

# Consent Agenda

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



**SAN LUIS OBISPO  
REGIONAL TRANSIT AUTHORITY  
March 2, 2022**

**AGENDA ITEM: B-1**

**TOPIC: Executive Director's Report**

**RECOMMENDATION: Receive and File**

**PRESENTED BY: Geoff Straw**

# Ribbon Cutting March 18!

- Rescheduled to Friday March 18 @ 11AM
- Invitations issued via Evite
  - Please respond!
  - Coincides with Bus Driver Appreciation Day

# COVID-19 Impacts

- Since Nov 3 Board meeting: 14 additional employees tested positive for COVID-19
  - Total 29 cases
  - No service reductions yet
- TSA: Face masks continue to be required on public transit vehicles and inside transportation hubs through March 18
- Participate in SLO County Vaccination Task Force

# Operations & Maintenance

- Bus Operator Recruitment
  - Large number of unfilled bids
  - 3 new hires
  - 3 Bus Operators separated
    - Includes death of long-time Bus Operator Rod Pappas
- Still working to fill Utility position
- Accounting Technician starts on March 7th

# Operations & Maintenance


- Employee of the Quarter  
Cassandra Johnson



# Operations & Maintenance

- Cuesta College Automotive Technology Department training opportunities
  - Provide training on heavy-duty vehicles and zero-emission vehicle technologies
  - Agenda Item A-6: seeking Board's authority to transfer a decommissioned bus to Cuesta College for use as a training vehicle

# Operations & Maintenance

- Continue to wait for five replacement vehicles
    - Delayed due to supply chain issues
    - 3 low-floor mid-size buses
    - 2 standard mid-size cutaway vans
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# Marketing & Communications

- Focused on COVID-19 communications
- Planning for March 18 Ribbon-Cutting event
- New Google ads campaign for Bus Operator recruitment
- All transit brochures / schedules updated
- Planning for YRF – Agenda Item A-7
- Update to on-bus free Wi-Fi –Agenda Item A-8
- Researching website redesign with emphasis on better mobile interface
  - 78% of RTA website users are mobile

# Finance & Administration

- New office hours
  - Most passes sold through online & Token Transit mobile app
  - Less demand for staffing for sales
  - Staff is stretched thin as is
  - New hours: Monday – Friday
    - 8 AM – 12:30 PM
    - 1:30 PM – 4:00 PM
    - And by appointment outside of those times

# Finance & Administration

- Financial results for first 7 months of FY21-22
  - RTA fixed-route ridership increased 27.6% over last year
  - Runabout ridership increased 27.7%
  - Past five years of ridership and productivity trends are on graphs B-1-7
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# Finance & Administration

- Operating costs through 58.3% of fiscal year:
  - Below budget at 49.8% of budget
  - Labor is largest line-item at 46.8%
    - Wage scale for Bus Operators and employees covered in CBA salaries shifted up in January
  - Fuel price spiking - 68% through 58.3% of the year
    - \$107,703 over budget
    - Will monitor; no budget adjustment yet

# Finance & Administration

- Farebox Recovery Ratio is improving
  - Fixed-Route 8.5% – was 2.5% in FY20-21
  - Runabout 2.5% – was 2.3% in FY20-21
- Subsidy per passenger is improving
  - Fixed-Route \$15.72 – was \$22.06 in FY20-21
  - Runabout \$133.10 – was \$149.55 in FY20-21

# Staff Recommendation

Accept the Executive Director's  
Report as an information item

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

**AGENDA ITEM: B-2**

**TOPIC: Bus Maintenance  
Facility Update**

**RECOMMENDATION: Receive and File**

**PRESENTED BY: Geoff Straw**

# BMF Construction Progress

- Construction is ~98% complete
- Achieved substantial completion prior to the February 8th contracted date
- Will complete the project under budget for TIFIA loan
- Supply chain issues:
  - Electric vehicle and bus rechargers
  - Punch list of repairs and corrections
- One item still needs to be resolved: future Elks Lane (Agenda Item C-2)



# Change Order Update

- Construction change orders:
  - 95 since inception
  - Totaling \$794,685.49, or 4.71%
  - 20 CRBs remaining
- See page B-2-3 for details of newly authorized construction change orders since the January update

# Ribbon-Cutting Ceremony!

March 18<sup>th</sup> at 11:00 AM



# Staff Recommendation

Accept the Bus Maintenance Facility  
Progress & Change Order Update as an  
Information Item



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

**AGENDA ITEM:**

**C-1**

**TOPIC:**

**Fiscal Year 2022-23 Budget  
Assumptions**

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

**PRESENTED BY:**

**Tania Arnold**

# Key Issues

- 1. Address the operational and financial impacts of the COVID-19 pandemic**
  - a. Liability costs**
  - b. Continuing to focus on containment of Runabout costs**
  - c. Address staffing and retention**
- 2. Negotiate a new or extended Collective Bargaining Agreement with Teamsters Local 986**
- 3. Continue efforts to implement Zero Emission Bus technologies**
- 4. State Transit Assistance (STA) funds**
- 5. Local Transportation Funds (LTF)**
- 6. Fuel costs continue to be volatile**

# Budget Calendar

- February 9** Detailed budget assumptions and revenue forecasts presented to Executive Committee
- March 2** Provide mid-year FY21-22 Budget data to Board and present budget amendment (if needed). Obtain Board concurrence on proposed draft budget assumptions.
- March 31** Based on feedback from Executive Committee, develop FY22-23 Budget
- April 13** Present draft FY22-23 Budget and final budget amendment for FY21-22 to Executive Committee (if needed)
- April 21** Present final draft FY22-23 Budget and final budget amendment for FY21-22 to RTAC (if needed)
- May 4** Final Board Budget presentation; Board adoption of FY22-23 Budget

# Staff Recommendation

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



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

**AGENDA ITEM:**

**C-2**

**TOPIC:**

**Elks Lane Realignment  
Agreement**

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

**PRESENTED BY:**

**Geoff Straw**



# Future Elk Lane Alterations

- Realignment of Elks Lane required for Prado Overpass project & conditioned as part of RTA BMF project
- Final design calls for “sweeping curve:
- RTA constructed interim “T-instersection” due to property acquisition needs
- RTA and City of SLO cost estimates differ:
  - RTA’s Feb-2021 engineer’s cost estimate: \$136,985
  - SLO’s Jan-2022 estimate: \$351,182

# Staff Recommendation

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