compared to FY21-22 (19,434). The pre-pandemic FY18-19 total was 29,947.
- Trends over the past five years for ridership and productivity, which is defined as the average number of passenger-boardings per service hour. The graphs beginning on page B-1-9 illustrate the significant pandemic-related drop in ridership beginning in March 2020, ridership recovery beginning in January 2021, and sustaining through the end of June 2023.
- In terms of year-to-date financial results, staff worked hard to keep operating and capital costs within budget in light of the recovering ridership and other financial challenges. Some important takeaways include:
 - In terms of overall non-capital expenses, we were slightly above budget – 101.7%% through the 100% of the budget year. The greatest contributor to the overage was due to the new requirement to report GASB 68 charges related to retirement costs totaling \$804,554.30 in FY2-23 (\$469,323.35 in administration, \$134,092.38 in operations, and \$201,138.57 in maintenance).
 - Not surprisingly, the farebox recovery ratio for core fixed-route services continues to suffer due to lower ridership compared to pre-pandemic periods at only 7.2%, which is lower than the FY22-23 result (8.8%). Runabout's ratio remains the same as last year (2.3%). The results will remain below our standards until such time that recently high inflation abates and/or ridership recovers.
 - The YTD subsidy per passenger-trip on core fixed-route services is slightly lower in comparison to last year (\$16.59 in FY22-23 vs. \$16.69 in FY21-22), despite the increasing cost of items/services. The Runabout subsidy per passenger-trip remains high (\$146.11 vs. \$145.00).

STAFF RECOMMENDATION:

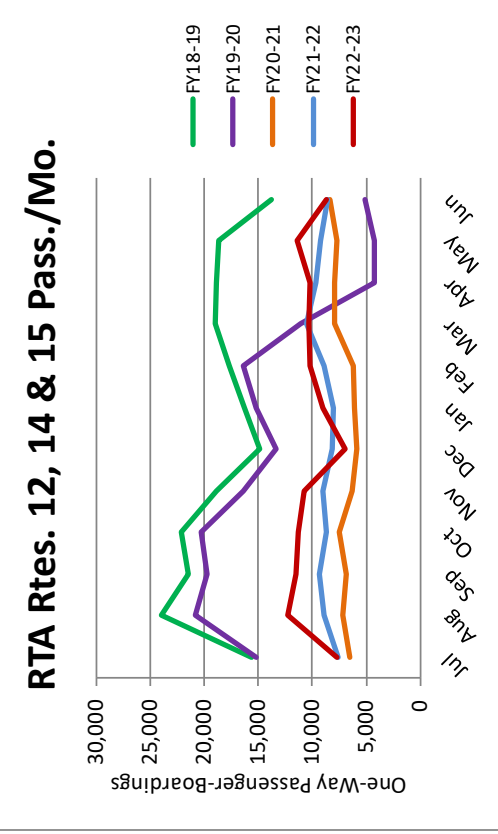
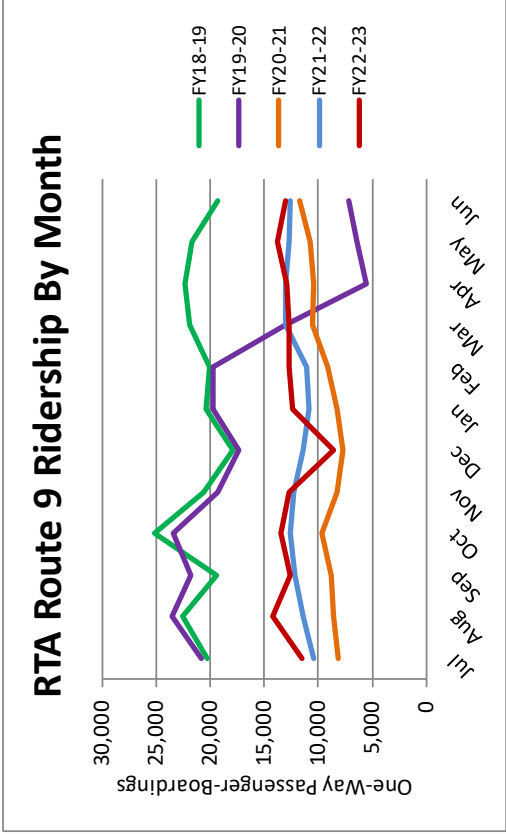
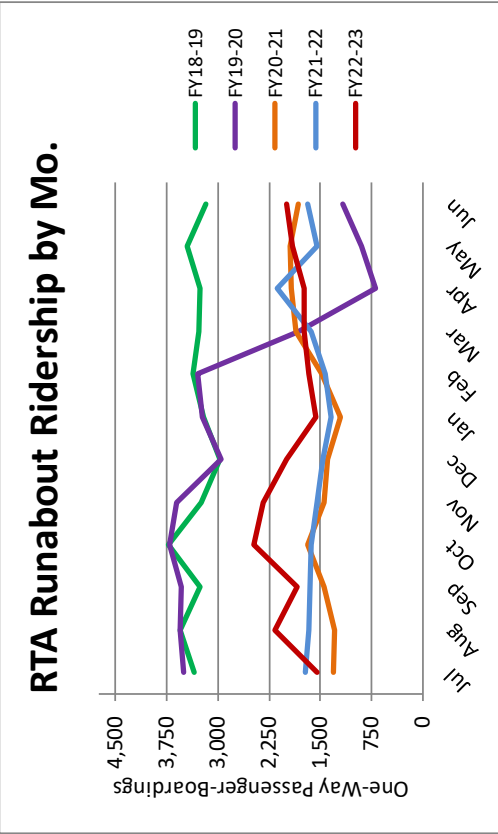
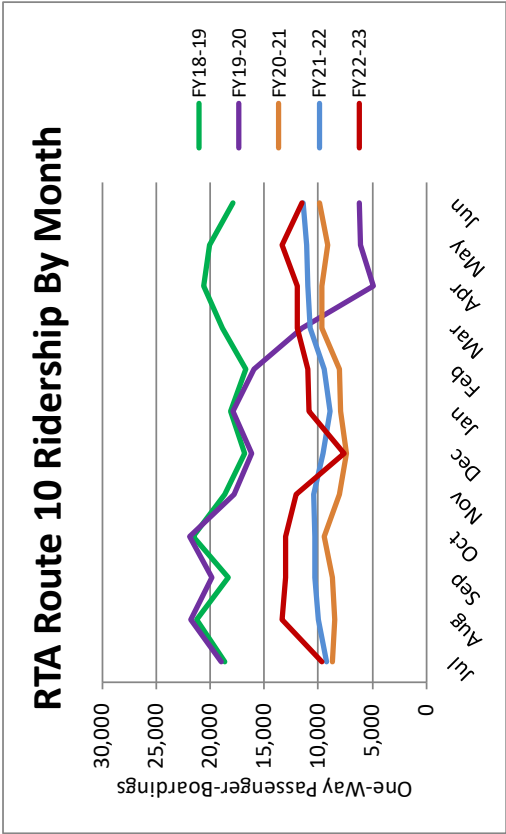
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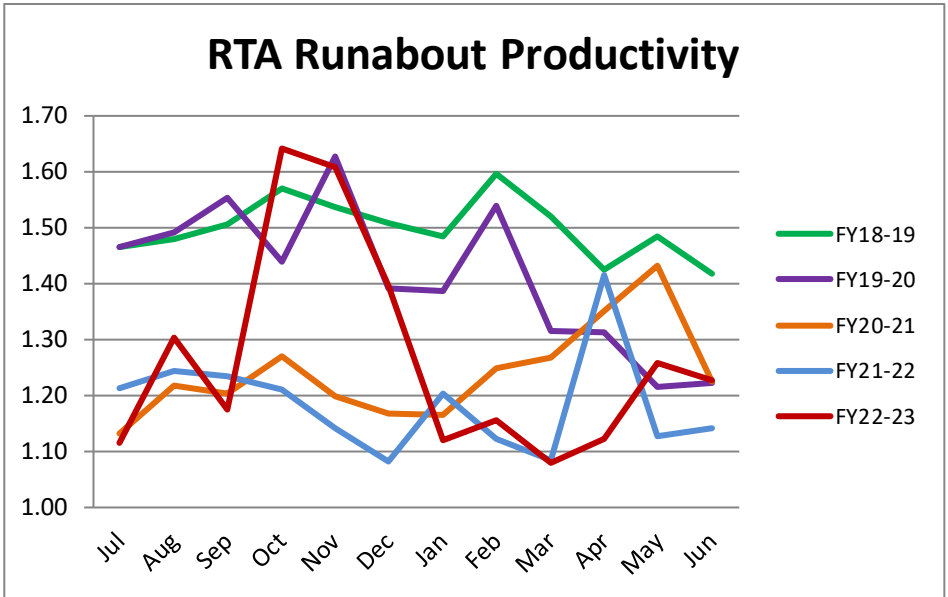
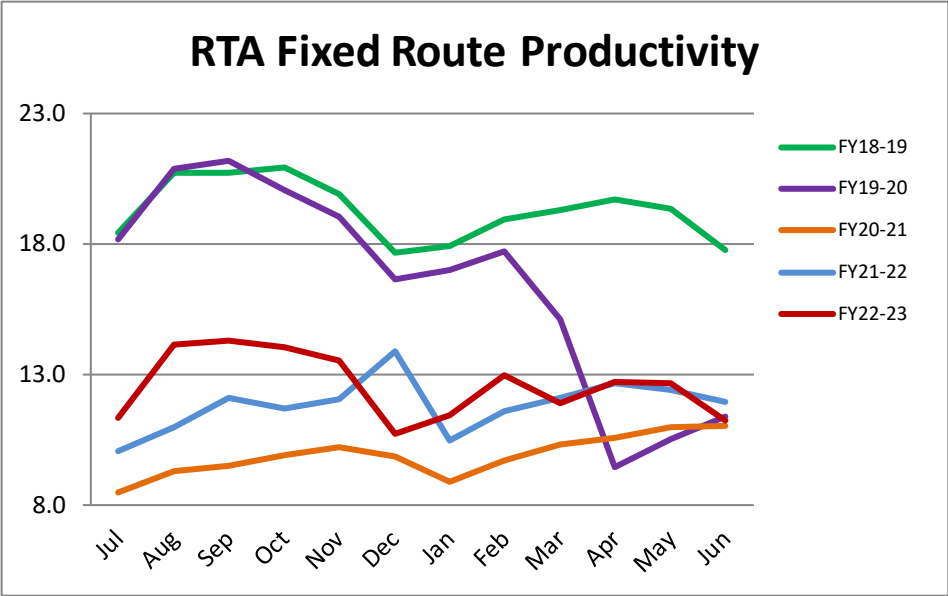
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
YEAR TO DATE THRU JUNE 30, 2023
CURRENT FISCAL YEAR - 2022/2023**

| | RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O. | RT 10 S.M., NIPOMO, A.G., S.L.O. | RT 12 MORRO BAY, CUESTA, SAN LUIS | RT 14 CUESTA, SAN LUIS TRIPPER | RT 15 SAN SIM, CAMBRIA, CAYUCOS, M.B. | TOTAL RTA CORE SERVICES | RUNABOUT | SERVICES PROVIDED FOR THE CITY OF PASO ROBLES | SERVICES PROVIDED FOR SOUTH COUNTY TRANSIT | SERVICES PROVIDED FOR THE COUNTY OF SLO | SYSTEM TOTAL |
|---------------------------------------|---|--|---|---|---|----------------------------------|--------------|---|--|---|-----------------|
| REVENUES: | | | | | | | | | | | |
| FARES | \$ 183,520 | \$ 218,282 | \$ 112,407 | \$ 1,094 | \$ 14,237 | \$ 529,540 | \$ 79,437 | \$ 134,252 | \$ 135,478 | \$ 22,612 | \$ 901,319 |
| TOTAL ROUTE REVENUES | \$ 183,520 | \$ 218,282 | \$ 112,407 | \$ 1,094 | \$ 14,237 | \$ 529,540 | \$ 79,437 | \$ 134,252 | \$ 135,478 | \$ 22,612 | \$ 901,319 |
| EXPENDITURES: | | | | | | | | | | | |
| ADMINISTRATION | \$ 489,698 | \$ 399,146 | \$ 275,887 | \$ 6,464 | \$ 125,780 | \$ 1,296,976 | \$ 721,051 | \$ 52,870 | \$ 126,430 | \$ 101,656 | \$ 2,298,983 |
| MARKETING | 46,510 | 38,910 | 26,868 | 629 | 11,663 | 124,579 | - | - | 4,505 | 1,085 | 130,169 |
| OPERATIONS/CONTINGENCY | 1,619,171 | 1,359,758 | 901,387 | 22,658 | 453,948 | 4,356,922 | 2,388,545 | 946,581 | 1,771,950 | 506,394 | 9,970,392 |
| FUEL | 377,111 | 376,254 | 222,646 | 4,502 | 116,964 | 1,097,478 | 184,095 | 94,093 | 235,585 | 32,528 | 1,643,778 |
| INSURANCE | 156,410 | 156,386 | 92,477 | 1,809 | 47,605 | 454,687 | 140,798 | 46,843 | 107,321 | 18,044 | 767,693 |
| TOTAL EXPENDITURES | \$ 2,688,901 | \$ 2,330,454 | \$ 1,519,265 | \$ 36,062 | \$ 755,959 | \$ 7,330,641 | \$ 3,434,490 | \$ 1,140,387 | \$ 2,245,791 | \$ 659,707 | \$ 14,811,015 |
| FAREBOX RATIO | 6.8% | 9.4% | 7.4% | 3.0% | 1.9% | 7.2% | 2.3% | 11.8% | 6.0% | 3.4% | 6.1% |
| SERVICE MILES | 314,159.8 | 312,963.8 | 185,007.8 | 3,746.3 | 97,221.7 | 913,099.4 | 281,936.0 | 95,717.5 | 215,773.7 | 35,756.0 | 1,542,282.5 |
| SERVICE HOURS | 12,117.6 | 10,069.8 | 6,998.3 | 162.2 | 3,168.5 | 32,516.4 | 18,138.8 | 7,302.4 | 13,529.6 | 4,027.0 | 75,514.2 |
| RIDERSHIP (Automatic Counters) | 150,387 | 139,293 | 106,963 | 2,876 | 10,420 | 409,939 | 22,963 | 123,543 | 168,389 | 14,530 | 739,364 |
| RIDERS PER MILE | 0.48 | 0.45 | 0.58 | 0.77 | 0.11 | 0.45 | 0.08 | 1.29 | 0.78 | 0.41 | 0.48 |
| RIDERS PER HOUR | 12.4 | 13.8 | 15.3 | 17.7 | 3.3 | 12.6 | 1.3 | 16.9 | 12.4 | 3.6 | 9.8 |
| COST PER PASSENGER | \$ 17.88 | \$ 16.73 | \$ 14.20 | \$ 12.54 | \$ 72.55 | \$ 17.88 | \$ 149.57 | \$ 9.23 | \$ 13.34 | \$ 45.40 | \$ 20.03 |
| SUBSIDY PER PASSENGER | \$ 16.66 | \$ 15.16 | \$ 13.15 | \$ 12.16 | \$ 71.18 | \$ 16.59 | \$ 146.11 | \$ 8.14 | \$ 12.53 | \$ 43.85 | \$ 18.81 |

RTA Budget vs. Actual Expenses

| | | Adopted Budget FY 2022-23 | Year to Date FY 2022-23 | Percent of Total Budget FY 2022-23 |
|---|-----------------|--|--|---|
| | Hours | 83,260 | 71,589 | 86.0% |
| | Miles | 1,776,120 | 1,508,322 | 84.9% |
| Administration: | | | | |
| Labor | operations cost | 1,195,030 | 1,424,645 | 119.2% |
| Labor - Administration Workers Comp | operations cost | 42,990 | 41,821 | 97.3% |
| Office Space Rental | operations cost | 54,370 | 53,398 | 98.2% |
| Property Insurance | operations cost | 156,660 | 216,314 | 138.1% |
| Professional Technical Services | operations cost | 224,350 | 162,538 | 72.4% |
| Professional Development | operations cost | 89,800 | 52,975 | 59.0% |
| Operating Expense | operations cost | 340,350 | 334,951 | 98.4% |
| Marketing and Reproduction | hourly | 181,860 | 130,169 | 71.6% |
| North County Management Contract | operations cost | (52,870) | (52,870) | 100.0% |
| County Management Contract | operations cost | (108,970) | (108,970) | 100.0% |
| SCT Management Contract | operations cost | (126,430) | (126,430) | 100.0% |
| Total Administration | | 1,997,140 | 2,128,541 | 106.6% |
| Service Delivery: | | | | |
| Labor - Operations | hourly | 7,110,700 | 7,017,330 | 98.7% |
| Labor - Operations Workers Comp | hourly | 325,010 | 322,174 | 99.1% |
| Labor - Maintenance | hourly | 1,696,010 | 1,783,771 | 105.2% |
| Labor - Maintenance Workers Comp | hourly | 89,000 | 86,580 | 97.3% |
| Fuel | miles | 1,519,610 | 1,643,778 | 108.2% |
| Insurance | miles | 775,230 | 767,693 | 99.0% |
| Special Transportation (for SLOCAT and Paso) | n/a | 44,480 | 27,515 | 61.9% |
| Avila Trolley | n/a | 82,020 | 35,551 | 43.3% |
| Maintenance (parts, supplies, materials) | miles | 808,540 | 694,948 | 86.0% |
| Maintenance Contract Costs | miles | 160,720 | 83,598 | 52.0% |
| Total Operations | | 12,611,320 | 12,462,938 | 98.8% |
| Capital/Studies: | | | | |
| Computer System Maintenance/Upgrades | | 71,800 | 72,787 | 101.4% |
| Miscellaneous Capital | | | | |
| Maintenance Equipment | | 85,420 | 186,898 | 218.8% |
| Bus Stop Improvements/Bus Stop Solar Lighting | | 382,390 | 16,789 | 4.4% |
| Large Capital Repairs | | 603,320 | 302,212 | 50.1% |
| Vehicles | | | | |
| Support Vehicles | | 57,880 | 34,948 | 60.4% |
| Fixed Route Vehicles | | 2,824,680 | 689,850 | 24.4% |
| Trolley Vehicles | | 293,200 | - | 0.0% |
| Cutaway and Dial A Ride Vehicles | | 112,500 | - | 0.0% |
| Runabout Vehicles | | 302,000 | 247,463 | 0.0% |
| Total Capital Outlay | | 4,733,190 | 1,550,947 | 32.8% |
| Contingency | hourly | 175,300 | - | 0.0% |
| PERS Buyout | | 178,310 | 178,308 | 100.0% |
| Loan Repayments | | 503,170 | 444,635 | 88.4% |
| Short Range Transit Plan | | 250,000 | - | 0.0% |
| Management Contracts | | 288,270 | 288,270 | 100.0% |
| TOTAL FUNDING USES | | 20,736,700 | 17,053,640 | 82.2% |
| TOTAL NON-CAPITAL EXPENDITURES | | 15,250,340 | 15,502,693 | 101.7% |





Memorandum

Date: Wednesday, July 12, 2023

Project: Santa Maria Regional Transit Zero Emission Bus Fleet Rollout Plan – Contract Amendment

To: Gamaliel Anguiano, City of Santa Maria

From: Marie Lewis Adams, HDR

Subject: **Route 10 Operational Analysis Findings**

The San Luis Obispo Regional Transit Authority (RTA) currently operates bus service between Santa Maria and San Luis Obispo designated as Route 10. The City of Santa Maria historically contributes a portion of its FTA 5307 funds to RTA, to support operation of the route, outside of a formal agreement with RTA. The City of Santa Maria, in partnership with RTA, the Santa Barbara County Association of Governments (SBCAG), and the San Luis Obispo Council of Governments (SLOCOG), wishes to assess the potential benefits and costs of alternative operating arrangements for Route 10 to achieve attractive, cost-effective service along this section of the US 101 corridor. This memo summarizes the findings of the analysis conducted.

1 Travel Demand

1.1 Overall Travel Patterns

Travel demand between Santa Maria and Nipomo, the Five Cities, and San Luis Obispo was analyzed using Replica, a data platform that uses mobile location data to create a representative sample of daily origin and destination patterns. Data from Replica captured travel demand for all modes of transportation between January and June of 2022.

Shown in Figure 1, weekday trips originating in Santa Maria peak during commute times at 7:00AM and 3:00PM, with the highest number of trips made from Santa Maria to the Five Cities. Travel between the Five Cities and Santa Maria is bidirectional during the peak periods. In contrast, trips from Santa Maria to San Luis Obispo peak in the morning, with a corresponding afternoon return peak, whereas trips to Nipomo show the opposite pattern. Weekday trips ending in Santa Maria (Figure 3) were the highest from the Five Cities at 7:00AM and 3:00PM.

Travel demand on the weekends, shown in Figure 2 and Figure 4, presents a bell curve with the highest number of trips at midday. Overall, weekend travel was highest between Santa Maria and the Five Cities, followed by Nipomo and San Luis Obispo.

Figure 4. Weekday northbound trips from Santa Maria, all modes (January – June 2022)

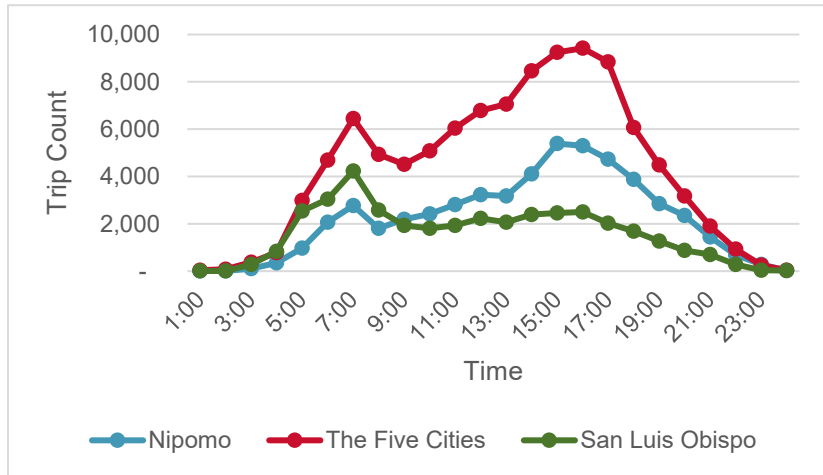


Figure 3. Weekend northbound trips from Santa Maria, all modes (January – June 2022)

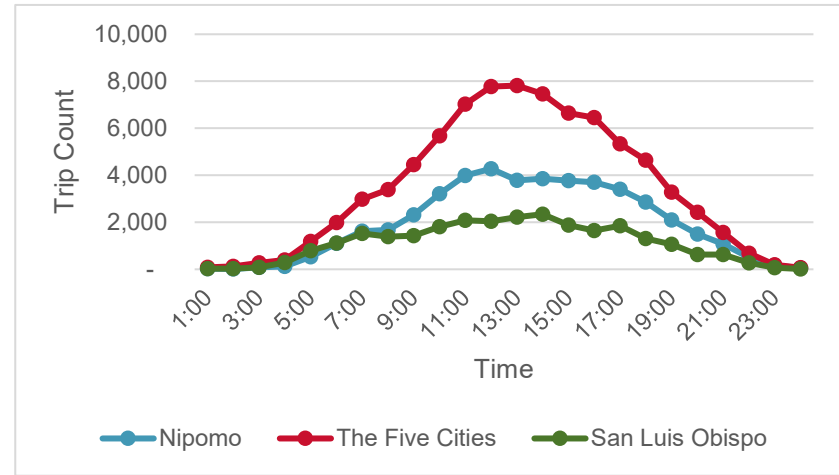


Figure 1. Weekday southbound trips to Santa Maria, all modes (January – June 2022)

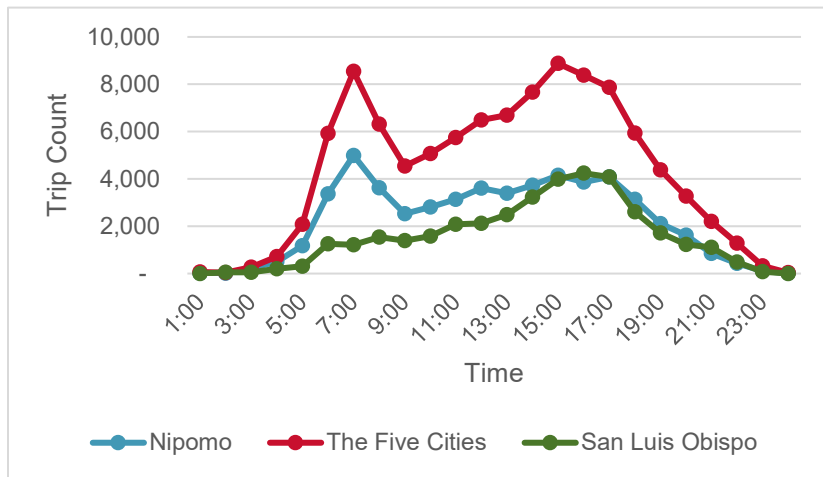
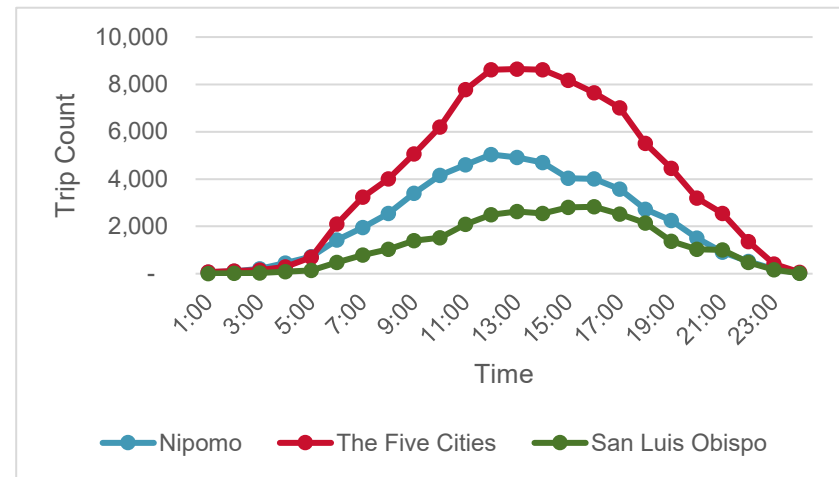


Figure 2. Weekend southbound trips to Santa Maria, all modes (January – June 2022)



1.2 Route 10 Ridership Patterns

In fiscal year (FY) 2018/2019, prior to the Covid-19 pandemic, annual ridership on the route totaled over 193,000. Ridership in FY 2021/2022 totaled over 112,000, representing a decrease of over 40 percent. Notably, monthly ridership showed an increasing trend during the early months of 2022. With pandemic restrictions easing and workers returning to the office, local and national trends suggest that ridership will likely continue to increase in the near future. It is unclear, however, if or when ridership will return to pre-pandemic levels.

Route 10's regular (non-express) service pattern includes 22 stops in each direction. Three of those stops (Government Center, Pismo Beach Premium Outlets, Santa Maria Transit Center) generate over 50 percent of total route boardings and alightings. When combined with the fourth highest-ridership stop, Tefft & Carillo in Nipomo, those four stops together account for approximately two-thirds of total activity along the route.

Route 10 ridership by time of day was compared with Replica data to assess differences in travel patterns between those riding transit and overall, non-mode-specific travel. Total Route 10 boardings between January and June 2022 are shown in the figures below. Boardings reflect commute-oriented travel demands on the weekdays and midday-focused travel demands on the weekend. This distribution closely reflects overall demand patterns, except for weekday northbound boardings, which show relatively higher trips in the morning peak and fewer in the afternoon compared to overall travel demand on the corridor, as shown in Figure 5. This more closely reflects the demand pattern for trips to San Luis Obispo suggests that the route is particularly well-suited to long distance commuters to downtown San Luis Obispo.

Northbound boardings are highest for the 7:14AM departure on weekdays and the 12:14PM departure on weekends. Southbound boardings are highest for the 3:33PM departure on weekdays and the 1:33PM departure on weekends. Weekday boarding activity is stronger in the AM peak northbound and the PM peak southbound, suggesting more passengers are heading northbound for work using Route 10.

Before the pandemic, RTA operated express patterns that served Cal Poly San Luis Obispo and made fewer intermediate stops. In 2019, the Cal Poly Library ranked 19th out of 30 stops by ridership, despite only being served by two round trip express runs per day. On a per trip basis, it ranked 9th. This suggests potential latent demand for additional trips to Cal Poly.

Figure 5. Weekday northbound travel demand compared to Route 10 boardings (January – June 2022)

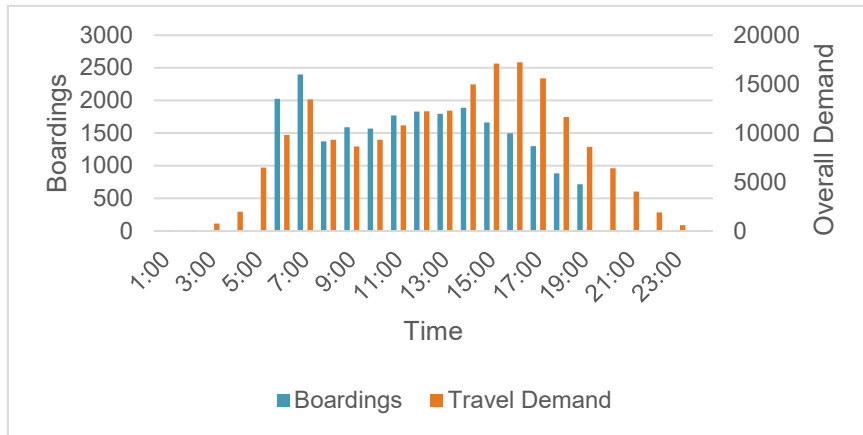


Figure 6. Weekend northbound travel demand compared to Route 10 boardings (January – June 2022)

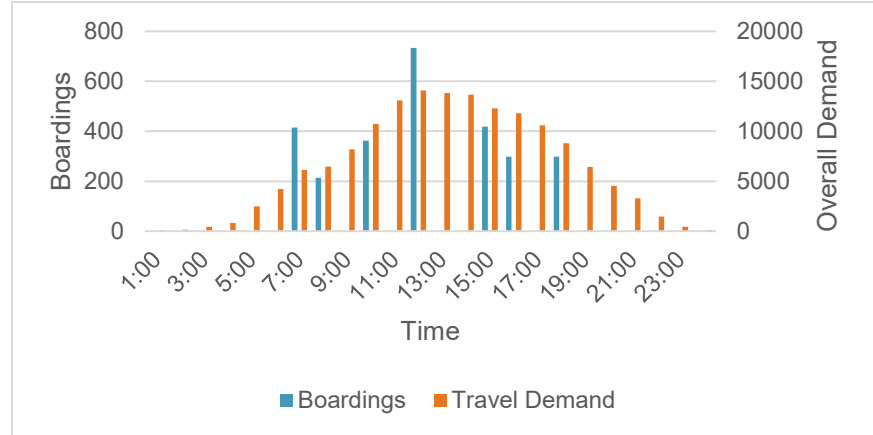


Figure 7. Weekday southbound travel demand compared to Route 10 boardings (January – June 2022)

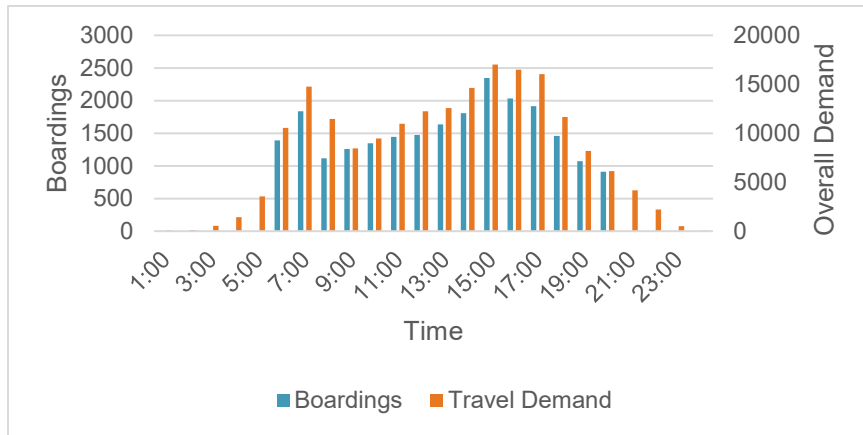
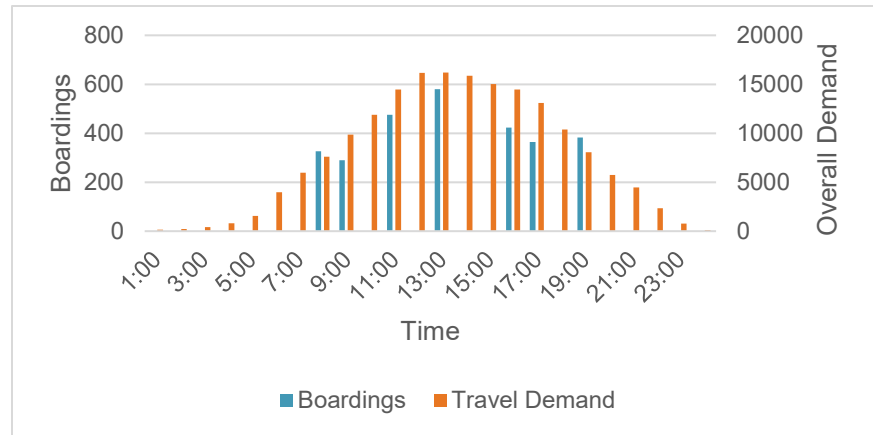


Figure 8. Weekend southbound travel demand compared to Route 10 boardings (January – June 2022)



2 Comparison with Potential SMRT Operation

This section provides a theoretical comparison of differences if the city of Santa Maria, which manages contract-operated Santa Maria Regional Transit (SMRT) service, were to operate the route with no changes to its current service pattern. This comparison is provided for informational purposes only.

2.1 Operational Impacts of Zero-Emissions Technology

Route 10 currently operates at one-hour headways using three diesel internal combustion engine (ICE) buses operating up to five round trips per day with 31-minute layovers at the Santa Maria Transit Center. SMRT is in the process of transitioning from diesel ICE buses to battery electric buses (BEBs) to comply with the California Air Resources Board's (CARB) Innovative Clean Transit rule. RTA will also transition to zero-emissions technology to comply with CARB regulations, but on a different timeline than SMRT. Route 10 was analyzed to determine what changes to the operating pattern, if any, would be needed to deliver the same service with BEBs. BEBs have shorter range capabilities than ICEs, which is an issue when operating a longer-distance route. BEB ranges will likely continue to increase in future as the technology progresses.

The estimated daily energy need per vehicle for five round trips on Route 10 is 836 kilowatt-hours (kWh), well above the end-of-life battery capacity of 281 kWh for SMRT's BEBs (end-of-life battery storage reflects a conservative estimate of battery capacity). If a 300-kW charger were available during layovers at the Santa Maria Transit Center, charging for at least 28 minutes between trips could provide enough energy for this route to operate. Therefore, it would be feasible to operate the service with no increase in the number of buses required if the necessary charging infrastructure is available at the Transit Center. Currently, SMRT is in the early stages of studying the possibility of installing charging equipment at the Transit Center. While this analysis provides an estimate of the requirements to operate BEBs on Route 10, ICE vehicles or a combination of BEB and ICE vehicles may be utilized during the transition phase.

2.2 Deadhead Requirements

RTA currently operates Route 10 with buses stored overnight and services at its facility at 253 Elks Lane in San Luis Obispo, just over 2 miles from Government Center, the northern terminus of Route 10. SMRT's bus facility is located at 1303 Fairway Drive in Santa Maria, approximately 4 miles from the Santa Maria Transit Center, the southern terminus of Route 10. However, existing operational patterns require RTA to deadhead multiple trips to and from Santa Maria. Under the current schedule, two of three buses must first deadhead to the Santa Maria Transit Center in the morning to start their runs, and all three must deadhead back to San Luis Obispo at the end of the day – over 30 miles each way. Since two of the three buses both begin and end revenue service in Santa Maria, deadhead miles could be substantially reduced if more vehicles started and ended their operation in Santa Maria.

2.3 Subsidy Comparison

Table 1 shows the estimated operating costs, fare revenue, and subsidy under existing RTA operation and potential SMRT operation, using information provided by RTA and SMRT. Operating costs per hour were derived from the 2021 National Transit Database. While average fares are slightly lower,

SMRT's lower hourly operating cost results in a reduction in total subsidy by over \$710,000 and a \$6.33 reduction in operating subsidy per passenger. This comparison does not consider any cost implications of responsibility for associated paratransit service.

Table 1. Annual Subsidy Comparison by Operator

| | RTA Operation | SMRT Operation | Difference |
|-------------------------------------|---------------|----------------|------------|
| Annual revenue hours* | 9,907 | | 0 |
| Approximate annual ridership | 113,000 | | 0 |
| Cost per hour | \$133.35 | \$58.34 | -\$75.01 |
| Total annual cost | \$1,320,000 | \$580,000 | -\$740,000 |
| Average Fare | \$1.79 | \$1.52 | -\$0.27 |
| Total Fare Revenue | \$202,000 | \$171,000 | -\$31,000 |
| Total Subsidy | \$1,120,000 | \$410,000 | -\$710,000 |
| Subsidy per passenger | \$9.94 | \$3.61 | -\$6.33 |

*Assumes operation of August 2022 schedule over 255 weekdays, 52 Saturdays and 56 Sundays or holidays.

2.4 Start-Up Costs for BEB Operation

Route 10 requires three buses in daily service, and one additional spare bus will be required to maintain adequate spare ratio. To operate with only three buses using battery technology, installation of a charger at the Santa Maria Transit Center would also be required. Table 2 shows the estimated start-up costs associated with operation of Route 10 using BEBs, based on unit costs derived from the Santa Maria ZEB Feasibility Study completed in 2022. The total estimated start-up cost for either agency to operate Route 10 service with BEBs is approximately \$4.6 million. Like the operating comparison above, this estimate does not consider any start-up costs associated with the potential need to operate paratransit service along the corridor.

Table 2. Estimated Start-Up Capital Costs

| Item | Unit | Quantity | Unit Cost | Cost (2021\$) |
|----------------------------------|------|----------|-----------|--------------------|
| Battery Electric Buses | Ea | 4 | \$940,000 | \$3,760,000 |
| Charger | kW | 300 | \$1,190 | \$357,000 |
| Charger installation | kW | 300 | \$1,000 | \$300,000 |
| Supporting infrastructure | kW | 300 | \$520 | \$156,000 |
| Total | | | | \$4,573,000 |

An important note is that the above Estimated Start-Up Costs are based on the most extreme, and least likely, hypothetical scenario of SMRT taking over the operations of Route 10. However, the start-up costs would be lower if operation of the Route 10 were shared between the two agencies, as illustrated by Shared Operation alternatives presented later in this report.

3 Route 10 Observations

Routing and Operations. The current Route 10 route structure combines elements of local and express service. Notably, just four stops make up nearly two thirds of boardings. In addition, RTA operates an overlay express service during peak hours that makes fewer intermediate stops. The express service was suspended during the pandemic, and restoration was requested during the FY23 and FY24 SLOCOG unmet transit needs cycles. RTA has now restored one express round trip from

Santa Maria to Cal Poly. Scheduled travel times between Santa Maria and Government Center are approximately 15 minutes shorter, representing a 20 percent travel time savings while still serving nearly 70 percent of current riders (as of FY 2021/2022) with the six stops identified on the online schedule. Anecdotal information from Santa Maria riders and transit service providers suggests there is latent demand for more direct service between Santa Maria and San Luis Obispo.

Demand Patterns. As noted in Section 1.2, boarding patterns show substantial ridership in the morning commute period northbound to San Luis Obispo, but the earliest arrival time in at Government Center is currently 7:28 AM. Demand for earlier weekday service was also identified in rider surveys for the 2017 Santa Maria-San Luis Obispo Transportation Connectivity Study. Providing earlier service would likely capture commuters with earlier start times. This represents a potential partnership opportunity with SMRT, since SMRT buses could begin service earlier without having to deadhead from San Luis Obispo.

In contrast to demonstrated ridership demand for commute trips to San Luis Obispo, there is significant travel demand between Santa Maria and the Five Cities and Nipomo that is not reflected to the same degree in Route 10 ridership. Better understanding of demand patterns between the Five Cities Area and Santa Maria could provide insight into potential opportunities for better first/last mile connectivity, particularly to/from the Pismo Beach Premium Outlets location. Given the close proximity of Nipomo to Santa Maria, express-type service may not provide convenient connections between these cities, and there may be an opportunity for a more local-type service if an appropriate interagency agreement could be developed.

Transfers. The Santa Maria Transit Center is the primary Route 10 boarding location in the City of Santa Maria, and also serves as a transfer hub for SMRT routes. However, current schedules do not allow convenient connections between Route 10 and SMRT routes. Route 10 buses are scheduled to arrive and depart consistently at the same time each hour, whereas most SMRT routes operate on a 45-minute headway, meaning that ideal connections are possible at most once every 3 hours. One SMRT route (Route 2) operates on a primarily hourly schedule but arrives 10 minutes after Route 10 departs the transit center and departs 13 minutes before Route 10 arrives. Assuming no changes to these basic schedules, differences in headways limit the ability to make consistent connections. There may be opportunities to modify RTA or SMRT schedules to provide timed transfers to or from Route 10 at select points in the day. Surveys of Route 10 riders could help pinpoint the SMRT routes that these riders most frequently connect to, and these routes could be prioritized for connections.

Fare Payment. As a regional route, transfers are an important way to extend the reach of service, and the 2017 Route 10 on-board survey found that nearly a quarter of riders made a transfer on their trip. Riders going between both transit systems to reach their final destination must pay full fare on both systems and navigate using two fare payment applications or physical passes. An inter-agency fare agreement would help reduce cost burdens for disadvantaged riders and could promote ridership on both RTA and SMRT Routes. If SMRT were to assume or supplement even just part of the operation of Route 10, an inter-agency agreement would still be recommended to preserve transfers to RTA, SLO Transit, and SoCo Transit routes that are currently available with RTA passes. Use of common fare media or purchasing systems could also help improve convenience, such as a single app which could be used to purchase fares for multiple agencies.

4 Findings and Recommendations

While the subsidy comparison indicates that SMRT could operate Route 10 more cost effectively than RTA, the majority of the route is in RTA's service area, and there are key connections to SoCo Transit and SLO Transit for which RTA has existing transfer agreements. Operational savings for the route would need to be balanced against upfront capital costs and the need to assume complementary paratransit service (unless the route is classified as a commuter bus, per FTA guidelines). In particular, SMRT would need to expand its fleet, whereas RTA is already in possession of buses for existing operations. In the long term, either agency would incur costs related to transition to zero-emission buses, and charging infrastructure would be needed to support operations with BEBs. As the agencies transition, a BEB charging agreement should be considered to facilitate efficient BEB operations across the region.

The City of Santa Maria has been providing a portion of its FTA 5307 funds to RTA to support the operating costs of Route 10 since the mid-1990s, outside of a formal or defined method, and there is a need to consider the most efficient use of public funds. Given that the analysis conducted indicates that SMRT can provide service with lower operating cost, and there are other potential operating efficiencies of buses beginning in Santa Maria, it is recommended that the two agencies discuss ways to maximize limited funding resources to address rider needs.

Assuming RTA intends to continue operating Route 10 in its current configuration, there may be a partnership opportunity for SMRT to operate supplemental express overlay service. This would allow for service expansion using SMRT's drivers and would support earlier service northbound without buses needing to deadhead from San Luis Obispo. There are a number of different ways this could be structured, and continued discussions would need to take place on fare payment, schedules, and transfers; any service arrangement should be delivered in a way prioritizes simplicity for riders. Per California Transportation Development Act regulations, any extension of service into a neighboring service area requires the approval of the affected transit district. This would apply to both SMRT extending into RTA's service area as well as RTA's extension into Santa Maria as part of Route 10.

As a regional route, connecting services are important for customers to make complete trips and will only become more important if operations are streamlined. With buses operating only once an hour, timed transfers at major hubs like the Santa Maria Transit Center are crucial to making convenient connections, but current SMRT and RTA schedules do not allow for timed transfers. Another factor complicating passenger transfers between operators is the need to pay a second fare, which adds cost and complexity. RTA already allows transfers to SLO Transit and SoCo Transit with its passes. A similar agreement with SMRT would improve customer convenience for connections between Route 10 and SMRT's local routes.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SEPTEMBER 6, 2023
STAFF REPORT**

AGENDA ITEM: C-1

TOPIC: Amendment to CBA for Vacation Accrual Maximums

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt the Amendment to the CBA and Authorize the Executive Director to Sign the Amendment Letter

BACKGROUND/DISCUSSION:

As part of the Collective Bargaining Agreement (CBA) with Teamsters Local 986 dated May 18, 2023, the RTA and the union agreed to Articles 35 and 41 regarding maximum vacation accruals and cash out amounts. On August 9th, RTA and Teamsters officials met to discuss what we both agreed was an oversight, since we failed to match the maximum and cash out amounts with senior employees' maximum annual accruals as was originally intended.

Teamsters Local 986 Business Manager Cliff Reynolds informed me that he can execute the attached amendment letter as a ministerial correction that is agreeable to both parties.

Staff Recommendation

Adopt the amendment to the CBA and authorize the Executive Director to sign the amendment letter

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

September 6, 2023

Mr. Cliff Reynolds
Business Representative
Teamsters Local 986
204 North Broadway
Santa Maria, CA 93454

RE: **Proposed Vacation Accrual Maximum Corrections in the Collective Bargaining Agreement**

Dear Cliff:

Per our recent discussions, we have agreed to corrections to the vacation accrual maximums identified in the CBA. Please find attached two documents:

- A. Attachment 1: A “red-line” version of the Article 35, Section 2, Items C & D for Bus Operators, and Article 41, Section 2, Items C and D of the CBA for Mechanics, Utility and Parts Clerk. Please note that any deletions to existing language is ~~crossed-out~~, while any new language is underlined.
- B. Attachment 2: A “clean” version of the Article 37, Section 2, Item C & D of the CBA for Bus Operators and Article 41, Section 2, Items C and D of the CBA for Mechanics, Utility and Parts Clerk.

We look forward to partnering with you on sharing these corrections to employees covered by the CBA. Since this is a relatively simple change, I propose that this correction be memorialized using our signatures below.

Sincerely,

Geoff Straw
RTA Executive Director

Cliff Reynolds

Date

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:

Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San Luis Obispo

ATTACHMENT 1: REDLINE VERSIONS OF CORRECTED ARTICLES

Red-Line Version of Corrections to Article 35

- C. **Maximum** – Bus Operators may accumulate Vacation Time from year to year up to a maximum of ~~184 hours~~ **202.54 hours**. Should Bus Operator's Vacation Time bank exceed this amount, they will cease to accrue hours over ~~184 hours~~ **202.54 hours** not taken at the end of the calendar year. The vacation year will be January 1 to December 31. Bus Operators who have had the use of Vacation Time canceled due to scheduling conflicts, will be given an opportunity to schedule the unused Vacation Time in the following year.
- D. **Cash Out** – In the event a Bus Operator is denied the use of accrued Vacation Time during the year and that employee has in excess ~~184 hours~~ **202.54 hours** of Vacation Time on the books, any time over 80 hours may be cashed out by the Bus Operator at the end of the calendar year.

Red-Line Version of Corrections to Article 41

- A. **Maximum** – Bus Operators may accumulate Vacation Time from year to year up to a maximum of ~~184 hours~~ **222.82 hours**. Should Bus Operator's Vacation Time bank exceed this amount, they will cease to accrue hours over ~~184 hours~~ **222.82 hours** not taken at the end of the calendar year. The vacation year will be January 1 to December 31. Bus Operators who have had the use of Vacation Time canceled due to scheduling conflicts, will be given an opportunity to schedule the unused Vacation Time in the following year.
- B. **Cash Out** – In the event a Bus Operator is denied the use of accrued Vacation Time during the year and that employee has in excess ~~184 hours~~ **222.82 hours** of Vacation Time on the books, any time over 80 hours may be cashed out by the Bus Operator at the end of the calendar year.

ATTACHMENT 2: CLEAN VERSIONS OF CORRECTED ARTICLES

Corrections to Article 35

- E. **Maximum** – Bus Operators may accumulate Vacation Time from year to year up to a maximum of 202.54 hours. Should Bus Operator's Vacation Time bank exceed this amount, they will cease to accrue hours over 202.54 hours not taken at the end of the calendar year. The vacation year will be January 1 to December 31. Bus Operators who have had the use of Vacation Time canceled due to scheduling conflicts, will be given an opportunity to schedule the unused Vacation Time in the following year.
- F. **Cash Out** – In the event a Bus Operator is denied the use of accrued Vacation Time during the year and that employee has in excess 202.54 hours of Vacation Time on the books, any time over 80 hours may be cashed out by the Bus Operator at the end of the calendar year.

Corrections to Article 41

- C. **Maximum** – Bus Operators may accumulate Vacation Time from year to year up to a maximum of 222.82 hours. Should Bus Operator's Vacation Time bank exceed this amount, they will cease to accrue hours over 222.82 hours not taken at the end of the calendar year. The vacation year will be January 1 to December 31. Bus Operators who have had the use of Vacation Time canceled due to scheduling conflicts, will be given an opportunity to schedule the unused Vacation Time in the following year.
- D. **Cash Out** – In the event a Bus Operator is denied the use of accrued Vacation Time during the year and that employee has in excess 222.82 hours of Vacation Time on the books, any time over 80 hours may be cashed out by the Bus Operator at the end of the calendar year.

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SEPTEMBER 6, 2023

STAFF REPORT

AGENDA ITEM: C-2

TOPIC: PUBLIC HEARING: RTA FY2024-2026 DBE Goal Methodology Update

PRESENTED BY: Tania Arnold, DBE Liaison Officer

STAFF RECOMMENDATION: Authorize the RTA Executive Director to Submit the Updated DBE Goal Methodology

BACKGROUND/DISCUSSION:

In September 2010, the RTA Board of Directors adopted its Disadvantaged Business Enterprise (DBE) program and subsequently updated the program in September 2017. In order to maintain compliance with current the Federal Transit Administration (FTA) regulations, the RTA must regularly update its DBE program to include future capital and planning contract opportunities. As part of the DBE program, the FTA requires that the RTA, as the recipient (grantee) of federal funds, must update and submit a three-year DBE goal.

As part of the FY2024-2026 DBE Goal Methodology update, the draft revision is subject to a thirty (30) day public review period. This review period began July 24, 2023 and concludes today. The RTA provided notices to the agencies included in the draft methodology update to solicit feedback. Public notice was also published in the Tribune in both English and Spanish to solicit public comments.

To date, staff has had good discussions with a number of groups and had a public workshop on August 21st in which one agency participated virtually. No recommendations to amend or modify the RTA DBE goal methodology was received.

Staff Recommendation

Authorize the RTA Executive Director submit the updated DBE goal methodology.

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Fiscal Years 2024-26

**Overall Goal for
Disadvantaged Business Enterprise
Participation in Federal Transit Administration
Assisted Programs
(Including Goal Setting Methodology)**

Prepared by

San Luis Obispo Regional Transit Authority (RTA)
253 Elks Lane, San Luis Obispo, CA 93401
(805) 541-2228, www.slorta.org

Adopted by

RTA Board of Directors
(pending *September 6, 2023*)

Submitted to

U.S. Department of Transportation
Federal Transit Administration
San Francisco, California

(pending)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY OVERALL DBE GOAL FOR FFYs 2024-2026

I. EXECUTIVE SUMMARY

The U.S. Department of Transportation (DOT) prescribes its Disadvantaged Business Enterprise (DBE) program and requirements for recipients of Federal funds from DOT in the Code of Federal Regulations (CFR) Title 49, Part 26 (Regulations). Specific instructions are found in Section 26.45 entitled “How do recipients set overall goals.”

As a recipient of DOT financial assistance via the Federal Transit Administration (FTA), San Luis Obispo Regional Transit Authority (RTA) has established a recommended overall DBE goal for FYs 2024-26 of 0.5% based on all FTA-assisted contracting funds anticipated to be awarded between October 1, 2023 and September 30, 2026.

The goal is based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate in our FTA-assisted contracts. The overall goal reflects RTA’s determination of the level of DBE participation expected to be achieved absent the effects of discrimination. RTA intends to meet this goal to the maximum extent feasible through race-neutral measures and does not intend to establish specific goals for any contracts unless needed.

Public comments and how RTA plans to address these comments will be submitted to FTA on September 8, 2023 as an attachment 3 to this methodology.

II. DBE GOAL FOR FY 24-26

The proposed overall DBE Goal for FY 24-26 is 0.5%. The goal applies to FTA-funded contracts awarded by RTA and its sub-recipients from October 1, 2023 through September 30, 2026. The analysis described herein indicates the proposed goal of 0.5% can be achieved entirely through race and gender neutral measures. In accordance with the decision by the US Court of Appeals for the Ninth Circuit in *Western States Paving Company v. United States and Washington State Department of Transportation*, USDOT recipients in the Ninth Circuit, which includes California, cannot consider the use of a race- or gender-conscious goal unless a finding of statistically significant disparity (disparity study) has been made for the ethnic and gender groups to be included in the race- or gender-conscious goal. RTA has not conducted a disparity study and, therefore, did not consider the use of a race- or gender-conscious goal as part of the overall goal. However, based on the results of the analysis described in sections IV and V of this report, RTA believes it can achieve the weighted goal figure calculated in Step One entirely through race- and gender-neutral measures. A summary of disparity studies conducted by Caltrans and the Los Angeles County Metropolitan Transportation Authority is provided in section V of this report.

III. METHODOLOGY FOR SETTING THE OVERALL DBE GOAL

As noted in Section I (Executive Summary), the DBE goal was calculated using the two-step process described in the “Tips for Goal Setting” guidance provided by USDOT. The two step process for calculating the overall DBE goal is to:

- Step 1: Calculate a base figure to determine the relative availability of DBEs; and
- Step 2: Adjust the base figure if necessary.

The DBE Directory and Census Data method was used to calculate the base figure of the relative availability of DBEs to perform the types of contracts that RTA intends to let. A detailed description of the methodology used in Step One and associated calculations and assumptions are provided in Section IV. In Step Two, past DBE participation and projects from previous years in relation to projects proposed in FYs 24-26 was utilized to determine if the base figure should be adjusted. A description of this analysis conducted for Step Two is provided in Section V.

Determination of Local Market Area

The boundaries of the local market area were determined by examining the area in which the substantial majority of the contractors and subcontractors that are more likely to submit bids for the type of projects that will be performed in the upcoming years.

IV. STEP ONE - BASE FIGURE CALCULATION

The purpose of Step One is to determine what percentage of DBEs represents all firms that are ready, willing, and able to compete for USDOT-assisted contracting. This percentage is calculated by dividing the number of DBEs ready, willing and able to bid for the types of work to be funded during a three-year period, by the number of all firms (DBEs and non-DBEs) ready, willing and able to bid for the types of work to be funded during the same three-year period. The calculation is summarized in the equation below:

$$\text{Step One-Base Figure} = \frac{\text{Ready, Willing and Able DBEs}}{\text{All Firms Ready, Willing and Able (including DBEs and non-DBEs)}}$$

To complete the calculation, the first item of work was to develop a list of contracts that RTA intends to let in FYs 24-26. This list of anticipated projects/contracts is provided in Attachment 1. A total of 14 anticipated contracts were identified that total \$12.9 million.

The DBE firms that are ready, willing and able to perform the anticipated work were identified using the California Unified Certification Program (CUCP) Statewide DBE Directory. DBE firms that indicated their willingness to work in Caltrans District 5 (Monterey County, San Benito County, San Luis Obispo County, Santa Barbara County and Santa Cruz County) were selected. North American Industry Classification System (NAICS) codes were then assigned to each project to help identify DBEs and all firms that are ready, willing and able to compete for the anticipated projects. NAICS codes were obtained from the US Census Bureau web page located at: <http://www.census.gov/eos/www/naics/>.

USDOT recommends that weighting be used to help ensure that the Step One Base Figure is as accurate as possible. Weighting decreased the Base Figure from 5.9% to 0.5%.

The calculations for Step One- Base Figure and Weighted Figure calculation of 5.9% and 0.5% are shown in Attachment 2.

V. STEP TWO BASE FIGURE ADJUSTMENT

The purpose for Step Two of the goal setting calculation is to adjust the Step One figure to make it more precise, if necessary. The factors listed below were considered to determine whether such an adjustment is necessary:

- Past DBE participation;
- Disparity studies conducted in the local market area.

Past DBE Participation

The DBE goals achieved in the previous three federal fiscal years were examined to determine the median DBE participation. The DBE goals achieved in the past three fiscal years are:

FY 20/21 = 6.6%

FY 21/22 = 7.4%

FY 22/23 = 6.3%

Median = 6.6%

The median DBE participation for the previous three-year period is 6.6%. However, this was largely skewed by the significant construction effort for the new operations and maintenance facility included in each of the past three fiscal year and has since concluded. RTA believes that with the projects that are proposed it will make every effort to achieve our overall goal of 0.5%.

Disparity Studies Conducted in the Local Market Area

The Los Angeles County Metropolitan Transportation Authority (Metro) conducted a disparity study in 2018 known as the Metro 2017 Disparity Study and they are in the process of completing a 2023 study with an anticipated completion in November 2023. The 2018 study documented white women, black American, and Hispanic American owned firms exhibited disparity indices substantially below parity. The study also found that all groups, with the exception of Subcontinent Asian American-owned businesses, exhibited disparity indices substantially below parity on contracts without DBE goals. The Disparity Study noted that Metro might consider making an upward adjustment to its base figure to account for barriers that minorities, women, and minority- and woman-owned businesses face in the Los Angeles marketplace related to human capital, financial capital, business ownership, and business success. Additional Metro might also consider a downward adjustment to its base figure based on the volume of work that DBEs have performed in recent years on its contracts. Metro's utilization reports for FFYs 2011 through 2014 indicated median annual DBE participation of 3.7% for those years, which is lower than its base figure. USDOT "Tips for Goal-Setting" states that an agency is not required to make a step-2 adjustment to its base figure as long as it can explain what factors it considered and can explain its decision in its Goal and Methodology document.

Based on the factors listed above to consider whether to adjust the Base Figure, it is determined that no adjustment should be made to the RTA overall goal. Therefore, the overall goal for FYs 24-26 is proposed at 0.5% to be achieved through race and gender neutral measures.

The calculations for Step Two- Base Figure Adjustment are shown in Attachment 2.

The RTA also reviewed the California Department of Transportation (Caltrans) disparity study commissioned in July of 2020 and completed in November 2022 with BBC Research & Consulting (BBC). Key areas BBC presented for potential refinement for Caltrans to consider were:

- Continuing efforts to network with minority and woman owned businesses
- Further encourage the participation of small businesses
- Explore ways to increase prime and subcontracting opportunities
- Ensure collection of comprehensive contract and subcontract data on all contracts and projects
- Implement a monitoring program to ensure that subrecipient local agencies are appropriately implement the Federal DBE Program

These key areas help the RTA in its efforts to encourage the participation of minority- and woman-owned businesses in local contracts and helped refinements that the RTA made to its implementation of the Federal Disadvantaged Business Enterprise (DBE) Program.

VI. Public Notice and Consultation

The public notice and consultation process will be conducted for setting the DBE Goal for FFYs 24-26 is provided in Attachment 3. Copies of all correspondences are incorporated into attachment.

Attachment 1
List of Anticipated Projects
FY 24-26

| FEDERAL GRANTS WITH FY 24-26 CONTRACTING OPPORTUNITY | | | | | |
|--|--|--|--|---|--------------------------|
| Project | Antic. Federal Grants FY 24-26 Capital & Planning | 3-Yr Total Maintenance & Planning | Amount with Contracting Opportunity | Amount without Contracting Opportunity | Notes - see below |
| A | B | C | D | E | F |
| BMF PhotoVoltaic System Inst & Bus Stop Improvements | \$948,900 | | \$948,900 | \$0 | |
| Vehicle Replacements: Service & Minivans | \$581,345 | | \$581,345 | \$0 | |
| Vehicle Replacements: Cutaway & Buses | \$9,854,862 | | \$9,854,862 | \$0 | |
| Support Equipment | \$120,700 | | \$120,700 | \$0 | |
| Bus Engine Replacements | \$900,000 | | \$900,000 | \$0 | |
| Consultant Services: Adminsitration Mgt & General | \$10,000 | \$10,000 | \$10,000 | \$0 | |
| Consultant Services: Transportation Planning | \$200,000 | \$200,000 | \$200,000 | \$0 | |
| TOTALS | \$12,615,807 | | \$12,615,807 | \$0 | |
| SOLE SOURCE | | | | | |
| Radio System Upgrade | \$180,000 | | \$0 | \$180,000 | 1 |
| Bus Security Camera System | \$110,400 | | \$0 | \$110,400 | 1 |
| TOTALS | \$290,400 | \$0 | \$0 | \$290,400 | |
| SUMMARY | | | | | |
| Capital Totals | \$12,696,207 | | \$12,405,807 | \$290,400 | |
| Planning Totals | \$210,000 | | \$210,000 | \$0 | |
| TOTALS | \$12,906,207 | | \$12,615,807 | \$290,400 | |
| Notes: | | | | | |
| 1 - Sole Source- software purchased from only source, the manufacturer | | | | | |

Attachment 2
FY 24-26 Goal Determination Calculations
Step 1 and Step 2

| FY 24-26 GOAL DETERMINATION | | | | | | | | | |
|---|----------|------------------|-------------|--------------------------|-------------------------------------|-----------------------------------|----------------------------|--------------------------|-------------------------|
| A | B | C | | D | E | F | G | H | I |
| Project | NAICS | Number of Firms | | Step 1 Percent DBE | Amt with contracting Opportunity | Anticipated DBE Expenditure | Weighted Percent DBE | Step 2 Percent DBE | Notes - See Below |
| | | Overall Total | DBE Only | | | | | | |
| CAPITAL GRANTS | | | | | | | | | |
| BMF PhotoVoltaic System Inst & Bus Stop Improvements | 236220 | 2,344 | 108 | 4.6% | \$948,900 | \$43,721 | 0.3% | 0.3% | 1 |
| Vehicle Replacements: Service & Minivans | 441110 | 2,637 | 0 | 0.0% | \$581,345 | \$0 | 0.0% | 0.0% | 1 |
| Vehicle Replacements: Cutaway & Buses | 336120 | 888 | 0 | 0.0% | \$9,854,862 | \$0 | 0.0% | 0.0% | 1 |
| Support Equipment | 811310 | 1,789 | 11 | 0.6% | \$120,700 | \$742 | 0.0% | 0.0% | 1 |
| Bus Engine Replacements | 423830 | 845 | 12 | 1.4% | \$900,000 | \$12,781 | 0.1% | 0.1% | 1 |
| Consultant Services: Adminsitration Mgt & General | 541611 | 2,871 | 705 | 24.6% | \$10,000 | \$2,456 | 0.0% | 0.0% | 1 |
| Consultant Services: Transportation Planning | 541614 | 2,871 | 1 | 0.0% | \$200,000 | \$70 | 0.0% | 0.0% | 1 |
| TOTALS | | 14,245 | 837 | 5.9% | \$12,615,807 | \$59,769 | 0.5% | 0.5% | |
| SOLE SOURCE | | | | | | | | | |
| Radio System Upgrade | 811210 | 1,789 | 0 | 0.0% | \$0 | \$0 | 0.0% | 0.0% | 2 |
| Bus Security Camera System | 561621 | 1,261 | 13 | 1.0% | \$0 | \$0 | 0.0% | 0.0% | 2 |
| TOTALS | | 3,050 | 13 | 0.4% | \$0 | \$0 | 0.0% | 0.0% | |
| SUMMARY | | | | | | | | | |
| Capital Totals | | 11,553 | 144 | 5.9% | \$ 12,405,807 | \$57,244 | 0.5% | 0.5% | |
| Planning Totals | | 5,742 | 706 | 0.4% | \$ 210,000 | \$2,525 | 0.0% | 0.0% | |
| TOTALS | | 17,295 | 850 | 4.9% | \$12,615,807 | \$59,769 | 0.5% | 0.5% | |
| Notes: | | | | | | | | | |
| 1. Step 2 reflects adjustment for weighting, | | | | | | | | | |
| 2. Sole Source- software purchased from only source, the manufacturer | | | | | | | | | |

Attachment 3
Public Notice and Consultation

This memo is to summarize the process RTA followed for public participation regarding its proposed DBE goal as required by the FTA. RTA will conduct public outreach that will properly address it in our submission.

DBE Goal Setting Consultation Process

On July 10, 2023, RTA mailed the “Notice to Disadvantage Business Enterprise Resource and Assistance Agencies” (copy provided below) to the organizations listed in Resource Agency Listing (copy provided below). This letter notified these groups of RTA’s goal and requested consultation. Subsequently, RTA sent these same organizations a follow-up letter (copy provided below) and a follow up phone call was made on the week of July 24, 2023 inviting them to a meeting at RTA’s office on August 21, 2023.

RTA published its Disadvantaged Business Enterprise Goal on July 24, 2023 in our local paper, The Tribune, which is available online and in hardcopy. The notice was also posted on our website and in our lobby of our Administration office and on the public board located just outside our building for 30 days.

RTA made every concerted effort, as required, to obtain public participation for its DBE Goal.

**NOTICE TO DISADVANTAGED BUSINESS ENTERPRISE
RESOURCE AND ASSISTANCE AGENCIES**

July 10, 2023

In accordance with Federal Regulations 49 CFR Part 26, San Luis Obispo Regional Transit Authority (RTA) is committed to enabling participation of Disadvantaged Business Enterprises (DBEs) in its contracting opportunities as reflected in the RTA Disadvantaged Business Enterprise (DBE) Program.

It is the policy of RTA to ensure nondiscrimination based on race, color, sex or national origin in the award and administration of contracts assisted by the U.S. Department of Transportation (DOT). It is the intention of RTA to create a level playing field on which DBEs can compete fairly and participate in the performance of contracts and subcontracts relating to RTA's procurement activities. The DBE Program is the result of RTA's commitment to the participation of small business firms owned and controlled by socially and economically disadvantaged individuals for purchasing and contracting opportunities.

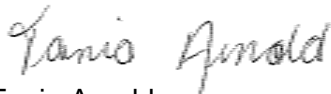
In this regard, RTA wishes to notify your organization and all interested parties that it is proposing to establish an overall DBE goal for Federal fiscal years 2024-26. This DBE goal will be applicable to contracts and procurements financed, in whole or in part, by the U.S. DOT, Federal Transit Administration (FTA).

In establishing its overall DBE goal, RTA wishes to consult with minority, women and general contractor groups, community organizations and other groups that may have information that will be useful to RTA in its procurement efforts. In this regard, we solicit your assistance by providing RTA with information concerning:

- a. DBEs and non-DBEs that may wish to participate in RTA's contracting opportunities.
- b. The effects of discrimination on opportunities for DBEs.
- c. RTA's efforts to establish a level playing field for the participation of DBEs.

Please direct your input to: San Luis Obispo Regional Transit Authority
Attn: Tania Arnold, Deputy Director/CFO (DBE Liaison)
253 Elks Lane
San Luis Obispo, CA 93401

Thank you for your assistance and, if you have any comments or questions, please call me at (805) 781-4397, and refer to the DBE Program.



Tania Arnold
DBE Liaison

Resource Agency Listing

| | | |
|---|---|--|
| <p>South County Chamber of Commerce 800-A West Branch Street Arroyo Grande, CA 93420 805-489-1488</p> | <p>Morro Bay Chamber of Commerce 695 Harbor Street Morro Bay, CA 93442 805-772-4467</p> | <p>Paso Robles Chamber of Commerce 1225 Park Street Paso Robles, CA 93446 805-238-0506</p> |
| <p>Atascadero Chamber of Commerce 6907 El Camino Real, Ste A Atascadero, CA 93422 805-466-2044</p> | <p>Latino Outreach Council of San Luis Obispo County 267 W Tefft Street, Nipomo, CA 93444 805-929-1120</p> | <p>Templeton Chamber of Commerce 321 South Main Street Templeton, CA 93465 805-434-1789</p> |
| <p>San Luis Obispo Chamber of Commerce 895 Monterey Street San Luis Obispo, CA 93401 805-781-2777</p> | <p>Pismo Beach Chamber of Commerce 649 Dolliver Street Pismo Beach, CA 93449 805-773-4382</p> | <p>First Nations Development Institute 141-B Spring Street Claremont, CA 91711 303.774.7836</p> |
| <p>Santa Maria Chamber of Commerce 614 South Broadway Santa Maria, CA 93454 805-925-2403</p> | <p>Women's Network of SLO P.O. Box 1741 San Luis Obispo, CA 93406 310-699-6538 (President)</p> | <p>Northern Chumash Tribe P.O. Box 13938 San Luis Obispo, CA 93406</p> |
| <p>PRIDE & Diversity Center 1060 Palm Street San Luis Obispo, CA 93401 805-541-4252</p> | <p>Mission Community Services Corporation 71 Zaca Lane, Ste 130 San Luis Obispo CA, 93401 (805) 595-1357 info@mcscorp.org</p> | <p>Business and Entrepreneurship Center at Cuesta College Cuesta College, San Luis Obispo Campus P.O. Box 8106, San Luis Obispo, CA 93403 (805) 546-3188</p> |
| <p>Downtown SLO 1135 Chorro St San Luis Obispo, CA 93401 (805) 541-0286 reachus@downtownslo.com</p> | <p>SCORE 1228 Broad St. San Luis Obispo, CA 93401 (805) 547-0779info@sloscore.org</p> | <p>Small Business Administration 801 R St., Ste. 201 Fresno, CA 93721 (559) 487-5636</p> |
| <p>Small Business Development Center 872 Higuera Street San Luis Obispo, CA 93401 (805) 756-5171</p> | <p>REACH https://reachcentralcoast.org/reach-us/</p> | <p>People of Faith for Justice http://www.peopleoffaithforjustice.org/contact.html</p> |
| <p>NAACP San Luis Obispo Branch 110 South Mary Avenue, Suite 2215 Nipomo, CA 93444</p> | | |

July 19, 2023

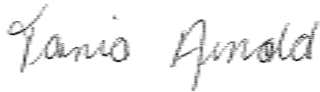
To: Organizations Representing Potential Contracting Partners
From: San Luis Obispo Regional Transit Authority
Subject: **Consultation for RTA Disadvantaged Business Enterprise/Small Business Enterprise Program**

Recently, your firm received a letter from our office with information on how you can participate in development of RTA's Disadvantaged Business Enterprise (DBE) goal. RTA is very interested in meeting directly with your organization to get your suggestions for our goal. To this end, RTA has scheduled a meeting at RTA's office to discuss how this participation goal is established. This important meeting will be held at RTA's office at 253 Elks Lane, San Luis Obispo, at 11:00 a.m. on Monday, August 21, 2023, and your organization is strongly urged to attend. If you would like a link to attend virtually please call or email tarnold@slorta.org.

The letter sent to you earlier also offered to schedule a meeting specifically with your organization at your convenience, and that offer still stands, but the general meeting now scheduled for August 21st hopefully provides another option for your participation in RTA's program. It would be preferable to have all these meetings wrapped up by August 31st so that RTA can proceed with finalizing its DBE goal.

Should you have any questions, or to schedule a separate meeting, please do not hesitate to contact Tania Arnold Deputy Director/CFO DBE Liaison at (805) 541-2228 ext 4397. We hope to meet with you shortly.

Sincerely,



Tania Arnold
Deputy Director/CFO DBE Liaison

Log of DBE Consultation Outreach Calls:

| Agency | Phone Number / Email | Outcome |
|--|--|--|
| South County Chamber of Commerce 800-A West Branch Street Arroyo Grande, CA 93420 | 805-489-1488 office@slochamber.org | Submitted July 10, 2023 letter via email as well as hard copy, email was rejected; Submitted July 19, 2023 letter via email as well as hard copy, email was rejected; called 7/26/23 at 3:53 p.m. and they provided an email office@southcounty Chambers.com, they aren't sure if they have received and left a voice mail for the marking staff, sent email upon completing the message |
| Morro Bay Chamber of Commerce 695 Harbor Street Morro Bay, CA 93442 | 805-772-4467 info@morrochamber.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:50 p.m. and left a message |
| Paso Robles Chamber of Commerce 1225 Park Street Paso Robles, CA 93446 | 805-238-0506 info@pasorobleschamber.com | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; see call information under the Templeton Chamber of Commerce |
| Atascadero Chamber of Commerce 6907 El Camino Real, Ste A Atascadero, CA 93422 | 805-466-2044 info@atascaderochamber.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:48 p.m. and they have received the notice and had no questions at this time |
| Latino Outreach Council of San Luis Obispo County 267 W Tefft Street, Nipomo, CA 93444 | 805-929-1120 Lupita Ontiveros lupita@fredericklaw.net | Submitted July 10, 2023 letter via email as well as hard copy, Lupita is on extended leave so unsure if email will be viewed; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:58 p.m. and Lupita is no longer at that phone number; used the web contact us page to do additional outreach |
| Templeton Chamber of Commerce 321 South Main Street Templeton, CA 93465 | 805-434-1789 info@templetonchamber.com | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:42 p.m., it is the Templeton and Paso Robles Chamber office, and they weren't sure if they had gotten the notice; |
| San Luis Obispo Chamber of Commerce 895 Monterey Street San Luis Obispo, CA 93401 | 805-781-2777 Kaila@slochamber.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:39 p.m. and they don't have any questions at this time |
| Pismo Beach Chamber of Commerce 649 Dolliver Street Pismo Beach, CA 93449 | 805-773-4382 info@pismochamber.org | Submitted July 10, 2023 letter via email as well as hard copy, email was rejected; Submitted July 19, 2023 letter via email as well as hard copy, email was rejected; called 7/26/23 at 3:35 p.m. and left a message, message had corrected email of info@pismochamber.com, resent upon completing the message |
| First Nations Development Institute 141-B Spring Street Claremont, CA 91711 | 303-774-7836 | Submitted July 10, 2023 letter hard copy; Submitted July 19, 2023 letter hard copy; called 7/26 at 3:30 p.m. and asked the information to be sent via email to: info@firstnations.org, did so upon the completion of the call |
| Santa Maria Chamber of Commerce 614 South Broadway Santa Maria, CA 93454 | 805-925-2403 glenn@santamaria.com | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:26 p.m. and was advised to forward the information to Suzanne at: suzanne@santamaria.com, did so upon the completion of the call |
| Women's Network of SLO P.O. Box 1741 San Luis Obispo, CA 93406 | 310-699-6538 (president) board@slowomensnetwork.org connect@wilddivinity.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:22 p.m. and left a message; spoke with Pamela 7/27/23 at 12:48 p.m., will reach out to their Board with the information |

| | | |
|--|---|---|
| Northern Chumash Tribe P.O. Box 13938 San Luis Obispo, CA 93406 | info@northernchumash.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy |
| PRIDE & Diversity Center 1060 Palm Street San Luis Obispo, CA 93401 | 805-541-4252 | Submitted July 10, 2023 letter hard copy; Submitted July 19, 2023 letter hard copy; called 7/26/23 at 3:20 p.m., got the letters and will review and let us know if they have questions |
| Mission Community Services Corporation 71 Zaca Lane, Ste 130 San Luis Obispo CA, 93401 | 805-595-1357 info@mcscorp.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:12 p.m. and left a message |
| Business and Entrepreneurship Center at Cuesta College Cuesta College, San Luis Obispo Campus P.O. Box 8106 San Luis Obispo, CA 93403 | 805-546-3188 | Submitted July 10, 2023 letter hard copy; Submitted July 19, 2023 letter hard copy; called 7/26 at 3:07 p.m. and call was unable to connect |
| Downtown SLO 1135 Chorro St San Luis Obispo, CA 93401 | 805-541-0286 reachus@downtownslo.com | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; called 7/26/23 at 3:08 p.m. and the letters have been sent along and they will reach out if they have any questions |
| SCORE 1228 Broad St. San Luis Obispo, CA 93401 | 805-547-0779 info@sloscore.org | Submitted July 10, 2023 letter via email as well as hard copy; Submitted July 19, 2023 letter via email as well as hard copy; reply received 7/20/23 that they will attend virtually, link provided via email |
| Small Business Administration 801 R St., Ste. 201 Fresno, CA 93721 | 559-487-5791 | Submitted July 10, 2023 letter hard copy; Submitted July 19, 2023 letter hard copy; called 7/26/23 at 3:15 p.m. left a message |
| Small Business Development Center 872 Higuera Street San Luis Obispo, CA 93401 | 805-756-5171 | Submitted July 10, 2023 letter hard copy; Submitted July 19, 2023 letter hard copy; called 7/26/26 at 3:05 p.m. and tried to leave a message but the mailbox was full |
| REACH https://reachcentralcoast.org/reach-us/ | Complete the Contact Us Form on website | Submitted July 10, 2023 letter via the contact form; Submitted July 19, 2023 letter via the contact form |
| NAACP San Luis Obispo Branch 110 South Mary Avenue, Suite 2215 Nipomo, CA 93444 | 805-619-5354 | Submitted August 18, 2023 via the conatct form on the website and emailed as well |
| People of Faith for Justice http://www.peopleoffaithforjustice.org/contact.html | Complete the Contact Us Form on website | Submitted August 18, 2023 via the conatct form on the website |

PUBLIC NOTICE
DISADVANTAGED BUSINESS ENTERPRISE GOAL
July 24, 2023

The San Luis Obispo Regional Transit Authority (RTA), in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR, Part 26 proposes an overall goal of 0.5% for participation by Disadvantaged Business Enterprises (DBEs) on Federal Transit Administration (FTA) assisted contracts during the federal fiscal years from October 1, 2023 to September 30, 2026.


The proposed goal and its rationale are available for inspection during normal business hours at RTA's Administrative Offices, located at 253 Elks Lane, San Luis Obispo, CA 93401 for thirty (30) days from the date of this notice. Written comments should be directed to Tania Arnold, Deputy Director/CFO DBE Liaison, San Luis Obispo Regional Transit Authority, 253 Elks Lane, San Luis Obispo, CA 93401 and/or Regional Director, U.S. Department of Transportation, Federal Transit Administration, 90 7th Street, Suite 15-300, San Francisco, CA 94103. Comments will be received for thirty (30) days from the date of this publication.

Noticia Pública
Empresa de Negocio Desventaja (DBE)
24 de julio de 2023

De acuerdo con las regulaciones de U.S. Departamento de Transporte (DOT), 49 CFR, Parta 26, propone un objetivo general de 0.5% para la participación de Empresa de Negocio Desventaja (DBE) en administración federal de tránsito (FTA) de contratos asistidos durante los ejercicios fiscales federales desde el 1 de octubre de 2023 hasta el 30 de septiembre de 2026.

El objetivo propuesto y su justificación pueden ser inspeccionados durante las horas normales de trabajo en las oficinas administrativas del RTA ubicadas en RTA ubicadas en 253 Elks Lane, San Luis Obispo, CA 93401 durante 30 días a partir de la fecha de este aviso. Los comentarios escritos deben dirigirse a Tania Arnold, Deputy Director/CFO DBE Liaison, San Luis Obispo Regional Transit Authority, 253 Elks Lane, San Luis Obispo, CA 93401 y/o Director Regional, Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito, 90 7th Street, Suite 15-300, San Francisco, CA 94103. Los comentarios serán recibidos por treinta (30) días a partir de la fecha de esta publicación.

Advertisement of Public Notice

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Attention: Tania Arnold
 RTA - Regional Transit Authority
 253 Elks Lane
 San Luis Obispo, CA 93401

 mgardner@slorta.org



**PUBLIC NOTICE
DISADVANTAGED BUSINESS
ENTERPRISE GOAL**

July 24, 2023
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Empresa de Negocio Desventaja (DBE)**

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 IPL0131970
 Jul 24 2023

In The Superior Court of The State of California
In and for the County of San Luis Obispo

1 insertion(s) published on:
07/24/23

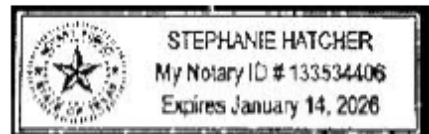
Legals Clerk

STATE OF TEXAS
SS
County of Dallas)

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen and not interested in the above entitled matter; I am now, and at all times embraced in the publication herein mentioned was, the principal clerk of the printers and publishers of The Tribune, a newspaper of general Circulation, printed and published daily at the City of San Luis Obispo in the above named county and state; that notice at which the annexed clippings is a true copy, was published in the above-named newspaper and not in any supplement thereof - on the following dates to wit: From 07/24/2023 To 07/24/2023 that said newspaper was duly and regularly ascertained and established a newspaper of general circulation by Decree entered in the Superior Court of San Luis Obispo County, State of California, on June 9, 1952, Case #19139 under the Gover

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
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Screenshot of Website

The screenshot shows the website slorta.org with a blue navigation bar containing links for Schedules & Fares, Services, Passes, Ride Guide, About, Trip Planner, Transit Tracker, and Alerts. Below the navigation are three main content areas: a green RTA section with routes 9, 10, 12, 14, and 15; a blue SoCoTransit section with routes 21, 24, 27, 28, and the Avila/Pismo Trolley; and a red RTA section for Paso Robles City Routes with Route A and Route B. The News section features a public notice about a DBE goal with a link to 'View all news' and a red 'Translate »' button. A large red arrow points from the 'Translate »' button to the 'View all news' link. The Rider Alerts section contains a red alert box for 'Stop closed @ 2nd and Oak' dated 7/13/23, stating that Route B at that stop will be closed due to construction. A blue circular icon with a person symbol is located at the bottom right of the alert box.