

Consent Agenda

- A-1 Executive Committee Meeting Minutes of August 11, 2021**
- A-2 RTA Board Meeting Minutes of September 1, 2021**
- A-3 RTA Board Meeting Minutes of October 6, 2021**
- A-4 Amend Agreement for Design/Engineering Services**
- A-5 Authorize Agreement for Bulk Oils and Lubricants Services**
- A-6 Authorize Agreement for Janitorial Cleaning Services**
Authorize
- A-7 Agreement for Landscape Maintenance Services**
- A-8 Authorize Agreement for Lighting System Maintenance**
Services
- A-9 Authorize Agreement for Uniform Rental and Laundry**
Services
- A-10 Authorize Agreement for Moving Relocation Services**
- A-11 Authorize Agreement for Bus Engine Replacement Services**
- A-12 Authorize Procurement of Furniture and Installation Services**
- A-13 Authorize Submittal of FTA Section 5339(b) Grant Application**
- A-14 Transit Asset Management (TAM) Plan**



**SAN LUIS OBISPO
REGIONAL TRANSIT AUTHORITY
November 3, 2021**

AGENDA ITEM: B-1

TOPIC: Executive Director's Report


Recommendation: Receive and File

PRESENTED BY: Geoff Straw

COVID-19 Impacts

- Update to the RTA Injury & Illness prevention plan(IIPP)
- One additional employee tested positive for COVID-10 since Sept Board Meeting.
 - 15 positive cases since the beginning of the pandemic
- Continued participation pm SLO County Vaccination Task Force


COVID-19 Impacts

- Federal employees are now required to be vaccinated or be subject to weekly testing
 - It is possible this will push down to transit agencies
 - Contracted with CA Department of Public Health and Valencia Branch Lab
 - Color testing and data management system complies with HIPPA requirements
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Operations & Maintenance

- Response to wheelchair lift capacity at last meeting
- Bus Operator Recruitment
 - No new candidates since Sept. meeting
 - Two candidates in background now
- Five unfilled full time bids & seven part time
 - High overtime costs
 - Temporarily suspended Paso Express Route A on Saturdays

Operations & Maintenance

- SMAT: Public outreach on proposed service changes due to lack of Bus Operators:
 - RTA working with SMAT to coordinate service changes to ensure transfers
 - Fare changes – possibility of coordinating fares
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Marketing & Communications

- Focused on COVID-19 communications
 - Continued messaging about TSA mask mandate in effect until Jan 18, 2022
 - Updated *Specialized Transit Guide*
 - Finalizing negotiations for on-bus WiFi update
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Marketing & Communications

- Installation of 35 solar lights at our darkest bus stops has begun




Marketing & Communications

- Implemented a new Rider Alert process to increase communication with our riders
- Sent a Save the Date email for new RTA Bus Maintenance Facility Grand Opening Jan 20, 2022
- Employee of the Quarter
Brian Tanner



Finance & Administration

- RTAC: Recommended adoption of budget amendment (see Agenda Item C-1)
 - Ridership & Productivity trends over last five years in graphs starting on B-1-8
 - RTA fixed-route & Runabout ridership increased 24% compared to first 3 months of FY20-21
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Finance & Administration

- Financial Results @ 25% of fiscal year
 - Operating & capital costs within budget-data tables in report
- Non capital Expenses – 21.1%
 - Labor is largest line-item
 - Fuel recent uptick in price 29.7%

Finance & Administration

- Farebox Recovery Ratio is improving
 - Fixed-Route 8.8% – was 3% in FY20-21
 - Runabout 2.7% – was 2.4% in FY20-21
- Subsidy per passenger is improving
 - Fixed-Route \$15.72 – was \$21.41 in FY20-21
 - Runabout \$123.74 – was \$139.82 in FY20-21

Staff Recommendation

Accept this as an information item





**SAN LUIS OBISPO
REGIONAL TRANSIT AUTHORITY
November 3, 2021**

AGENDA ITEM: B-2

**TOPIC: Bus Maintenance
Facility Update**

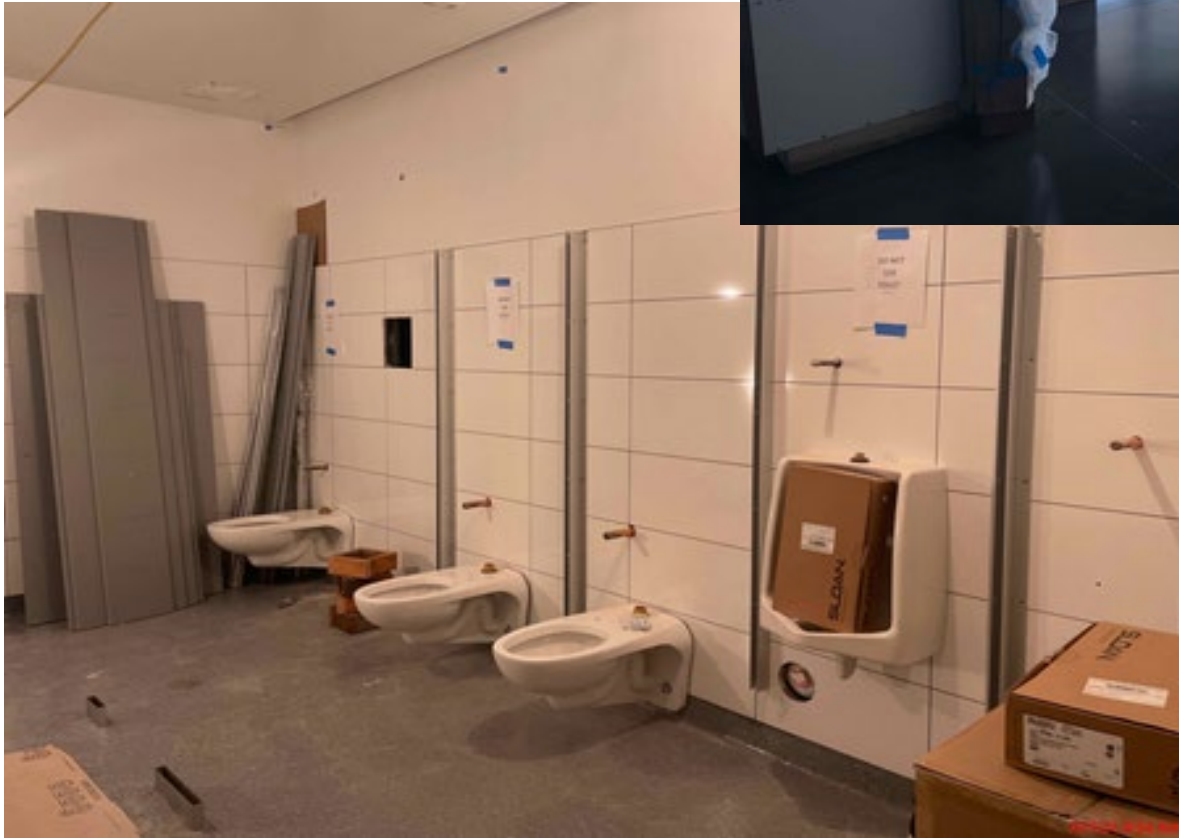
Recommendation: Receive and File

PRESENTED BY: Geoff Straw















Staff Recommendation

Accept as Information



**SAN LUIS OBISPO
REGIONAL TRANSIT AUTHORITY
November 3, 2021**

AGENDA ITEM:

B-3

TOPIC:

**Strategic Business Plan
Results & Planned Update**

Recommendation:

Receive and File

PRESENTED BY:

Geoff Straw

Standards of Excellence

1. Service Quality and Efficiency
2. Revenue and Resources
3. Safety
4. Human Resources
5. Fleet and Facility
6. Leadership

Two standards in the SBP are impossible to meet during the pandemic:

- Productivity (passengers per vehicle service hour)
- Farebox Recovery Ratio

RTA's Performance Results for Fiscal Year 2021-22

Performance Metric	Standard	Result	Achieved?
Regional Fixed-Route Productivity (boardings/hour)	22.0	10.5	No
Route 15 Deviated Fixed-Route Productivity	8.0	4.4	No
Runabout Productivity	2.0	1.2	No
Fixed-Route Service Delivery (actual divided by scheduled)	99%	99%	Yes
Regional Fixed-Route On-Time Performance	85%	91%	Yes
Route 15 Deviated Fixed-Route On-Time Performance	70%	87%	Yes
Runabout On-Time Performance	95%	98%	Yes
Fixed-Route Bus Overcrowding	Various load factors	None exceeded	Yes
Systemwide Operating Budget (live within means)	100%	88%	Yes
Farebox Recovery Ratio (fares / net operating costs)	20.0%	12.7%	No
Preventable Collision Rate (per 100k miles traveled)	1.0	1.65	No
Preventable Workers Compensation Rate	Lost-time <6	4	Yes
	Med-only <10	14	
Risk Management Costs (percent of operating budget)	Industry norms	At or below market	Yes
Road Calls (per 100k miles traveled)	5.0	3.0	Yes

Staff Recommendation

Receive as Information



San Luis Obispo Regional Transit Authority
November 3, 2021

AGENDA ITEM: C-1

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

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

PRESENTED BY: Tania Arnold, Deputy Director/CFO

Budget Amendment #1

FY21-22 Changes to operating revenue:

- Increase in offset reserve carryover to FY22-23
- Changes in Non TDA Sources
 - Increase fares
 - Increase State Transit Assistance (STA)
 - Increase regular FTA (5307)
 - Eliminate regular FTA (5307) from Santa Maria UZA
 - Increase FTA (Section 5307) ARPA
- Changes in TDA Required
 - Increase the Rural Transit Fund/5311 Exchange
 - Decrease in LTF required



Budget Amendment #1

FY21-22 Changes to capital revenue:

- Decrease equipment replacement
- Changes in Non TDA Sources
 - Carryover Prop 1B
 - Carryover APCD AB 617
 - Carryover FTA (Section 5307)
 - Carryover FTA (Section 5339)
 - Carryover financing balance available from TIFIA



Budget Amendment #1

FY21-22 Changes to operating and capital expenditure:

- Operating expenditure increase for the PERS Buyout
- Capital expenditure
 - Carryover radio project
 - Carryover balance of bus stop improvements still being worked
 - Carryover balance for Runabout vehicle replacements
 - Carryover balance for the bus maintenance facility



Exec and RTAC Recommendation

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 3, 2021 Board meeting, with the option of increasing the offset reserve carryover to future fiscal years in lieu of the current year LTF reduction of \$550,440.



Staff Recommendation for Board

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





**SAN LUIS OBISPO
REGIONAL TRANSIT AUTHORITY
November 3, 2021**

AGENDA ITEM:

C-2

TOPIC:

**Decommissioning of Existing
Leased Facility**

Recommendation:

Receive and File

PRESENTED BY:

Geoff Straw

Staff Recommendation

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

