

REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday October 9, 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)
4. **Action Items**
 - B-1 Consider Fiscal Year 2018-19 Capital Budget Amendment (Approve)
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of August 14, 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. **November 6, 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)

Action Items

- B-1 Fiscal Year 2018-19 Capital Budget Amendment (Approve)
B-2 Annual Fiscal Audit Fiscal Year 2018-19 (Accept)
B-3 Equal Employment Opportunity Plan Update (Approve)

Consent Items

- C-1 Executive Committee Meeting Minutes of August 14, 2019 (Information)
C-2 RTA Board Meeting Minutes of September 4, 2019 (Approve)
C-3 Agreement for Facility Lease at 800 Rodeo Drive in Arroyo Grande (Approve)
C-4 Agreement for Construction Services – RTA Downtown Transit Center (Approve)
C-5 Agreement for Construction Management Services – Bus Maintenance Facility (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**
8. **Adjournment**

Next RTA Executive Committee Meeting: **December 11, 2019**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
EXECUTIVE COMMITTEE
OCTOBER 9, 2019
STAFF REPORT**

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2019-20 Capital Budget Amendment

ACTION: Bring FY19-20 Capital Budget Amendment to Board for Approval

PRESENTED BY: Tania Arnold

STAFF RECOMMENDATION: Recommend Approval of Capital Budget Amendment

SUMMARY:

The Fiscal Year 2019-20 RTA operating and capital budget was adopted on May 1, 2019 and was based on a range of assumptions, including pending delivery dates for FY18-19 capital projects. At this time, staff is bringing back capital items that are being carried over from FY18-19 to FY19-20. Please note, none of the carried-over capital project require additional funds.

The following is a detailed description of the proposed budget adjustments that have been incorporated and highlighted in the amended budget on the following pages with financial implications noted in the descriptions below.

1. Computer System Maintenance/Upgrades: \$9,500 comprised of State Transit Assistance (STA) Funds used for computer replacements.
2. Maintenance Equipment: \$25,310 funded with Federal Transit Assistance (FTA) Section 5307 Funds and STA for items such as a parts washer to improve the safety and efficiency of the shop.
3. Specialized Maintenance Tools: \$85,200 funded with FTA Section 5307 and STA for specialized shop tools, mobile column vehicle lift, and heavy-duty floor scrubber.
4. Vehicle Intelligent Transportation System: \$17,350 funded with Proposition 1B Safety and Security funding to implement continued improvements to the Transit Tracker system.
5. Bus Stop Improvements / Bus Stop Solar Lighting: \$136,860 funded with a mix of Proposition 1B Safety and Security, FTA Section 5307 and FTA Section 5339 to

complete the downtown transit center improvements and the improvements identified in the Bus Stop Improvement Plan adopted by the Board in March 2017.

6. Support Vehicle: \$18,000 comprised of STA Funds used for the purchase of a replacement staff support vehicle.
7. Cutaway and Dial-A-Ride Vehicles: \$5,000 comprised of STA Funds for the purchase of replacement mobile data tablets.
8. Short Range Transit Plan – Nipomo: \$22,750 comprised of STA Funds for the County portion of the Short Range Transit Plan currently being conducted for South County Transit and the County Dial A Ride programs.
9. Bus Maintenance Facility Project: \$1,762,190 which includes funding FTA Section 5307, STA SB1 State of Good Repair, and STA SB1 Augmentation for design and engineering.

As noted above, the net effect for the above referenced budget adjustments results in no financial impact on the jurisdictions.

Note that on September 25, 2018 the RTA was allocated a Department of Transportation grant to help fund the new RTA Bus Garage facility that is currently in design. The amount awarded was \$6.285 million, which was the largest grant amount awarded in California and was made possible by a unique community partnerships between the RTA, SLOCOG, CAPSLO, and the City and County of San Luis Obispo. These funds are not included in this budget amendment, since it will be used for construction which will be occurring after the current fiscal year.

Staff Recommendation

Recommend the Board approve the budget amendment as indicated in the staff report.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
PROPOSED AMENDED CAPITAL REVENUE BUDGET FOR 2019/2020**

	2018/2019 COMBINED ACTUAL	2019/2020 ADOPTED CAPITAL BUDGET	2019/2020 AMENDED CAPITAL BUDGET	2019/2020 ADOPTED SLOCAT BUDGET	2019/2020 ADOPTED N. COUNTY BUDGET	2020/2021 PROJECTED CAPITAL BUDGET	2020/2021 PROJECTED SLOCAT BUDGET	2020/2021 PROJECTED N. COUNTY BUDGET
FUNDING SOURCES:								
1. CAPITAL PROJECTS RESERVE								
1. ESTIMATED FUND BALANCE	1,039,110	530,800	530,800	119,330	342,580	512,610	119,330	5,320
2. LESS REQUIRED RESERVES FOR FISCAL YEAR								
CAPITAL PROJECTS RESERVE								
TOTAL	992,710	512,610	512,610	119,330	5,320	470,457	5,430	5,320
3. FUND BALANCE AVAILABLE	46,400	18,190	18,190	-	337,260	42,153	113,900	-
NON TDA SOURCES								
STATE TRANSIT ASSISTANCE (STA) WITH SBI AUGMENTATION	482,339	469,410	638,131	22,750	5,190	469,410	-	-
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)	-	-	98,390	-	-	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	36,600	-	1,029,320	-	-	400,000	-	-
STA SBI AUGMENTATION (Prior Years) & STATE OF GOOD REPAIR	165,681	-	9,800	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT & BUS MAINTENANCE FACILIT	659,015	-	-	-	-	-	-	-
CONGESTION MITIGATION AND AIR QUALITY (CMAQ)	396,000	-	-	-	-	-	-	-
RURAL TRANSIT FUND (Capital)	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	1,069,983	290,640	534,890	-	-	263,520	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	-	-	-	-	-	6,285,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - Bus and Bus Facilities	942,506	351,900	697,330	-	-	294,150	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	431,812	-	486,890	-	-	263,520	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	969,983	290,640	-	-	-	-	-	-
4. TOTAL FUND BALANCE & NON TDA FUNDING	5,153,917	1,402,590	3,494,750	22,750	543,440	7,975,600	-	-
5. NET TDA REQUIREMENTS/FINANCING NEEDED FOR BUS MAINTENANCE FACILITY	-	-	-	-	-	8,017,753	113,900	-
6. TOTAL FUNDING SOURCES	5,200,317	1,420,780	3,512,940	22,750	880,700	13,770,220	113,900	-
FUNDING USES:								
7. CAPITAL	4,988,014	1,420,780	3,512,940	22,750	880,700	13,770,220	113,900	-
8. LOAN PAYDOWN	212,303	-	-	-	-	-	-	-
9. TOTAL FUNDING USES	5,200,317	1,420,780	3,512,940	22,750	880,700	13,770,220	113,900	-

Capital Expenditures		Actual Capital Expenditures FY 2018-19	Adopted Capital Budget FY 2019-20	Amended Capital Budget FY 2019-20	Projected Capital Budget FY 2020-21	Projected Capital Budget FY 2021-22	Projected Capital Budget FY 2022-23	Projected Capital Budget FY 2023-24
Capital/Studies:								
Computer System Maintenance/Upgrades		33,869	46,020	55,520	48,320	50,740	53,280	55,940
Miscellaneous Capital		-	-	25,310	-	-	-	-
Maintenance Equipment		-	89,460	174,660	-	-	-	-
Specialized Maintenance Tools		-	-	10,000	-	-	-	-
Desks and Office Equipment		-	-	-	6,600	-	-	-
Radios		-	-	-	-	-	-	-
Vehicle ITS/Camera System		43,991	-	17,350	-	-	-	-
Bus Stop Improvements/Bus Stop Solar Lighting		103,960	252,860	389,720	265,500	278,780	292,720	307,360
Bus Rehabilitation		-	-	-	-	-	-	-
Vehicles		-	-	-	-	-	-	-
Support Vehicles		-	-	18,000	56,700	63,000	-	-
40' Coaches		3,144,199	-	-	631,800	1,326,700	4,875,600	-
Trolley replacement vehicles		-	-	-	-	-	253,300	-
Cutaway and Dial A Ride Vehicles		83,793	880,700	880,700	113,900	-	133,000	-
Runabout Vehicles		668,692	555,200	560,200	261,300	316,600	-	-
Total Capital Outlay		4,078,504	1,824,240	2,131,460	1,384,120	2,035,820	5,607,900	363,300
Loan Pay down		212,303	-	-	-	-	-	-
Short Range Transit Plans - Nipomo		909,510	499,990	22,750	12,500,000	12,500,000	-	-
Elks Lane Project		-	-	2,262,180	-	-	-	-
TOTAL FUNDING USES		5,200,317	2,324,230	4,416,390	13,884,120	14,535,820	5,607,900	363,300



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 08/14/19

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
Jon Ansolabehere, 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 stated that he was on Route 9 as it left the Atascadero post office and the bus was at full capacity with wheelchairs; he asked if RTA tracks wheelchair/mobility items capacity on buses to prepare for extra wheelchairs. Does RTA have a policy/procedure when the bus is full and another person in a wheelchair is at the next stop?

Mr. Geoff Straw stated that the additional wheelchair is called in and a Runabout driver or road supervisor in the area will provide a courtesy transport if possible for the passenger within 15 to 20 minutes. Retired Runabout vehicles are used by supervisors to assist ADA passengers and to address full bike racks (when possible).

3. Information Items:

A-1 Executive Director's Report (Verbal; Receive)

Mr. Straw stated there is a battery electric bus (BEB) demonstration coming next week; the previous demo BEB did not do well over the grade, so RTA needs to conduct more trial runs to test the vehicles. This demonstration will be a full seated passenger capacity test of the BEB's performance on Route 9N; Board members are invited to ride on BEB. RTA has hired Melissa Mudgett as Grants & Finance Manager; she started August 5th. She had previously worked for SLO City and has grants management experience. The Government Center passenger facility improvements grant went through; RTA is expecting to take the project to bid for construction, and by next meeting will have fully negotiated contract. Cuesta College is provided fare-free service for first 2 weeks; this a result of a partnership between RTA and Cuesta where each pay half of the foregone fares.

President Strong asked if the Government Center grant is a totally different grant than what was awarded for the Bus Maintenance Facility project. **Mr. Straw** stated that the funds for the Government Center project is bus stop improvements money that has been collected for 4 years; the Bus Maintenance Facility project is being separately funded.

A-2 Schedule for Financing & Construction of Bus Maintenance Facility (Receive)

Mr. Straw stated that the grant application for FTA Section 5339(b) is still pending; the funding will need to be ready for construction in March 2020.

President Strong asked if there is a backup plan if we don't get the grant.

Mr. Straw stated that if we don't get the grant we use TIFIA; RTA admin will need to make a trip in October to DC. RTA would be the first rural TIFIA-funded project in the nation.

Mr. Pete Rodgers stated that he is meeting with Salud Carbajal at the end of the month and will bring the project up for discussion.

Mr. Greening asked if there overlap between construction for bus garage and construction of the overpass, and if those projects will interfere with each other.

Mr. Straw stated that there is no interference between the projects; RTA is still negotiating with the City of SLO on the Elks Lane realignment portion of the project.

4. Action Items:

B-1 Authorize Procurement of Bus Garage Construction Management Services (Action)

Mr. Straw stated that this item is budgeted for and fully funded; RTA is requesting the authority to go out to bid and have construction management services on site.

Board Member Ed Waage made a motion to approve agenda item B-1 and **President Strong** seconded the motion. The motion passed via voice vote.

5. Consent Items:

C-1 Executive Committee Meeting Minutes of February 6, 2019 (Approve)

Board Member Ed Waage made a motion to approve agenda item C-1 and **President Strong** seconded the motion. The motion passed via voice vote.

6. Agenda Review:

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

a. 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)

b. 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)

c. 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)

d. 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.

Board Member Ed Waage made a motion to approve the proposed September RTA Board Agenda and **President Strong** seconded the motion. The motion passed via voice vote.

7. Board Member Comments

The committee discussed concern with performance of Route 9 and looking for other grant opportunities for electrification of the RTA fleet.

Mr. Greening asked if RTA has a backup plan regarding loss of power due to a PG&E shutdown, considering that the fleet will soon be electric. Will there be solar panels powering the fleet?

Mr. Straw stated that the solar panels on site are only intended to electrify the campus. Antelope Valley Transit has a diesel generator that can charge 20 buses, which could be a backup option.

President Strong stated that when RTA makes the decision for solar provider for the site, the agency should look at State of Hawaii provider that has proven to be successful.

President Strong adjourned the RTA Executive Committee Meeting at 10:32 AM.

Next RTA Executive Committee Meeting: October 9, 2019

Respectfully Submitted,

Chelsea Fowler
Administrative Assistant

Acknowledged by,

Fred Strong
RTA President 2019