



REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday August 14, 2019

10:00 a.m. – 11:30 a.m.

SLOCOG Conference Room

1114 Marsh Street

San Luis Obispo, California

This agenda is available/posted at: <http://www.slorta.org/board/rta-board-meetings>

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 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee 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.
3. **Information Items**
 - A-1 Executive Director's Report (Verbal; Receive)
 - A-2 Schedule for Financing & Construction of Bus Maintenance Facility (Receive)
4. **Action Items**
 - B-1 Authorize Procurement of Bus Garage Construction Management Services (Action)
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of February 6, 2019 (Approve)

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

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

6. **September 4, 2019 Draft RTA Board Agenda:** The Executive Committee is asked to review and comment on the proposed agenda items.

Information Items

- A-1 Executive Director's Report (Receive)
- A-2 Schedule for Financing & Construction of Bus Maintenance Facility (Receive)
- A-3 Strategic Business Plan Results (if available; possibly November)

Action Items

- B-1 Agreement with Fluidium for Fixed-Route On-Bus Wi-Fi Services (Approve)
- B-2 Authorize Procurement of Bus Garage Construction Mgt. Services (Approve)

Consent Items

- C-1 RTA Board Meeting Minutes of July 10, 2019 (Approve)
- C-2 RTA Board Meeting Minutes of August 7, 2019 (Approve)
- C-3 Amended Health Insurance MOU (Approve)

Closed Session Items – CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Board to meet in closed session concerning the following items:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9. One case.

7. **Closed Session**

CONFERENCE WITH LEGAL COUNSEL: It is the intention of the Executive Committee to meet in closed session concerning the following items:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9. One case.

8. **Adjournment**

Next RTA Executive Committee Meeting: **October 9, 2019**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
AUGUST 14, 2019
STAFF REPORT

AGENDA ITEM: A-2

TOPIC: RTA BMF Schedule

ACTION: Receive

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File the Design/Construction Schedule and Financing Schedule

BACKGROUND/DISCUSSION:

Attached are schedules that depict milestones for various activities related to development of the planned new RTA Bus Maintenance Facility. Staff has shared the overall Design/Construction Schedule at previous Board meetings, but this is the first time we have carved out a separate Financing Schedule. The latter was developed in conjunction with our financial planning partners at KNN Financial and our bond counsel at Nossaman LLP, as well as with our design/engineering project manager at RNL/Stantec. In short, we worked collaboratively on these two schedules to ensure the entire project team is working cooperatively and that we all recognize the tight timelines to complete the Bus Maintenance Facility project.

It is instructive to begin with the Design/Construction Schedule, since it encompasses the entire Bus Maintenance Facility project from Notice to Proceed on August 22, 2018 through the anticipated end of construction in December 2021. The project team has worked diligently to remain on schedule, and in almost every case we have done so for each task. This was no mean feat, since we were forced to amend the CEQA Initial Study/Mitigated Negative Declaration report to reflect changes to the project as we honed down the project to meet budgetary constraints and to address the requirements of the new Innovative Clean Transit fleet rule imposed by the California Air Resources Board in December 2018. Next up on the Design/Construction Schedule is item #37, denoted as “90% CD Deliverables.” As shown, staff expects to receive these draft final design documents on or before August 25th; following our review and comments to the design consultant, the final documents will be submitted to the City Planning Department for Plan Check (Permitting) as early as September 9th – which is two weeks ahead of the original schedule. The next major milestone is advertising an invitation for construction bids in late-February / early-March 2020, with award to the successful low-bidder in May/June.

Moving on to the Financing Schedule, you will notice that we are currently in the middle of Transportation Infrastructure Finance and Innovation Act (TIFIA) review tasks, with the Go/No-Go decision required in mid-December 2019. Depending upon the outcome

of that decision, the RTA will begin the formal bank loan or TIFIA loan and/or bond issuance between mid-December 2019 and mid-February 2020. The close of the loan and/or bond sale would be dovetail well with the bidding for construction mentioned above.

Staff Recommendation

Receive and file the Design/Construction Schedule and the Financing Schedule.

FINANCING SCHEDULE FOR RTA BUS MAINTENANCE FACILITY

ID	% Complete	Task Name	Duration	Start	Finish	Qtr 1, 2019			Qtr 2, 2019			Qtr 3, 2019			Qtr 4, 2019			Qtr 1, 2020			Qtr 2, 2020			Qtr 3, 2020			Qtr 4, 2020			Qtr 1, 2021			Qtr 2, 2021			Qtr 3, 2021			Qtr 4, 2021		
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	100%	Analyze Plan of Finance Alternatives	63	1/31/2019	4/3/2019																																				
2	100%	Outreach to Department of Transportation	30	5/1/2019	5/30/2019																																				
3	100%	Bond Counsel Procurement	51	5/21/2019	7/10/2019																																				
4	75%	TIFIA Leter of Interest	93	5/31/2019	8/31/2019																																				
5	75%	FTA Grant 2020 Funding Cycle	92	6/1/2019	8/31/2019																																				
6	0%	TIFIA Creditworthiness Review	62	9/1/2019	11/1/2019																																				
7	0%	Indicative Credit Rating Process	46	8/1/2019	9/15/2019																																				
8	0%	Finalize Plan of Finance - TIFIA and Bank Loan	46	8/1/2019	9/15/2019																																				
9	0%	TIFIA Oral Presentation	31	9/15/2019	10/15/2019																																				
10	0%	TIFIA Application	62	10/15/2019	12/15/2019																																				
11	0%	Notification of Completeness	32	10/15/2019	11/15/2019																																				
12	0%	Formal Notification of Project Approval	62	11/15/2019	1/15/2020																																				
13	0%	Determine Go/No-Go for TIFIA If No-Go Commence Public Bond Offering	1	12/15/2019	12/15/2019																																				
14	0%	TIFIA Negotiations / Bank Negotiations	63	12/15/2019	2/15/2020																																				
15	0%	Term Sheet Issuance	63	12/15/2019	2/15/2020																																				
16	0%	Credit Agreement Execution	63	12/15/2019	2/15/2020																																				
17	0%	Funding Obligation	32	1/15/2020	2/15/2020																																				
18	0%	Receive Credit Rating on TIFIA/Bond Borrowing	1	2/15/2020	2/15/2020																																				
19	0%	Board Approval of Proposed Borrowing(s)	1	2/15/2020	2/15/2020																																				
20	0%	Price Public Bonds (if applicable)	1	3/1/2020	3/1/2020																																				
21	0%	Close Loan/Bond Sale Concurrent with Contractor Bidding	1	3/14/2020	3/14/2020																																				
22	0%	Draw on Grant/Loan/Bond Proceeds	551	6/3/2020	12/5/2021																																				

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
AUGUST 14, 2019
STAFF REPORT**

AGENDA ITEM: B-1

TOPIC: Construction Management Services

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure Bus Maintenance Facility Construction Management Services

BACKGROUND/DISCUSSION:

Because the City of San Luis Obispo Planning Commission accepted the planned new RTA Bus Maintenance Facility on July 24th, the final design and engineering is currently being completed by our consultant, RNL/Stantec Architects. The final design will be submitted to the City for permitting by the end of September. The next step is to secure construction management services. Construction management is a professional service that provides a project's owner with effective management of the project's schedule, cost, quality, safety, scope, and function. These principles are echoed in the March 2016 update of the Federal Transit Administration's *Project and Construction Management Guidelines* document, which also incorporates the RTA's responsibilities under the FAST Act as it relates to capital project oversight.

Construction management costs are eligible for 80% reimbursement through the FTA Section 5307 and Section 5339 grant programs – two primary fund sources for construction of the planned RTA Bus Maintenance Facility. Construction management costs on transit facility projects typically are in the 3% to 5% of final construction cost range, with more complex projects often approaching 10%. Because our project is relatively simple – no complex fueling or other automated systems – and we have contracted separately for facility commissioning services, we have identified a budget at the low end of the construction management cost range. This equates to a budget on the order of \$700,000 for these services.

Staff Recommendation

Authorize the RTA Executive Director to issue s request for statements of qualifications for Bus Maintenance Facility construction management services and negotiate an agreement with the highest-ranked offerer.

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San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 02/06/19

C-1

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

Members Absent:

Staff Present: Geoff Straw, Executive Director
Nina Negranti, County Counsel
Chelsea Sperakos, Administrative Assistant

Also Present: Eric Greening
Pete Rodgers, SLOCOG Executive Director

1. **Call to Order and Roll Call:** **President Fred Strong** called the meeting to order at 12:00 PM. A silent roll call was taken and a quorum was present.
2. **Public Comments:** **Mr. Eric Greening** reinforcing his comment from SLOCOG Board, appreciates knowing his travel is safe even in difficult conditions.
3. **Information Items:**

A-1 Executive Director's Report (Receive): **Mr. Geoff Straw** informed the committee of the progress with the new bus maintenance facility. In anticipation of changing environmental laws, RTA will incorporate environmentally friendly equipment/features in the building design.

Estimates for the cost of building the facility will be shared with the Board as the design/engineering process continues.

The RTA will continue to work with SLO County on recruitment for Operations Manager, Human Resources Officer, and Accounting Technician positions. Multiple applications have been submitted for all positions.

4. Action Items

B-1 FY 19-20 Budget Assumptions (Approve): **Mr. Straw** noted that Mrs. Tania Arnold was in Monterey attending the unveiling of an ADA applicant evaluation facility, so he will be delivering budget assumptions in her place. Some key issues that the RTA is considering in this budget cycle are SCT consolidation, issues with retirement benefits, continued issues with liability costs, looking for legislative relief on liability costs, and joint transit electrification issues. The RTA will also continue to focus on Runabout costs, as well as staff recruitment and retention. We expect property insurance will increase due to significant losses in the property insurance market; we also will implement wage increases identified in the collective bargaining agreement. The RTA will not be asking for increases in the number of full time employees except for the training supervisor. **Mr. Straw** requested the committee to review and comment on the updates to the proposed budget calendar.

Committee Member Comment: None

Public Comment:

Mr. Eric Greening stated that he believes the RTA should keep driver compensation as high as possible and it is the best use of money. Passengers feel much safer if drivers don't have to moonlight or do overtime to keep a living wage.

Vice President Peschong moved to approve item B-1 and **Mr. Ed Waage** seconded. The motion passed by voice vote unanimously.

B-2 Zero-Emission Vehicle Purchase Policy (Approve)

Mr. Straw stated this policy presents an opportunity for multiple agencies to jointly work together, such as cooperatively developing on-route charging stations for battery electric buses (BEB). California has required all transit agencies be zero emission by 2040, and 25% of bus purchases must be zero emissions by 2026, and all bus purchases be zero emission 2029. BEBs makes the most sense for this county because hydrogen technology does not work yet. This policy will create a new standard of how we evaluate the purchase of and recharge buses.

Committee Member Comment: None

Public Comment:

Mr. Greening asked if the school districts are under the same policy, and if they are, can they be included in the discussion.

Mr. Straw responded that the school districts haven't been included yet.

Mr. Waage moved to approve item B-2 and **Vice President Peschong** seconded. The motion passed by voice vote unanimously.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes 10/10/18 (Approve)

Ms. Nina Negranti stated that because none of the current committee members were at the previous RTA Executive Committee meeting, they will only be able to receive and file the minutes rather than approve them.

Mr. Waage moved to receive and file the Executive Committee Meeting Minutes from October 10, 2018 and **Vice President Peschong** seconded. The motion passed by voice vote unanimously.

6. Agenda Review:

Draft RTA Board Agenda 03/06/19

Committee Member Comment: None

Mr. Waage moved to approve the draft RTA Board Agenda for March 6, 2019 and **Vice President Peschong** seconded. The motion passed by voice vote unanimously.

7. Adjournment: President Strong adjourned RTA Executive Committee meeting at 12:32 PM.

Respectfully Submitted,

Acknowledged by,

Chelsea Fowler
Administrative Assistant

Fred Strong
RTA President 2019