



RTA BOARD AGENDA

**Wednesday, January 11, 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: vacant

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: vacant

Heather Moreno (Atascadero)
Karen Bright (Grover Beach)
vacant (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.

A. CONSENT AGENDA:

- A-1 Executive Committee Meeting Minutes of October 19, 2022 (Information)
- A-2 RTA Board Meeting Minutes of November 2, 2022 (Approve)
- A-3 Paso Robles Bus Parking Yard CEQA Mitigations Fifth/Final Annual Monitoring Report (Receive)
- A-4 Annual Fiscal & Compliance Audit and Annual Single Audit (Accept)
- A-5 FTA 5307, 5339 and CMAQ Grant Programs Administration (Adopt)
- A-6 FTA Section 5311 Grant Application (Adopt)

- A-7 Low-Carbon Transit Operations Program (LCTOP) Grant Application (Approve)
- A-8 Rural Transit Funds Grant Application (Approve)
- A-9 California SB-1 State of Good Repair (SGR) Grant Application (Approve)
- A-10 Declare Vehicle Surplus – South County Transit Support Vehicle (Authorize)
- A-11 Authorize FTA 5339 Carryover and TDA Funds, Purchase Order to Replace Six (6) ADA Minivans and Pursuit of Grant funds to Backfill Price Increases (Authorize)
- A-12 FTA Certifications and Assurances (Authorize)
- A-13 Agreement for Digital Media Services (Approve)
- A-14 Supplemental Agreement with Goodyear for Tire Leasing (Approve)

B. INFORMATION AGENDA:

- B-1 Executive Director's Report (Receive)
- B-2 Bus Maintenance Facility Update and CEQA Mitigations 1st Annual Monitoring Report (Receive)
- B-3 ICT Rollout Plan Update (Receive)

C. ACTION AGENDA:

- C-1 Equal Employment Opportunity Plan Update (Approve)
- C-2 Cuesta Fare Free Agreement (Approve)

D. CLOSED SESSION ITEMS:

- D-1 Conference with Labor Negotiators (Gov. Code § 54957.6)
Agency designated representatives: Geoff Straw, Executive Director
Employee organization: Teamsters Local 986
- D-2 Executive Director Performance Evaluation (Govt. Code Section 54957)

E. BOARD MEMBER COMMENTS

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



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 10/19/2022

A-1

Members Present: Debbie Arnold, District 5 Supervisor, **Vice President**
John Peschong, District 1 Supervisor
Ed Waage, City of Pismo Beach, **President**

Members Absent: None

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director/CFO
Tina Halterman, Administrative Assistant
Jon Ansolabehere, RTA Counsel

1. **Call to Order and Roll Call:** **President Ed Waage** called the meeting to order at 1:01 p.m. and roll call was taken. A quorum was present.

2. **Public Comment:** None

3. **Closed Session:** None

4. **Consent Items**

A-1 Executive Committee Meeting Minutes of July 13, 2022 (Approve)

Board Member John Peschong made a motion to approve consent agenda item A-1 and **Vice President Debbie Arnold** seconded the motion. The motion passed unanimously via voice vote.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JOHN PESCHONG	X		
ED WAAGE	X		

5. **Information Items:**

B-1 Executive Director's Report (Verbal, Receive)

Mr. Geoff Straw provided an update regarding the impact of COVID on the organization and noted the recent change in the definition of close contact and also noted there are currently three staff members out with COVID. Staff is awaiting the final delivery of the bus chargers to be installed next month with will complete the bus maintenance facility project. **Mr. Straw** discussed staffing levels and noted that levels are the same as they were in May and when someone leaves someone new has started. The bid in August has reduced the number of employees need and staff continues to

run the service as scheduled but is unable to staff school trippers which has resulted in some standing loads. Ridership, including on Runabout, is still down in comparison with pre-pandemic number but it continues to come up, and more staffing resources will be needed as it continues to increase.

Mr. Straw noted staff conducted a wonderful bus rodeo on October 9th at the new bus maintenance facility and thanked **President Waage** for attending. Jose Flores was the winner, and announced he will no longer compete after winning three times. It was a wonderful opportunity to celebrate the Bus Operators and appreciated the partnerships needed to make the event a success.

Mr. Straw discussed the grant application that staff had submitted under the TIRCP program for eleven electric buses at the same time funding was requested under the federal 5339 program. When staff was awarded the 5339 funding, the TIRCP request was adjusted down to just the local match but was unsuccessful. Staff will requested Board authority to try again in early 2023. **Mr. Straw** concluded the report.

Ms. Debbie Arnold noted other agencies are also facing the same staffing issues. **Mr. Straw** noted we have been okay due to lower ridership but we are concerned.

Public Comment: None

Item was received and filed by the Committee.

6. **Action Items:**

C-1 Fiscal Year 2022-23 Operating and Capital Budget Amendment #1 (Recommend)

Ms. Tania Arnold noted the budget originally adopted in May 2022 included only new items and at that time it was noted that carryover capital items not completed by the end of FY21/22 would be brought back to the Board for consideration as part of a budget amendment, and that budget amendment will require no additional funds. This is that budget amendment, but in addition to amending for capital items, an amendment for additional STA funding discussed at the October SLOCOG Board meeting is also included. The additional STA funding is being reserved to offset the potential impact of the urbanized area designation will have on FTA funding.

Ms. Tania Arnold then reviewed the changes in operating revenue of the increase in offset reserve and the increase in STA funding. The changes in capital revenue come from an increase in starting reserves, which is local funding designated for capital projects not completed, carryover in Prop 1B, and carryover federal funding. There are no changes to operating expenditures. Changes to capital expenditures are for various items including large capital repairs for engine rehabs, fixed route vehicles for South County Transit, and vehicles for Runabout.

Ms. Tania Arnold concluded the report and noted the staff recommendation for the Committee is: Recommend staff provide Budget Amendment #1 to the Board for approval at the November 2, 2022 Board meeting.

Mr. Straw discussed the impacts of the delays in the vehicles including the anticipated arrival of the Arbocs and the continued uncertainty of the Route 15 vehicles and how vehicles may need to be

moved around in order to keep service running. The cost impact of the Route 15 vehicles, in addition to the delay, has been hard on the organization.

Public Comment: None

Board Member Peschong made a motion to approve consent agenda item C-1 and **Vice President Arnold** seconded the motion. The motion passed unanimously via roll call vote.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JOHN PESCHONG	X		
ED WAAGE	X		

7. **Mr. Straw** went over the agenda for the November 2, 2022 Board meeting agenda. It was noted that there will be a delay to the short range transit plan and it will be pulled from the November agenda but may come back to the Board in January. **Ms. Tania Arnold** noted there will be an additional item to address the procurement of the Route 15 vehicles. **Mr. Straw** noted the closed session will likely be cancelled but the RTA may bring the item to the Board in December after the SLOCOG Board meeting.

Public Comment: None

The Committee reviewed and had no comment.

8. **Adjournment**

The meeting was adjourned at 1:28 p.m.

Next RTA Executive Committee Meeting: **December 14, 2022**

Respectfully Submitted,

Acknowledged by,

Tania Arnold
Deputy Director/CFO

Ed Waage
RTA Board President 2022

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DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
BOARD MEETING MINUTES OF NOVEMBER 2, 2022
A-2

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Vice President)
KAREN BRIGHT, CITY OF GROVER BEACH
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JOHN HEADDING, CITY OF MORRO BAY
HEATHER MORENO, CITY OF ATASCADERO
DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
JIMMY PAULDING, CITY OF ARROYO GRANDE
ANDY PEASE, CITY OF SAN LUIS OBISPO
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO
FRED STRONG, CITY OF PASO ROBLES
ED WAAGE, CITY OF PISMO BEACH (President)

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
TANIA ARNOLD, CFO/DEPUTY DIRECTOR
MARY GARDNER, MARKETING AND COMMUNITY RELATIONS
TINA HALTERMAN, ADMINISTRATIVE ASSISTANT
JOHN HOLCOMB, BUS OPERATOR AND EMPLOYEE OF THE QUARTER
JON ANSOLABEHERE, SAN LUIS OBISPO COUNTY COUNSEL

CALL MEETING TO ORDER, ROLL CALL: President Ed Waage called the meeting to order at 9:01 AM and roll call was taken. A quorum was present.

PUBLIC COMMENT:

Mr. Eric Greening stated that he is speaking to the Board members as the RTA and SLOCOG Boards as he believes drivers should be compensated as public safety professionals as it is a grueling job. He noted that the Board members feel fiscal constraints, but are generous also and asked for RTA to be made whole with the LTF funds available since transit is the primary use of these funds since the RTA has declined using these funds when they were not needed. Now due to the census issues, the fear of a shortfall shouldn't constrain the Board members' generosity to the employees who have the passengers' lives in their hands.

STATEWIDE UPDATE FROM STATE SENATOR JOHN LAIRD:

President Waage gave a brief introduction of **Senator John Laird** stating that he serves as the Chair of the Senate Budget Sub-Committee of Education, as Vice Chair of the Joint Legislative Audit Committee, and a number of other committees including the powerful Appropriations Committee and the Budget & Fiscal Review Committee. **President Waage** stated that he appreciates that we have a powerful voice in Sacramento.

Senator Laird shared a bit of history by stating that he was once the Chair of his Regional Transportation Commission and then went to the State Transportation Commission to address them. He shared that

yesterday he traveled 200 miles along the coast and he saw firsthand what the RTA is dealing with in terms of rural roads.

Senator Laird reported that this has been a busy year for him with various tasks, but the one pertinent to this area was Diablo Canyon. Concern is about transportation and budget was noted and wanting to know over time, how far that money reaches and the status of local projects in case it has to be revisited next year due to ambiguity. Hard on transportation projects that impact the region are a priority.

President Waage asked if there were any questions from the Board members. There were no questions, although **Board Member Fred Strong** asked **Senator Laird** to take a copy of his national report as President of CALCOG and a State of California representative on the National Board of Directors of Regional Councils. **Board Member John Peschong** thanked **Senator Laird** for his help with Diablo Canyon. **Board Member Andy Pease** thanked **Senator Laird** for the climate action work.

Ms. Pease asked how Senator Laird envisioned transit and rail are going to fair going forward. **Senator Laird** stated that it should be prioritized, but that in the climate working group an unresolved issue is transportation. He discussed barriers to electric vehicle charging and affordability issues. **Senator Laird** further stated that a lot of money has been put to high speed rail but noted the question if there equity towards all parts of the state and not to just some.

Vice President Debbie Arnold shared that her appreciation of Senator Laird for taking the time to go out into the eastern part of the county. **Senator Laird** stated that it is hard to do roads in places where there is a limited population.

Mr. Strong spoke of rail being extremely important in that Senator Laird mentioned high speed rail and one of the areas that it ignores is here. He mentioned the Amtrak Surfliner train and how we are experiencing bluff erosion and the sea level rise which is disrupting our entire area. **Senator Laird** noted he will work with to stay on top of it and that it is also true of roads, not just rail.

President Waage mentioned Pismo Beach congestion relief. **Senator Laird** discussed funding allocation and the impact that has had on projects.

Board Member Heather Moreno thanked Senator Laird for the funding that secured for Atascadero combined with the SLOCOG funding for the downtown infrastructure enhancement

Public Comment: **Mr. Greening** thanked Senator Laird for being here and for all that he does to represent us and reiterated spending priorities and local rail projects.

President Waage thanked Senator Laird for joining us this morning to give us an update and to give us a chance to have questions and answers time.

A. CONSENT AGENDA:

- A-1 Executive Committee Meeting Minutes of July 13, 2022 (Information)
- A-2 RTA Board Meeting Minutes of August 3, 2022 (Approve)
- A-3 RTAC Minutes of April, 2022 (Approve)
- A-4 RTAC Minutes of January 20, 2022 (Approve)
- A-5 Authorize New SLOCPT Rates for July 2022 Implementation (Approve)
- A-6 FTA Transit Asset Management Plan Update (Receive)
- A-7 Purchase Order for Battery Electric Buses & Declare Vehicles Surplus (Approve)
- A-8 FY21-22 Strategic Business Plan Results (Receive)
- A-9 Purchase Order Amendment for Route 15 Vehicles & Declare Vehicles Surplus (Approve)

Mr. Geoff Straw stated there are 3 corrections to the agenda and an update. Due to a formatting error, all votes on page A-3-4 (agenda page 10 of 120) are displayed as “no”, but the narrative shows as unanimous votes.

Regarding Agenda Item A-5 with regard to the SLOCPT rates (agenda page 15 of 120), **Mr. Straw** clarified that there are 12 members from our agency on SLOCPT (management, administrative, and confidential employees). The total cost for the January option is \$13,220 and if we wait until July, there is a higher rate at roughly \$520 increase. **Mr. Straw** stated that we are asking to get direction on our recommendation which is to wait until July, but the question is who picks up the additional amount. Traditionally, the agency has picked it up. This can be decided between now and then and can be noted on an agenda as a future item. We need to let SLOCPT at this meeting the date option being selected (January or July 2023).

Mr. Straw shared that on page A-6-8 (agenda page 24 of 120) where it says “good repair”, it should actually state “adequate or better repair”, not “good repair” so that it aligns with the table. We will fix that and submit that to the Federal Transit Administration.

Mr. Straw provided an update on the Route 15 buses, noting they have more than doubled the design life. Other transit and non-profit agencies are interested in them once they are disposed, even with that many miles on them, they are looking for vehicles and really anything that they can get.

President Waage asked if Board members had any questions or clarifications. **Ms. Moreno** stated that she thought that on A-5 it would be good to have a policy on who picks up the increases and to bring that back would be a good idea. **Ms. Moreno** added that maybe the Executive Committee could talk about that and decide on whether to bring that forward. **President Waage** asked **Mr. Straw** to schedule that for the next Executive Committee meeting.

Public Comment: None.

Board Member Moreno made a motion to approve the consent agenda, and **Board Member Strong** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD (Vice President)	X		
KAREN BRIGHT	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
JOHN HEADDING	X		
HEATHER MORENO	X		
DAWN ORTIZ-LEGG	X		
JIMMY PAULDING	X		
ANDY PEASE	X		
JOHN PESCHONG	X		
FRED STRONG	X		
ED WAAGE (President)	X		

B. INFORMATION AGENDA:

B-1 Executive Director's Report (Receive)

Mr. Straw mentioned that Regional Transit Authority Committee (RTAC) met on October 20, 2022, there was not a quorum, but they did recommend that agenda item C-1 be approved.

Mr. Straw confirmed that staffing challenges still exist as we need Bus Operators. Two are currently in training right now and hopefully will be done soon. Mr. Straw shared other new hires including Shelby Walker, Human Resources Officer; Erin Newman, Accounting Tech – Administration; Tina Halterman, Administrative Assistant; Vicki Ayala, Accounting Tech – Maintenance; and Emilio Sandoval, Parts Clerk.

Mr. Straw mentioned that the first Bus Roadeo in two years was held in October. Jose Flores was the winner at our Roadeo. A few years ago Jose won our Roadeo, won the state competition and was sent to the nationals where he came in 13th place. This year's second place went to Jason Namla, and third place went to Josh McDonald. Staff was also able to have the Employee of the Quarter barbecue and that this was a great event all the way around. President Waage also attended the Roadeo this year and helping with drawing the names for prizes.

Mr. Straw reported that three vehicles ordered on Chevrolet chassis have not been canceled, the VIN numbers have been assigned. When they arrive, they will be put on Route 15 until the other vehicles get here.

Mr. Straw shared that a lot of the work in marketing in the past year has been focused on hiring employees and the sign on bonus seems to be working.

Mr. Straw announced that we have two Employee of the Quarter winners to be recognized since the Board has not met in a while. John Holcomb was Employee of the Quarter for the previous quarter. He was nominated because he's always cheerful, always willing to help others, makes sure the job is done, and picks up extra shifts when it's needed. It's important to have somebody as dependable and friendly as John. He is great to work with and always gives information back to dispatchers since he's out there on the road. He's just a great employee.

Mr. John Holcomb informed everyone that he's been with the RTA for 9 years. He shared that his attitude comes from watching the drivers who were here when he came on board as this was his first transit experience. He mentioned that his job has been very rewarding and interesting.

Mr. Straw announced that the second Employee of the Quarter is Mr. Greg Rowan (absent). Mr. Rowan is another person who is a fantastic driver. He drives the North County out of our Paso Robles yard. We are really happy to have him as part of our team, as he has been with us for a couple of years now and has shown that he's a great team member and a great employee.

Mr. Straw discussed the agreement with Cuesta College for free fare rides for all students in the North County in Paso Robles. Cuesta got additional funding to allow a fare free service as they started opening up classes here at the main campus in San Luis Obispo. We are working with them right now hoping to make this a longer term fare free agreement.

Mr. Straw shared a video of Paso Robles anatomy students taking a bus trip to Cal Poly which is a great way to teach the kids how to use the service, to feel comfortable in asking the driver questions, paying fares, how to read a schedule, and more.

Mr. Straw noted the senior staff a one day senior manager's strategic planning retreat, this year attending the Clean Air Summit at Gold Coast Transit in Oxnard. Staff is not looking into a more complex

technology such as hydrogen, but will keep this open as an idea. The real challenge is going to be staff to manage this and the technical expertise in this region for hydrogen. As it matures and other agencies that successful with it, the discussion will continue.

Mr. Straw reported that staff is working with SLOCOG on tracking the small urbanized areas issue. We have talked with all the City Managers and emailed the Finance Managers to let them know that this is an issue. We are trying to keep everyone involved and updated.

Mr. Straw also reported that we are finalizing our fiscal audit, and the triennial performance audit is also happening for FY 2019-20 and FY 2021-22. The operating results for FY 2021-22 were discussed. Although ridership is down, the RTA is tracking along with the nation and they have about the same numbers. Operating Costs for FY 2021-22 were roughly 95% but not running all the express trips are running. The South County Transit unaudited FY 2021-22 financial and operating results are included in the agenda also for reference.

President Waage asked for any Board Member questions. **Ms. Moreno** noticed in the prior Regional Transit Advisory Committee (RTAC) minutes there were some discussions on the farebox recovery ratio requirement. **Mr. Straw** noted he serves on the Small Operators Committee for the California Transit Association and Omar serves at the President of the Board of California Association of Coordinated Transit and both groups are trying to get the word out to CALSTA the transit authority for the state that the farebox recovery ration requirement is something all agencies need relief on.

President Waage commented that the Roadeo was fantastic. He thanked the many RTA staff who helped put on the event and the Cal Poly students that helped with the contest judging. It was a key thing to see all the families in attendance. He appreciated that the vendors provided a lot of great prizes and the event really didn't cost us very much at all except for staff time.

Public Comment: **Mr. Greening** offered his congratulations to both Bus Operators who were Employee of the Quarter. The public needs to be notified of holiday bus schedule changes, specifically regarding the timing of the last bus scheduled on each route so that riders can plan ahead.

Ms. Pease appreciated the conversation about the hydrogen fuel and being open with both his current concern and being open to how that might progress.

Ms. Ortiz-Legg discussed the garbage plant where they are taking the food waste and generating energy. Ms. Ortiz-Legg also discussed Bus Operator pay during training. **Mr. Straw** responded that they are paid during the training once they get their permit and we pay for some time associated with the pre-permit study sessions if a candidate needs help studying.

Mr. Straw noted that staff printed out 3,000 customized schedules that the drivers will give out the week before Thanksgiving so that people have a physical schedule in addition to putting them up on the LCD screen inside of the bus and the most used bus stops.

President Waage spoke about hydrogen fuel cells fuel cell technology might be okay for man powered space craft, but for buses, with the kind of technology and the kind of maintenance that is required, the risk makes it seem that it's a last choice for us.

Board Member Strong made a motion to receive and file item B-1 from the information agenda, and **Board Member John Headding** seconded the motion. The motion passed unanimously via voice vote.

B-2 Bus Maintenance Facility Update (Receive)

Mr. Straw discussed the punch list and the delayed item which is the bus chargers. Fortunately we don't have buses yet, so it's not holding up any service yet. The underground work was inspected last week, they poured the concrete, the equipment should be here shortly, and the goal is to be fully commissioned, we are ready to charge. We can also serve as a backup to SLO Transit and Santa Maria Regional Transit as they are getting electric buses as well.

Mr. Straw reported that the five Charge Point level 2 chargers have been installed. Once the project is done, a final report will be provided.

President Waage asked for questions or comments from the Board. There were none.

Public Comment: None

Board Member Strong made a motion to receive and file item B-2 from the information agenda, and **Board Member Peschong** seconded the motion. The motion passed unanimously via voice vote.

C. ACTION AGENDA:

C-1 Fiscal Year 2022-23 Operating and Capital Budget Amendment #1 (**Approve**)

Ms. Tania Arnold noted the budget originally adopted in May 2022 included only new items and at that time it was noted that carryover capital items not completed by the end of FY21/22 would be brought back to the Board for consideration as part of a budget amendment, and that budget amendment will require no additional funds. This is that budget amendment, but in addition to amending for capital items, an amendment for additional STA funding discussed at the October SLOCOG Board meeting is also included. The additional STA funding is being reserved to offset the potential impact of the urbanized area designation will have on FTA funding.

Ms. Tania Arnold then reviewed the changes in operating revenue of the increase in offset reserve and the increase in STA funding. The changes in capital revenue come from an increase in starting reserves, which is local funding designated for capital projects not completed, carryover in Prop 1B, and carryover federal funding. There are no changes to operating expenditures. Changes to capital expenditures are for various items including large capital repairs for engine rehabs, fixed route vehicles for South County Transit, and vehicles for Runabout.

Ms. Tania Arnold concluded the report and noted the staff recommendation Board is the adopt budget amendment #1 as presented.

President Waage asked for questions from the Board. There were none.

Public Comment: **Mr. Greening** stated that as the Chair of RTAC, he can confirm what **Ms. Tania Arnold** said in that we were just one short of a quorum, so we had an informal discussion rather than a formal meeting. No significant concerns were raised with this, and there was a general sense of approval. What we are seeing here is that it doesn't raise particular policy questions or change of direction questions.

Board Member Heather Moreno made a motion to approve consent agenda item C-1 and **Board Member Fred Strong** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD (Vice President)	X		
KAREN BRIGHT	X		
LYNN COMPTON	X		
BRUCE GIBSON	X		
JOHN HEADDING	X		
HEATHER MORENO	X		
DAWN ORTIZ-LEGG	X		
JIMMY PAULDING	X		
ANDY PEASE	X		
JOHN PESCHONG	X		
FRED STRONG	X		
ED WAAGE (President)	X		

D. CLOSED SESSION ITEMS: None

E. BOARD MEMBER COMMENTS:

Mr. Strong mentioned that he handed out his report to save time and that he serves on the Board of Directors at the National Association of Regional Councils.

President Waage shared that the next meeting is scheduled for January 4, 2023 right after the holidays when the new transition of officers happens and a few Board Members will not be available to attend. He recommended having the meeting on January 11, 2023 if no objections. There were none.

The meeting was adjourned at 10:15 AM.

Next regularly-scheduled RTA Board meeting is **January 11, 2023**

Respectfully Submitted,

Acknowledged by,

Tina Halterman, Administrative Assistant

Ed Waage, RTA President 2022

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Paso Robles Bus Parking Yard CEQA Mitigations
Fifth/Final Annual Monitoring Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

The RTA Board of Directors certified a Mitigated Negative Declaration (MND) report for the *RTA Use of County Yard for Bus Parking Facility in Paso Robles* project on September 14, 2016. The MND identified 19 mitigations¹ that were required to minimize to less-than-significant or completely avoid on-going/long-term environmental impacts that would occur as a result of the project.

As background, the purpose of the project is to provide storage for up to fourteen 40-foot and 45-foot fixed route coaches, five 25-foot cutaway vans, and 26 employee parking spaces, as well as placement of a modular office building. Construction of the project was completed in April 2018, and all North County transit operations were transitioned to the new facility on May 20, 2018. As denoted in the Mitigations Monitoring Report table at the end of this document, all construction-related mitigations were fully implemented and are now considered complete. One on-going monitoring issue is #10, which is cut/pasted below:

Mitigation Measure: BIO-7 – Operations-Related Erosion Control Measures.
Erosion control measures shall be implemented to prevent runoff to the Salinas River corridor and associated tributaries. Silt fencing, in conjunction with other methods, shall be used to prevent erosion and avoid and/or minimize silts and sediments from entering adjacent waterways.

To ensure that operations-related erosion control measures continue to be implemented and monitored, we continue to work with our landscaping contractor to help us monitor and document our efforts. In addition, if replacement of lighting or other future site maintenance requires changes that could impact a mitigation category, that action would be monitored and reported.

Finally, as required by our *Policy and Procedures for Environmental Evaluation of RTA Projects* adopted in May 2016, staff will report our compliance annually to the RTA

¹ Three of the mitigations were combined into one, resulting in 17 categories reported in the table below.

Board for a period of five years. This report represents the fifth and final required annual report.

Staff Recommendation

Accept and file this annual Mitigations Monitoring Report as an information item.

Bus Parking Yard in Paso Robles Mitigations Monitoring Report		
Reporting Date: January 11, 2023		
#	Summary Description	Status
1	Mitigation Measure AES-1 – Exterior Lighting Controls and Site Screening. An exterior lighting plan will be developed, which will include the height, location, and intensity of all exterior lighting. All light poles, fixtures, and hoods shall be dark (non-reflective) colored. Lighting shall be designed to eliminate any off site glare. All exterior site lights shall utilize full cut-off, “hooded” lighting fixtures to prevent offsite light spillage and glare. In addition, the Project will implement a landscape buffer and other design features to screen the new modular office building, parked buses and parked employee automobiles from view by motorists traveling along the US101 corridor.	Completed.
2	Mitigation Measure AQ-1 – Construction Equipment Emission Control Measures. As identified in the APCD CEQA Air Quality Handbook, construction mitigation measures are designed to reduce emissions (ROG, NOx, DPM, PM10 and GHG) from heavy-duty construction equipment and may include emulsified fuels, catalyst and filtration technologies, engine replacement, and new alternative fueled trucks.	Completed.
3	Mitigation Measure AQ-2 – Construction-Related Dust Control Measures. Since the proposed Project site is within 1,000 feet of a sensitive receptor, dust generated by construction activities shall be kept to a minimum.	Completed.
4	Mitigation Measure (same for all three): BIO-1, GEO-1 & HWQ-1 – Construction Storm Water Plan and SWPPP. Prior to construction, RTA shall – in close consultation with San Luis Obispo County officials – prepare an operations-based Stormwater Pollution Prevention Plan (SWPPP) acceptable to the City of Paso Robles; this SWPPP will focus on the operations of RTA independent of County Corp Yard activities. RTA shall also develop in detail a Construction Storm Water Plan in conjunction with the Project’s final design and grading plan for implementation during construction activities. Specific details are provided in the City of Paso Robles Construction Site Storm Water Quality Requirements.	Completed.

5	Mitigation Measure: BIO-2 – Construction-Related Erosion Control BMPs. Prior to and during construction, the contractor shall implement erosion control best management practices. To reduce the potential for inadvertent release of sediment from construction area to adjacent stream, drainage, wetland, or other sensitive resource areas, the contractor shall install appropriate erosion control devices around the perimeter of areas that require disturbance of the ground surface. Storm drains and gutters leading to drainage and wetland areas shall be blocked to prevent water entry. Erosion control devices shall be checked on a daily basis to ensure proper function.	Completed.
6	Mitigation Measure: BIO-3 – Construction Outside Nesting Season. If feasible, construction activities will take place outside of the nesting bird season (i.e., March 15 to August 15). If construction activities occur within nesting bird season, a qualified biologist shall perform pre-activity nesting bird surveys to determine if breeding/nesting birds are present within the proposed Project site. If an active bird nest is identified, then CDFG and/or USWFS shall be consulted to determine appropriate buffer during construction activities.	Completed.
7	Mitigation Measure: BIO-4 – Qualified Biologist Preconstruction Survey. A qualified biologist shall be retained to conduct a preconstruction survey of the proposed Project site and the adjacent habitats. In the event that any special-status species are identified within the proposed Project area, all work shall cease and the appropriate agencies shall be contacted for further consultation.	Completed.
8	Mitigation Measure BIO-5 – Construction Worker Education Program. A construction worker education program shall be prepared and presented to all construction personnel at the beginning of the proposed Project. The program shall discuss sensitive species with potential to occur in the construction zone, with emphasis on special-status wildlife and plant species. The program shall explain the importance of minimizing disturbance and adhering to other disturbance minimizing measures.	Completed.
9	Mitigation Measure: BIO-6 – Defining Project Site Limits. The use of heavy equipment and vehicles shall be limited to the proposed Project limits, existing roadways, and defined staging areas/access points. The boundaries of each work area shall be clearly defined and marked with visible flagging and/or orange protective fencing.	Completed.

10	Mitigation Measure: BIO-7 – Operations-Related Erosion Control Measures. Erosion control measures shall be implemented to prevent runoff to the Salinas River corridor and associated tributaries. Silt fencing, in conjunction with other methods, shall be used to prevent erosion and avoid and/or minimize silts and sediments from entering adjacent waterways.	Occupancy on May 20, 2018. Continue to monitor and report annually to Board.
11	Mitigation Measure: BIO-8 – Protection of Salinas River. During construction, washing of concrete, paint, or equipment and refueling and maintenance of equipment shall occur only in designated areas a minimum of 50 feet from the Salinas River. Straw bales, sandbags, and sorbent pads shall be available to prevent water and/or spilled fuel from entering the stream channel. In addition, all equipment and materials shall be stored/stockpiled away from the swale. Construction equipment shall be inspected by the operator on a daily basis to ensure that equipment is in good working order and no fuel or lubricant leaks are present.	Completed.
12	Mitigation Measure: BIO-9 – Oak Tree Protection. Oak tree protection and replacement procedures shall be implemented during the Project. This includes procedures for protecting oak trees to remain in place during construction, and replacing oak trees that are impacted. Oak tree protections must comply with the City of Paso Robles Tree Ordinance No. 835 N.S.	Completed.
13	Mitigation Measure: BIO-10 – Exterior Lighting Controls. To minimize the effects of future exterior lighting on special status wildlife species, all outdoor lighting fixtures shall be positioned and/or shielded to avoid direct lighting to adjacent streams and surrounding habitat areas.	Completed.
14	Mitigation Measure: CUL-1 – Discovery of Human Remains. If human remains are uncovered during ground disturbing activities, RTA and its contractor(s) will immediately halt potentially damaging excavation in the area of the burial and will notify the SLO County Coroner and a professional archaeologist to determine the nature of the remains.	Completed.
15	Mitigation Measure: CUL-2 – Discovery of Prehistoric/Historic Deposits. If prehistoric or historic deposits or features are discovered during ground disturbing activities, activities in the area should cease and a qualified archaeologist shall inspect the discovery and prepare a recommendation for a further course of action.	Completed.
16	Mitigation Measure: NOI-1 – Construction-Related Noise Control. RTA shall ensure that the construction contractor employs noise reducing measures during construction activities.	Completed.

17	Mitigation Measure TRA-1 – Traffic Crossing Warning Sign. A Traffic Crossing Ahead warning sign will be installed on Paso Robles Street upstream from the entrance to the Project site.	Completed.
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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 2023
STAFF REPORT

AGENDA ITEM: A-4

TOPIC: Annual Fiscal & Compliance Audit and
Annual Single Audit

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION:

1. Review and Accept the FY2021-22 Annual Fiscal and Compliance Audit for South County Transit and the RTA
2. Review and Accept the FY2021-22 Annual Single Audit for South County Transit and the RTA

BACKGROUND/DISCUSSION:

The Transportation Development Act (TDA) requires an annual fiscal and compliance audit of each TDA recipient. The attached audit report was completed for South County Transit and the RTA by Brown Armstrong Accountancy Corporation. The annual single audit report was also completed by Brown Armstrong Accountancy Corporation.

Of particular interest to Board members is the Independent Auditor's Report at the beginning of the document, which provides summary findings of the audit team. In short, the auditors found our financial statements to fairly present the financial position of South County Transit and the RTA, and that we expressed our financial position and cash flows in accordance with generally accepted accounting principles. In addition, the auditor found no deficiencies in internal control or compliance with federal programs that might be considered material weaknesses or significant deficiencies.

Staff Recommendation

1. Staff recommends that the Board review and accept the Fiscal Year 2021-22 Annual Fiscal and Compliance Audit report for the RTA.
2. Staff recommends that the Board review and accept the Fiscal Year 2021-22 Annual Single Audit report for the RTA.

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**SAN LUIS OBISPO
REGIONAL TRANSIT AUTHORITY

BASIC FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2022**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JUNE 30, 2022

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Board of Directors
San Luis Obispo Regional Transit Authority
San Luis Obispo, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the San Luis Obispo Regional Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2022, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority, as of June 30, 2022, and the respective changes in financial position, and cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 8 to the financial statements, in 2022, the Authority adopted new accounting guidance, Governmental Accounting Standards Board No. 87, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of proportionate share of the net pension liability and the schedule of pension contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying schedule of expenses – budget and actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenses – budget and actual is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2022, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 8, 2022

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2022

	<u>2022</u>
ASSETS	
Current Assets:	
Cash and investments	\$ 4,278,465
Accounts receivable	144,352
Deposits	2,000
Intergovernmental receivables	4,786,573
Prepaid items	236,736
Inventory at cost	<u>263,917</u>
Total Current Assets	<u>9,712,043</u>
Noncurrent Assets:	
Restricted - Cash	<u>184,204</u>
Total restricted assets	<u>184,204</u>
Capital Assets:	
Nondepreciable	
Land	1,512,602
Depreciable	
Buildings and improvements	26,220,948
Equipment and vehicles	22,412,297
Less accumulated depreciation	<u>(15,500,769)</u>
Depreciable assets, net	33,132,476
Right-to-use leased asset, net	<u>160,679</u>
Total Net Capital Assets	<u>34,805,757</u>
Total Noncurrent Assets	<u>34,989,961</u>
Total Assets	<u>44,702,004</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred pension	<u>2,857,008</u>
Total Deferred Outflows of Resources	<u>2,857,008</u>

The notes to the basic financial statements are an integral part of this statement.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
STATEMENT OF NET POSITION (Continued)
JUNE 30, 2022

LIABILITIES

Current Liabilities:

Accounts payable	1,282,272
Accrued payroll	355,416
Unearned revenue	2,948,456
Unearned revenue - State of Good Repair	860,566
Compensated absences	65,992
Lease liability	49,993
	<hr/>

Total Current Liabilities	<hr/> 5,562,695 <hr/>
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Noncurrent liabilities:

Compensated absences	216,752
Total OPEB liability	26,357
Net pension liability	3,272,997
Pension plan exit liability	682,189
Lease liability	105,842
Loan payable	12,980,910
	<hr/>

Total Noncurrent Liabilities	<hr/> 17,285,047 <hr/>
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Total Liabilities	<hr/> 22,847,742 <hr/>
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DEFERRED INFLOWS OF RESOURCES

Deferred pension	<hr/> 669,941 <hr/>
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Total Deferred Inflows of Resources	<hr/> 669,941 <hr/>
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NET POSITION

Net investment in capital assets	21,669,012
Unrestricted	<hr/> 2,372,317 <hr/>

Total Net Position	<hr/> \$ 24,041,329 <hr/>
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The notes to the basic financial statements are an integral part of this statement.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>2022</u>
OPERATING REVENUES:	
Passenger fares	\$ 886,229
Other operating revenue	<u>365,791</u>
Total Operating Revenues	<u>1,252,020</u>
OPERATING EXPENSES:	
Transit operating expenses	11,253,862
Administration and financial services	1,948,806
Depreciation and amortization	<u>2,323,575</u>
Total Operating Expenses	<u>15,526,243</u>
Operating Loss	<u>(14,274,223)</u>
NONOPERATING REVENUES (EXPENSES):	
Transportation Development Act funds	6,713,187
Federal and State grants	7,187,463
Interest income	16,534
Loss on disposal of capital assets	(330,179)
Interest expense	<u>(94,523)</u>
Total Nonoperating Revenues (Expenses)	<u>13,492,482</u>
CAPITAL CONTRIBUTIONS:	
Federal capital grants	1,885,324
State capital grants	626,750
Local capital grants	<u>787,655</u>
Total Capital Contributions	<u>3,299,729</u>
SPECIAL ITEMS:	
Building decommissioning	<u>(1,950,000)</u>
Total Special Items	<u>(1,950,000)</u>
Change in Net Position	<u>567,988</u>
Net Position, Beginning of Fiscal Year	<u>23,473,341</u>
Net Position, End of Fiscal Year	<u><u>\$ 24,041,329</u></u>

The notes to the basic financial statements are an integral part of this statement.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from customers	\$ (1,247,864)
Payments to employees	(10,979,958)
Payments to suppliers	<u>(2,474,166)</u>
Net Cash Used by Operating Activities	<u>(14,701,988)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Principal paid - loan payable	9,280,213
Principal paid - lease payment	(49,761)
Interest expense	(94,523)
Capital grants received	3,299,729
Acquisition and construction of property, plant, and equipment	(10,857,159)
Proceeds from the sale of capital assets	11,643
Building decommission	<u>(1,950,000)</u>
Net Cash Used by Capital and Related Financing Activities	<u>(359,858)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Grants received	<u>12,679,973</u>
Net Cash Provided by Noncapital Financing Activities	<u>12,679,973</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest income	<u>16,534</u>
Net Cash Provided by Investing Activities	<u>16,534</u>
Net Decrease in Cash and Cash Equivalents	(2,365,339)
Cash and Cash Equivalents, Beginning of Fiscal Year	<u>6,828,008</u>
Cash and Cash Equivalents, End of Fiscal Year	<u><u>\$ 4,462,669</u></u>

The notes to the basic financial statements are an integral part of this statement.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

	<u>2022</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES	
Operating loss	\$ (14,274,223)
Adjustments to reconcile operating loss to net cash used by operating activities	
Depreciation and amortization expense	2,323,575
Change in operating assets, deferred outflows, liabilities, and deferred inflows:	
Accounts receivable	(19,602)
Prepaid items	(83,041)
Inventory	(38,783)
Deferred outflows of resources	53,970
Accounts payable	(674,822)
Accrued payroll	104,615
Unearned revenue	(2,480,282)
Total OPEB liability	(6,144)
Net pension liability	39,383
Compensated absences	(6,259)
Deferred inflows of resources	<u>359,625</u>
Net Cash Used by Operating Activities	<u><u>\$ (14,701,988)</u></u>
 Reconciliation of Cash and Cash Equivalents per Statement of Cash Flows to the Statement of Net Position:	
Cash and investments	\$ 4,278,465
Restricted - Cash	<u>184,204</u>
 Cash and Cash Equivalents per Statement of Cash Flows	<u><u>\$ 4,462,669</u></u>

The notes to the basic financial statements are an integral part of this statement.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 – REPORTING ENTITY

San Luis Obispo Regional Transit Authority (the Authority) is a Joint Powers Authority created by a joint powers agreement among the Cities of San Luis Obispo, Morro Bay, Atascadero, Arroyo Grande, El Paso de Robles, Grover Beach, and Pismo Beach and the County of San Luis Obispo (the County).

The purpose of the Authority is to operate a fixed route public transportation system linking San Luis Obispo to the outlying communities of Morro Bay, Los Osos, Arroyo Grande, El Paso de Robles, Grover Beach, Pismo Beach, Atascadero, Cambria, San Simeon, Nipomo, Santa Maria, Templeton, Santa Margarita, and San Miguel, along with Cuesta College and California Men's Colony. The Authority also owns, operates, and administers a countywide public demand responsive transportation system that is fully accessible for disabled riders. On August 1, 2009, the Authority began in-house vehicle operations and maintenance. Prior to August 1, 2009, a private transportation company provided these services.

The Authority is governed by a Board of Directors comprised of twelve members representing each of the seven cities, in addition to the five members of the County Board of Supervisors.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Authority are in conformity with accounting principles generally accepted in the United States of America applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the significant accounting policies:

A. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The basic financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses, and Changes in Net Position presents increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

The Authority distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing transportation services. The principal operating revenues of the Authority are charges to passengers for transportation services (passenger fares). Operating expenses include the cost of providing service, including general and administrative expenses and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

B. Revenue Recognition

The Authority's primary source of revenues include passenger fares, State Transit Assistance funds, and Local Transportation Fund/Transportation Development Act (TDA) allocations made to the participating members, but assigned by the members to this Authority for its sole use. The San Luis Obispo Council of Governments administers the State Transit Assistance and Transportation Development Act funds, approves claims for such funds submitted by this Authority, and makes payments to the Authority based upon such claims.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Revenue Recognition (Continued)

Generally, amounts due from other governments are recorded as revenues when earned. However, when the expenditure of funds is the prime factor for determining eligibility for grants, revenue is accrued when the related expenditures have been made on an approved grant. The Authority recognizes as revenues the amounts allocated and approved to it by San Luis Obispo Council of Governments.

C. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, cash and cash equivalents include restricted and unrestricted cash and restricted and unrestricted certificates of deposit with original maturities of three months or less.

D. Accounts Receivable

The Authority did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts, and accounts receivable are shown at full value.

E. Inventory

Inventories are valued at the lower of cost or market. Cost is determined using the first-in, first-out method.

F. Capital Assets

Capital assets purchased by the Authority are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired. Capital assets are defined by the Authority as assets with initial, individual costs of more than \$1,000 and estimated useful life in excess of two years.

G. Depreciation

Capital assets purchased by the Authority are depreciated over their estimated useful lives (ranging from 3-15 years) under the straight-line method of depreciation.

H. Compensated Absences

Accumulated unpaid employee vacation leave benefits are recognized as liabilities of the Authority.

I. Net Position

In the Statement of Net Position, net position is classified in the following categories:

Net Investment in Capital Assets – This amount consists of capital assets net of accumulated depreciation/amortization and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position – This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Net Position – This amount is all net position that does not meet the definition of “net investment in capital assets” or “restricted net position.”

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

K. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's pension plan with San Luis Obispo County Pension Trust (the Trust) and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the Trust. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

L. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Authority's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. Accounting principles generally accepted in the United States of America require that the reported results must pertain to liability and asset information within certain defined timeframes.

M. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the Authority recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the Authority that is applicable to a future reporting period and so will not be recognized as an inflow of resources (revenue) until that time.

N. Reclassification

Certain prior fiscal amounts have been reclassified to conform to the current fiscal year financial statements presentation.

O. New Accounting Pronouncements – Implemented

GASB Statement No. 87 – Leases. The requirements of this statement were originally effective for periods beginning after June 15, 2021. The Authority has implemented the provisions of GASB Statement No. 87 in the current year. See Note 8 for detailed discussion of the effects of the Authority's financial statements as a result of implementing this standard.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

O. New Accounting Pronouncements – Implemented (Continued)

GASB Statement No. 89 – *Accounting for Interest Cost Incurred Before the End of a Construction Period*. The requirements of this statement are effective for periods beginning after December 15, 2020. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 92 – *Omnibus 2020*. The requirements of this statement are for paragraphs related to GASB Statement No. 87 and implementation guide 2019-3, reinsurance recoveries, to implement with GASB Statement No. 87; all others are effective for periods beginning June 15, 2021. Early application is encouraged. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 93 – *Replacement of Interbank Offered Rates*. The requirements of this statement are effective for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code (IRC) Section 457 Deferred Compensation Plans*. The requirements in paragraph 4 as it applies to defined contribution plans, defined contribution OPEB plans, and other employee benefit plans, and paragraph 5 are effective immediately. All other requirements are applicable for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

P. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

GASB Statement No. 91 – *Conduit Debt Obligations*. The requirements of this statement are effective for periods beginning after December 15, 2021. The Authority will implement GASB Statement No. 91 if and where applicable.

GASB Statement No. 94 – *Public-Private and Public-Private Partnerships and Availability Payment Arrangements*. The requirements of this statement are effective for periods beginning after June 15, 2022, and all periods thereafter. The Authority will implement GASB Statement No. 94 if and where applicable.

GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements*. The requirements of this statement are effective for periods beginning after June 15, 2022, and all reporting periods thereafter. The Authority will implement GASB Statement No. 96 if and where applicable.

GASB Statement No. 99 – *Omnibus 2022*. The requirements of this statement are effective as follows:

- The requirements related to the extension of the use of London Interbank Offered Rate (LIBOR), accounting for Supplemental Nutrition Assistance Program (SNAP) distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance.
- The requirements related to leases, public-private and public-public partnerships (PPPs), and subscription-based information technology arrangements (SBITAs) are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

The Authority will implement GASB Statement No. 99 if and where applicable.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

P. Future Accounting Pronouncements

GASB Statement No. 100 – *Accounting Changes and Error Corrections*. The requirements of this statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 100 if and where applicable.

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 101 if and where applicable.

NOTE 3 – CASH AND INVESTMENTS

The Authority's cash and investments as of June 30, 2022, are classified in the statement of net position as follows:

Cash and investments	\$ 4,278,465
Restricted - Cash	<u>184,204</u>
Total Cash and Investments	<u><u>\$ 4,462,669</u></u>

On June 30, 2022, the Authority had the following cash and investments on hand:

Cash on hand and in banks	\$ 508,555
Investments	3,769,910
Restricted cash	<u>184,204</u>
Total Cash and Investments	<u><u>\$ 4,462,669</u></u>

NOTE 3 – CASH AND INVESTMENTS (Continued)Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	10%	5%
Bankers' Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base value	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
Local Agency Investment Fund (LAIF)	N/A	None	None
County Investment Pool	N/A	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Authority's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the Authority's investments by maturity:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Remaining Maturity</u>			
		<u>12 Months or Less</u>	<u>13-24 Months</u>	<u>25-60 Months</u>	<u>More than 60 Months</u>
2022 San Luis Obispo County Investment Pool	\$ 3,769,910	\$ 3,769,910	\$ -	\$ -	\$ -
Total	\$ 3,769,910	\$ 3,769,910	\$ -	\$ -	\$ -

NOTE 3 – CASH AND INVESTMENTS (Continued)

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Authority's investment policy, or debt agreements, and the actual rating as of fiscal year-end for each investment type.

Investment Type	Carrying Amount	Minimum Legal Rating	Exempt from Disclosure	Rating as of Fiscal Year-End		
				AAA	AA	Not Rated
San Luis Obispo County Investment Pool	\$ 3,769,910	N/A	\$ -	\$ -	\$ -	\$ 3,769,910
Total	<u>\$ 3,769,910</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,769,910</u>

Concentration of Credit Risk

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Authority will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Authority's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The Authority may waive collateral requirements for deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). There were no balances in excess of the FDIC insurance amounted at June 30, 2022.

Fair Value Measurements

The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States. These principles recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Investments reflect prices quoted in active markets;
- Level 2: Investments reflect prices that are based on a similar observable asset either directly or indirectly, which may include inputs in markets that are not considered to be active; and
- Level 3: Investments reflect prices based upon unobservable sources.

The Authority's investments in the County investment pool are measured at amortized cost, and are not valued under Level 1, 2, or 3. The pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool.

NOTE 4 – CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Increases	Decreases	Adjustments	Balance June 30, 2022
Capital Assets Not Being Depreciated:					
Land	\$ 1,512,602	\$ -	\$ -	\$ -	\$ 1,512,602
Construction in progress	14,867,631	9,130,896	-	(23,998,527)	-
Total Capital Assets Not Being Depreciated	16,380,233	9,130,896	-	(23,998,527)	1,512,602
Capital Assets Being Depreciated:					
Buildings and improvements	6,564,830	74,600	(4,417,009)	23,998,527	26,220,948
Vehicles and equipment	20,911,655	1,651,663	(151,021)	-	22,412,297
Total Capital Assets Being Depreciated	27,476,485	1,726,263	(4,568,030)	23,998,527	48,633,245
Less Accumulated Depreciation For:					
Buildings, improvements, vehicles and equipment	17,448,319	2,278,658	(4,226,208)	-	15,500,769
Total Accumulated Depreciation	17,448,319	2,278,658	(4,226,208)	-	15,500,769
Total Capital Assets Being Depreciated, Net	10,028,166	(552,395)	(341,822)	23,998,527	33,132,476
Right-to-Use Leased Asset					
Building	-	205,596	-	-	205,596
Accumulated Amortization	-	44,917	-	-	44,917
Total Right-to-Use Leased Asset, Net	-	160,679	-	-	160,679
Governmental Activities, Capital Assets, Net	\$ 26,408,399	\$ 8,739,180	\$ (341,822)	\$ -	\$ 34,805,757

Depreciation and amortization expense for the fiscal year ended June 30, 2022, was \$2,323,575.

NOTE 5 – UNEARNED REVENUE

The Authority received the following TDA funds:

	2022
Local Transportation Funds	\$ 2,318,097
The Authority received an advance from developers for construction of bus stops as a condition imposed by the County Board of Supervisors. These funds are deferred until the bus stops have been constructed.	45,688
The Authority distributes Universal bus passes to Social Services and the general public as part of a "Welfare to Work Program." These funds are deferred revenue until they are tendered or redeemed.	44,296
Proposition 1B funding	14,900
State Transit Assistance (STA) Senate Bill (SB) 1 State of Good Repair funding	860,566
TDA Article 4.5 funds	236,254
Federal Transit Administration (FTA) Proceeds Carried Forward to Future Procurement	41,788
Low Carbon Transit Operator Program	247,433
Total Unearned Revenues	\$ 3,809,022

NOTE 6 – OPERATING SUBSIDIES FROM LOCAL TRANSPORTATION AND STATE TRANSIT ASSISTANCE FUNDS

The Authority was allocated the following funds from the Local Transportation Fund (LTF) and STA Fund for the fiscal year ended June 30, 2022:

<u>Allocation Assigned By/Claimant</u>	<u>Article/Section</u>	<u>Amount</u> <u>2022</u>
Local Transportation Fund (LTF):		
City of Arroyo Grande	4/99260(a)	\$ 176,012
City of San Luis Obispo	4/99260(a)	383,992
County of San Luis Obispo	4/99260(a)	1,432,732
City of Grover Beach	4/99260(a)	131,499
City of Morro Bay	4/99260(a)	64,903
City of Atascadero	4/99260(a)	191,480
City of El Paso de Robles	4/99260(a)	448,485
City of Pismo Beach	4/99260(a)	80,995
Total LTF		2,910,098
State Transit Assistance (STA) Fund:		
Regional Transit Authority	6.5/99313	1,358,000
Regional Transit Authority	6.5/99314	111,826
Total STA Fund		1,469,826
Subtotal		4,379,924
Add: Recognition of prior fiscal year unearned revenues		4,835,810
Less: Current fiscal year unearned revenues		(2,318,097)
Total TDA Allocation		\$ 6,897,637

NOTE 6 – OPERATING SUBSIDIES FROM LOCAL TRANSPORTATION AND STATE TRANSIT ASSISTANCE FUNDS (Continued)

Transit system operating subsidies are earned by the Authority to the extent that it has incurred eligible operating expenses. Eligible expenses compared to the subsidies received and accrued were as followed:

	<u>2022</u>
Operating and interest expenses	\$ 15,526,243
Add:	
Capital purchases with LTF and STA	441,288
Building decommissioning	1,950,000
Less:	
Depreciation and amortization	(2,323,575)
Fare revenues	(886,229)
Special events and other revenues	(365,791)
Federal and state operating grants	<u>(7,187,463)</u>
Maximum Total Allocation Amount	7,154,473
TDA allocations received and accrued	4,379,924
Change in TDA transit allocations in unearned revenues	<u>2,774,549</u>
Allocation over/(under) maximum	<u><u>\$ -</u></u>

NOTE 7 – FARE REVENUE RATIO

The Authority had fare revenue ratios for the fiscal year ended June 30, 2022, computed as follows:

2022	<u>Fixed Route</u>	<u>Runabout</u>	<u>Paso Express</u>	<u>Paso Dial a Ride</u>
(a) Operating fare revenues	\$ 602,766	\$ 66,505	\$ 101,999	\$ 5,562
(b) Operating expenses, net of depreciation	<u>6,685,979</u>	<u>2,884,513</u>	<u>857,019</u>	<u>175,763</u>
(c) Fare revenue ratio [(a)/(b)]	9.0%	2.3%	11.9%	3.2%
Minimum ratio required	<u>15.8%</u>	<u>N/A</u>	<u>15.0%</u>	<u>N/A</u>
Under minimum ratio requirement	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>
	<u>Nipomo</u>	<u>Cambria Trolley</u>	<u>Avila Trolley</u>	<u>SoCo Transit</u>
(a) Operating fare revenues	\$ 15,434	\$ -	\$ 782	\$ 93,181
(b) Operating expenses, net of depreciation	<u>502,499</u>	<u>1,283</u>	<u>60,173</u>	<u>2,035,439</u>
(c) Fare revenue ratio [(a)/(b)]	3.1%	0.0%	0.0%	4.6%
Minimum ratio required	<u>N/A</u>	<u>N/A</u>	<u>15.0%</u>	<u>15.0%</u>
Under minimum ratio requirement	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>	<u><u>N/A*</u></u>

* - Due to COVID-19, the fare revenue ratio was waived for the fiscal year ended June 30, 2022.

NOTE 8 – LONG-TERM LIABILITIES

	Balance	Increases	Decreases	Balance at June 30, 2022		
	July 1, 2021			Total	Current	Long-Term
Pacific Western Bank	\$ 894,000	\$ 126,000	\$ -	\$ 1,020,000	\$ -	\$ 1,020,000
Transportation Infrastructure Finance and Innovation Act (TIFIA) loan	2,806,697	9,154,213	-	11,960,910	-	11,960,910
Leases	-	205,596	(49,761)	155,835	49,993	105,842
Compensated absences	289,003	361,472	(367,731)	282,744	65,992	216,752
OPEB liability	32,501	-	(6,144)	26,357	-	26,357
Net pension liability	3,072,225	200,772	-	3,272,997	-	3,272,997
Pension plan exit liability	843,578	-	(161,389)	682,189	-	682,189
Total long-term liabilities	<u>\$ 7,938,004</u>	<u>\$ 10,048,053</u>	<u>\$ (585,025)</u>	<u>\$ 17,401,032</u>	<u>\$ 115,985</u>	<u>\$ 17,285,047</u>

On September 3, 2020, the Authority entered into a loan agreement for a principal amount not to exceed \$13,080,000 to be used to pay a portion of eligible project costs. As of June 30, 2022, the Authority has drawn down \$11,960,910. The loan bears an interest rate of 0.7%. The maturity date is July 1, 2056.

On July 21, 2020, the Authority entered into a loan agreement for a principal amount not to exceed \$1,020,000 to be used to pay a portion of eligible project costs. As of June 30, 2022, the Authority has drawn down \$1,020,000. The loan bears an interest rate of 3.0%. The maturity date is July 1, 2025.

On July 1, 2021, the Authority entered into a 42-month lease as lessee for the use of a portion of the County's premises. An initial lease liability was recorded in the amount of \$127,808. As of June 30, 2022, the value of the lease liability is \$91,331. The Authority is required to make monthly fixed payments of \$3,031. The lease has an interest rate of 4%. The right-to-use leased asset useful life was 42 months as of the contract commencement. The value of the right-to-use leased asset as of June 30, 2022, was \$127,808 and accumulated amortization was \$31,952. Refer to Note 4 of the financial statements.

At June 30, 2022, future minimum lease payments were as follows:

June 30,	Principal	Interest
2023	\$ 36,623	\$ 2,984
2024	36,597	1,516
2025	18,112	211
2026	-	-
2027	-	-
	<u>\$ 91,332</u>	<u>\$ 4,711</u>

On July 1, 2021, the Authority entered into a 72-month lease as lessee for the use of a portion of the County's Corp Yard totaling approximately 1.5 acres of real property. An initial lease liability was recorded in the amount of \$77,788. As of June 30, 2022, the value of the lease liability is \$64,504. The Authority is required to make monthly fixed payments of \$1,117. The lease has an interest rate of 4%. The right-to-use leased asset useful life was 72 months as of the contract commencement. The value of the right-to-use leased asset as of June 30, 2022, was \$77,788 and accumulated amortization was \$12,965. Refer to Note 4 of the financial statements.

NOTE 8 – LONG-TERM LIABILITIES (Continued)

At June 30, 2022, future minimum lease payments were as follows:

<u>June 30,</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 13,370	\$ 2,335
2024	13,360	1,801
2025	13,351	1,266
2026	13,341	733
2027	11,081	203
	<u>\$ 64,503</u>	<u>\$ 6,338</u>

NOTE 9 – PENSION PLAN**A. General Information about the Pension Plan***Plan Description*

The Authority contributes to the San Luis Obispo County Employees Retirement Plan (the Plan), which is an independent multiple-employer cost sharing contributory defined benefit pension plan consisting of five employers: the County of San Luis Obispo (the Employer), the Superior Court in San Luis Obispo County, the San Luis Obispo Air Pollution Control District, the San Luis Obispo County Pension Trust, and the San Luis Obispo Local Agency Formation Commission. The Plan exists, operates, and is constituted under the authority of Section 53215 of Section 17 of Article XVI of the California Constitution and the Government Code Article 1.5 (Pension Trusts), of Chapter 2 (Officers and Employees), of Part 1 (Powers and Duties Common to Cities, Counties and Other Agencies), of Division 2 (Cities, Counties and Other Agencies), of Title 5 (Local Agencies) of the California Government Code.

Pursuant to the foregoing California Government Code provisions, the County Board of Supervisors established the San Luis Obispo County Pension Trust (the Trust) by the adoption of Chapter 2.56 of the San Luis Obispo County Code. Following the adoption of Chapter 2.56 of the County Code, the Board of Supervisors adopted the By-Laws of the Trust. The Plan is part of those By-Laws. The County Board of Supervisors has the sole authority to amend the Plan's provisions. Participation in the Plan is mandatory for all regular employees. Participants are currently broken into three Tiers depending on date of hire:

Tier 1	Tier 1 generally includes members hired before January 1, 2011. As of December 31, 2021, there were 0 active Authority employed members in Tier 1.
Tier 2	Tier 2 generally includes members hired on or after January 1, 2011, but before January 1, 2013. Tier 2 only applies to members hired after the date each bargaining unit adopted Tier 2. Members hired in a bargaining unit that did not adopt Tier 2 are considered Tier 1 members. As of December 31, 2021, there were 6 active Authority employed members in Tier 2.
Tier 3	Tier 3 includes all members hired on or after January 1, 2013. As of December 31, 2021, there were 6 active Authority employed members in Tier 3.

The Trust and the Plan are both administered by the San Luis Obispo County Pension Trust Board of Trustees (the "Trustees"). Separate stand-alone financial statements are issued for the Plan and are available at the County Auditor-Controller-Treasurer-Tax Collector's office.

NOTE 9 – PENSION PLAN (Continued)

A. General Information about the Pension Plan (Continued)

Plan Description (Continued)

The Plan's financial statements are prepared on the accrual basis of accounting. All assets are invested and held pursuant to, and in accordance with, the Investment Policy of the Plan. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions are recognized when due pursuant to formal commitments and statutory or contractual requirements. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plan.

Plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. All other securities are valued at the last reported market price at current exchange rates.

Benefit Provisions

Members terminating employment before accruing five years of Trust service credit forfeit the right to receive retirement benefits unless they establish reciprocity with another public agency within the prescribed time period. Non-vested members who terminate service are required to withdraw their accumulated contributions plus accrued interest. The employer contributions forfeited by non-vested members are absorbed back into the pension trust fund. Members who terminate after earning five years of Trust service credit may leave their contributions on deposit and upon reaching age eligibility elect to take a retirement. Differences between expected and actual experience for vested or non-vested benefits may result in an increase or decrease to pension expense and net pension liability.

Plan participants, upon vesting and attaining the minimum retirement age, are entitled to annual retirement benefits as defined in the Plan document. The applicable retirement formula, minimum retirement age, compensation base, post-retirement cost of living adjustment, cost of living adjustment carry over, and final compensation maximum may differ depending upon the Plan provisions in effect at the member's date of hire, the member's classification, the member's age, and the member's bargaining unit. Participants receive their accumulated plan benefits as a life annuity payable monthly upon retirement. In the event of total and permanent disability, participants, upon satisfaction of membership service requirements and other applicable provisions of the Plan, receive disability benefits as defined in the Plan document. The Plan also provides a death benefit of \$1,000 (one-thousand) paid to a beneficiary or estate if a member dies after retirement.

For members within Tier 1, final average salary is the average monthly salary based on the highest twelve consecutive months of earnings and may include a compensation pickup for various management bargaining units. For members with Tier 2 or Tier 3 benefits, final average salary is the average monthly salary based on the highest thirty-six consecutive months of earnings with no pickup.

The retirement benefit for Tier 1, Tier 2, and Tier 3 members includes post-retirement cost of living adjustments (COLAs) based upon the Consumer Price Index. Tier 1 member COLAs are limited to a maximum of 3% annually. For Tier 2 and Tier 3 members, COLAs are limited to a maximum of 2% annually. There is no minimum COLA requirement, and COLAs must be approved by the Board of Trustees annually.

NOTE 9 – PENSION PLAN (Continued)**A. General Information about the Pension Plan** (Continued)*Contributions*

Plan members are required by statute to contribute to the pension plan. Members' contribution rates are formulated based on age at date of entry and the actuarially calculated future benefits. The County is required by statute to contribute the remaining amounts necessary to finance the estimated benefits accrued to its members. Member and employer contribution rates for each plan are as follows:

<u>Plan</u>	<u>Employer Contribution Rates</u>	<u>Employee Contribution Rates</u>
Miscellaneous Tier 1	0.00%	0.00%
Miscellaneous Tier 2	25.48%	11.79% - 18.56%
Miscellaneous Tier 3	24.99% - 28.99%	6.17% - 17.92%

Contributions to the pension plan from the Authority were \$312,585 for the fiscal year ended June 30, 2022.

The Plan establishes the basic obligations for employer and member contributions and benefits to and of the retirement system. The actual employer and member contribution rates in effect each fiscal year are based on recommendations made by an independent actuary that are approved by the Board of Trustees and adopted by the County Board of Supervisors.

B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2022, the Authority reported a liability of \$3,273,027 for its proportionate share of the net pension liability of the Plan. The net pension liability was measured as of December 31, 2021.

The total pension liability used to calculate the net pension liability was determined by an actuarial valuation date of January 1, 2021. The actuarial assumptions used in the January 1, 2021 valuation were based on the results of an actuarial experience study for the period January 1, 2013 through December 31, 2017. Measurements as of December 31, 2021, are based on the fair value of assets on that date, and the Total Pension Liability as of the valuation date, January 1, 2021. The actuarial assumptions were rolled forward to the Plan's fiscal year-end of December 31, 2021. There were no significant events between the January 1, 2021 valuation date and the December 31, 2021 measurement date for the Plan's GASB Statement No. 67 valuation.

The Authority's proportion of the net pension liability was based on the projection of the Authority's long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, actuarially determined. The Authority's proportionate share of the net pension liability for the Plan as of June 30, 2019 and December 31, 2020, was as follows:

Proportion - December 31, 2020	0.45130%
Proportion - December 31, 2021	<u>0.51100%</u>
Change - Increase (Decrease)	<u><u>0.05970%</u></u>

For the fiscal year ended June 30, 2022, the Authority recognized pension expense of \$937,898. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method and plan benefits. At December 31, 2021, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

NOTE 9 – PENSION PLAN (Continued)**B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions**
(Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Authority contributions subsequent to measurement date	\$ 214,480	\$ -
Differences between actual and expected experience	209,010	-
Changes in assumptions	318,103	-
Net difference between projected and actual earnings on plan investments	-	669,941
Adjustment due to differences in proportions	2,115,415	-
Differences in actual contributions and proportionate share of contributions	-	-
Total	<u>\$ 2,857,008</u>	<u>\$ 669,941</u>

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

\$214,480 reported as deferred outflows of resources related to contributions subsequent to the measurement date was recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2023.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized the pension expense as follows:

Fiscal Year Ended June 30	Amount
2023	\$ 55,397
2024	(131,708)
2025	(27,615)
2026	(38,902)
2027	<u>2,115,415</u>
	<u>\$ 1,972,587</u>

NOTE 9 – PENSION PLAN (Continued)**B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions**
(Continued)*Actuarial Assumptions*

The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	January 1, 2021
Measurement Date	December 31, 2021
Actuarial Assumptions:	
Discount Rate	6.75%
Inflation	2.25%
Projected Salary Increase	2.75%, including inflation, additional merit component applicable to first 7 years of experience
Investment Rate of Return	6.75%, net of pension plan investment expense, including inflation
COLA Increases	2.50% for Tier 1 and 2.00% for Tier 2 and Tier 3
Post Retirement Benefit Increase	Based on the sex distinct Pub-2010 amount-weighted, above median income, adjusted by 0.99 for males and 1.01 for females, with generationally mortality improvements using scale MP-2019

Discount Rate

The discount rate used to measure the total pension liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that Plan member contributions will be made at the current contribution rate and that Employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adjusted for expected inflation. The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

NOTE 9 – PENSION PLAN (Continued)**B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions**
(Continued)*Discount Rate* (Continued)

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Weighted Average Long-Term Expected Real Rate of Return</u>
Cash Equivalents/Short Duration Government	10.00%	-1.44%
Equities - Public Market	30.00%	3.20%
Real Assets	15.00%	4.70%
Private Markets	30.00%	5.92%
US Treasury - Long Duration/TIPS	15.00%	-0.91%
Total	<u>100.00%</u>	

The following represents the Authority's proportionate share of the net pension liability calculated using the discount rate of 6.75 percent, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.75%) or 1-percentage point higher (7.75%) than the current rate:

	<u>1% Decrease 5.75%</u>	<u>Discount Rate 6.75%</u>	<u>1% Increase 7.75%</u>
Agency's proportionate share of the net pension plan liability	\$ 4,952,583	\$ 3,272,997	\$ 1,900,486

NOTE 10 – INSURANCE

The Authority is exposed to various risks of loss related to torts; theft, damage to, or destruction of an asset; and errors or omissions. The Authority maintains comprehensive general liability including automobile insurance of \$25 million for buses, vans, equipment, and facilities. The Authority also purchases commercial Special Liability Insurance and Special Authority Property Insurance with limits of \$25 million per occurrence and \$100 million annual aggregate.

NOTE 11 – PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as Proposition 1B in November 2006, included a program of funding in the amount of \$4 billion to be deposited in the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). Of this amount, \$3.6 billion in the PTMISEA was made available to project sponsors in California for allocation to eligible public transportation projects for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or rolling stock procurement, rehabilitation, expansion, or replacement.

PTMISEA eligibility is based on STA allocations to each project sponsor during the fiscal years 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, and 2009-10, and 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 and were made available during the 2016-17 fiscal year. Qualifying expenditures must be encumbered within three years from the date of allocation and expended within three years from the date of the encumbrance.

NOTE 11 – PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (Continued)

During the fiscal year ended June 30, 2022, the Authority received \$0 in PTMISEA receipts. Interest earned for the fiscal year ended June 30, 2022, was \$0. The Authority had qualifying expenditures incurred under this program from previous allocation totaling \$0 for the fiscal year ended June 30, 2022.

Schedule of PTMISEA Proposition 1B Funds For the Year Ended June 30, 2022	
Description	Amount
Balance - beginning of the year	\$ 199,722
Receipts:	
PTMISEA receipts	-
Interest accrued 7/1/2021 through 6/30/2022	-
Expenses:	
PTMISEA expenditures	-
Balance - end of year	<u>\$ 199,722</u>

NOTE 12 – SENATE BILL 1 – STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair (SGR) program. This program provides funding of approximately \$105 million annually to the STA Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

This program demonstrates California's commitment to clean, sustainable transportation, and the role that public transit plays in that vision. While SB 1 addresses a variety of transportation needs, this program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

During the fiscal year ended June 30, 2022, the Authority received \$409,174 in SB1 SGR funds. In the fiscal year ended June 30, 2022, the Authority did not spend any SB1 SGR funds.

NOTE 13 – CONTINGENT LIABILITY FOR PENSION PLAN EXIT

The Authority had contracted with the California Public Employees' Retirement System (CalPERS) since 1994, and administrative, management, and confidential employees were offered participation in the CalPERS defined benefit retirement program. To reduce potential future financial obligations, the Board of Directors adopted a Resolution of Intention to terminate the Authority's contract with CalPERS on January 9, 2019. Staff subsequently investigated the cost to terminate the contract and an ad hoc committee appointed by the Board of Directors has determined that joining the San Luis Obispo County Employees Retirement Plan provides an equivalent retirement program for employees currently enrolled in CalPERS.

Payments made for the pension plan exit were \$161,389 during 2022. The remaining pension plan exit liability was \$682,189 as of June 30, 2022.

NOTE 14 – CONTINGENCIES

The Authority has a potential unfunded liability of approximately \$1,500,000 arising from the expiration and surrender of its leased premises at 179 Cross Street, San Luis Obispo, California. The Authority is working out a funding plan for the potential unfunded liability.

NOTE 15 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through November 8, 2022, the date these financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST TEN FISCAL YEARS ENDED JUNE 30, 2022***

The following table provides required supplementary information regarding the Authority's Pension Plan.

	2022	2021	2020	2019
Proportion of the net pension liability	0.51100%	0.45130%	0.00637%	0.00621%
Proportionate share of the net pension liability	\$ 3,272,997	\$ 3,272,997	\$ 653,046	\$ 598,258
Covered payroll	\$ 980,914	\$ 540,683	\$ 925,276	\$ 1,030,066
Proportionate share of the net pension liability as a percentage of covered payroll	333.67%	605.34%	70.58%	58.08%
Plan's total pension liability	\$ 2,390,539,528	\$ 2,247,011,774	\$ 41,426,453,489	\$ 38,944,855,364
Plan's fiduciary net position	\$ 1,749,962,789	\$ 1,566,326,195	\$ 31,179,414,067	\$ 29,308,589,559
Plan's fiduciary net position as a percentage of the total pension liability	73.20%	69.71%	75.26%	75.26%
	2018	2017	2016	2015
Proportion of the net pension liability	0.00633%	0.00629%	0.60400%	0.00684%
Proportionate share of the net pension liability	\$ 628,213	\$ 543,863	\$ 414,886	\$ 425,837
Covered payroll	\$ 832,784	\$ 822,150	\$ 473,673	\$ 345,255
Proportionate share of the net pension liability as a percentage of covered payroll	75.44%	66.15%	87.59%	123.34%
Plan's total pension liability	\$ 37,161,348,332	\$ 33,358,627,624	\$ 31,771,217,402	\$ 30,829,966,631
Plan's fiduciary net position	\$ 27,244,095,376	\$ 24,705,532,291	\$ 24,907,305,871	\$ 24,607,502,515
Plan's fiduciary net position as a percentage of the total pension liability	73.31%	74.06%	78.40%	79.82%

Changes in assumptions

In 2021, the discount rate was changed from 6.88% to 6.75%.

In 2020, inflation was changed from 2.50 percent to 2.75 percent.

In 2018, inflation was changed from 2.75 percent to 2.50 percent and individual salary increases and overall payroll growth were reduced from 3.00 percent to 2.75 percent.

In 2017, the discount rate was changed from 7.65 percent to 7.15 percent.

In 2016, the discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

In 2015, amounts reported as changes in assumptions resulted primarily from adjustments to expected retirement ages of general employees.

*- Fiscal year 2015 was the 1st year of implementation, therefore, only eight years are shown.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF PENSION CONTRIBUTIONS
FOR THE LAST TEN FISCAL YEARS ENDED JUNE 30, 2022***

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Contractually required contribution (actuarially determined)	\$ 312,585	\$ 245,132	\$ 81,697	\$ 121,671
Contribution in relation to the actuarially determined contribution	<u>(312,585)</u>	<u>(245,132)</u>	<u>(81,697)</u>	<u>(121,671)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 1,160,540	\$ 980,914	\$ 540,683	\$ 925,276
Contributions as a percentage of covered payroll	26.93%	24.99%	15.11%	13.15%

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 120,722	\$ 108,461	\$ 126,258	\$ 74,414
Contribution in relation to the actuarially determined contribution	<u>(120,722)</u>	<u>(108,461)</u>	<u>(126,258)</u>	<u>(74,414)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 1,030,066	\$ 832,784	\$ 822,150	\$ 473,673
Contributions as a percentage of covered payroll	11.72%	13.02%	15.36%	15.71%

Notes to Schedule

Valuation Date	January 1, 2021
Measurement Date	December 31, 2021
Actuarial Assumptions:	
Discount Rate	6.75%
Inflation	2.25%
Projected Salary Increase	2.75%, including inflation, additional merit component applicable to first 7 years of experience
Investment Rate of Return	6.75%, net of pension plan investment expense, including inflation
COLA Increases	2.50% for Tier 1 and 2.00% for Tier 2 and Tier 3
Post Retirement Benefit Increase	Based on the sex distinct Pub-2010 amount-weighted, above median income, adjusted by 0.99 for males and 1.01 for females, with generationally mortality improvements using scale MP-2019

SUPPLEMENTARY INFORMATION

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF EXPENSES – BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>County Services Actual</u>	<u>Variance with Budget</u>
Administration:				
Labor	\$ 1,079,020	\$ 1,155,728	\$ -	\$ (76,708)
Labor - Administration Workers Comp	44,970	36,430	-	8,540
Office Space Rental	407,450	320,704	-	86,746
Property Insurance	38,870	103,049	-	(64,179)
Professional Technical Services	167,100	101,515	-	65,585
Professional Development	66,470	28,826	-	37,644
Operating Expense	366,380	346,908	-	19,472
Marketing and Reproduction	181,800	115,936	-	65,864
North County Management Contract	(47,740)	(47,740)	-	-
County Management Contract	(98,390)	(98,390)	96,932	-
SCT Management Contract	(114,160)	(114,160)	-	-
Total Administration	<u>2,091,770</u>	<u>1,948,806</u>	<u>96,932</u>	<u>142,964</u>
Service Delivery:				
Labor - Operations	6,622,980	6,077,507	292,988	545,473
Labor - Operations Workers Comp	339,940	275,382	12,862	64,558
Labor - Maintenance	1,581,620	1,556,213	74,518	25,407
Labor - Maintenance Workers Comp	93,090	75,411	3,465	17,679
Fuel	1,113,670	1,518,152	17,774	(404,482)
Insurance	909,680	680,956	11,438	228,724
Special Transportation (for SLOCAT and Paso)	44,480	20,668	20,668	23,812
Avila Trolley	76,490	56,854	50,956	19,636
Maintenance (Parts, Supplies, Materials)	695,930	623,832	6,833	72,098
Maintenance Contract Costs	136,900	91,680	953	45,220
Total Service Delivery	<u>11,614,780</u>	<u>10,976,655</u>	<u>492,455</u>	<u>638,125</u>
Capital/Studies:				
Computer System Maintenance/Upgrades	40,370	10,960	-	29,410
Miscellaneous Capital				
Maintenance Equipment	42,500	830	-	41,670
Radios	6,600	-	-	6,600
Bus Stop Improvements/Bus Stop Solar Lighting	377,430	91,543	-	285,887
Large Capital Repairs	575,000	346,679	-	228,321
Vehicles				
Runabout Vehicles	302,000	-	-	302,000
40' Coaches	1,986,680	1,276,250	-	710,430
Total Capital/Studies	<u>3,330,580</u>	<u>1,726,262</u>	<u>-</u>	<u>1,604,318</u>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF EXPENSES – BUDGET AND ACTUAL (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>County Services Actual</u>	<u>Variance with Budget</u>
Contingency	164,480	-	-	164,480
PERS Buyout	178,310	178,308	-	2
Building Decommissioning	1,950,000	1,950,000	-	-
Loan Repayments	108,240	94,523	-	13,717
Elks Lane Project	10,213,970	8,199,548	-	2,014,422
Management Contracts	<u>260,290</u>	<u>260,290</u>	<u>-</u>	<u>-</u>
TOTAL FUNDING USES	<u><u>\$ 29,912,420</u></u>	<u><u>\$ 25,334,392</u></u>	<u><u>\$ 589,387</u></u>	<u><u>\$ 4,578,028</u></u>
TOTAL EXPENSES, BUDGETARY BASIS		\$ 25,334,392		
ADD:				
DEPRECIATION		2,323,575		
LESS:				
LOAN REPAYMENT		(94,523)		
PERS BUYOUT PRINCIPAL PAYMENTS		(161,389)		
BUILDING DECOMMISSIONING		(1,950,000)		
CAPITALIZED EXPENSES		<u>(9,925,812)</u>		
TOTAL OPERATING EXPENSES PER FINANCIAL STATEMENTS		<u><u>\$ 15,526,243</u></u>		

Board of Directors
San Luis Obispo Regional Transit Authority
San Luis Obispo, California

We have audited the financial statements of the San Luis Obispo Regional Transit Authority (the Authority) for the fiscal year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 13, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2 to the financial statements. The Authority implemented Governmental Accounting Standards Board (GASB) Statement No. 87 – *Leases*. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

Management's estimate of the useful lives of capital assets for purposes of calculating annual depreciation expense. We evaluated the key factors and assumptions used to develop the estimate of the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of its net pension liability, and related deferred inflows of resources and deferred outflows of resources are based on actuarial valuations that involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. We evaluated the key factors and assumptions used to develop the estimate of the net pension liability, and related deferred inflows of resources and deferred outflows of resources in determining that it is reasonable in relation to the financial statements taken as a whole.

Management estimate in determining lease liability and right-to-use leased asset. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosures of capital asset and depreciation, lease liability and right-to-use leased asset, and pension in Notes 4, 8 and 9 to the financial statements, respectively.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 8, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Schedule of Proportionate Share of the Net Pension Liability and Schedule of Pension Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenses – Budget and Actual, which accompanies the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
November 8, 2022

**SAN LUIS OBISPO REGIONAL
TRANSIT AUTHORITY**

SINGLE AUDIT REPORT

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JUNE 30, 2022

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
San Luis Obispo Regional Transit Authority
San Luis Obispo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the San Luis Obispo Regional Transit Authority (the Authority), as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated November 8, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material

effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 8, 2022

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Directors
San Luis Obispo Regional Transit Authority
San Luis Obispo, California

Report on Compliance with Transportation Development Act Requirements

We have audited the San Luis Obispo Regional Transit Authority's (the Authority) compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by the Authority were expended in conformance with applicable statutes, rules, and regulations of the TDA and the allocation instructions and resolutions of San Luis Obispo County Association of Governments as required by Section 6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the fiscal year ended June 30, 2022.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the applicable statutes, rules, and regulations of the TDA.

Auditor's Responsibility

Our responsibility is to express an opinion on each of the Authority's compliance requirements referred to in Section 6667, which requires that for a transit claimant, the independent auditor will perform at least the following tasks:

- a) Determine whether the claimant was an entity eligible to receive the funds allocated to it,
- b) Determine whether the claimant is maintaining its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller, pursuant to Public Utilities Code Section 99234,
- c) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with those sections of the TDA specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4; Sections 99275, 99275.5, and 99277 for Article 4.5 claimants; Section 99400(c), (d), and (e) for Article 8 claimants for service provided under contract; and Section 99405(d) for transportation services provided by cities and counties with populations of less than 5,000,
- d) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions,
- e) Determine whether interest earned on funds received by the claimant pursuant to the TDA were expended only for those purposes for which the funds were allocated in accordance with Public Utilities Code Sections 99234.1, 99301, 99301.5, and 99301.6,
- f) Verify the amount of the claimant's operating cost for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in the Section 6633.2,

- g) Verify the amount of the claimant's actual fare revenues for the fiscal year,
- h) Verify the amount of the claimant's actual local support for the fiscal year,
- i) Verify the amount the claimant was eligible to receive under the TDA during the fiscal year in accordance with Sections 6634 and 6649,
- j) Verify, if applicable, the amount of the operator's expenditure limitation in accordance with Section 6633.1,
- k) In the case of an operator, determine whether the operator's employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273,
- l) In the case of an operator, determine whether the operator has had a certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251,
- m) In the case of an operator, verify, if applicable, its State Transit Assistance eligibility pursuant to Public Utilities Code Section 99314.6 or 99314.7, and
- n) In the case of a claimant for community transit services, determine whether it is in compliance with Public Utilities Code Sections 99155 and 99155.5.

Compliance with the requirements referred to above is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

Opinion on Transportation Development Act Compliance

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that are applicable to the Authority for the fiscal year ended June 30, 2022.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the TDA. Accordingly, this report is not suitable for any other purpose.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's compliance with the applicable bond act and state accounting requirements.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 8, 2022

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
San Luis Obispo Regional Transit Authority
San Luis Obispo, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited San Luis Obispo Regional Transit Authority's (the Authority) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the fiscal year ended June 30, 2022. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit. Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority, as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated November 8, 2022, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 8, 2022

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Identifying Number	Total Federal Expenditures
<u>U.S. Department of Transportation</u>			
Direct:			
Transportation Infrastructure Finance and Innovation Act - 3rd party loan	20.223		\$ 9,154,213
CARES FTA Section 5307 - Operating Assistance	20.507	CA-2020-116-00	\$ 150,070
ARP FTA Section 5307 - Operating Assistance	20.507	CA-2022-060-00	1,100,678
FTA Section 5307 - Capital Assistance & Ops Assist FY 14/15 (Bus Stop Improvements)	20.507	CA-90-Z272-04	8,322
FTA Section 5307 - Operating Assistance	20.507	PENDING	2,193,300
FTA Section 5307 - Operating Assistance	20.507	PENDING	339,000
FTA Section 5307 - Operating Assistance	20.507	PENDING	616,000
FTA Section 5307 - Capital Assistance (Maintenance tools)	20.507	CA-2019-082-03	2,455
FTA Section 5307 - Capital Assistance (Veh Maint Equipment)	20.507	CA-2018-073-04	381
FTA Section 5307 - Capital Assistance (Engine rehab)	20.507	CA-2021-161-02	252,181
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2016-065-03	60
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2016-065-11	3,642
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2017-100-11	3,702
Total FTA Section 5307			4,669,791
Total Federal Transit Cluster			4,669,791
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2020-283-05	489,298
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2020-283-06	395,609
FTA Section 5339 - Capital Assistance (BMF)	20.509	CA-2020-040-01	732,129
Total FTA Section 5339			1,617,036
Passed Through the State of California Department of Transportation:			
FTA Section 5311 - Operating Assistance	20.509	64BO21-01735	586,252
CRRSAA - FTA Section 5311 - Operating Assistance	20.509	64RO21-01659	1,549,904
Total FTA Section 5311			2,136,156
Total U.S. Department of Transportation			17,577,196
Total Expenditures of Federal Awards, Excluding Federal Loan Balances			\$ 17,577,196
Federal Loan Balances Carried Forward from Prior Year			
Transportation Infrastructure Finance and Innovation Act (TIFIA) Program	20.223		\$ 2,806,697
Total Federal Loan Balances			2,806,697
Total Expenditures of Federal Awards, Including Federal Loan Balances			\$ 20,383,893

See Accompanying Notes to the Schedule of Expenditures of Federal Awards.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

NOTE 1 – SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying Schedule of Expenditures of Federal Awards (Schedule) presents the activity of all Federal award programs of the San Luis Obispo Regional Transit Authority (the Authority). All Federal awards received directly from Federal agencies as well as Federal awards passed through from other government agencies are included on the Schedule.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying Schedule is presented using the accrual basis of accounting, which is described in Note 2 of the Authority's financial statements.

NOTE 3 – RELATIONSHIP TO FINANCIAL STATEMENTS

Federal award monies are reported in the Authority's financial statements as revenues from Federal operating and capital assistance grants.

NOTE 4 – INDIRECT COST RATE

The Authority did not elect to use the 10 percent de minimus indirect cost rate.

NOTE 5 – LOANS OUTSTANDING

The following program had federally-funded loans outstanding at June 30, 2022:

Assistance Listing Number	Program Title	Amount Outstanding				
		July 1, 2021	New Loans	Loan Payments	Forgiven	June 30, 2022
20.223	TIFIA	\$ 2,806,697	\$ 9,154,213	\$ -	\$ -	\$ 11,960,910

FINDINGS AND QUESTIONED COSTS SECTION

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? ☐ Yes ☒ No

Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

Material weakness identified? ☐ Yes ☒ No

Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ☐ Yes ☒ No

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program or Clusters</u>
20.507	Federal Transit – Formula Grants (Urbanized Areas Formula Program)
20.223	Transportation Infrastructure Finance and Innovation Act

Dollar threshold used to distinguish Type A and B programs: \$750,000

Auditee qualified as low risk auditee? ☒ Yes ☐ No

II. Findings Relating to Financial Statement Required Under Generally Accepted Government Auditing Standards (GAGAS)

None.

III. Federal Award Findings and Questioned Costs

None.

IV. State Award Findings and Questioned Costs

None.

V. Summary of Prior Audit (June 30, 2021) Findings and Current Status

None.

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA)
JANUARY 11, 2023
STAFF REPORT

AGENDA ITEM: A-5

TOPIC: FTA 5307, 5339 and CMAQ Grant Programs Administration

PRESENTED BY: Melissa Mudgett, Grants and Financial Manager

STAFF RECOMMENDATION: Adopt Resolution Seeking Continued Access to TRAMS in Order to Administer FTA Section 5307, 5339 and CMAQ Grants

BACKGROUND/DISCUSSION:

The cities of Atascadero and Paso Robles, and certain limited populations of northern San Luis Obispo County, were designated as an “urbanized area” based upon the results of the 2000 US Census. In addition, the cities of Arroyo Grande, Grover Beach and Pismo Beach, and certain limited populations of southern San Luis Obispo County area, were designated as an urbanized area based on the results of the 2010 US Census. The transit agencies in these two small urbanized areas and the San Luis Obispo Council of Governments developed two Operators Agreements relative to the governance and transit planning needs as they relate to Federal Transit Administration (FTA) Sections 5307, 5339 and CMAQ funding eligibility. These Agreements allow the transit agencies to use these FTA funding sources for capital, operating, and planning assistance. However, the FTA requires that there be a single “grant recipient” who will perform grant administration activities for each urbanized area. For the benefit of all transit agencies included in these two urbanized areas, the RTA has served the role of Grant Recipient.

For the RTA to continue serving as the administrator of FTA Section 5307, 5339 and CMAQ grant funding on behalf of the cities of Atascadero and Paso Robles, as well as for South County Transit, FTA requires the RTA (serving as the Grant Recipient) to have access to the electronic grants management program known as Transit Award Management System (TrAMS). The attached resolution grants the RTA Executive Director or designee access to TrAMS to administer FTA Section 5307, 5339 and CMAQ grants based on the Operators Agreement between SLOCOG, the cities of Atascadero and Paso Robles, and the RTA, as well as the Operator Agreement between SLOCOG, South County Transit and the RTA.

STAFF RECOMMENDATION:

Adopt Resolution seeking continued access to TRAMS in order to administer FTA Section 5307, 5339 and CMAQ grants.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 23-_____**

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF
THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL
TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C CHAPTER 53 TITLE
23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY
THE FEDERAL TRANSIT ADMINISTRATION**

WHEREAS, the Federal Transit Administration (FTA) has been delegated authority by the United States Department of Transportation to award Federal financial assistance for transit projects; and

WHEREAS, a grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the San Luis Obispo Regional Transit Authority (RTA), and may require the RTA to provide the local share of the project cost; and

WHEREAS, the RTA has or will provide all annual certifications and assurances to the FTA required for the projects included in a grant application; and

WHEREAS, the RTA as the Grantee will file and execute applications on behalf of the cities of Atascadero and El Paso de Robles, the San Luis Obispo Council of Governments (SLOCOG), and for South County Transit, as sub-recipients of FTA Section 5307, 5339, and Congestion Mitigation and Air Quality (CMAQ) funds required for the identified projects.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of the San Luis Obispo Regional Transit Authority:

1. Authorize the Executive Director or designee to execute and file applications for Federal assistance on behalf of RTA with the FTA for Federal Assistance authorized by 49.U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the FTA and has received authority from the San Luis Obispo Council of Government, San Luis Obispo, California, the Designated Recipient, to apply for Urbanized Area Formula Program Assistance authorized by 49 U.S.C. 5307, 5339, and CMAQ transferred and administered as 5307.
2. Authorize the Executive Director or designee to execute and file with its application the annual Certifications and Assurances required by the FTA before awarding a Federal assistance grant or cooperative agreement.
3. Authorize the Executive Director or designee to execute and file such applications, assurances or any other documents required by FTA for the purpose of complying with Title VI of the Civil Rights Act of 1964.

4. Authorize the Executive Director or designee to furnish such additional information as the FTA may require in connection with the program of projects identified in applications.
5. The President of the RTA Board of Directors is authorized to execute grant and cooperative agreements with the FTA on behalf of the RTA.

On motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted at a regular meeting of said Board of Directors held on the 11th day of January 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

Date: _____

January 11, 2023

DESIGNATION OF SIGNATURE AUTHORITY
for the
TRANSIT AWARD MANAGEMENT SYSTEM
(TrAMS)

The San Luis Obispo Regional Transit Authority hereby authorizes the Executive Director, the Deputy Director/Chief Financial Officer, the Grants and Financial Manager, and the RTA Legal Counsel to be assigned, and to use a Personal Identification Number (PIN) in TrAMS, for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and the execution of all FTA grant awards, on behalf of the official below and on behalf of San Luis Obispo Regional Transit Authority. This Designation of Signature Authority serves only to authorize the above-referenced persons to take actions in TrAMS; original Certifications and Assurances and original FTA grant agreements must be executed by the Recipient's Designated Official, identified in its Authorizing Resolution, and its legal counsel, unless otherwise delegated in accordance with the Recipient's internal procedures.

Geoff Straw
RTA Executive Director

Jon Ansolabehere
RTA Legal Counsel

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 2023
STAFF REPORT**

AGENDA ITEM: A-6

TOPIC: FTA Section 5311 Grant Application

PRESENTED BY: Melissa C. Mudgett, Grants and Financial Manager

STAFF RECOMMENDATION: Adopt Resolution Authorizing Executive Director to Submit Application for FY2022-23 Formula Grants for Rural Areas Section 5311 Program Funds

BACKGROUND/DISCUSSION:

The Federal Transit Administration (FTA) formula grants for Rural Areas Section 5311 program, under 49 U.S.C. Chapter 53 as reauthorized under the FAST Act, provides capital, planning, and operating assistance to support public transportation in rural areas with populations less than 50,000.

Since FY03-04, the San Luis Obispo Council of Governments (SLOCOG) and the San Luis Obispo Regional Transit Authority (RTA) agreed to program all federal funding from the FTA Section 5311 Program to the RTA. In exchange, SLOCOG programs a similar amount of Transportation Development Act (TDA) funds for rural transit operators in the county. The resulting Rural Transit Funds (RTF) can be used by transit operators that provide public transportation services outside of the three small urbanized areas in San Luis Obispo County.

In connection with the RTF exchange program, the RTA must submit an annual grant application to Caltrans for the FTA Section 5311 funds. The grant application must include a resolution, approved by the RTA Board, authorizing submittal of the grant application and authorizing the Executive Director to execute and file all assurances and any other documentation required by Caltrans and the FTA.

Once approved, the attached resolutions will become part of the grant application for FTA Section 5311 funding for FY2022-23.

Staff Recommendation

Approve the attached resolution authorizing the Executive Director to submit a grant application for the entire amount of FTA Section 5311 funds apportioned in FY2022-23 for San Luis Obispo County for the purchase of various materials, supplies, equipment, and/or operations costs for rural bus routes.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 23-_____**

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE (FTA) FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) FORMULA GRANTS FOR RURAL AREAS.

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the San Luis Obispo Regional Transit Authority desires to apply for said financial assistance to permit operation of service in San Luis Obispo County; and

WHEREAS, the San Luis Obispo Regional Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED that the San Luis Obispo Regional Transit Authority does hereby authorize the Executive Director, to file and execute applications on behalf of San Luis Obispo Regional Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F**) for the maximum funding available, as amended.

That the Executive Director or designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department; and

That the Executive Director or designee is authorized to execute and file such applications, assurances or any other documents for the purpose of complying with Title VI of the Civil Rights Act of 1964 required by the Department in connection with the application for the Section 5311 projects; and

That Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

On a motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority Board of Directors at a regular meeting held on the 11th day of January 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

Date: _____

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-7

TOPIC: Low-Carbon Transit Operations Program (LCTOP)
Grant Application

PRESENTED BY: Melissa C. Mudgett, Grants and Finance Manager

STAFF RECOMMENDATION: Approve Resolution Authorizing the RTA
Executive Director to Submit a Low-Carbon
Transit Operations Program Grant Application of
up to \$350,000 to Fund Routes 27 & 28 Operation

BACKGROUND/DISCUSSION:

Senate Bill (SB) 862, passed in 2014, establish the Low-Carbon Transit Operations Program (LCTOP) as a formulaic program instead of a state-level competitive program and establish LCTOP as a continuous appropriation with 5% of the annual auction proceeds from the California Air Resource Board's Cap-and-Trade Program, for LCTOP beginning in 2015. This program was created to provide operating and capital assistance for transit agencies to support new or expanded bus service and to reduce greenhouse gas (GHG) emissions and improve mobility along with other community benefits, with a priority on serving Disadvantaged Communities (DAC).

Eligible recipients of the LCTOP funds include South County Transit (operated by the RTA), the RTA, SLO Transit, Paso Express, Atascadero Dial-A-Ride and Morro Bay Transit. Eligible projects will support new or expanded bus services (up to five years) or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

The amount of LCTOP available for the San Luis Obispo County regional apportionment in FY22-23 has not yet been determined by the State Controller's Office. Based on prior year allocations, it is estimated that **\$707,756** in LCTOP funds will be available for the regional programming in FY2022-23. (Note that this estimation is up \$300,000 from previously projections).

Applications for LCTOP project nominations are due to the San Luis Obispo Council of Governments (SLOCOG) on January 6, 2023 with the SLOCOG Board of Directors awarding LCTOP funds at its February 2023 meeting.

As indicated in the *2020 Short Range Transit Plan* adopted by the South County Transit Board of Directors at its January 15, 2020 meeting, ridership demand and other operating data suggested that changes to the Routes 27/28 pair be considered. LCTOP

funds for FY21/22 were used to support route revisions that would better serve low-income passengers. Service operations remain the highest-priority LCTOP project.

Therefore, the RTA is seeking the maximum amount available in LCTOP program funds of **\$350,000** to support the continued operations of the revised Routes 27 & 28 in the south county.

STAFF RECOMMENDATION:

Approve resolution authorizing the RTA Executive Director to submit a Low-Carbon Transit Operations Program grant application of up to **\$350,000** to fund Routes 27 & 28 operations.

ATTACHMENT A
Resolution No. 23-_____

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT
AUTHORITY BOARD OF DIRECTORS, AUTHORIZATION SUBMITTAL OF A
GRANT APPLICATION TO THE STATE OF CALIFORNIA
LOW-CARBON TRANSIT OPERATIONS PROGRAM
FY2022-23**

WHEREAS, the San Luis Obispo Regional Transit Authority is under contract to fully administer transit services for the County of San Luis Obispo; and

WHEREAS, The San Luis Obispo Regional Transit Authority, on behalf of the South County Transit Committee, is an eligible applicant for Low-Carbon Transit Operations Program funds; and,

WHEREAS, it is anticipated that a total of **\$707,756** will be available in FY2022-23 Low-Carbon Transit Operations Program funds; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo will continue to provide fixed-route transportation services, including complementary ADA paratransit service, in San Luis Obispo County; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo is seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo is requesting up to **\$350,000** from the Low Carbon Transit Operations Program to support the expanded bus services for Routes 27 & 28.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit a proposal to the State of California Low-Carbon Transit Operations Program of up to **\$350,000** for continued operations.

BE IT FURTHER RESOLVED, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to submit said funding requests.

Upon motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 11th day of January, 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

Date: _____

SAN LUIS OBISPO REGIONAL TRANIST AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-8

TOPIC: Rural Transit Funds Grant Application

PRESENTED BY: Melissa C. Mudgett, Grants and Finance Manager

STAFF RECOMMENDATION: Approve Resolution Authorizing the Executive Director to Submit an RTF Grant Application of up to \$717,370 for Local Match Needed to Replace Vehicles and Related Equipment

BACKGROUND/DISCUSSION:

In 2003, the San Luis Obispo Council of Governments and the RTA agreed to exchange Federal Transit Administration (FTA) Section 5311 funds for Transportation Development Act (TDA) funds to create the local Rural Transit Fund (RTF) Program. The RTF program includes the same eligibility of public transportation recipients and projects as the Section 5311 program, and made the access and availability of funds much easier for the rural transit operators, including the RTA. The RTF program has consistently provided much needed funding for transit capital projects and operating revenue for rural public transit operators.

After deducting administrative costs for both SLOCOG and RTA, an estimated **\$717,370** in FY2023-24 RTF program funds is anticipated to be available for programming to rural transit operators. Eligible recipients of these rural formula funds include the RTA (rural Routes 12 and 15), the City of Morro Bay, San Luis Obispo County services (Nipomo Dial-A-Ride) and Runabout. RTF project applications are due to SLOCOG by February 10, 2023. SLOCOG will provide draft recommendations for RTF funds in March with SLOCOG Board adoption scheduled for April 5, 2023.

The RTA will be required to replace the current diesel-powered buses with zero-emission buses to meet the California Air Resources Board's Innovative Clean Transit rules. More specifically, 25% of the buses that transit agencies in California purchase in 2026 must be battery-electric or hydrogen powered, and all new bus purchases must be zero emission beginning in 2029. No internal combustion-powered buses can operate after 2040.

In March 2022, the Federal Transit Administration (FTA) awarded the RTA \$4,000,000 in Section 5339(b) discretionary funding to support the purchase of five (5) zero-emission electric buses. These electric buses will replace five (5) traditional diesel-

powered buses in the RTA's fleet. A 20% non-federal local match will be required for this project.

Veh ID#	Year	Vehicle Type	Description	Local Match Needed	RTF Available
1011	2010	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474
1012	2010	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474
1303	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474
1306	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474
1307	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474
				\$ 1,215,500	\$ 717,370

The RTA is seeking a total of the maximum amount available of \$717,370 in RTF funds to use towards the required 20% capital project local match funding for planned vehicle replacements for the RTA's fixed-route services.

STAFF RECOMMENDATION:

Approve resolution authorizing the Executive Director to submit an RTF grant application of up to **\$717,370** towards the local match needed to replace vehicles and related equipment.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 23-_____**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT
AUTHORITY BOARD OF DIRECTORS,
AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE
SAN LUIS OBISPO COUNCIL OF GOVERNMENTS
RURAL TRANSIT FUND PROGRAM FY2023-24**

WHEREAS, the San Luis Obispo Regional Transit Authority is under contract to fully administer transit services for the County of San Luis Obispo; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are eligible applicants for Rural Transit Program funds (RTF, formerly FTA Section 5311); and,

WHEREAS, it is anticipated that a total of **\$717,370** will be available in FY2023-24 RTF program funds for programming to rural transit operators; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Rural Transit Fund Program Policies and Procedures; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo will continue to provide transportation services, including complementary ADA paratransit service, in San Luis Obispo County; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are seeking grant funding to optimize the use of local TDA funds provided by the various agencies included in the Joint Powers Agency Agreement; and

WHEREAS, the San Luis Obispo Regional Transit Authority and the County of San Luis Obispo are requesting up to **\$717,370** for the local funding match in the purchase of five (5) electric bus replacement vehicles and related equipment;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit a proposal to the San Luis Obispo Council of Governments for the Rural Transit Fund Program of up to **\$717,370** for the required capital project local match for the purchase of five (5) electric bus replacement vehicles and related equipment.

BE IT FURTHER RESOLVED, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to submit said funding requests.

Upon motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 11th day of January 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

Date: _____

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-9

TOPIC: California SB-1 State of Good Repair (SGR) Grant Application

PRESENTED BY: Melissa C. Mudgett, Grants and Finance Manager

STAFF RECOMMENDATION: Approve Resolution Authorizing the Executive Director to Submit an SGR Grant Application of up to \$463,257 to Serve as Local Match for a the Zero-Emission Electric Bus Replacement Project.

BACKGROUND/DISCUSSION:

Senate Bill 1 (SB-1) is a 2017 transportation measure that provides over \$50 billion through 2027 to maintain and improve California's transportation system. SB-1's State of Good Repair (SGR) program will provide approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. The SGR is funded from Transportation Improvement Fees on vehicle registrations, as permitted under Public Utilities Code (PUC) Section 99312.1 and according to population and transit operator revenues. The SGR Program benefits the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure, and in turn to improve transportation services.

As a recipient agency and pursuant to Public Utilities Code 99312.1(d)(1), the RTA reports annually on all activities completed with SGR funds to the Caltrans and includes the SGR revenues and expenditures in its annual Transportation Development Act fiscal and compliance audit. The SGR program provides capital funding for transit operators to maintain the public transit systems in a state of good repair.

The regional discretionary and operator SGR are unknown at this time as the State Controller's Office has yet to release the FY2023-24 allocation list. However, based upon previous year allocations, the San Luis Obispo Council of Governments (SLOCOG) anticipates **\$463,257** in SGR regional discretionary funding will be available for programming in FY2023-24.

The RTA will be required to replace the current diesel-powered buses with zero-emission buses to meet the California Air Resources Board's Innovative Clean Transit rules. More specifically, 25% of the buses that transit agencies in California purchase in 2026 must be battery-electric or hydrogen powered, and all new bus purchases must be zero emission beginning in 2029. No internal combustion-powered buses can operate

after 2040. In March 2022, the Federal Transit Administration (FTA) awarded the RTA \$4,000,000 in Section 5339(b) discretionary funding to support the purchase of five (5) zero-emission electric buses. These electric buses will replace five (5) traditional diesel-powered buses in the RTA's fleet. A 20% non-federal local match will be required for this capital project.

Staff will be seeking Rural Transit Funds to apply towards the required capital project local match of \$1,215,500. To fully fund the local match, staff recommends applying for SGR funding in the amount of **\$463,257**.

Veh ID#	Year	Vehicle Type	Description	Local Match Needed	RTF Available	SGR Available
1011	2010	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474	\$ 92,652
1012	2010	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474	\$ 92,652
1303	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474	\$ 92,652
1306	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474	\$ 92,652
1307	2013	Diesel 40 ft Bus	Replace with Zero-Emission Battery Electric Bus - Local Match	\$ 243,100	\$ 143,474	\$ 92,652
				\$ 1,215,500	\$ 717,370	\$463,257

Applications for SGR funding are due to SLOCOG by February 10, 2023. SLOCOG will provide draft recommendations for SGR funds in March with SLOCOG Board adoption scheduled for April 5, 2023.

STAFF RECOMMENDATION:

Approve resolution authorizing the Executive Director to submit an SGR grant application of up to **\$463,257** towards the local match requirement needed to replace five (5) zero-emission electric buses.

**San Luis Obispo Regional Transit Authority
Resolution No. 23-_____**

**AUTHORIZATION FOR THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
(RTA) PROJECT LIST FOR THE CALIFORNIA STATE OF GOOD REPAIR (SGR)
FY2023-24 PROGRAM**

WHEREAS, the San Luis Obispo Regional Transit Authority, hereinafter referred to as the RTA, is a recipient of SB-1 SGR funds in the San Luis Obispo region; and

WHEREAS, it is anticipated that **\$463,257** in SGR regional discretionary funding will be available for programs in FY2023-24; and

WHEREAS, the RTA is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair (SGR) Account now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors; and

WHEREAS, the Department requires eligible SGR recipient agencies to submit an annual list of proposed SGR projects; and

WHEREAS, the RTA continues to be a leading agency in sustainability efforts and has set significant goals to reduce greenhouse gas (GHG); and

WHEREAS, the RTA is requesting up to **\$463,257** from the SGR program to fund the required capital project local match to fund the replacement of five (5) zero-emission electric buses; and

NOW, THEREFORE, BE IT RESOLVED that the RTA acting as the recipient, does hereby authorize the RTA's FY 2023-24 SGR Project List to include the Zero-Emission Electric Bus Replacement Project.

On a motion by Delegate _____, seconded by Delegate _____, and on the following roll call vote, to wit: the foregoing resolution is hereby adopted this 11th day of January 2023.

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 11th day of January 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: _____
Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

Date: _____

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-10

TOPIC: Declare Vehicle Surplus – South County Transit Support Vehicle

ACTION: Approve

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Declare Vehicle Surplus and Authorize the Executive Director to Transfer Vehicle or to Dispose of through Auction or Salvage

BACKGROUND/DISCUSSION:

In Federal Fiscal Year 2013-14, the Federal Transportation Administration (FTA) authorized Section 5339 and 5307 grant funding to replace two support vehicles for South County Transit (SCT). On April 23, 2014, the SCT the Board authorized the purchase of a two Dodge Caravan vehicles to provide non-revenue support services for the south county area. Due to the advanced age of these vehicles, they are experiencing significant maintenance and component failure issues. One of the Dodge Caravans (Vehicle ID #517) has a broken transmission and is in need of repairs to continue being operable. The quotations were received in October 2022 to either replace or rebuild the transmission of Vehicle #517 have exceeded the overall value of the vehicle. Therefore, staff recommends salvaging the spare parts on vehicle #517 and is seeking the Board's direction on disposing of the vehicle shell.

The RTA Purchasing Policy requires staff to determine if surplus equipment has a per-unit fair market value greater than \$5,000. If a piece of equipment, transportation vehicle or bus has a value greater than \$5,000 and it was originally purchased using Federal Transit Administration (FTA) funds, staff is directed to obtain pre-approval from FTA staff to determine how any FTA remaining value should be addressed. A fair market value assessment of these vehicles indicate the vehicle values to be less than \$5,000.

Following a declaration of surplus, the Purchasing Policy permits the RTA Board to transfer surplus demand-response vehicles to other transportation providers in SLO County in the following order of priority:

1. Local governmental entities;
2. Local 501(c)3 non-profit transportation providers; and
3. Private for-profit transportation providers.

Staff will seek out other local transportation providers to determine if there is a need for this vehicle. Vehicle #517 has met its useful vehicle life of 4 years or 100,000 miles as determined by the FTA. This vehicle is experiencing significant transmission maintenance costs, resulting in higher-cost repairs and making the vehicle no longer economically prudent to maintain. The RTA currently has no practical, efficient or appropriate use for this support vehicle as presented in the table below, nor will it have such a use for it in the near future.

Fleet #	Mileage as of 10/25/2022	Chassis	Model	Year	Vehicle ID #	In-Service Date	Seating Capacity
517	82,311	DODGE	CARAVAN	2014	2C7WDGBG0ER432170	11/15/2014	4 + 1 w/c

Should no local transportation provider opt to receive these vehicles, staff then recommends the vehicles remaining be sold through our contract with Ken Porter Auctions or be salvaged if the auction company refuses to accept it. Any vehicle auction proceeds would be deposited in the South County Transit capital reserve account for future vehicle replacements.

Staff Recommendation

Declare the vehicle listed above as surplus, and authorize the Executive Director to dispose of this vehicle through the means of transferring to local transportation providers wishing to acquire them on the terms specified above, through auction or by salvage.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-11

TOPIC: Authorize FTA 5339 Carryover and TDA Funds, Purchase Order to Replace Six (6) ADA Minivans and Pursuit of Grant funds to Backfill Price Increases.

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Pursue \$183,984 of FTA Section 5339 Carryover Funds and \$45,996 Transit Development Act Funds for the ADA Vehicle Replacement Project. Authorize Executive Director to Issue a Purchase Order to CBS in an amount not-to-exceed \$531,980 for (6) ADA Minivans and related equipment. Authorize Executive Director to Pursue Additional FTA Funds to Backfill the Price Increases.

BACKGROUND/DISCUSSION:

In July 2021, the Federal Transit Administration (FTA) approved a grant (#CA-2020-283) and included a vehicle replacement project in the amount of \$302,000 (\$256,000 in FTA Section 5307 and \$46,000 local match funding) to replace a total of six (6) aging ADA accessible minivans that have met/or exceeded their FTA useful life in age and/or mileage.

On September 1, 2021, the Board authorized the Executive Director to procure six (6) low-floor minivans at a cost-not-to exceed \$302,000, and declare the replaced vehicles surplus authorizing the Executive Director to dispose of the vehicles, transfer or retain as support fleet.

On September 9, 2022 the RTA was provided notice of an approved Force Majeure price increases for manufacturing plants in the production and distribution of ADA accessible minivans. The recent Force Majeure price increase represents a 52% increase (\$26,091 increase per vehicle) over the previously budgeted pricing rates. As a result, the current ADA Minivan Replacement grant of \$302,000 can fund roughly *half* of the vehicle replacements (3 out of 6 minivans) identified in the project.

Force Majeure Price Increase

Class D ADA Accessible Braun Entravan Minivan	CalACT- MBTA Cooperative Purchasing Agrmnt #15-03	Qty	TOTAL	52%
	\$50,333	6	\$302,000	
	CalACT-MBTA Cooperative Purchasing Agrmnt #20-01	Qty	TOTAL	
	\$76,424	6	\$458,544	
Difference	\$26,091		\$156,544	

Additional project funding of \$229,980 will be needed to fully support replacement costs which include the baseline vehicle cost increases resulting from Force Majeure and required transit equipment; such as radios, dispatch computers and security camera systems for three of the remaining ADA minivans. Staff has identified \$183,984 carryover apportionment funding from FTA Section 5339 that could be placed under grant and used to help bridge the funding shortfall. Transit Development Act (TDA) funding of \$45,996 will be used for the required 20% local match. Additionally, the California Department of Transportation DRMT is aware of the Force Majeure and its Procurement Branch is currently working with CalACT-MBTA and exploring other funding options to help backfill pending and upcoming vehicle purchases for transit agencies. The RTA will seek these alternative funding sources as they become available.

Project	Funding Source	Grant	Amount	Total
Replace (6) ADA Paratransit Minivans	FTA 5307	CA-2020-283-02	\$256,000	\$302,000
	Local Match	TDA	\$46,000	
	FTA 5339	NEW	\$183,984	\$229,980
	Local Match	NEW	\$45,996	
TOTAL PROJECT BUDGET				\$531,980

Staff Recommendation

Staff is recommending the Board authorize the Executive Director seek FTA Section 5339 carryover funds of \$183,984 and \$45,996 of Transit Development Act funds to fully support the cost to replace all six (6) ADA minivans and related equipment. Authorize the Executive Director to issue a purchase order with Creative Bus Sales (CBS) for six (6) ADA Minivans to include the Force Majeure price increase and transit amenities identified above, at a cost not-to-exceed \$531,980. Authorize Executive Director to pursue additional grant funds that become available to help backfill the pending and upcoming vehicle purchase price increases.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-12

TOPIC: FTA Certifications and Assurances

PRESENTED BY: Melissa Mudgett, Grants and Financial Manager

STAFF RECOMMENDATION: Authorize the Executive Director and RTA Legal Counsel to Execute and Submit the Federal Fiscal Year 2023 Certifications and Assurances

BACKGROUND/DISCUSSION:

Each year, the California Department of Transportation (Caltrans) and the San Luis Obispo Regional Transit Authority (RTA) must recertify to the Federal Transit Administration (FTA) that all applicable Federal requirements are adhered to when administering Federal grants. To this end, Caltrans and the RTA obtain certification from sub-recipient agencies that they too will comply with applicable Federal requirements.

The RTA is required to execute and submit the attached Federal Fiscal Year 2023 Certifications and Assurances documentation to the appropriate agencies to remain an eligible grantee and sub-recipient of FTA funds. The RTA fulfills this requirement annually and ensures that these Federal requirements are followed.

Staff Recommendation:

Staff recommends the Board authorize the Executive Director and RTA Counsel to execute and submit the Federal Fiscal Year 2023 Certifications and Assurances and authorizations to the appropriate agencies on behalf of the RTA.

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January 11, 2023

U.S. Department of Transportation
Federal Transit Administration, TRO-9
Attention: Mr. Ray Tellis, Regional Administrator
90 Seventh Street, Suite 15-300
San Francisco, CA 94103-6701

FFY 2023 LEGAL COUNSEL AUTHORIZATION TO PIN IN TRAMS

Dear Mr. Tellis:

I, Jon Ansolabehere, serving as the Legal Counsel for the San Luis Obispo Regional Transit Authority (RTA), authorize Melissa Mudgett (Grants and Finance Manager) and Tania Arnold (Deputy Director/Chief Financial Officer) to PIN Certification and Assurances on my behalf for the RTA as it relates to the administering Federal Transit Administration (FTA) Sections 5307, 5339, 5311 and CMAQ in the TrAMS system.

I have reviewed the FFY2023 Certifications and Assurances submitted by the grantee and apprised the grantee of the FTA's regulatory requirements as described in the Certifications and Assurances.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Jon Ansolabehere, San Luis Obispo County Counsel
RTA Legal Counsel



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

January 11, 2023

Federal Transit Administration (FTA)
Mr. Ray Tellis, Regional Administrator
90 Seventh Street, Suite 15-300
San Francisco, CA 94103-6701

SLORTA EXECUTIVE AUTHORIZATION TO PIN IN TRAMS FFY23

Dear Mr. Tellis:

I, Geoff Straw, serving as the Executive Director for San Luis Obispo Regional Transit Authority (RTA), authorize Melissa Mudgett (Grants & Finance Manager) and Tania Arnold (Deputy Director/Chief Financial Officer) to pin the Federal Fiscal Year 2023 Certification and Assurances on my behalf for the RTA as it relates to the administering Federal Transit Administration (FTA) Sections 5307, 5339, 5311 and CMAQ in the TrAMS system.

I have reviewed the FFY 2023 Certifications and Assurances submitted by the grantee and apprised the grantee of FTA's regulatory requirements as described in the Certifications and Assurances.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Geoff Straw
RTA Executive Director

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

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.

Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies that, to the maximum extent possible, and consistent with the Consolidated Appropriations Act, 2021 (Public Law 116–260):

- (a) Funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 CFR § 673.13.

This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 CFR Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider’s Accountable Executive

(as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant’s lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or

- an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other

use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for

Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least

- 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
- (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE
EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS
PILOT PROGRAM.**

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO
EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent

transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (c) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. L, title I, § 199(b).

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 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). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 21. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing.

Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

The Applicant certifies to the applicable provisions of categories 01–21. X

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Construction Hiring Preferences

20 Cybersecurity Certification for Rail Rolling Stock and Operations

21 Tribal Transit Programs

FEDERAL FISCAL YEAR 2023 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE
PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FFY 2023)

AFFIRMATION OF APPLICANT

Name of the Applicant: SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2023, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2023.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name GEOFF STRAW, EXECUTIVE DIRECTOR Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name JON ANSOLABEHERE, COUNTY COUNSEL & LEGAL COUNSEL FOR RTA Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



253 Elks Lane
San Luis Obispo, CA 93401-5410
(805) 541-2228 Fax (805) 781-1291
www.slorta.org

January 11, 2023

U.S. Department of Transportation
Federal Transit Administration, TRO-9
Attention: Mr. Ray Tellis, Regional Administrator
90 Seventh Street, Suite 15-300
San Francisco, CA 94103-6701

FFY 2023 JUSTIFICATION FOR THE DELEGATION OF AUTHORIZATION TO PIN IN TRAMS

Dear Mr. Tellis:

On January 11, 2023 the Board representing the San Luis Obispo Regional Transit Authority (RTA) authorized the Legal Counsel and the RTA Official to delegate the authority to PIN in TrAMS to the Deputy Director/Chief Financial Officer and the Grants and Finance Manager for the RTA.

The RTA is a small joint-powers authority that provides transit services throughout the county. As a small agency, the RTA contracts with the county of San Luis Obispo for outside legal attorney services. A financial burden of additional legal fees would be incurred by having the attorney set up to PIN in TrAMS. Additionally, the Deputy Director/Chief Financial Officer serves as the RTA Official in his absence and is the primary executive staff responsible for financial matters relating to the RTA.

The RTA respectfully requests the Federal Transportation Administration consider this information and accept this statement and the Board Authorization as valid justification for the delegation of authority to PIN in TrAMS.

Regards,

Geoff Straw,

Executive Director

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

FORM OF
OPINION OF COUNSEL

January 11, 2023

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

RE: Opinion of Counsel - Federal Transit Administration grant applications

Dear Mr. Straw:

As you know, the undersigned below is an attorney at law admitted to practice in the state of California and is legal counsel to San Luis Obispo Regional Transit Authority (the "Applicant"). This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration (FTA), United States Department of Transportation, in connection with the application of the Applicant for Federal transportation assistance authorized by Chapter 53 of title 49, United States Code and other Federal statutes authorizing activities administered by the Federal Transit Administration.

1. The Applicant is authorized by the San Luis Obispo Regional Transit Authority Joint Powers Agreement to own, operate and administer a county-wide public transportation system within the boundaries of the seven incorporated cities and unincorporated County of San Luis Obispo with the concurrence of the metropolitan planning organization (San Luis Obispo Council of Governments).
2. The authority of the Applicant to provide funds for the non-Federal share of Federal assistance for eligible transportation-related activities is set forth in Article IV, Section 1 of the San Luis Obispo Regional Transit Authority Joint Powers Agreement dated April 16, 2013.
3. I have reviewed the pertinent Federal, State, and local laws, and I have concluded that there is no legal impediment to your filing an application for Federal financial assistance for eligible transportation activities. Furthermore, as a result of my examination, I find that there is currently no pending or threatened litigation or other action which might in any way adversely affect the capability of the Applicant to carry out transportation-related activities.
4. The Applicant has received authority from the Designated Recipient (California State Department of Transportation) to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, 5339, 5311, CMAQ and any FTA discretionary funding.

5. The Applicant is hereby advised to seek and file with FTA a new Opinion of Counsel if there is a material change in circumstances affecting the matters contained herein and upon which this Opinion of Counsel is based.

Very truly yours,

Jon Ansolabehere
San Luis Obispo County Counsel

By: Jon Ansolabehere
RTA Legal Counsel

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 2023
STAFF REPORT

AGENDA ITEM: A-13

TOPIC: Procurement of Digital Marketing Campaign to Increase Overall Ridership

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize the Executive Director to Issue a Purchase Order with Digital Agility Media in an Amount Not-To-Exceed \$50,000 for the procurement of Digital Marketing Campaign Services

BACKGROUND/DISCUSSION:

Since the start of the global pandemic, transit ridership has decreased by roughly 30% and has not yet fully recovered. The San Luis Obispo Regional Transit Authority (RTA) seeks to develop a strategic digital marketing campaign to increase overall ridership with regular use riders. A digital marketing campaign would be consistent with the RTA's Strategic Business Plan goals and targets to increase ridership. The proposed digital marketing campaign strategy will be based on market research with recommendations on local markets, creative messaging, advocate existing branding and to attract new riders.

Staff solicited quotations for digital marketing campaign services and received three (3) quotes. Proposals were evaluated on their digital campaign approach, deliverables and overall cost. A summary of the quotation responses and ranking is provided in the table below.

PROPOSER	DELIVERABLES	TOTAL COST	RANKING
Digital Agility Media	Digital Assets, Photography, Video, Advertising, Social Media, Campaign Launch	\$50,000	1
Idea Engineering	Photography (5), Digital Campaign Advertising (5), Video	\$ 46,000	2
Matchfire	Digital Visuals, Campaign Launch Plan (<i>proposal did not include photography, advertising or video production</i>)	\$39,000	3

Digital Agility Media's proposal was evaluated and ranked the highest. It's strategic approach to the digital marketing campaign included digital assets, photography, video production, and advertising campaign utilizing various social media outlets) and an overall campaign launch optimized to increase ridership. Staff recommends the selection of Digital Agility Media as the preferred vendor to perform the digital marketing campaign services with professional diligence and skilled, competent, and experienced personnel.

Digital Agility Media will provide evidence of federal government grant registration and will acknowledge applicable federal procurement terms and conditions as part of the purchase order.

Staff is asking that the Board authorize the Executive Director to award the purchase order to Digital Agility Media as the highest evaluated proposer for a purchase order price not-to-exceed \$50,000. The cost of marketing services is already included in the RTA's budget. Therefore, no additional funds are needed to support this procurement request.

Staff Recommendation

Authorize the Executive Director to award a purchase order to Digital Agility Media for digital marketing campaign services at a price not-to-exceed \$50,000.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: A-14

TOPIC: Supplemental Agreement with Goodyear for Tire Leasing

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Authorize Executive Director to Execute Supplemental Agreement with Goodyear

BACKGROUND/DISCUSSION:

At the March 2018 RTA Board meeting, the Board approved an agreement with the Goodyear Tire & Rubber Company (Goodyear) to provide leased tires for heavy-duty fixed-route vehicles as a result of a competitive bid process. Each year, staff reviews the agreement to determine if revisions are needed or if an automatic renewal condition was appropriate. In late 2020, staff determined that the agreement overall still meets the needs of the RTA, but that additional insurance requirements needed to be added and a supplemental agreement was approved by the Board in January 2021 to approve those clauses.

During the most recent annual review of the agreement, staff determined that the front tires needed for the impending electric buses slated to be delivered in 2023 are not included in the current agreement. As such, a Supplemental Agreement to include the appropriate tires is attached.

Staff Recommendation:

Authorize the Executive Director to execute the Supplemental Agreement with Goodyear to include the tires needed for electric vehicles as a part of the tire leasing program.

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SUPPLEMENTAL AGREEMENT

Akron, Ohio December 22, 2022

The MEMORANDUM OF AGREEMENT (this “Agreement”) effective March 1, 2018, by and between SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY, of SAN LUIS OBISPO, CALIFORNIA (“RTA”), operating both the RTA and South County Transit (“SoCal Transit”) and THE GOODYEAR TIRE & RUBBER COMPANY, a corporation of Akron, Ohio (“Goodyear”), is hereby amended as follows.

1. Effective as of March 1, 2023, Article 11. USE, CARE AND STORAGE OF TIRES is replaced with the following:

RTA agrees to provide a safe and suitable place in an enclosed building for storage of spare tires and tires unfit for further service so that such tires are not subject to damage by the elements; to either keep each bus equipped with at least one properly inflated spare tire or provide adequate road service for its fleet; and to pay Goodyear for any damage or loss resulting from accident, fire, adverse mechanical conditions, improper or negligent use, loss, theft, or fraudulent conversion of said tires, or from the operation of a vehicle with an underinflated or flat tire. For the purpose of determining the amount of any damage or loss under this Article 11, the value of tires shall be determined by subtracting from the Base Average Mileage of

Fixed Base Mileage Non-Recapped	Fixed Base Mileage Recapped	Rate Group	Tire Sizes(s)
60,000	N/A	A	B305/85R22.5
40,000	N/A	B	B315/80R22.5, 315/80R22.5 for Electric Bus

the mileage run by the particular tire prior to such damage or loss, and multiplying the difference, representing unused mileage on the tire, by the tire rate in effect.

.....
[Remainder of page is blank intentionally.]

2. Effective as of March 1, 2023, Article 14 RATES AND ADJUSTMENT is replaced with the following:

On all mileage run on and after March 1st, 2023, and prior to March 1st, 2024, the rate(s) per tire mile shall be as follows:

\$	Rate Group	Tire Size
0.007830	A	B305/85R22.5
0.014160	B	B315/80R22.5, 315/80R22.5 for Electric Bus

Such rates shall be referred to as the Effective Rate (s).

On March 1st, 2024 and on the first day of each March thereafter during the term of this Agreement the effective mileage rate shall be increased 4% to determine the new effective mileage rate during the next ensuing twelve (12) month period.

With the above-noted exceptions, the Agreement, dated March 1, 2018, shall remain in full force and effect.

.....
[Next page is signature page.]

The undersigned parties have caused this Agreement to be signed in duplicate.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

BY _____

PRINTED NAME _____

TITLE _____

THE GOODYEAR TIRE & RUBBER COMPANY

BY _____

Walter L. Welker
Manager Business Operations
Mileage Sales, Lease & Service

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 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:

Update on Bus Stop Maintenance Facility:

It is hard to believe, but we are approaching our one-year anniversary of moving into the new BMF (January 14th). Coincident with the anniversary is the ending of our one-year warranty, and we are still experiencing intermittent problems with our building heating system. Because no reliable solution has yet been developed, on December 9th we convened a meeting on-site with the design/engineering firm (Stantec), construction management company (Kitchell), the general contractor (SCI), the HVAC subcontractor (McCall) and the commissioning agent (3C Engineering). RTA Counsel is monitoring this closely to determine if formal action is necessary prior to the one-year anniversary to ensure we are not left with an underperforming HVAC system. I will report back at the next scheduled RTA Board meeting in March on the status of this issue.

The high-capacity bus recharging components were delivered to our site on December 21st. It is our hope that the system can be fully-operational and tested by the end of January. I have reached out to our partners at SLO Transit requesting the ability to recharge their recently-delivered bus to ensure it is working correctly during the commissioning process.

Operations & Maintenance:

Since our last meeting in November, I am happy to report that we have graduated two Bus Operators into revenue service: Kevin R. and William P. graduated on December 20th. We also welcomed back Frank E., who moved out of the area in 2018. We have one Bus Operator candidate currently in training (Joseph S.), with an expected graduation in mid-January. We have no full-time bids open at this time, but we still have four out of eleven part-time bids open. Two candidates are in the permitting stage, and are studying with our training staff to complete the commercial driver's license written tests.

Staff reissued a purchase order for two standard mid-size ElDorado cutaway vans for RTA Route 15 services, replacing the original P.O. that was issued in April 2021 but

was cancelled due to Force Majeure proceedings. We are still working with Caltrans to extend the discretionary FTA Section 5339 grant milestones and possibly secure additional funding to pay for the higher-cost 2023 model year vans. As noted at the November Board meeting, the model year 2015 vans have already almost tripled the design life miles (over 400k and rising daily).

In early December, our vendor informed us that the three low-floor Arboc Specialty Vehicles mid-size buses for South County Transit services are scheduled to enter the production line the week of January 9th and to be delivered the third week of February. Staff will temporarily place these buses on RTA Route 15 until the standard (high-floor) cutaway vans mentioned above are delivered.

Finally, three senior managers visited the Gillig Corporation manufacturing plant in Livermore on November 4th to inspect how the Battery-Electric Buses (BEBs) are assembled and to review component/system options as we looked at other buses “on the floor.” This experience was certainly educational, since the seven battery packs that will be installed on our first order of two BEBs are heavy (~1200 pounds each), so weight savings is an important goal as we finalize the order. We also noted the large number of buses on the lot that were awaiting supply chain delayed components. On December 22nd, a larger RTA contingent completed the pre-production teleconference to finalize the components and systems. The two buses are scheduled to on the production line in July 2023, with delivery in August. We expect to deploy this new technology in early fall after acceptance testing and training is completed.

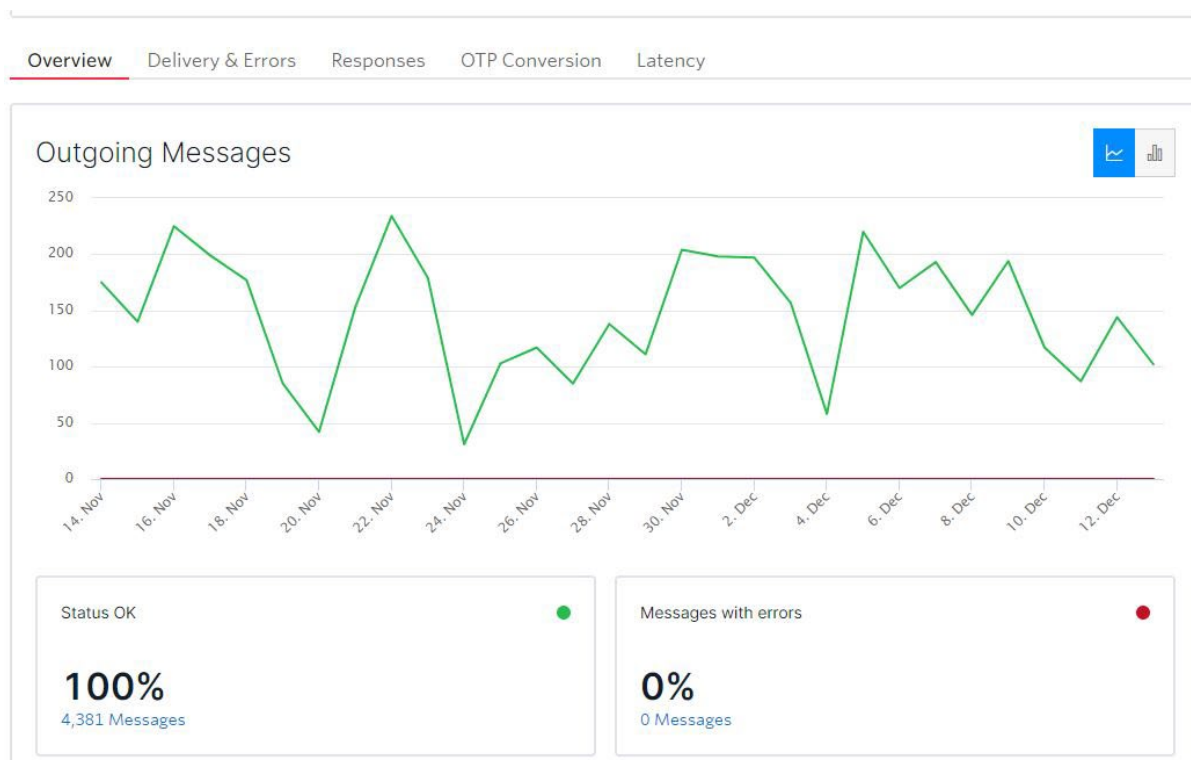
Marketing & Communications:

Since we last reported at the November Board meeting, our recent marketing initiatives include:

- We have selected a digital media agency to help with strategic promotions for RTA ridership and Bus Operator recruitment. This is included in this packet as Agenda Item A-13.
- We are working with our ITS vendor Connexionz on the development of a new app for RTA that integrates the GPS/bus arrival info with services such as service alerts that are pushed out to subscribers. We will release the new app in 2023.
- Cuesta College requested a proposal to offer fare-free rides for its SLO Campus students for all of 2023. See Agenda Item C-2 for details.
- We have selected a vendor for creating a new exterior design for our Gillig battery-electric buses that we will be delivered in late-summer 2023.
- We continue to work on updating our *Bus Stop Improvement Plan* with a goal of completing all relevant tasks from the 2017 plan and laying the groundwork for

an updated plan in 2023. The current project is improving the lighting at bus stop shelters, starting with our Transit Centers as the highest priority stops.

- With a goal of increasing the information available to riders about anything that may affect a bus trip and/or its ability to be on-time (i.e., traffic delays through the US-101 corridor in Pismo Beach), we have worked with our website development company to simplify the Service Alert process. The Dispatch team has been trained on how to use the new system and have begun to post real-time Service Alerts as they happen.
- Our *Transit Tracker* system allows riders to get real-time bus arrival prediction information by texting the bus stop number (prominently displayed at every RTA bus stop) to (805) 541-4782. If you want to try it at home, text “3518” and the arrivals within the next 120 minutes will be texted back to you in seconds. Below is a screenshot of the “hits” to the program over a 30-day period. As shown, a total of 4,381 predictions were texted back to users – which represents a little more than 10% of riders during that period.



- Finally, we published our quarterly Fall 2022 newsletter shortly after the previous RTA Board meeting. A copy is attached to the end of this staff report.

Finance and Administration:

The RTA negotiations team has met seven times Teamsters Local 986 representatives since our kick-off meeting on October 26th, and we have scheduled twice-weekly

meetings once negotiations resume on January 3rd. The current one-year extension to our collective bargaining agreement expired December 31st.

Deputy Director/CFO Tania Arnold and I participated in the annual meeting of the California Transit Indemnity Pool (CalTIP) on December 1st and 2nd. CalTIP is a pool of 34 transit agencies, and it has provided liability and physical damage coverage for our vehicles for well over a decade. One of the sessions focused on recent trends and market conditions. Profits in CY21 for insurers was the 4th worst year on record due to recent catastrophic losses (wildfires, Hurricanes Fiona and Ian, etc.), low interest rates that hampered investment returns, and social inflation / litigation financing that is driving up settlements and jury verdicts. Further, as we continue to implement high-cost BEBs, our overall fleet value will increase and our property damage costs will increase. In short, the public entity insurance market continues to tighten and rates are expected to rise between 5% and 15% this upcoming year.

As noted in the November 2022 RTA Board meeting, staff continues to closely monitor the status of all three SLO County small Urbanized Areas (UZAs) following the decennial census. The US Census Bureau hinted in mid-December that it would release its findings on December 22nd, but as of this writing the findings have not been published. In the meantime, I will work with our SLOCOG partners to seek legislative relief in case a downgrade occurs.

Staff conducted a “post-mortem” on the RTA’s joint application with SLO Transit for TIRCP Cycle 5 funding with Caltrans and CalSTA staff on December 15th. We also had the chance to discuss our project as a possible Cycle 6 project. Unfortunately, unless we commit to significant increases in service levels along with the replacement project (diesel replaced with BEBs), our project will not rank highly and the possibility of funding is near zero. As such, staff has decided to forego applying for TIRCP Cycle 6 funds to provide the local match on FTA 5339(c) funds.

Kudos to Deputy Director/CFO Tania Arnold and her team for another “clean” annual fiscal and compliance audit. See Agenda Item A-4 for details; pay particular attention to the Independent Auditor’s Report section on pages A-4-3 to A-4-8. This was the third straight year that the audit was performed remotely, which required transferring files electronically instead of the auditing team merely looking over our shoulders to discuss testing methods and to review files.

The RTA will host our counterparts from Monterey-Salinas Transit, Santa Cruz METRO, Santa Barbara MTD and San Benito Transit on January 31st for what I believe is the fifth Central Coast Transit Agency Summit. We have set up seven “tracks” (Leadership, Operations, Finance, etc.) to discuss recent accomplishments, challenges and strategic visions for transit in our respective regions. We expect upwards of 60 people for this year’s event.

Our unaudited operating and financial results for FY22-23 through the end of November (41.7% of the fiscal year) are presented in the tables and graphs beginning on page B-1-7. This year-to-date information is summarized as follows:

- RTA core fixed-route annual ridership totaled 179,142. In comparison, the ridership for the same period in FY21-22 was 152,632, which represents an annual increase of 17.3%. The pre-pandemic FY18-19 total was 308,653 – so we still have a lot of ground to make up.
- Year-to-date Runabout ridership totaled 10,358, which is an increase of 26% compared to the same period in FY22-23 (8,220). The pre-pandemic FY18-19 total was 17,136. We continue to experience an uptick in Runabout ridership as the COVID-19 cases leveled off again last summer and our region has thankfully not experienced the same large increase in infections compared to the beginning of last winter.
- Trends over the past five years for ridership and productivity (which is defined as the average number of passenger-boardings per service hour) are provided in the graphs beginning on page B-1-10. The graphs illustrate the significant drop in ridership beginning in March 2020 corresponding with the onset of the pandemic, ridership recovery beginning in January 2021 and sustaining through the end of November 2022. The productivity on Runabout is especially encouraging, since we are able to group riders more efficiently as ridership has increased.
- 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 below budget – 37.5% through the 41.7% of the budget year. The largest single line-item in our annual budget is for *Labor – Operations*, although we came in lower (almost \$600k, or 83.5% of budget) due to slightly lower service levels actually operated due to reduced demand and staff shortages (despite higher overtime to cover open Bus Operator shifts). We were essentially on budget for the second-highest line item, *Labor – Maintenance*. The third-greatest line-item is for *Fuel*, and the steady increase in price per gallon through the end of November resulted in a significant overage – more than \$135,000 over the year-to-date budget (above by 21.3%). Fortunately, fuel price increases slowed toward the end of Fall and December prices have actually declined for the first time since the Russian invasion of Ukraine in February 2022 caused a worldwide spike.
 - 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 8.7%, which is essentially the same as the full FY21-22 result. Runabout achieved a ratio of 2.6%, which is better than the FY21-

22 result of 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 improving at \$14.71 (it was \$16.69 in FY21-22). The Runabout subsidy per passenger-trip declined to \$119.68 (\$145.00 in FY21-22) as ridership has increased and as our productivity has improved in recent months.

STAFF RECOMMENDATION:

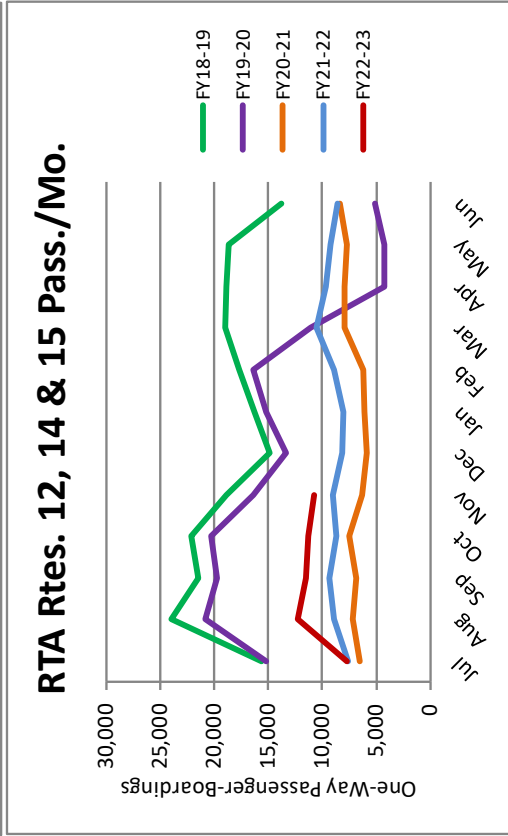
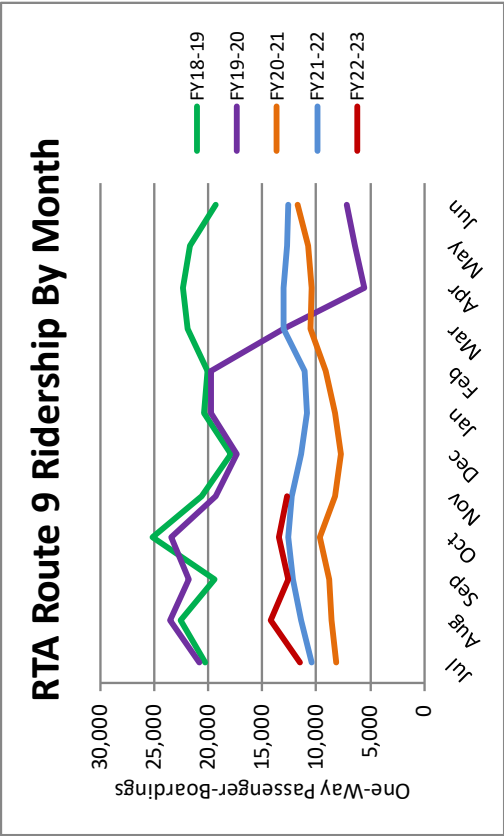
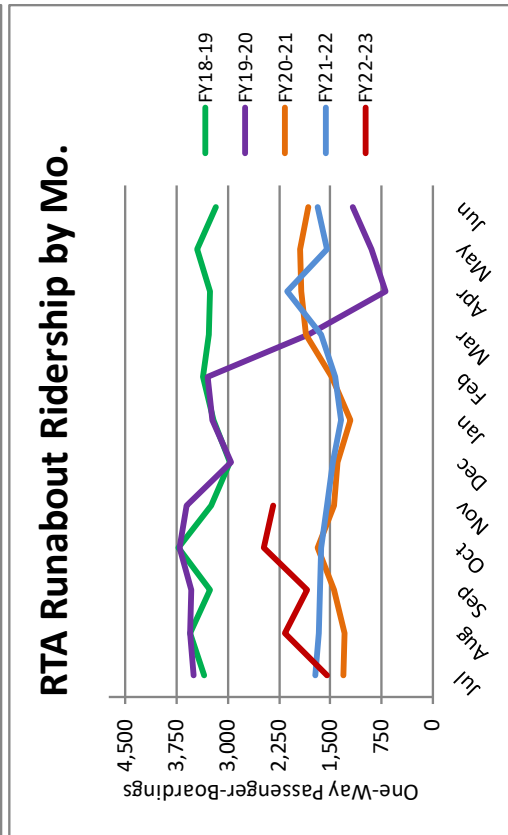
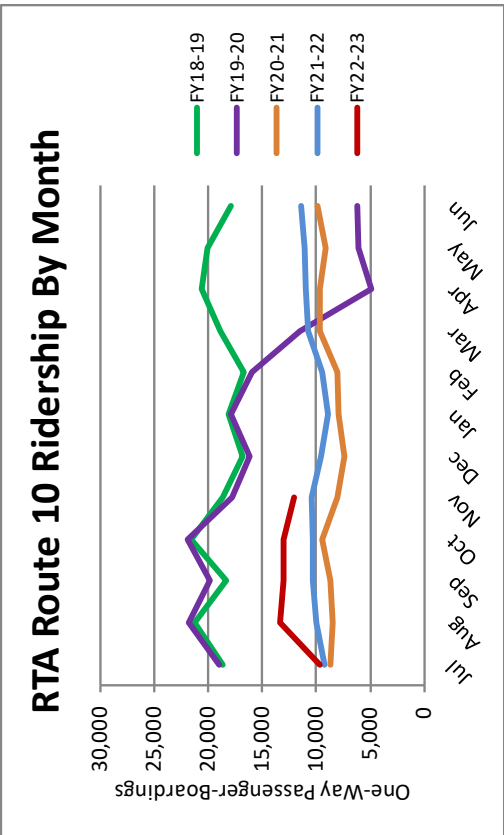
Accept this as an information item.

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

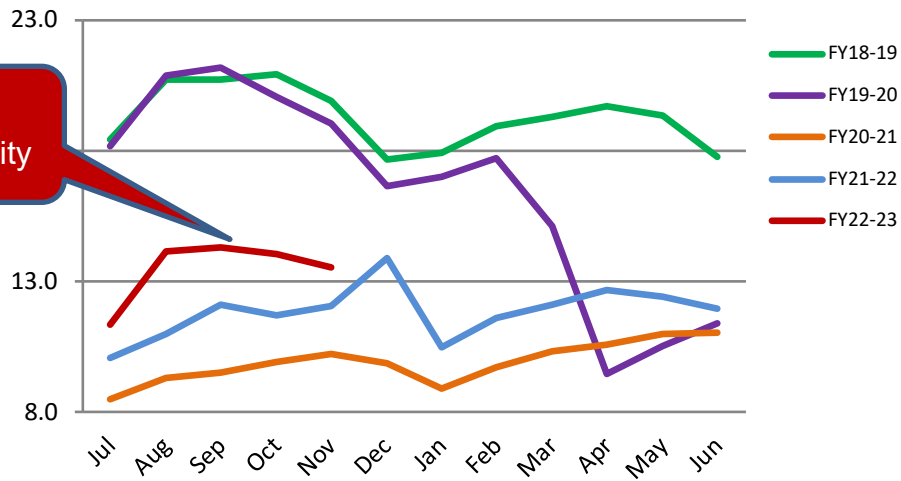
	RT 9 P.R., TEMP., ATAS, S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE SERVICES	RUNABOUT	SERVICES PROVIDED FOR THE CITY OF PASO ROBLES	SERVICES PROVIDED FOR SOUTH COUNTY TRANSIT	SERVICES PROVIDED FOR THE COUNTY OF SLO	SYSTEM TOTAL
REVENUES:											
FARES	\$ 82,994	\$ 100,831	\$ 60,319	\$ 16	\$ 5,868	\$ 250,027	\$ 32,465	\$ 57,561	\$ 54,811	\$ 10,835	\$ 405,699
TOTAL ROUTE REVENUES	\$ 82,994	\$ 100,831	\$ 60,319	\$ 16	\$ 5,868	\$ 250,027	\$ 32,465	\$ 57,561	\$ 54,811	\$ 10,835	\$ 405,699
EXPENDITURES:											
ADMINISTRATION	\$ 175,518	\$ 145,638	\$ 101,902	\$ 2,287	\$ 45,172	\$ 470,518	\$ 266,219	\$ 22,029	\$ 52,679	\$ 41,782	\$ 853,227
MARKETING	16,220	13,365	9,449	217	4,057	43,308	-	-	732	-	44,040
OPERATIONS/CONTINGENCY	602,814	512,028	351,822	7,806	158,288	1,632,757	846,809	332,034	617,769	180,529	3,609,897
FUEL	174,793	177,239	105,485	2,060	54,348	513,926	85,949	43,820	109,265	15,647	768,608
INSURANCE	76,097	77,341	46,115	887	23,980	224,420	73,176	23,645	53,311	9,465	384,017
TOTAL EXPENDITURES	\$ 1,045,443	\$ 925,613	\$ 614,772	\$ 13,258	\$ 285,844	\$ 2,884,929	\$ 1,272,154	\$ 421,527	\$ 833,756	\$ 247,423	\$ 5,659,790
FAREBOX RATIO	7.9%	10.9%	9.8%	0.1%	2.1%	8.7%	2.6%	13.7%	6.6%	4.4%	7.2%
SERVICE MILES	129,056.1	130,875.2	77,907.7	1,520.1	40,127.0	379,486.0	121,920.0	39,755.1	88,712.7	16,398.0	646,271.9
SERVICE HOURS	4,961.1	4,103.2	2,882.4	65.1	1,268.8	13,280.6	7,572.3	3,008.5	5,492.3	1,689.0	31,042.7
RIDERSHIP (Automatic Counters)	64,368	61,190	48,519	1,035	4,030	179,142	10,358	51,056	69,871	7,417	317,844
RIDERS PER MILE	0.50	0.47	0.62	0.68	0.10	0.47	0.08	1.28	0.79	0.45	0.49
RIDERS PER HOUR	13.0	14.9	16.8	15.9	3.2	13.5	1.4	17.0	12.7	4.4	10.2
COST PER PASSENGER	\$ 16.24	\$ 15.13	\$ 12.67	\$ 12.81	\$ 70.93	\$ 16.10	\$ 122.82	\$ 8.26	\$ 11.93	\$ 33.36	\$ 17.81
SUBSIDY PER PASSENGER	\$ 14.95	\$ 13.48	\$ 11.43	\$ 12.79	\$ 69.47	\$ 14.71	\$ 119.68	\$ 7.13	\$ 11.15	\$ 31.90	\$ 16.53

RTA Budget vs. Actual Expenses

		Adopted Budget FY 2022-23	October Actual	November Budget	November Actual	November Variance	Year to Date FY 2022-23	Percent of Total Budget FY 2022-23
	Hours	83,260	5,930	6,938	5,669	1,269	29,354	35.3%
	Miles	1,776,120	128,935	148,010	121,186	26,824	629,874	35.5%
Administration:								
Labor	operations cost	1,195,030	84,315	99,586	92,933	6,653	449,138	37.6%
Labor - Administration Workers Comp	operations cost	42,990	10,455	-	-	-	20,911	48.6%
Office Space Rental	operations cost	54,370	4,356	4,356	4,356	175	21,779	40.1%
Property Insurance	operations cost	156,660	-	-	-	-	141,795	90.5%
Professional Technical Services	operations cost	224,350	4,423	18,696	4,308	14,388	30,715	13.7%
Professional Development	operations cost	89,800	(634)	7,483	23,494	(16,010)	27,207	30.3%
Operating Expense	operations cost	340,350	31,877	28,363	39,929	(11,566)	153,050	45.0%
Marketing and Reproduction	hourly	181,860	7,089	15,155	6,836	8,319	44,040	24.2%
North County Management Contract	operations cost	(52,870)	(4,406)	(4,406)	(4,406)	-	(22,029)	41.7%
County Management Contract	operations cost	(108,970)	(9,081)	(9,081)	(9,081)	-	(45,404)	41.7%
SCT Management Contract	operations cost	(126,430)	(10,536)	(10,536)	(10,536)	-	(52,679)	41.7%
Total Administration		1,997,140	117,859	149,791	147,833	1,958	768,524	38.5%
Service Delivery:								
Labor - Operations	hourly	7,110,700	455,554	592,558	464,255	128,303	2,390,471	33.6%
Labor - Operations Workers Comp	hourly	325,010	79,044	-	-	-	158,087	48.6%
Labor - Maintenance	hourly	1,696,010	119,700	141,334	120,253	21,082	592,933	35.0%
Labor - Maintenance Workers Comp	hourly	89,000	21,645	-	-	-	43,290	48.6%
Fuel	miles	1,519,610	159,759	126,634	131,706	(5,072)	768,239	50.6%
Insurance	miles	775,230	189,075	64,603	-	64,603	384,020	49.5%
Special Transportation (for SLOCAT and Paso)	n/a	44,480	2,431	3,707	2,321	1,385	12,718	28.6%
Avila Trolley	n/a	82,020	-	-	-	-	35,551	43.3%
Maintenance (parts, supplies, materials)	miles	808,540	62,207	67,378	45,419	21,959	294,237	36.4%
Maintenance Contract Costs	miles	160,720	1,848	13,393	4,136	9,258	20,192	12.6%
Total Operations		12,611,320	1,091,262	1,009,608	768,090	241,518	4,699,738	37.3%
Capital/Studies:								
Computer System Maintenance/Upgrades		71,800	1,761	-	-	-	22,839	31.8%
Miscellaneous Capital								
Maintenance Equipment		85,420	-	-	-	-	20,586	24.1%
Bus Stop Improvements/Bus Stop Solar Lighting		382,390	-	-	-	-	-	0.0%
Large Capital Repairs		603,320	-	63,500	63,122	378	251,774	41.7%
Vehicles								
Support Vehicles		57,880	-	-	-	-	-	0.0%
Fixed Route Vehicles		2,824,680	-	-	-	-	-	0.0%
Trolley Vehicles		293,200	-	-	-	-	-	0.0%
Cutaway and Dial A Ride Vehicles		112,500	-	-	-	-	-	0.0%
Runabout Vehicles		302,000	-	-	-	-	-	0.0%
Total Capital Outlay		4,733,190	1,761	63,500	63,122	378	295,199	6.2%
Contingency		175,300						0.0%
	hourly			14,608		14,608	-	
PERS Buyout		178,310		14,859		-	74,295	41.7%
Loan Repayments		503,170		58,000		153	57,847	11.5%
Short Range Transit Plan		250,000		-		-	-	0.0%
Management Contracts		288,270		24,023		-	120,113	41.7%
TOTAL FUNDING USES		20,736,700	1,249,764	1,334,388	1,075,773	258,615	6,015,715	29.0%
TOTAL NON-CAPITAL EXPENDITURES		15,250,340	1,248,002	1,270,888	1,012,651	258,237	5,720,516	37.5%

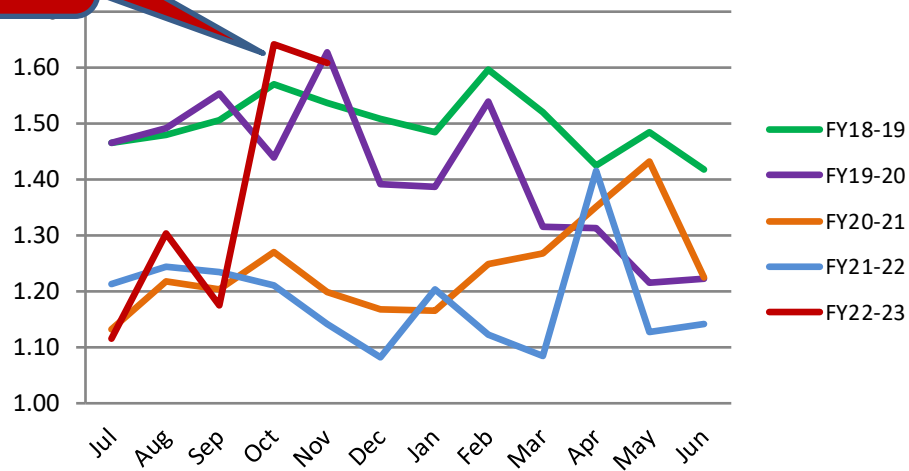


RTA Fixed Route Productivity



On Runabout, too!

RTA Runabout Productivity



RTA Newsletter



Geoff's Agency Update

Bus Operator Recruitment Update:

This topic comes up first because it is our most important issue for running a successful system. We are thrilled to have had new Bus Operators hired and trained and on the road (See new employees section for photos). At this time we have two full time bids open and four part time bids.

Admin Department: We have also hired several new employees for administrative positions. I am happy to report that in early June we hired Erin Newman into the Accounting Technician – Administration position, and in early October we hired Tina Halterman to replace Shelby at our front desk and Vicki Ayala into the Accounting Technician - Maintenance position. Finally, we welcomed Emilio Sandoval into the new RTA Parts Clerk position in August, which has freed up our Mechanics to focus on wrenching and not spending time ordering parts or dealing with inventory.

Fleet News: Unfortunately, our purchase order for two standard mid-size El Dorado cut-away vans for RTA Route 15 services that was issued in April 2021 was cancelled when the vendor invoked Force Majeure proceedings after Ford notified them of cancellation of all medium-duty van chassis for the remainder of 2022. We are working with Caltrans to extend the discretionary FTA Section 5339 grant milestones and possibly secure additional funding to pay for the higher-cost 2023 model year vans. It is important that we move swiftly to “get back in line” to ensure that we replace these two model year 2015 vans as quickly as possible, since they have already almost tripled the design lifemiles (over 400k and rising daily). We are cautiously optimistic that our purchase

order for three model year 2022 low-floor Arboc Specialty Vehicles mid-size buses for South County Transit services will still be built, since Chevrolet so far has not cancelled its model year 2022 medium-duty van chassis.

Ridership: RTA's core fixed route ridership through the end of the fiscal year (at the end of June) was up 24% over last year. We still have a lot of ground to make up after the effects that COVID-19 had on our system, but the trends are positive.

Thank you to everyone for all of your hard work to keep our bus system going in these difficult times. Happy and safe holidays to you and your family.

-Geoff



What goes on in the Admin department?

Well, audits for one thing

You get an audit, and you get an audit, and you get an audit... Oh wait, you don't want that? How about you get a review, and you get a review, and you get a review... Oh that doesn't sound pleasant either? We are heading into the

season with many, of what they now call *reviews*, but they sure feel like audits, in addition to our normal fiscal audits. We wrapped up our fiscal audit, which this year included having to certify our National Transit Database financial reporting. We kicked off our performance review in October and submitted a whole bunch of information. Some of the items they request to review are marketing outreach items, CHP annual inspection reports, budgets, complaints and compliments, no shows, and information included in our strategic business plan. The effort to submit information was made much easier thanks to not only the successful work of the team, but also that we don't need to report on items such as CHP unsatisfactory reports because we don't have any. That is always an awesome feeling!

And we got notice in late October that the recipient information request will be coming our way before the end of the year for the Federal Transportation Administration triennial review. This one is the big one that really is a big effort that Melissa will be leading us through. One of the big focuses of this process will be looking at our purchases that use federal funds to make sure we are following all the requirements, and there are what feels like an overwhelming amount, such as making sure we independently have an idea of the cost before we go out to bid, how we handle a bid process, how we award from that process, that the successful bidder agrees to a long list of federal requirements, and that we pay them according to the terms outlined. All of Melissa's planning and organization is a huge benefit to keep this process running smoothly.

-Tania



Operations

There are a few thing that the operations department is doing to improve Bus Operators daily lives at RTA:

1. Maps for turn-by-turn on Runabout and Dial-A-Ride for use on the tablets. By the time you are reading this newsletter, I hope this is updated to Google navigations.
2. Radio – I am working on a project to update the current radio system to a digital radio system. Some improvements include the ability

to talk to a driver one-on-one vs. a system broadcast.

3. I am working with our Operations Supervisor to improve customer service to Bus Operators and the public. The Operations Supervisors, Shelly and I met with a consultant twice over the last month to work on team building to better serve operators and improve communications.

A huge thank you to our HR & training department for getting people in the door and training them which will reduce the Bus Operator shortage we have been facing. We are currently down to six open bids with two in training and four going through back ground. Thanks to everyone's efforts, I can see the light at the end of the tunnel. Keep up the great work and know that I appreciate all you have done to make this place a great working environment for all.

-Omar



A reminder for all RTA: there is no cell phone use when driving. Stow it away so it doesn't tempt you.



Human Resources News

We have a new employee assistance program (EAP)! The Lincoln Financial Group program can provide guidance in-person, online, or over the phone. Some of the services they provide are help with financial questions, emotional support, or legal guidance, and many other situations.

The website is **GuidanceResources.com** and Login is username: **LFGSupport**, password: **LFGSupport1** . You can also call to speak to someone at **888-628-4824**.

Please come and see me if you have any questions.

-Shelby





Operations



I want to put a great big huge Thank You for all of those who continue to pick up extra shifts each week. Thanks for taking my calls, thanks for saying yes, and thanks for doing so much to help keep RTA buses running and our riders happy.

Safety First!

To add a little motivation to our goal of reaching a 3 month milestone with no preventable collisions, we're throwing a little lunch into the mix!

RTA Pizza Party!

For every 90 days RTA goes without a preventable collision, RTA will throw a pizza party for all three yards. Be safe
And let's eat!



EOQ winner John Holcomb at the Board meeting

Why do we have a Board?

A Board of Directors is an executive committee that oversees the activities of an organization. Our Board members are made up of the SLO County Supervisors (there are 5 of them) and a representative from each of the seven cities in the County. Their job is to make sure that decisions follow the guidelines of our mission, and that actions taken are ethical and legal. They are expected to act in the best interest of RTA and not towards their own personal gain. They are involved in the hiring, raises and if needed, firing of our top management. Being a Board member is a lot of work in that they must read and understand the agenda packet before each meeting. Board meetings are open to the public if you'd ever like to attend one or you can watch them on C-SPAN.



Marketing Update

Happily, we have *finally* switched our marketing messages from COVID issues to recruitment and then next, to promoting the bus to riders again! Efforts include a Google ad campaign, radio, on the bus and even the banner on the fence. We have hired 5 new drivers so far. In May RTA implemented the \$1000 employee referral bonus and the \$2K bus operator hiring bonus and these things are helping.

We have new schedule materials (bus stop signage, brochures, web) to reflect the bid schedule changes. We have been able to return two express trips to the schedules!

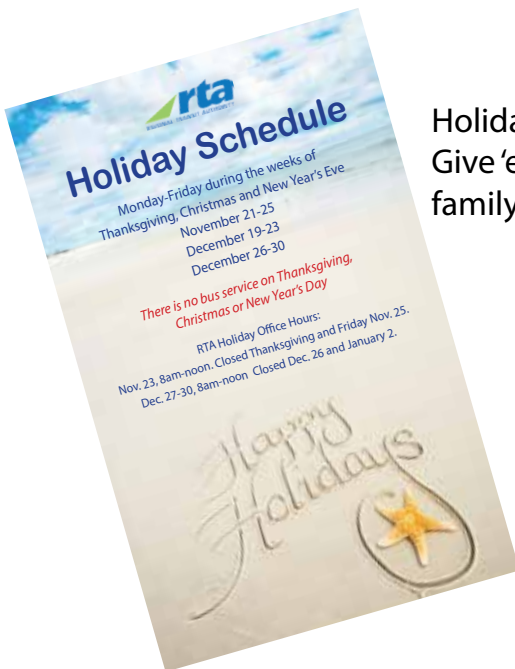
The Avila/Pismo Beach trolley ran its season. We streamlined the stops and schedule and even with a short season, we had twice as many riders over last year, although it was still below pre COVID ridership.

We completed a Token Transit audit (our mobile ticketing app) and updated over 30 of the on-board tracking beacons (Thank you Michael Moore!) The system is back to running in tip top shape.

We worked with our ITS vendor Connexionz for the launch of updated Transit Tracker web pages. There is new functionality and an improved interface.

We are working with Cuesta College in our joint hopes to continue offering fare-free rides to students for 2023.

We implemented and are promoting the new Holiday Schedule. Our goal is to tell as many riders about the changes before the holidays.



Holiday schedule hand outs!
Give 'em to your friends,
family and riders!



Whenever you think your Token Transit beacon isn't working (the thing on the GFI that beeps), please include it in your maintenance notes so we can test it and replace it if needed.



The Maintenance Team

Geoff, Omar, and I had the opportunity to visit the Gillig factory for a tour in San Ramon. Specifically, we were looking at other electric buses to see how other agencies are ordering their buses. Some of the things we looked at included different paint jobs, lighter weight seating configurations, switch positions, and flooring options.

We hope that the buses will begin production in mid-Summer with a delivery date of early Fall. Stay tuned!



Battery packs in the engine compartment



Battery packs on the roof



Front end chassis



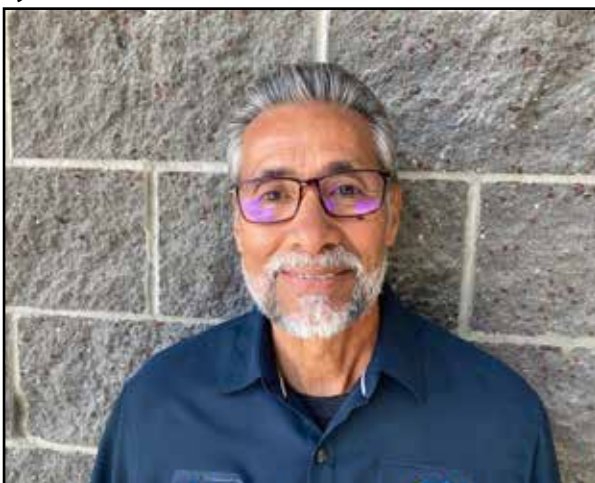
Multi-functional display



Lightweight seats

In other news, Shop is excited to add some new team members to the “behind the scenes” maintenance crew. Welcome Parts Clerk Emilio and Maintenance Accounting Technician Vicki! Please say Hi if you get the chance.

- Andy





Training News

**Line Instructor Applications will be posted January 3, 2023
Due by January 27, 2023**

Line Instructor Criteria:

1. Full-time Professional Vehicle Operator for five (5) years or 5 years of commercial driving experience.
2. Acceptable safe driving record of no more than two (2) preventable accidents in the last five (5) years.
3. No disciplinary action involving suspensions within the past three (3) years and no disciplinary action within the last twelve (12) months.
4. A good attendance record and customer service skills.
5. Not on an attendance-monitoring program or having frequent absences.

Beginning February 7, 2022, the Federal Motor Carrier Safety Act (FMCSA) implemented their final rule for Entry-Level Driver Training (ELDT). The rule requires training providers that wish to provide entry-level driver training (newly licensed drivers) must register and self-certify that they meet all FMCSA training requirements. RTA integrated the Transit and Paratransit Company (TAPTCO) commercial driver training program to include written tests. The applicant must pass all written tests with an 80% or better and successfully complete all behind-the-wheel requirements. Veteran drivers will receive TAPTCO refresher training courses during VTT next year.

Don't Forget Your Safety Vest!

Safety vests must be worn in the bus yards when outside the bus during rain, dawn, dusk, and dark hours.

In addition, safety vests must be worn anytime you are required to be in the street where traffic might be encountered.





Bus Stop Improvements to Include New Innovative Seating

With new Bus-Stop-improvement grant funds, the RTA will be adding some creative seating to selected bus stop locations throughout the

county. This new type of seating is simple, safe, durable and can provide just the right kind of seating for all types of bus stops.

These seats provide an excellent option for the elderly and others who need a place to sit down while waiting for the bus.

These seats also help to keep people (especially children) from waiting in dangerous areas, such as on the curb, and provide much needed seating at bus stops not served by a shelter. Also, because of their compact size, people are unable to sleep on them. These new seats can be added to existing bus stop poles, or offered as a stand-alone seat.

What a creative way to take a load off!



Who is the Administration Department and What Do We Do?

In short, the Admin-Squad is your very own support staff that help make things happen from day-to-day. We help plan for the future of RTA, hire new employees to join our amazing team, collect the money to pay the bills, make purchases (like new electric buses!), secure grant monies that make the “wheels on the bus go round”, provide excellent customer service and share with others just how awesome transit is! (Thanks “Marketing Mary”!) Between all of us

here in the Admin-Squad, we have a collective total of 70 years and 3 months of transit experience under our belts! Woo-hoo

We asked the Admin-Squad what is their favorite thing about Transit and here's what they had to say...

The connection the RTA provides for the community. The ability to connect riders with places they need to go (whether somewhere fun, work or lifesaving like doctors' appointments). It also connects riders from all aspects of our community.

I could go on about the connections that I am inspired by but the above is the key to me.

Tania Arnold – Deputy Director & CFO

I love transit because I feel like we are making a difference for our community!

Melissa Mudgett Grants Mgr

My favorite thing about transit is that it is a valuable tool for those who opt not to drive or cannot drive on their own.

Tina Halterman – Admin Assist.

Top 5 reasons Transit is great!
Good for the environment
Lots of time to people watch! 😊
It allows you to relax
Saves money
Safer than using your own vehicle

Erin Newman – Accounting Tech

My favorite part about transit is the people that we meet; whether it be the bus operators, passengers, or people from other transit systems.

Shelby Walker – HR Officer

Transit empowers people in all sorts of ways:

It may give someone the power to get to their job, or to get to school so that they can change their lives.

If you're interested in using less gas, causing less pollution and less traffic, transit give you the power to do that

It may give you the ability to maintain your health or even to stay alive.

Mary Gardner – Marketing Mgr

My favorite part of transit is serving the people who need us the most. My mom was blind and needed public transportation to get around, so I started riding buses at an early age. It made a huge difference in my mom's life and I guess that's why I became a bus driver.

Geoff Straw – Executive Director

Employees of the Quarter!



John Q2-2022



Greg Q3-2022

A round of applause for our two most recent Employee of the Quarter winners, **John Holcomb and Greg Rowan**. Also we had two Outstanding Achievement Award winners in **Randy Freeman, Sergio Flores and Lupe Martinez**. We had a lot nominations and thank you to everyone who took a moment to recognize one of your coworkers. To all of the nominees and winners, thank you for all of your caring and hard work and congratulations!

New Employees! We're so glad you're here!

Here are some new, fantastic people for you to meet if you haven't had the chance to yet. We are pleased that you chose RTA and we look forward to getting to know you!



Betssy, Bus Operator



Chris, Bus Operator



Thelma, Bus Operator



Timmy, Bus Operator



Welcome back Frank!
Bus Operator



Tina, Administrative
Assistant

RTA Golf Tournament



I know that this seems like it happened a year ago, but really it happened right after the last newsletter so here we are. This year we had the addition of a disk golf team which got a few more people involved. Thanks to Kevin Cooksley for planning a great event!



Fernando went home in time for the birth of his new baby. Welcome to the world baby Job!



The SLO County Sheriff's borrowed a bus from us one day while they practiced emergency tactics for any worse case scenario you can think of. They had a good time and we can feel safer.

Roadeo 2022!



It was the best Roadeo we've ever had! Thanks to everyone who competed, to everyone who came to the event and to everyone who worked so hard to make this Roadeo happen.



Winners 2nd place Jason, 1st place Jose and 3rd place Josh! Congratulations!



COMPETITORS : With nickname and walk up song

1. Jason Namla – (Brat) song: The Gummy Bear Song.
2. Hubert Clark- (Cone Killer Clark) song: I cant Drive 55, Sammy Hagar.
3. Liza Montana- song : El Ray, Vicente Fernandez.
4. Luis Trejo- (L.T.) song: Feel your Love
5. Jose Flores- song: Seven Nation Army, White Stripes.
6. Rachel Joyous- (Miss Dee Cone) song: Man I Feel Like a Woman, Shania Twain.
7. Laura Keele- didn't pick a song, but drove like a champ.
8. John Guyton- (Snow Man) song: East Bound and Down.
9. Tracey Johnson- (Teddi Bear) song: Family Affair, Mary J Blige.
10. Rhonda Jornadal- (Tawanda) song: Walk This Way, Aerosmith.
11. Joshua McDonald- song: Eye of the Tiger.
12. Alison drove for Riley Allen and his choices were (Be 1-2-3 Whisperer) song: If you want my Body, Rod Stewart.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Bus Maintenance Facility CEQA Mitigations First Annual Monitoring Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

The RTA Board of Directors adopted a Mitigated Negative Declaration (MND) report for the *RTA Bus Maintenance Facility* project on September 6, 2017. The Board also adopted a Mitigation Monitoring/Reporting Program at the same meeting. The City of San Luis Obispo subsequently required the RTA to re-examine the MND due to slight changes to the project that were identified during the design development phase, as well as the need to address the City's Water Resources Status Report that was updated after the RTA certified its MND in 2017. The amended report was submitted to the City in June 2019; no changes to the mitigations monitoring process were included. By issuing building permits, the City accepted the amendments to the RTA's MND.

The MND identified four *Pre-Construction* mitigation measures, ten *During Construction* mitigation measures, and one *Post-Construction/Operations* mitigation measure. These mitigation measures are listed at the end of this report.

Our construction management contractor (Kitchell CEM) and our general contractor (Specialty Construction) worked collaboratively with RTA staff, as well as City of San Luis Obispo inspectors and Central Coast Regional Water Quality Control Board inspectors, to ensure the *Pre-Construction* and *During Construction* mitigation measures were followed (the mitigations were actually included in the construction bidding documents and resulting agreement). In short, all mitigation measures were followed satisfactorily, although one issue not included in the MND was raised during construction by the RWQCB regarding debris – but that issue was quickly resolved, and revised best management practices were implemented to ensure no further debris-related issues.

The sole *Post-Construction/Operations* mitigation measure essentially limits engine idling to no more than five minutes, with the following exception: when idling is necessary to inspect or service a vehicle. Other exceptions are noted in the California Air Resources Board idling limitation rule (i.e., when a bus with passengers on board to maintain acceptable temperature for health and safety), and the RTA trains our Bus Operators to follow bus idling rules closely. However, those “on the road” exceptions do

not pertain to the activities we undertake at our operations and maintenance facility. Further, the only non-RTA vehicles permitted within the fenced area of our bus maintenance facility are vendor or delivery vehicles, and we closely control how those vehicles operate within our facility. Nonetheless, during the preparation of this report, staff noticed that we need to install a sign at the vehicle entrance gate and possibly in the parts/materials loading and unloading area stating that vehicles cannot idle for greater than five minutes. I have directed staff to order and install a sign or signs similar to the one below within the next 30 days.



As required by our *Policy and Procedures for Environmental Evaluation of RTA Projects* adopted in May 2016, staff will report our compliance with mitigations monitoring annually to the RTA Board for a period of five years. This report represents the first required annual report.

Staff Recommendation

Accept and file this first annual Mitigations Monitoring Report as an information item.

Mitigations Required for the RTA Bus Maintenance Facility

Preconstruction

- CUL-1 Archeological Testing Program.** Prior to project related ground disturbance, an Extended Phase I (XPI) archaeological testing program shall be performed within the project area of potential effect (APE). This study should be conducted by a qualified archaeologist under the direction of a qualified principal investigator and in accordance with CEQA and Section 106. The qualified archaeologist should prepare a testing plan designed to establish the presence or absence and extent of archaeological deposits within the direct APE. An XPI conducted prior to project construction could reduce potential delays caused by unanticipated finds during construction by informing the applicant of what types of resources may exist on the property and where. In the event that a subsurface resource is found during the XPI, additional studies such as a Phase II investigation may be required to determine if the resource is eligible for the CRHR and/or the NRHP. The results of the XPI will also determine whether additional mitigation such as monitoring will be necessary. XPI testing should be observed by a Native American monitor.
- GEO-1 Conduct Geotechnical Investigation and Soil Remediation.** Prior to construction activities, a preliminary geotechnical investigation shall be conducted to determine the presence or absence of unstable soils or soils that would become unstable during a seismic event, including the potential for liquefaction at the project site. The geotechnical investigation shall be conducted by trained engineers and shall comply with ASTM approved methodologies. Based on the results of the preliminary geotechnical investigation, unstable soils or soil that would become unstable during a seismic event shall be remediated to ensure that on-site soils would provide adequate structural support for proposed structures. All on-site structures, transportation infrastructure and subgrades shall comply with applicable methods of the California Building Code and all transportation infrastructures shall comply with the most current California Department of Transportation design standards. Soil remediation may be achieved through, for example, structural piers, excavation of unstable soils, importation of clean, engineered fill, compaction of existing on-site soils, improvement of sub-surface drainage, or a combination of methodologies.
- NOI-1 Construction Vehicle Travel Route.** Construction vehicles and haul trucks shall utilize roadways which avoid residential neighborhoods and sensitive receptors, where possible. The applicant shall submit a proposed construction vehicle and hauling route for City review and approval prior to grading/building permit issuance. The approved construction vehicle and hauling route shall be used for soil hauling trips prior to construction as well as for the duration of construction.
- NOI-4 Neighboring Property Owner Notification and Construction Noise Complaints.** The contractor shall inform residents and business operators at properties within 300 feet of the project site of proposed construction timelines and noise complaint procedures to minimize potential annoyance related to construction noise. Proof of mailing the notices shall be provided to the Community Development Department before the City issues a zoning clearance. Signs shall be in place before beginning of and throughout grading and construction activities. Noise-related complaints shall be directed to the City's Community Development Department.

Plan Requirements and Timing. Construction plans shall note construction hours, truck routes, and construction Best Management Practices (BMPs) and shall be submitted to the City for approval prior to grading and building permit issuance for each project phase. BMPs shall be identified and described for submittal to the City for review and approval prior to building or grading permit issuance. BMPs shall be adhered to for the duration of the project. The applicant shall provide and post signs stating these restrictions at construction site entries. Signs shall be posted prior to commencement of construction and maintained throughout construction. Schedule and neighboring property owner notification mailing list shall be submitted 10 days prior to initiation of any earth movement. The Community Development department shall confirm that construction noise reduction measures are incorporated in plans prior to approval of grading/building permit issuance.

All construction workers shall be briefed at a pre-construction meeting on construction hour limitations and how, why, and where BMP measures are to be implemented. A workday schedule will be adhered to for the duration of construction for all phases.

Monitoring. City staff shall ensure compliance throughout all construction phases. Building inspectors and permit compliance staff shall periodically inspect the site for compliance with activity schedules and respond to complaints.

During Construction

AQ-1 Measures to Reduce Fugitive Dust During Construction

Implementation of the following mitigation measures, as recommended by the San Luis Obispo County APCD, would be required to minimize construction fugitive dust emissions and help ensure that construction emissions remain at a less than significant level.

- Reduce the amount of the disturbed area where possible;
- Water trucks or sprinkler systems shall be used during construction in sufficient quantities to prevent airborne dust from leaving the site. Increased watering frequency shall be required whenever wind speeds exceed 15 mph. Reclaimed (non-potable) water shall be used whenever possible;
- All dirt stock pile areas shall be sprayed daily as needed;
- Permanent dust control measures identified in the approved project revegetation and landscape plans shall be implemented as soon as possible following completion of any soil disturbing activities;
- Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading shall be sown with a fast germinating, non-invasive grass seed and watered until vegetation is established;
- All disturbed soil areas not subject to revegetation shall be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the SLOAPCD;
- All roadways, driveways, sidewalks, etc. to be paved shall be completed as soon as possible after grading unless seeding or soil binders are used;
- Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site;
- All trucks hauling dirt, sand, soil, or other loose materials are to be covered or shall maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in accordance with California Vehicle Code Section 23114;

- Install wheel washers where vehicles enter and exit unpaved roads onto streets, or wash off trucks and equipment leaving the site;
- Sweep streets at the end of each day if visible soil material is carried onto adjacent paved roads. Water sweepers with reclaimed water shall be used where feasible;
- All of these fugitive dust mitigation measures shall be shown on grading and building plans; and
- The contractor or builder shall designate a person or persons to monitor the fugitive dust emissions and enhance the implementation of the measures as necessary to minimize dust complaints, reduce visible emissions below 20 percent opacity, and to prevent transport of dust offsite. Their duties shall include holidays and weekend periods when work may not be in progress. The name and telephone number of such persons shall be provided to the SLOAPCD Compliance Division prior to the start of any grading, earthwork or demolition.

AQ-2 Measures to Reduce Construction Equipment Emissions

- Maintain all construction equipment in proper tune according to the manufacturer's specifications;
- Fuel all off-road and portable diesel powered equipment with ARB certified motor vehicle diesel fuel (non-taxed version suitable for use off-road);
- Use diesel construction equipment meeting ARB's Tier 2 certified engines or cleaner off-road heavy-duty diesel engines, and comply with State Off-road Regulation;
- Use on-road heavy-duty trucks that meet the ARB's 2007 or cleaner certification standard for on-road heavy-duty diesel engines, and comply with State On-Road Regulation;
- Construction or trucking companies with fleets that do not have engines in their fleet that meet the engine standards identified in the above two measures (e.g., captive or NOX exempt area fleet) may be eligible by proving alternative compliance;
- All on- and off-road diesel equipment shall not idle for more than five minutes. Signs shall be posted in the designated queuing areas and on job sites to remind drivers and operators of the five-minute idling limit;
- Diesel idling within 1,000 feet of sensitive receptors is not permitted;
- Staging and queuing areas shall not be located within 1,000 feet of sensitive receptors;
- Electrify equipment when possible;
- Substitute gasoline-powered in place of diesel-powered equipment, where feasible; and
- Use alternatively fueled construction equipment on-site where feasible, such as compressed natural gas (CNG, liquefied natural gas (LNG), propane, or biodiesel.

BIO-1 Nesting Birds. To avoid disturbance of nesting and special-status birds, including raptorial species protected by the MBTA and CFGC, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 15 through September 1), when possible. If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted by a Qualified Biologist no more than one week prior to initiation of ground disturbance and vegetation removal activities to determine the presence/absence of nesting birds within the project site. The California Department of Fish and Wildlife generally considers an appropriate buffer of 100 feet for passerines and 300 feet for raptors. The Qualified Biologist shall perform at least two hours of pre-construction monitoring of the nest to characterize "typical" bird behavior. The Qualified Biologist shall monitor the nesting birds and shall increase the buffer if the Qualified Biologist determines the birds are showing signs of unusual or distressed behavior due to project activities. Atypical nesting behaviors that may cause

reproductive harm include but are not limited to, defensive flights/vocalizations directed towards project personnel, standing up from a brooding position, and flying away from the nest. The Qualified Biologist shall have authority, through the Resident Engineer, to order the cessation of all project activities if the nesting birds' exhibit atypical behavior which may cause reproductive failure (nest abandonment and loss of eggs and/or young) until an appropriate buffer is established. To prevent encroachment, the established buffer(s) shall be clearly marked by high visibility material. The established buffer(s) shall remain in effect until the young have fledged or the nest has been abandoned as confirmed by the Qualified Biologist. Any sign of nest abandonment shall be reported to California Department of Fish and Wildlife within 48 hours

BIO-2 Invasive Plant Species. To minimize the spread of invasive plant species during project work, prior to construction all staff and contractors shall receive from a qualified botanist/biologist, invasive plant prevention training. The training shall provide an appropriate identification/instruction guide, a list of target species for the area, and a list of measures for early detection and eradication. Prior to construction, specific areas shall be designated for cleaning of tools, vehicles, equipment, clothing, footwear, and any other gear to be used on site. During construction, before entering and exiting the work site, all tools, equipment, vehicles, clothing, footwear, and other gear shall be thoroughly cleaned to remove soil, seeds, and plant parts. The reproductive parts (seeds, mature flowers, roots and shoots, as well as other parts of species that reproduce in a vegetative manner) shall be removed, stored in sealed containers, transported sealed, and appropriately disposed of at a certified landfill. All disturbed areas that are not converted to hardscape shall be hydro-seeded with a mix of locally native species upon completion of work in the area. In areas where construction is ongoing, hydro-seeding shall occur in those areas where no construction activities have occurred within six weeks of ground disturbance. If exotic species invade the area prior to hydro-seeding, weed removal shall occur in consultation with a qualified botanist/biologist.

CUL-2 Monitoring by Qualified Archaeologist. A qualified principal investigator, defined as an archaeologist who meets the Secretary of the Interior's Standards for professional archaeology (36 CFR 61), shall be retained to carry out all mitigation measures related to archaeological and historical resources (hereafter principal investigator). Monitoring shall involve inspection of subsurface construction disturbance at or in the immediate vicinity of known sites, or at locations that may harbor buried resources that were not identified on the site surface.

CUL-3 Unanticipated Discovery of Human Remains. The discovery of human remains is always a possibility during ground disturbing activities. If human remains are found, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of an unanticipated discovery of human remains, the San Luis Obispo County coroner must be notified immediately. If the human remains are determined to be prehistoric, the coroner will notify the Native American Heritage Commission (NAHC), which will determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours of notification and may recommend scientific removal and nondestructive analysis of human remains and items associated with Native American burials.

NOI-2 Construction Activity Timing. Except for emergency repair of public service utilities, or where an exception is issued by the Community Development Department, no operation of tools or equipment used in construction, drilling, repair, alteration, or demolition work shall occur daily

between the hours of 7:00 PM and 7:00 AM, or any time on Sundays, holidays, or after sunset, such that the sound creates a noise disturbance that exceeds 75 dBA for single family residential, 80 dBA for multi-family residential, and 85 dBA for mixed residential/commercial land uses across a residential or commercial property line.

NOI-3 Construction Equipment Best Management Practices (BMPs). For all construction activity at the project site, noise attenuation techniques shall be employed to ensure that noise levels are maintained within levels allowed by the City of San Luis Obispo Municipal Code, Title 9, Chapter 9.12 (Noise Control). Such techniques shall include:

- Sound blankets on noise-generating equipment.
- Stationary construction equipment that generates noise levels above 65 dBA at the project boundaries shall be shielded with barriers that meet a sound transmission class (a rating of how well noise barriers attenuate sound) of 25.
- All diesel equipment shall be operated with closed engine doors and shall be equipped with factory-recommended mufflers.
- For stationary equipment, the applicant shall designate equipment areas with appropriate acoustic shielding on building and grading plans. Equipment and shielding shall be installed prior to construction and remain in the designated location throughout construction activities.
- Electrical power shall be used to power air compressors and similar power tools.
- The movement of construction-related vehicles, with the exception of passenger vehicles, along roadways adjacent to sensitive receptors shall be limited to the hours between 7:00 AM and 7:00 PM, Monday through Saturday. No movement of heavy equipment shall occur on Sundays or official holidays (e.g., Thanksgiving, Labor Day).
- Temporary sound barriers shall be constructed between construction sites and affected uses.

TCR-1 Native American Monitor. A Native American monitor shall be present during ground disturbing activities due to the area being identified as a culturally sensitive location. The monitor(s) shall be on-site on a full-time basis during earthmoving activities, including grading, trenching, vegetation removal, or other excavation activities.

TCR-2 Unanticipated Discovery of Tribal Cultural Resources. In the event that archaeological resources of Native American origin are identified during project construction, a qualified archaeologist will consult with the City to begin Native American consultation procedures.

Post-Construction / Operations

AQ-3 Measures to Reduce Operational Idling Emissions

To help reduce the emissions impact from diesel buses and equipment at the proposed facility, RTA will implement the following idling control techniques:

1. California Diesel Idling Regulations
 - a. On-road diesel vehicles shall comply with Section 2485 of Title 13 of the California Code of Regulations. This regulation limits idling from diesel-fueled commercial motor vehicles with gross vehicular weight ratings of more than 10,000 pounds and licensed for operation on highways. It applies to California and non-California based vehicles. In general, the regulation specifies that drivers of said vehicles:

1. Shall not idle the vehicle's primary diesel engine for greater than 5-minutes at any location, except as noted in Subsection (d) of the regulation; and
 2. Shall not operate a diesel-fueled auxiliary power system (APS) to power a heater, air conditioner, or any ancillary equipment on that vehicle during sleeping or resting in a sleeper berth for greater than 5.0 minutes at any location when within 1,000 feet of a restricted area, except as noted in Subsection (d) of the regulation.
- b. Signs must be posted in the designated queuing areas and job sites to remind drivers and operators of the state's 5-minute idling limit.
- c. The specific requirements and exceptions in the regulations can be reviewed at the following web sites: <https://ww2.arb.ca.gov/our-work/programs/atcm-to-limit-vehicle-idling> and <https://ww2.arb.ca.gov/sites/default/files/barcu/regact/sbidling/fro.pdf>.
2. Diesel Idling Restrictions Near Sensitive Receptors. In addition to the state required diesel idling requirements, the RTA shall comply with these more restrictive requirements to minimize impacts to nearby sensitive receptors:
 - a. Diesel idling within 1,000 feet of sensitive receptors shall not be permitted;
 - b. Use of alternative fueled or electric equipment is recommended as feasible; and Signs that specify the no idling areas must be posted and enforced at the site.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

JANUARY 11, 2023

STAFF REPORT

AGENDA ITEM: B-3

TOPIC: Innovative Clean Transit (ICT) Zero Emission Bus (ZEB) Rollout Plan and FTA ZEB Transition Plan

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and Provide Comment on the Attached Draft ICT ZEB Rollout Plan and related FTA ZEB Transition Plan

BACKGROUND/DISCUSSION:

The RTA has committed to transitioning away from using internal combustion engines to zero-emission bus (ZEB) technologies. This staff report provides recommendations on how to achieve full compliance with recent legislation, and to do our part to provide environmentally and economically sustainable public transportation that will meet the needs of future generations. Provided below in chronological order are actions taken by the RTA Board of Directors, as well as those implemented by our funding and regulatory partners. Staff is seeking the Board's review and comment of the attached draft ICT ZEB Rollout Plan and a discussion on the related FTA ZEB Transition Plan.

Innovative Clean Transit (December 2018)

The Innovative Clean Transit (ICT) regulation was adopted by the California Air Resources Board in December 2018. It requires all public transit agencies to gradually transition to a 100-percent zero-emission bus fleet, and encourages us to provide innovative first- and last-mile connectivity and improve mobility for transit riders. Under the ICT regulation, small transit agencies such as the RTA must submit its governing body approved *ICT ZEB Rollout Plan* along with its approval to the CARB Executive Officer by July 1, 2023.

An *ICT ZEB Rollout Plan* describes how a transit agency is planning to achieve a full transition to zero-emission bus technologies by 2040. It includes essential elements for a smooth transition, including information on the types of zero-emission buses to be purchased, their purchase schedule, timing of their placement in Disadvantaged Communities, a schedule for related infrastructure build out, potential funding sources, and training plans.

An *ICT ZEB Rollout Plan* also has an informative function. It allows a transit agency to plan ahead of time and to familiarize itself with available zero-emission bus technologies before starting with purchases. It allows transit agencies to learn about potential

challenges and available solutions for a smooth transition. Information gathered from the Rollout Plans will also guide the State in developing incentive funding plans, inform utilities on potential electrical and infrastructure needs, and educate the general public on environmental benefits of zero-emission bus technologies.

ICT Rollout Plans must include all of the following components (sections):

- A. *Transit Agency Information*: Identification as a small transit provider.
- B. *Rollout Plan General Information*: A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses
- C. *Technology Portfolio*: Identification of the types of zero-emission bus technologies a transit agency is planning to deploy, such as battery electric or fuel cell electric bus.
- D. *Current Bus Fleet Composition and Future Bus Purchases*: A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options. This schedule for bus purchases must identify the bus types, fuel types, and number of buses
- E. *Facilities and Infrastructure Modifications*: A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses. This schedule must specify the general location of each facility, type of infrastructure, service capacity of infrastructure, and a timeline for construction.
- F. *Providing Service in Disadvantaged Communities*: A description on how a transit agency plans to deploy zero-emission buses in disadvantaged communities as listed in the latest version of the interactive on-line CalEnviroScreen program
- G. *Workforce Training*: A training plan and schedule for zero-emission bus operators, maintenance and repair staff and trainers.
- H. *Potential Funding Sources*: Identification of potential funding sources the RTA expects to use to acquire zero-emission technologies (both vehicles and infrastructure)
- I. *Start-up and Scale-up Challenges*: A description of challenges the RTA is currently facing in small scale zero-emission bus deployment.

RTA Zero-Emission Vehicle Purchase Policy (March 2019)

At its March 2019 meeting, the RTA Board adopted the *Zero-Emission Vehicle Purchasing Policy*, and directed staff to: 1) work with SLOCOG to develop a regional transit electrification study, and 2) seek to develop a Joint Zero-Emissions Bus Group

agreement. These actions provided two important first steps by laying out the commitments that the RTA must make to meet the ICT, and in establishing methodologies for determining if anticipated technologies meet our needs when the first round of zero-emission buses statutorily must be considered when purchasing vehicles beginning in 2026.

RTA Electrification-Readiness Plan and Deployment of Battery-Electric Buses (April 2019)

This planning document was developed by our architect/engineer as part of the master planning of the new RTA Bus Maintenance Facility (BMF). The *RTA Electrification-Readiness Plan* report found that transitioning all battery-electric buses (BEB) and non-revenue vehicles at the BMF in San Luis Obispo will require 2,230 kilowatts per hour of recharging infrastructure, assuming a 1% annual growth in annual miles traveled. Separately, the Paso Robles park-out facility will require 790 kWh (including 80 for the Route 15 vans) and the Arroyo Grande facility will require 340 kWh. In terms of total kilowatts used per weekday, the SLO BMF will use 18,480 kW, followed by 4,360 in Paso Robles and 1,790 in Arroyo Grande. Total usage will be approximately 24,630 kW for all future revenue and non-revenue vehicles.

Interestingly, assuming a current PG&E rate \$0.18/kW, this equates to approximately \$1.25M annually in transportation-related electricity costs. In comparison, the FY22-23 fuel budget for all RTA-operated transit is \$1,519,610. The *RTA Electrification-Readiness Plan* report was used as a basis for our SLO APCD grant proposal that partially funded the BEB recharging infrastructure at our new BMF.

SLOCOG Regional Zero Emissions Bus Implementation Plan (August 2020)

SLOCOG worked with transit agencies within SLO County, as well as partner agencies with whom our county's transit agencies interact, to develop a *Regional ZEB Implementation Plan*. These other agencies include Monterey-Salinas Transit that operates inter-regional fixed-route service down to Templeton, and Santa Maria Area Transit that provides connections to RTA Route 10 service at the Santa Maria Transportation Center.

Unlike the RTA's previous actions focusing solely on BEB technologies, the *Regional ZEB Implementation Plan* also evaluated hydrogen fuel cell electric bus (HFCEB) technologies. The plan provided a deeper dive into the many laws and regulations that preceded the ICT, which helps provide a framework for other municipal fleets in transitioning away from internal combustion engines.

The *Regional ZEB Implementation Plan* essentially used the same methodology used in the RTA Electrification-Readiness Plan discussed above, although it provided a range of kWh usage by agency. Below is a summary table of kW that would be used on a typical weekday for each participating agency upon full implementation of zero-emission vehicles.

Although not included in the *Regional ZEB Implementation Plan*, we presume the Morro Bay Transit figures would be representative of Atascadero Dial-A-Ride energy usage. Using that figure, SLO County only electricity usage for public transportation needs would be on the order of 34,120 kW to 54,590 kW on a typical weekday.

The *Regional ZEB Implementation Plan* also recommended development of a regional Zero-Emissions Bus Group that could pave the way for joint vehicle/equipment purchases, joint planning/use of recharging infrastructure, and joint/consolidated reporting.

FTA Zero-Emission Transition Plan (December 2021)

In addition to the *ICT Rollout Plan* described above, the Federal Transit Administration published a “Dear Colleague” letter on December 1, 2021 that requires certain grant proposals to include a *Zero-Emission Transition Plan*. This requirement was codified in the Infrastructure Investment and Jobs Act (IIJA), also known as the “Bipartisan Infrastructure Law,” signed by the President on November 15, 2021. The IIJA amended the statutory provisions for the Buses and Bus Facilities Competitive Program (49 U.S.C. § 5339(b)) and the Low or No Emission Program (49 U.S.C. § 5339(c)) to include the requirement that any application for projects related to zero-emission vehicles include a *Zero-Emission Transition Plan*.

The FTA acknowledges that California transit agencies may already have this information available in their respective *ICT Rollout Plan* and recommends consolidation of this information into a single document for the purpose of applying for zero-emission vehicles under the Grants for Buses and Bus Facilities Competitive and Low or No Emission Programs.

Note that most of the FTA’s requirements mirror those of the *ICT ZEB Rollout Plan* discussed above, with the exception of the two yellow-highlighted bullet-points below: policy/legislation consideration, and partnership with the utility or alternative fuel provider. This information has been addressed and will be included in the *ICT ZEB Rollout Plan* as Appendix F. An *FTA Zero-Emission Transition Plan* must, at a minimum:

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions.
2. Address the availability of current and future resources to meet costs for the transition and implementation.
3. Consider policy and legislation impacting relevant technologies.
4. Include an evaluation of existing and future facilities and their relationship to the technology transition.

5. Describe the partnership of the applicant with the utility or alternative fuel provider.

6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid displacement of the existing workforce.

FTA's guidance also permits transit agencies to include vehicles that have met their minimum useful life in their contingency fleet if an agency is introducing zero-emission vehicles into its fleet, and those vehicles are not included in the calculation of spare ratio. In addition, the Federal share of the cost of leasing or purchasing a zero-emission transit bus is not to exceed 85 percent of the total transit bus cost, and the Federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is 90 percent of the net project cost.

Conclusion

The attached Draft *ICT ZEB Rollout Plan* identifies two yet to be fully developed appendices: 1) *Appendix E: Hydrogen Full Cell*, and 2) *Appendix F: FTA Zero-Emission Transition Plan*. The latter one will be relatively simple to develop, since it will essentially be a 4- or 5-page letter detailing which sections of the *ICT ZEB Rollout Plan* meet the FTA's requirements. However, staff is still researching hydrogen fuels and the possibility of transitioning to it in the future – and we are not yet ready to publish our findings. Another recent trend is the quickly escalating cost per kWh of battery capacity, which is narrowing the price gap between BEBs and HFCEBs. That appendix will be developed and presented to the Executive Committee at its February 8th.

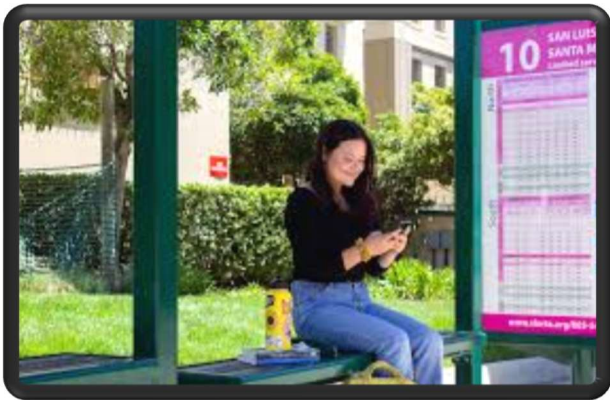
Staff is seeking the Board's review and comment of the attached Draft *ICT ZEB Rollout Plan*. The Board will have the opportunity to review and consider for the adoption the final *ICT ZEB Rollout Plan* (which will include the forthcoming appendices on FCEBs and on the *FTA Zero-Emission Transition Plan*) at its March meeting.

Staff Recommendation:

Receive and provide comment on the attached Draft *ICT ZEB Rollout Plan* and related *FTA Zero-Emission Transition Plan*.

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Zero Emission Bus ROLLOUT PLAN



DRAFT

San Luis Obispo Regional Transit Authority

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SECTION A: TRANSIT AGENCY INFORMATION

Background on the RTA

The San Luis Obispo Regional Transit Authority (RTA) was created in 1989 as a Joint Powers Authority to provide management of regional fixed-route public transportation services, as well as regional paratransit services. That latter service, called RTA Runabout, first established in 1977 under Section 504, became the sole Americans with Disabilities Act (ADA) complementary provider in 2001 for all fixed-route providers operating in the region.



The mission of the RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

The County is located on the beautiful Central Coast of California, halfway between Los Angeles and San Francisco. The current population is 271,172, including that of three small urbanized areas (UZAs):

- San Luis Obispo designated in 1990;
- El Paso de Robles-Atascadero in 2000
- Arroyo Grande-Grover Beach in 2010

The RTA coordinates regional services with local fixed-route providers in each UZA in the County, as well as within the Santa Maria UZA (population 130,000) in nearby northern Santa Barbara County.

The 12-member RTA Board of Directors includes an elected representative from each of the seven cities in the County, as well as all five County Supervisors. The Regional Transit Advisory Committee (RTAC) meets quarterly and provides advice to the RTA

Board. The RTAC is comprised of representatives from each municipal transit agency, as well as from Cuesta Community College, California Polytechnic State University, and at-large members representing fixed-route and disabled riders.

The RTA directly operates hourly service on five regional fixed-routes and ADA paratransit services primarily along the US-101 and SR-1 corridors, as well as express commuter services during peak travel periods. Three out of the five regional fixed-routes converge on downtown San Luis Obispo, 7 days a week. The RTA regional fixed-route service prior to COVID had a peak pull-out of 15 buses, and carries over 700,000 riders annually, while weekday productivity ranged from 18 to 28 boardings/hour. The RTA also operates community-based services funded by the County in small rural areas, and is funded by the City of Paso Robles to operate local fixed-routes and a local Dial-A-Ride program. The RTA also manages/maintains the fixed-route service operated in the Beach Communities of the Five Cities Area. These various fixed-routes provided over 1 million passenger-boardings annually. Through a variety of innovative methods, ADA paratransit ridership demand was growing to become more stable and financially sustainable. All of these various services fall under the control of the RTA, including administration, operations and maintenance of all vehicles. These services are provided from one central facility located at 253 Elks Lane in San Luis Obispo, California.



In total, the RTA manages a fleet of 79 vehicles; including those vehicles designated for fixed-route services, ADA paratransit demand response services and non-revenue support vehicles. Of the total fleet composition, **50 vehicles**

have a gross vehicle weight of greater than 14,000 lbs. and are identified in this plan for replacement with zero-emission technologies.

Table 1: Transit Agency Information

TRANSIT AGENCY INFORMATION		
i.	Transit Agency Name:	San Luis Obispo Regional Transit Authority (RTA)
ii.	Mailing Address:	253 Elks Lane San Luis Obispo, CA 93401
iii.	Name of Transit Agency's Air District:	San Luis Obispo County Air Pollution District (APCD)
iv.	Name of Transit Agency's Air Basin:	South Central Coast Basin-wide Air Pollution Control Council (SCC/BCC)
v.	Total Number of Applicable Vehicles (GVW > 14,000 lbs.):	50
vi.	Population of the Urbanized Areas the Transit Agency is serving as published in the 2010 Census Urbanized Area Population data (Includes Arroyo Grande-Grover Beach, Paso Robles-Atascadero, San Luis Obispo and Santa Maria UZAs):	population 306,754
vii.	Contact Information of the Executive Manager, Chief Operator Officer, or equivalent: Contact Name, Title, Telephone, Email	Geoff Straw Executive Director (805) 541-2228 ext 4465 gstraw@slorta.org
viii.	The RTA is not part of a Joint Group.	

SECTION B: ROLLOUT PLAN GENERAL INFORMATION

The RTA's goal is to successfully transition to zero-emission fleet technologies by 2040 in a way that avoids early retirement of conventional buses. The RTA's Rollout Plan will enable the agency to fully transition its bus fleet to zero-emission by the 2040 deadline set in the ICT Regulation. All buses will operate for their expected useful life to avoid early retirement of any vehicle. Much of the work described as part of this Rollout Plan is based on the *Electrification-Readiness Plan and Deployment of Battery-Electric Buses by San Luis Obispo RTA* master plan developed in April 2019 as part of the design of the new Bus Maintenance Facility completed in January 2022. This *Electrification Plan* also informed the *Zero-Emission Vehicle Purchase Policy* adopted by the RTA Board of Directors at its March 6, 2019 meeting

To comply with California Air Resources Board Innovative Clean Transit (ICT) requirements, starting in 2026, 25% of RTA's applicable vehicle purchased (greater than 14,000 lbs gross vehicle weight) will be zero-emission buses (ZEB). By 2029, 100% will be zero-emission. With the prior planning and phasing in of zero-emission vehicles detailed in this plan, the RTA's goal is for vehicles operated in revenue service to be zero-emission vehicles as technology and funding permits.

Six of the RTA's 35 fixed route vehicles (17.1% of the fleet) were purchased between 2003 and 2011 and have, or are now approaching, the end of their economically useful life. This batch procurement was executed to take advantage of available funding programs at that time. The RTA has been able to complete midlife engine refurbishments on 11 of the fixed route buses purchased between 2013 and 2015. In the absence of these refurbishments, all these buses would need to be replaced around the same time, which would drive a spike in procurement. Extending the lifetime of a portion of these buses through refurbishment helps equalize the number of new purchases from year to year.

The RTA's battery-electric bus (BEB) recharging infrastructure at the Bus Maintenance Facility was designed to enable a phased-in approach. In May 2022, the RTA issued a

purchase order to its first two BEBs, which should be delivered in late 2023. In addition, in 2022 the RTA secured funding to purchase five additional BEBs, and plans to issue purchase orders in summer 2023. In late 2022/early 2023, the RTA will finalize construction and subsequently commission four fast-charge direct-current (DC) electric bus recharging stations, which is enough to satisfy demand for four (4) buses operating on the RTA's shorter routes. As subsequent BEBs are procured, fast-charge DC recharging stations will be implemented for each bus, relegating the first four recharging stations to back-up status.

The RTA is currently developing funding proposals to develop master planning and design for fast-charge DC recharging stations at its two leased bus park-out yards in the North County (Paso Robles) and South County (Arroyo Grande), as well as feasibility studies for opportunity charging at:

1. The Route 9 layovers at passenger facilities in San Luis Obispo and in Paso Robles,
2. The Route 10 layovers at passenger facilities in San Luis Obispo and in Santa Maria, and
3. The Route 15 layover at the Morro Bay Transit layover.

This Rollout Plan was approved by the RTA's Board of Directors on <<March 1, 2023>> under Resolution Number 23-XX. The Board-approved Resolution is provided as an attached Appendix A and a copy has been submitted to the California Air Resources Board (CARB).

SECTION C: TECHNOLOGY PORTFOLIO



The RTA intends to continue to deploy both diesel-powered and BEBs as the fleet is transitioned to 100% zero-emission by 2040. The final fleet composition – 35 fixed-route BEBs, 2 cutaway fixed-route vehicles, 11 ADA Runabout Paratransit and 2 Trolleys – was determined to maximize performance and minimize cost.

As part of the *2019 Electrification Readiness Plan*, the RTA and its consultants used speed, distance and elevation data from the RTA's current routes/blocks to develop daily operating energy and peak power requirements for BEBs at each of its three operating locations and to determine which technology was most appropriate for each route. Additional constraints were considered such as infrastructure footprint limitations and available electrical capacity at the new Bus Maintenance Facility in San Luis Obispo Bus; the footprint and electrical capacity constraints for the Arroyo Grande and Paso Robles park-out facilities will be considered as part of future studies.

Project Constraints

Two major constraints limiting the deployment of BEB infrastructure are the availability of capital funding, and possible electrical capacity needed at the two leased park-out facilities in Paso Robles (North County) and Arroyo Grande (South County) and at opportunity charging locations.

Figure A in Section E shows overhead views of Bus Maintenance Facility existing bus fueling/charging equipment as well as the expected location of future equipment. The

location of future equipment shown in these figures is approximate – the exact siting will be determined through engineering analysis as the construction projects are planned.

The available electrical capacity at the Bus Maintenance Facility was assessed based on the total power required for the Paso Robles (North County) and Arroyo Grande (South County) leased park-out sites compared to the loads on each meter. Further study is required to determine the feasibility and electrical capacity at these two locations.

SECTION D: CURRENT BUS FLEET COMPOSITION & FUTURE BUS PURCHASES

Fleet Composition

As noted in Section A, the RTA operates a total fleet of fifty (50) applicable vehicles; consisting of 35 fixed-route buses, 2 cutaway fixed-route vehicles, 11 ADA demand-response and 2 Trolley vehicles. The tables below provide detail on the fleet composition for vehicles greater than 14,000 lbs. gross vehicle weight (GVW), projected purchase years and estimated replacement costs for applicable vehicles.

Table 2: Fleet Composition (>14,000 lbs. GVW)

Total Number of Vehicles	Vehicle ID#	Engine Model Year	Bus Model Year	Fuel Type	Vehicle Type	Make	Service Type
3	204* (3 ARBOCS)	2003	2003	Diesel	Bus	Gillig Phantom	Fixed-Route
2	167, 168	2008	2008	Diesel	Bus	Gillig Phantom	Fixed-Route
2	1011, 1012	2010	2010	Diesel	Bus	Thor EZ Rider	Fixed-Route
1	1101	2011	2011	Diesel	Bus	El Dorado BRT	Fixed-Route
10	1301-1310	2013	2013	Diesel	Bus	Gillig Low Floor	Fixed-Route
9	1501-1509	2015	2015	Diesel	Bus	Gillig Low Floor	Fixed-Route
3	1801-1803	2018	2018	Diesel	Bus	Gillig Low Floor	Fixed-Route
3	1910-1912	2019	2019	Diesel	Bus	Gillig Low Floor	Fixed-Route
2	2101, 2102	2021	2021	Diesel	Bus	Gillig Low Floor	Fixed-Route
1	1013	2011	2010	Gasoline	Trolley	Double K Villager	Seasonal F/R
2	1510, 1512	2015	2015	Gasoline	Cutaway	Ford Starcraft E450	Fixed-Route
1	1511	2015	2015	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response
1	1707	2017	2017	Gasoline	Trolley	Ford F550 Villager	Seasonal F/R
9	1901-1909	2019	2019	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response
1	2031	2019	2020	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response

50
Total
Vehicles

The tables below show the total of new vehicle purchases anticipated each year for fixed-route and demand-response services.

Table 3: Bus Purchase Year Timeline (Fixed-Route Services)

Timeline (Purchase Year)*	Total Number of Buses Purchased	ZEB Purchases				Conventional Bus Purchases				Small Agency ICT Rqmnt
		Number of ZEB Purchases	Percentage of Annual ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses	
2021	3	0	0%			3	100%	ARBOC Ford Starcraft E450	Gasoline	
2022	2	2	100%	Gillig Low Floor	Electric	0	0%			
2023	6	5	83%	Standard	Electric	1	17%	Standard	Diesel	
2024	0	0	0%			0	0%			
2025	7	0	0%			7	100%	Standard	Diesel	
2026	5	2	40%	Standard	Electric	3	60%	Standard	Diesel	25%
2027	4	1	25%	Standard	Electric	3	75%	Standard	Diesel	25%
2028	4	1	25%	Standard	Electric	3	75%	Standard	Diesel	25%
2029	2	2	100%	Standard	Electric	0	0%			100%
2030	0	0	0%	Standard	Electric	0	0%			100%
2031	2	2	100%	Standard	Electric	0	0%			100%
2032	0	0	0%	Standard	Electric	0	0%			100%
2033	3	3	100%	Standard	Electric	0	0%			100%
2034	2	2	100%	Standard	Electric	0	0%			100%
2035	2	2	100%	Standard	Electric	0	0%			100%
2036	3	3	100%	Standard	Electric	0	0%			100%
2037	3	3	100%	Standard	Electric	0	0%			100%
2038	4	4	100%	Standard	Electric	0	0%			100%
2039	5	5	100%	Standard	Electric	0	0%			100%
2040	7	7	100%	Standard	Electric	0	0%			100%
64		Total Purchases								
35		Total Fixed- Route Vehicles								

* Expected future bus purchases to be purchased or leased in the year of purchase. The ICT regulation defines a "bus purchase" (13 CCR § 2023(b)(7)) as occurring when a transit agency executes one of the following after it has identified, committed, and encumbered funds:

1. A written Notice to Proceed to a bus manufacturer to begin production of a bus either under a previously-entered purchase contract; or to execute a contract option;
2. If no Notice to Proceed is issued, a written purchase agreement between a transit agency and a bus manufacturer that specifies the date when the bus manufacturer is to proceed with the work to manufacture the bus; or purchases each year, as well as bus types and fuel types

The replacement schedule was designed so that no bus retires before completing its FTA-defined economically useful life. The RTA's fixed-route buses were assumed to operate for no more than 20% beyond its design life (12-years/500k miles), which equates to essentially 14 years or 600k miles, whichever comes first. To avoid a single year with significantly more purchases than usual, the expected retirement age was sometimes staggered to better distribute procurement actions across multiple years. All fixed-route buses were assumed to last at least 12 years and no bus was projected to last more than 15 years

Table 4: Other Vehicle Purchase Year Timeline (Fixed-Route, Demand-Response & Seasonal Vehicles)

Timeline (Purchase Year)	Total Number of Buses Purchased	ZEB Purchases				Conventional Bus Purchases				Small Agency ICT Rqmnt
		Number of ZEB Purchases	Percentage of Annual ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses	
2021	2	0	0%			2	100%	Ford Starcraft E450	Gasoline	
2022	0	0	0%			0	0%			
2023	2	0	0%			2	100%	Standard	Gasoline	
2024	0	0	0%			0	0%			
2025	5	0	0%			5	100%	Standard	Gasoline	
2026	4	1	25%	Standard	Electric	3	75%	Standard	Gasoline	25%
2027	0	0	0%			0	0%			25%
2028	3	1	33%	Standard	Electric	2	67%	Standard	Gasoline	25%
2029	1	1	100%	Standard	Electric	0	0%			100%
2030	0	0	0%			0	0%			100%
2031	1	1	100%	Standard	Electric	0	0%			100%
2032	5	5	100%			0	0%			100%
2033	4	4	100%			0	0%			100%
2034	3	3	100%			0	0%			100%
2035	0	0	0%			0	0%			100%
2036	0	0	0%			0	0%			100%
2037	1	1	100%			0	0%			100%
2038	1	1	100%			0	0%			100%
2039	4	4	100%			0	0%			100%
2040	5	5	100%			0	0%			100%
41		Total Purchases								
15		Other Vehicles Over 14,000 GVWR								

The other vehicle greater than 14,000 lbs. GVW replacement schedule was similarly devised assuming the vehicles meet FTA design life standards of 4 years or 100k miles, whichever comes first. This is consistent with current operations at the RTA, as no demand response vehicle was forecasted to be in operation longer than 6 years. In this plan, it was assumed that demand response vehicles will last 5 years on average.

This will need to be revisited as electric paratransit vehicles become available and are road-tested for available range. After 2028, the vehicles identified in the table above will need to be replaced a second time. Should a ZEB vehicle be available at this time that meets this vehicle category, the RTA will implement that technology within available funding.

The cost of each new vehicle purchase was forecasted based on the most recent quotes received in 2022 by the RTA, projected timeline for replacement and national inflation rates.

Table 5 shows the projected annual cost for fixed-route and demand-response paratransit vehicles based on the purchase schedule identified in this plan.

Table 5: Estimated Total Cost of Vehicle Purchases

Timeline (Purchase Year)	# of ZEBs	# of Conv. Bus	Vehicle Type (s)	Estimate Cost of Each Bus (Cost in 2022)	Inflation Rate*	Comp. Inflation	Total Cost in Year of Expenditure
2021	0	3	3* ARBOC (gasoline)	\$229,947	Purchase Order Issued		\$689,841
		2	2* Ford Starcraft E450 (gasoline)	\$147,987	Purchase Order Issued		\$295,974
2022	2	0	2* Gillig Low Floor (electric)	\$1,040,661	Purchase Order Issued		\$2,081,322
2023	5	3	5* BEB	\$1,040,661	2.00%	1.01	\$5,308,412
			1* Standard (diesel)	\$610,000	2.00%	1.01	\$622,322
			1* Cutaway (gasoline)	\$147,987	2.00%	1.01	\$150,976
			1* Trolley (diesel)	\$378,890	2.00%	1.01	\$386,544
2024	0	0		\$0	2.25%	1.02	\$0
2025	0	12	7* Standard (diesel)	\$610,000	2.50%	1.03	\$4,379,953
			5* Cutaway (gasoline)	\$147,987	2.50%	1.03	\$758,988
2026	2	7	2* BEB	\$1,040,661	2.75%	1.04	\$2,140,848
			3* Standard (diesel)	\$610,000	2.75%	1.04	\$1,882,338
			3* Cutaway (gasoline)	\$147,987	2.75%	1.04	\$456,658
			1* Cutaway (electric)	\$252,466	2.75%	1.04	\$259,687

2027	1	3	1* BEB	\$1,040,661	3.00%	1.05	\$1,073,442
			3* Standard (diesel)	\$610,000	3.00%	1.05	\$1,887,645
2028	2	5	1* BEB	\$1,040,661	3.25%	1.06	\$1,076,512
			3* Standard (diesel)	\$610,000	3.25%	1.06	\$1,893,044
			2* Cutaway (gasoline)	\$147,987	3.25%	1.06	\$306,170
			1* Cutaway (electric)	\$252,466	3.25%	1.06	\$261,164
2029	3	0	2* BEB	\$1,040,661	3.50%	1.07	\$2,159,268
			1* Cutaway (electric)	\$252,466	3.50%	1.07	\$261,921
2030	0	0		\$0	3.75%	1.08	\$0
2031	3	0	2* BEB	\$1,040,661	4.00%	1.09	\$2,172,068
			1* Cutaway (electric)	\$252,466	4.00%	1.09	\$263,474
2032	5	0	5* Cutaway (electric)	\$252,466	4.25%	1.10	\$1,321,344
2033	7	0	7* Cutaway (electric)	\$252,466	4.50%	1.20	\$1,862,694
2034	5	0	2* BEB	\$1,040,661	4.75%	1.30	\$2,209,844
			2* Cutaway (electric)	\$252,466	4.75%	1.30	\$536,112
			1* Trolley (electric)	\$454,668	4.75%	1.30	\$482,744
2035	2	0	2* BEB	\$1,040,661	5.00%	1.40	\$2,227,015
2036	3	0	3* BEB	\$1,040,661	5.25%	1.50	\$3,367,839
2037	4	0	3* BEB	\$1,040,661	5.50%	1.60	\$3,396,718
			1* Trolley (electric)	\$454,668	5.50%	1.60	\$494,679
2038	5	0	4* BEB	\$1,040,661	5.75%	1.70	\$4,569,542
			1* Cutaway (electric)	\$252,466	5.75%	1.70	\$277,145
2039	9	0	5* BEB	\$1,040,661	6.00%	1.80	\$5,765,262
			4* Cutaway (electric)	\$252,466	6.00%	1.80	\$1,118,929
2040	12	0	7* BEB	\$1,040,661	6.25%	1.90	\$8,149,676
			5* Cutaway (electric)	\$252,466	6.25%	1.90	\$1,412,232

70 35

Estimated Total Cost of
Vehicle Purchases

\$67,960,341

105	Total Purchases
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The RTA is not considering converting any conventional buses to zero-emission vehicles due to the RTA's prior poor experience converting conventional diesel-powered buses to gasoline-electric hybrid in the early 2000s. In other words, this plan assumes new replacement vehicles only.

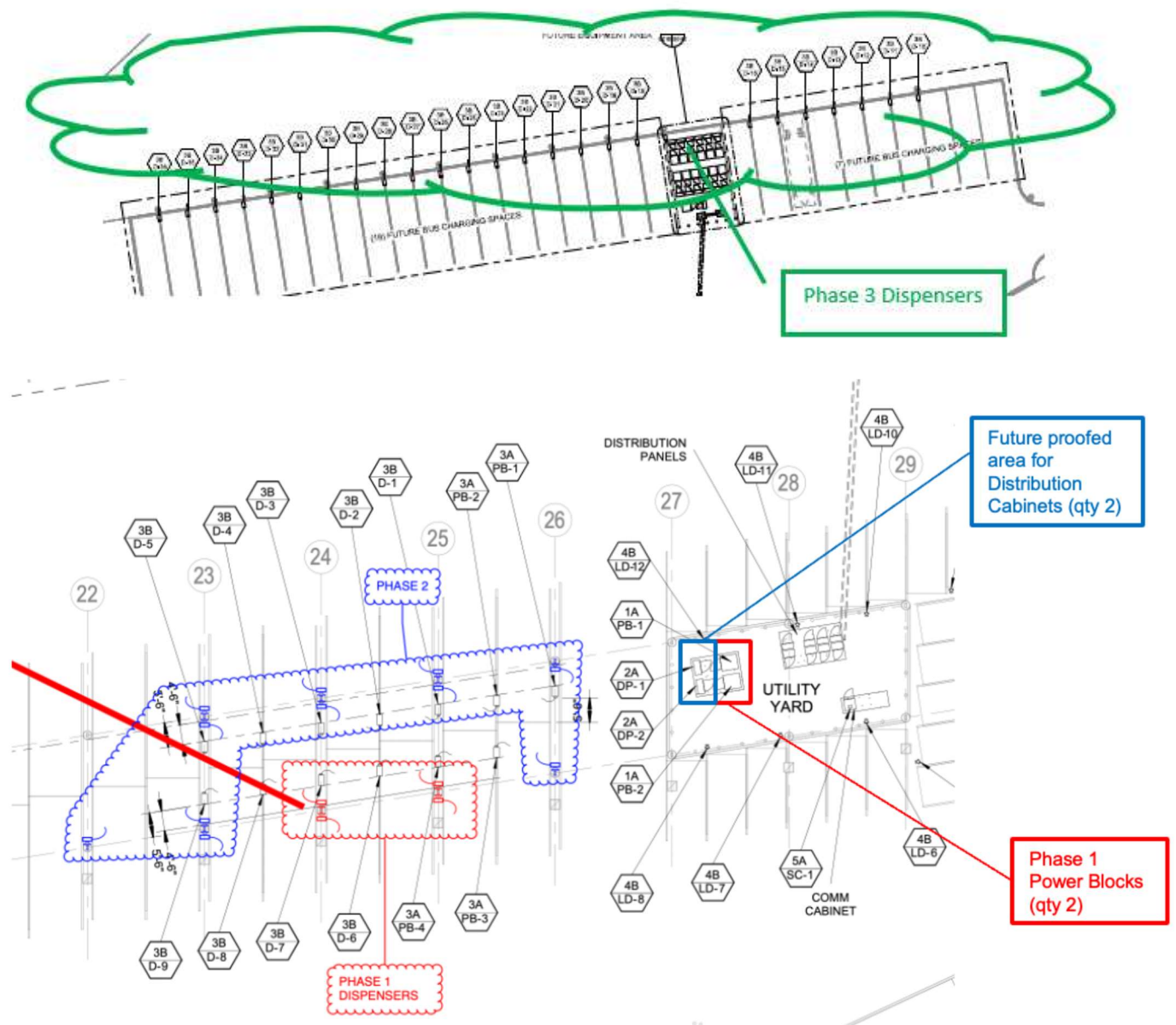
SECTION E: FACILITIES AND INFRASTRUCTURE MODIFICATIONS

The RTA issued its first purchase order for zero-emission buses on May 31, 2022. These two BEBs will replace conventional diesel-powered buses (Vehicle ID#167 and #168) that were placed into revenue service in 2008, and we expect delivery at the end of 2023 or early 2024. Before the first BEB is delivered, the RTA will have battery recharging infrastructure in place as part of the Phase 1 elements of the Bus Maintenance Facility (BMF) in San Luis Obispo to support the BEBs in its bus fleet and to enable future expansion.

The *Electrification-Readiness Plan* discussed in Section B above showed that a maximum peak demand of 2,220 kilowatt-hours (kW) is necessary at full build-out of the BEB fleet and is what has been implemented at the new BMF. In total, the BMF will charge up to 18,483 kWh/day. The BMF, including all underground vehicle recharging infrastructure, was substantially completed in January 2022, and the Phase 1 recharging equipment is expected to be delivered, installed and commissioned by the end of 2022/early 2023. As shown in the graphic at the end of this section, Phase 1 infrastructure includes two ChargePoint Express Plus 200kW DC charging power blocks, each connected to two Power Link with overhead dispensers.

The Phase 2 recharging infrastructure at the BMF will be installed as new BEBs are ordered and delivered. The figure shown below depicts the location of future distribution cabinets that are linked via already installed underground conduits to charging stations that will be installed along the western edge of the bus parking lane. The BMF was designed and constructed to incrementally add BEB charging elements without the need to upsize incoming cabling, distribution panels, conduits, etc.

Figure A: Bus Maintenance Facility Electrification Phases



The Phase 3 portion of the electrification project will include all remaining infrastructure needed to support the charging of applicable battery electric vehicles. This will include installation of 25 chargers, the structural pads for the charger bases and dispensers, the wiring from the distribution boards to the chargers, and the wiring from the chargers to the dispensers.

Table 6 summarizes the facility infrastructure upgrades that will be required relating to the transition of the applicable vehicles to 100% zero emission. Further study will be needed to determine facility zero-emission infrastructure costs.

Table 6: Facility Infrastructure and Timeline

Facility Name	Address	Main Function	Infrastructure Type	Service Capacity	Needs Upgrade? (Yes/No)	Estimated Construction Timeline
Bus Maint Facility (BMF)	253 Elks Lane, SLO	Operations, Maint & BEB Charging	Phase 1: Four (4) AC/DC BEB Chargers	4 Buses	No	2023
			Phase 2: Eleven (11) AC/DC BEB Chargers	11 Buses	Yes	Further Study Required
			Phase 3: Twenty-five (25) AC/DC BEB Chargers	25 Buses & Cutaways	Yes	Further Study Required
North County	1735 Paso Robles St., Paso Robles	Parking & BEB Charging	TBD	TBD	Yes	Further Study Required
South County	800 Rodeo St., Arroyo Grande	Parking & BEB Charging	TBD	TBD	Yes	Further Study Required

As part of the Electrification-Readiness Plan discussed above, the number of kilowatt-hours (kW) necessary to recharge BEBs at the other two operating/park-out locations in North and South County were also estimated, based on miles operated out of each facility. The Paso Robles facility (North County) will use up to 4,355 kWh/day and the Arroyo Grande facility (South County) will use up to 1,792 kWh/day. However, maximum electrical demand for these two facilities has yet to be estimated, and will require additional analysis – including layout of possible recharging equipment and the current limits of incoming power.

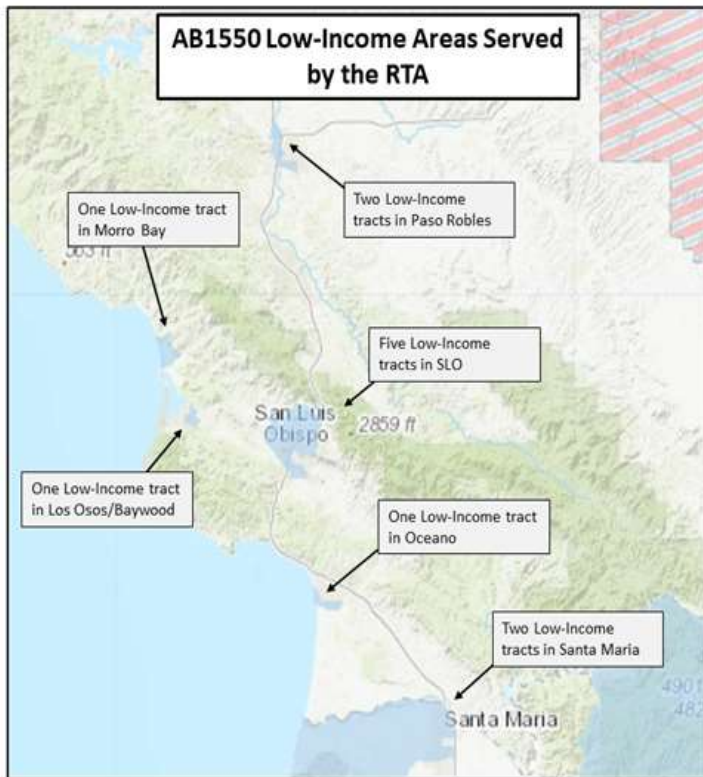
¹ This total includes 545 kWh for the Route 15 miles formerly operated from the Cambria yard but recently consolidated into the Paso Robles yard.

SECTION F: PROVIDING SERVICE IN DISADVANTAGED COMMUNITIES

There are no State-designated Disadvantaged Communities located in San Luis Obispo County. Figure B below shows State-designated lower-income communities within the RTA's service territory as defined by the latest version of CalEnviroScreen.

The RTA Bus Maintenance Facility is located within Census Tract 607901103, which is a CalEPA AB1550 Low-Income Community designated area. The RTA provides fixed-route services in all ten Low-Income Communities in San Luis Obispo County, which include the following Census Tracts:

Figure B: AB1550 Low-Income Areas Served



- 6079010102 (North Paso Robles),
- 6079010204 (Southeast Paso Robles),
- 6079010503 (North Morro Bay),
- 6079010703 (Baywood/Los Osos),
- 6079010901 (Northeast SLO),
- 6079011002 (East SLO),
- 6079011101 (Central SLO),
- 6079011103 (Southeast SLO),
- 6079011200 (West SLO), and
- 6079012200 (Oceano)

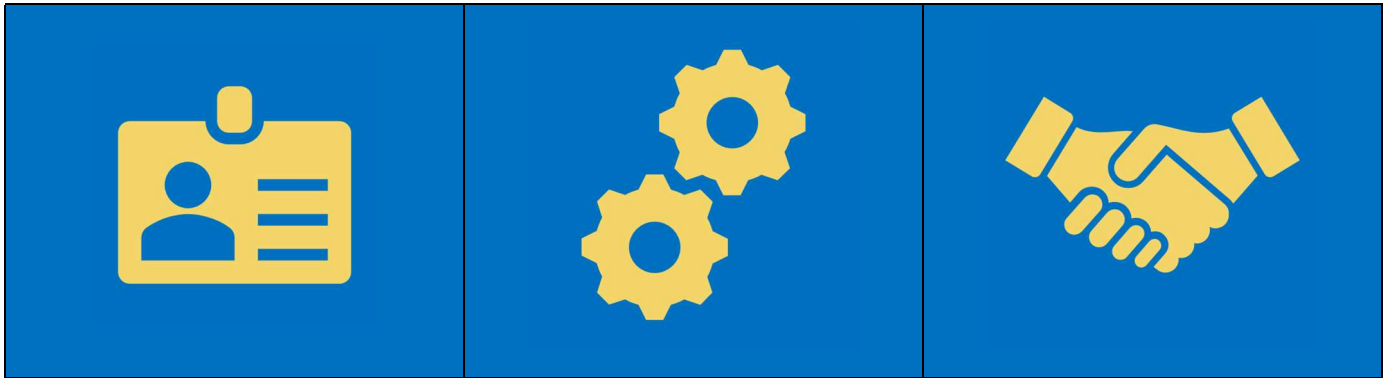
The RTA also serve Low-Income Communities in Santa Maria (Census Tracts 6083002101 and 6083002206). The map to the right depicts these areas.

In terms of the more granular US Census block group level data, the project site is located in Census Tract 111.03 Block Group 2. While the percentage of persons living in poverty in the Block Group (15.6%) is high relative to the County (13.8%) and the

State (15.1%), it is lower than the City of San Luis Obispo proportion (32.4%). The proportion of minority residents in the Block Group (27.9%) is much higher than the County (14.1%) and City (15.3%), but it is lower than the State proportion (39.4%).

Many of the RTA's fixed route and paratransit buses pass through these areas daily. This service is critical as it is relied upon by these communities for essential travel including to workplaces, medical appointments, government agencies, etc. As buses are transitioned from diesel or gasoline-powered to zero-emission technologies, it will eliminate critical criteria pollutant emissions of nitrogen oxides (NOx), carbon monoxide (CO) and volatile organic compounds (VOCs), along with particulate matter (PM_{2.5}) and greenhouse gases (GHGs). This improvement in air quality will benefit the citizens of the local community, including those living in designated lower-income communities that the RTA services.

Pollution and noise resulting from bus operation are a concern for citizens living adjacent to bus transit routes. Buses also drive in stop and go traffic where they spend considerable time idling, wasting additional fuel and creating even more pollutant emissions. BEBs produce no point-source emissions. Recent studies show that when idling, BEBs use less energy than carbon-based fuels and offer virtually significant quieter operation. The RTA will operate the zero-emission buses on routes providing service within these lower-income communities providing cleaner, quieter service to the local ridership.

SECTION G: WORKFORCE DEVELOPMENT

The RTA is eager to implement clean fuel technologies and is currently developing the *RTA Electrical Safety Plan* for the training of our operations and maintenance employees.

As new BEBs join the fleet, the RTA will receive training from the bus manufacturers on operating and maintenance procedures specific to the vehicles. Similarly, training will be provided by equipment suppliers providing battery charging infrastructure. Depending on the specific equipment, training may occur in a “train-the-trainer” format where key RTA staff are trained thoroughly on equipment who pass on basic knowledge to other personnel, or batch training where all or most of the related staff receive instruction from the equipment manufacturer.

Workforce development topics may include the following:

- Leadership and Employee Relations
- Overview of Zero-Emission Bus Technologies
- Zero-Emission Bus Operations
- Zero-Emission Bus Maintenance
- Zero-Emission Bus Safety Training
- Coordinate with local Emergency Responders for Zero-Emission Fleet Emergency Response

Other training could include zero-emission bus procurement and fiscal management, zero-emission bus policies and regulations, and planning for deployment of zero-emission bus technologies and infrastructure.

SECTION H: POTENTIAL FUNDING SOURCES

Execution of the zero-emission transition plan will require significant capital expenditures. Table 5 shows the estimated annual capital cost for vehicle replacements. Between 2021 and 2040 it is estimated that the RTA will require almost **\$68 million** to pay for all the zero-emission vehicle replacements. Table 6 summarizes the needed facility infrastructure improvements and estimated timelines. It is important to note that further studies are required for infrastructure improvements, including inductive and conductive charging infrastructure and estimated costs.

The RTA actively seeks federal, state and local funds to procure replacement buses with zero-emission technologies. Currently, the RTA receives a formula allocated Urbanized Area Formula Funds from Federal Transit Administration (FTA) Section 5307, Section 5339, and Section 5311. To achieve the level of funding needed for the transition to zero-emission technologies, capital must be combined from multiple sources, in addition to formula funds, as well as special grant funding opportunities.

Below is a list of potential federal, state and local funding sources that the RTA will continue to seek in support of the acquisition of zero-emission technologies for both applicable vehicles and related infrastructure.

FEDERAL SOURCES

- Federal Transportation Administration (FTA) Funds
 - Section 5307 Formula Funds
 - Section 5339 Formula Funds
 - Section 5339(b) Competitive Bus and Bus Facilities Program
 - Section 5339(c) Competitive Low-No Program

STATE & LOCAL SOURCES

- California Department of Transportation (DOT) Section 5311 Rural Formula Funds
- Low Carbon Transit Operation Program (LCTOP)
- Transit and Intercity Rail Capital Program (TIRCP)

- Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program (HVIP)
- California DOT (Caltrans) State of Good Repair (SGR)
- State Transit Assistance (STA)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Transportation Development Act (TDA)/Local Transportation Fund (LTF)
- Volkswagen Environmental Mitigation Trust Fund
- Air Pollution Control District (APCD) Funds (including AB 617)
- Pacific Gas & Electric (PG&E)
- Central Coast Community Energy (CCCE)
- Fares

SECTION I: START-UP AND SCALE-UP CHALLENGES

Technology Constraints

The RTA is committed to deploying zero-emission technologies in transit service. However, the RTA has identified several disadvantages in operating ZEBs versus traditional diesel or gasoline-powered vehicles. The RTA's Executive Director and Maintenance Manager formerly worked together on a Hydrogen bus demonstration project that was supported by a distinguished team of thought and technology leaders at the University of California at Davis. The technology proved to be complex, and expensive from both a refueling infrastructure perspective and from a per kilogram cost of Hydrogen. Given the lack of nearby technology expertise, skilled heavy-duty warranty providers and/or a cost-efficient Hydrogen fuel provider, staff has recommended that the RTA not pursue Fuel Cell Electric Bus (FCEB) technologies in San Luis Obispo until or unless the technology matures to a point that a small agency can reliably operate FCEBs. Focusing on BEBs, disadvantages include relatively low range (particularly for intercity services), infrastructure cost for depot and/or opportunity charging, complex utility rates, electrical grid reliability, operational impacts, unproven battery life, and perceived safety challenges particularly as it relates to battery fires.

A challenge facing long-term transition planning is the uncertainty around performance and availability of zero-emission paratransit vehicles. At present, proven zero-emission paratransit vehicles that have completed FTA-required Altoona testing are not commercially available in North America. Little data is available to forecast vehicle performance or cost. Pilot scale deployment of BEBs in these transit applications would benefit the industry by providing key insights into vehicle operation, reliability, range and per mile costs.

Geographic Service Area & Opportunity Charging Challenges

Another significant challenge is the nature of the RTA's intercity routes and terrain, particularly the steep and long Cuesta Grade on RTA Route 9 (Refer to Appendix B for Pre-COVID Bus Blocks). The RTA has worked with various BEB and FCEB manufacturers to operate demonstration vehicles over the past several years, and both technologies

exhibited significant shortcomings on Route 9. The BEBs' battery capacity was greatly diminished each time traversing the Cuesta Grade on a northbound trip, which under current service plans equates to 16 trips per weekday (not including Express trips that will likely be re-implemented once demand increases post-pandemic). Further, an FCEB demonstrator was unable to traverse the grade and had to pull over to the side of US-101 to replenish its on-board buffer battery. Compounding the challenge is that the Cuesta Grade can frequently experience summer temperatures over 90 degrees Fahrenheit, which can be challenging to keep the batteries within optimum temperature ranges. Looking at the entire RTA fixed-route system, included in the appendix, a significant portion of current weekday bus blocks travel over 300 miles. There is not currently a BEB that is proven to reliably travel that distance in an intercity setting on a single charge; for that reason, staff has recommended that opportunity charging be pursued at route termini in Paso Robles, San Luis Obispo, Morro Bay and Santa Maria.

Financial Constraints

The most significant challenge facing transit agencies through the start-up and scale-up phases of the zero-emission transition is the financial requirements. ZEBs are more expensive to procure and new infrastructure is required to operate and maintain the vehicles. Additional financial support from the federal, state, and local governments will be necessary to achieve the targets in the ICT regulation. The price gap between ZEBs and diesel-powered buses is expected to decline over time as manufacturing scales up and technology improves, so financial incentives are particularly important in the near to mid-term.

With the enormous charging infrastructure cost and the higher upfront price of ZEBs, there is a lack of funding available to meet the capital demands to meet CARB's *ICT Regulation*. Current funding levels only provide for small-scale pilot deployments in the United States. Funding for large-scale deployments of at least 100 buses using different zero-emissions technologies (battery-electric and fuel cell) is necessary to further learn how zero-emissions buses perform in transit applications so that smaller agencies with

limited technological expertise like the RTA are not saddled unfairly with the growing pains of implementing cutting-edge systems.

The per vehicle cost of buses can be impacted by procurement volumes. With each California transit agency placing orders individually over the next few years, this will continue to pressure costs. It may be possible to reduce the per vehicle cost through a state-led bulk procurement of BEBs that could incorporate demand from many agencies.

Funding should also be made available for workforce training. To ensure a successful transition, agencies must prepare staff for correct operation and maintenance of ZEBs. While many suggest that BEBs require less maintenance than conventional buses because they include fewer moving parts, they require new protocols and procedures to ensure safe and successful operation. However, many early implementers of ZEBs report increased overall costs due to reliability challenges that require additional staff time to resolve. The use of regenerative braking also alters ideal driving characteristics. Bus Operators must be adequately trained to ensure vehicles are operating at optimal performance. Organizations providing training like the West Coast Center of Excellence in Zero-Emission Technology will be an invaluable resource to agencies as they transition to ZEBs.

It is imperative that the CARB and related agencies provide funding to transit operators across the state to support the transition to ZEBs. As fleets are transitioned, agency capital and operating budgets will increase, and funding will be required to maintain the level of service provided to residents. In addition to funding support for bus and infrastructure purchases, CARB should support training/educational programs as well as deployment of new bus platforms such as paratransit.

APPENDICES

- A. RTA BOARD OF DIRECTORS RESOLUTION**
- B. SLO RTA PRE-COVID BUS BLOCKS**
- C. SLO RTA BUS ROUTE MAPS**
- D. TRANSIT ASSET MANAGEMENT (TAM) PLAN**
- E. ALTERNATIVE: HYDROGEN FUEL CEL**
- F. FTA ZERO-EMISSION TRANSITION PLAN**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 2023
STAFF REPORT**

AGENDA ITEM:	C-1
TOPIC:	Equal Employment Opportunity Plan Update
ACTION:	Approve
PRESENTED BY:	Tania Arnold, Deputy Director/CFO
STAFF RECOMMENDATION:	Approve and Submit EEO Plan to the Federal Transit Administration (FTA)

BACKGROUND/DISCUSSION:

The Federal Transit Administration (FTA) requires an update of an agency's Equal Employment Opportunity (EEO) Plan every three years to remain eligible for federal funding and grant opportunities. The last update of the RTA's EEO Plan occurred in 2019.

The EEO Plan confirms the RTA Board's commitment to pursue equal employment opportunity regardless of race, religion, color, national origin, sex, height, weight, marital status, age or disability as defined by federal law in the RTA's relationship with applicants for employment, current employees of the RTA and the general public.

Primary revisions to the plan include an updated workforce utilization analysis, employment goals, and a timetable for implementation.

Staff Recommendation

Adopt the updated EEO Plan and authorize staff to submit to the FTA.

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EQUAL EMPLOYMENT OPPORTUNITY PLAN
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

Plan Years
2024- 2027

DRAFT
Scheduled for Board Adoption: January 11, 2023

EEO Contact Information:

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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

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INTRODUCTION

Overview

The San Luis Obispo Regional Transit Authority (RTA) provides intercommunity public transportation. The RTA's service area includes all of San Luis Obispo County and extends into Santa Barbara County to the south. The RTA provides regional fixed-route service (RTA) and Americans with Disabilities Act (ADA) complementary paratransit service (Runabout).

The RTA is a JPA (Joint Powers Authority) in San Luis Obispo County that operates bus service connecting cities throughout San Luis Obispo County (and beyond), including Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo and more. The RTA also oversees the administration of South County Transit (SCT) which operates in the Five Cities area of Shell Beach, Pismo Beach, Grover Beach, Oceano and Arroyo Grande.

EEO Purpose

The RTA is committed to providing a workplace free of discrimination, harassment and retaliation. This document is a description of the RTA's Equal Employment Opportunity (EEO) Plan which contains employment goals for women and minorities that are in compliance with the requirements set forth in the Federal Transit Administration (FTA) Circular 4704.1 (Equal Employment Opportunity Program Guidelines for Grant Recipients), dated July 26, 1988, and include the following:

1. A description of responsibility for implementing, monitoring, and evaluating the EEO Plan
2. RTA job titles categorized into seven of the eight applicable EEO job classifications
3. Employment goals identified for women and minority employees (Black/African Americans, Hispanic/Latino, Asian, Native Hawaiian/Pacific Islanders, American Indians/Alaskan Natives and two or more races)
4. Employment goals developed for males and females within each minority group
5. A description of the analysis performed to establish the employment goals, programs and activities to achieve the employment goals
6. A description of past and future enhancements to the EEO Plan

This Program is designed to assist staff in implementing the RTA's EEO Plan. Programs, activities and responsibility to achieve goals are included in this update. This EEO Plan covers the period from October 1, 2019 through September 30, 2023 and supersedes previous EEO Plan documents. The EEO Plan is intended to enhance the RTA's continued commitment to providing equal employment opportunities to all employees and applicants and to achieve the full utilization of all employees' skills and talent.

EEO History

This RTA EEO Plan is an update to the previous abbreviated plans adopted by the RTA Board of Directors dated September 2016, May 2012 and November 2019 and incorporates any new or revised standards. The EEO Plan will be reviewed and updated, at a minimum, every four years or as major changes occur in the workforce or employment conditions, whichever comes first. It is anticipated

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that this Plan would be reviewed by the RTA staff annually to reflect changing conditions and progress.

STATEMENT OF POLICY

FTA C 4704.1A (2.2.1)

An essential component of the RTA EEO Plan is a comprehensive policy prohibiting discrimination and harassment in the workplace on the basis of EEO protected status. The policy statement expresses the RTA's commitment to EEO and is a reminder that all employees are protected under the EEO laws and those employees may seek assistance if they believe they have been subject to unlawful employment discrimination.

In developing and implementing this EEO Program, the RTA has been guided by an established policy of providing equal employment and advancement opportunities to all. Any goals that have been established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying good faith efforts in executing the EEO Program.

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I. POLICY STATEMENT

1. The RTA has a strong commitment to the community we serve and to our employees. As an equal opportunity employer, the RTA strives to have a workforce that reflects the communities we serve.
2. It's the policy of the RTA and its departments and agencies to pursue equal employment opportunity regardless of race, color, national origin, sex (including gender identify, sexual orientation, and pregnancy), age, genetic information, disability, height, weight, marital status, veteran status, disability, or protected class as defined by federal and state law in our relationship with applicants for employment, employees of the department/agency, and the public.
3. The RTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religions, absent undue hardship.
4. All employees and applicants for employment have the right to file complaints alleging discrimination. Retaliation against a person while files a charge of discrimination, participated in an employment discrimination proceeding (such as an investigation of lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.
5. The RTA commits to undertake an affirmative action program that will include goals and timetables in order to overcome the effects of past discrimination on minorities and women.
6. Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be prepared in advance by the Executive Director or their designee, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the RTA Board of Directors for its review and approval.
7. Deputy Director/Chief Financial Officer maintains overall responsibility and accountability for RTA's compliance with its EEO Plan and will serve as the EEO Officer for the RTA including plan preparation, implementation, monitoring and complaint investigation.
8. All RTA executive, management and supervisory personnel shall share in the responsibility for implementing and monitoring the RTA's EEO Plan within their respective areas to assure compliance is achieved.
9. As part of the annual evaluation process, managers and supervisors will be evaluated on their contribution to the success of the EEO Plan as achievement of the EEO goals provide benefits to the RTA through a fuller utilization and development of previously underutilized human resources.
10. The RTA commits to sustaining a diverse workforce that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Plan which will be made available for inspection by any employee or applicant for employment upon request.

Executive Director Date
Geoff Straw

Deputy Director/Chief Financial Officer Date
Tania Arnold
EEO Program Officer
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II. DISSEMINATION AND COMMUNICATION OF PLAN

The RTA has identified formal communication mechanisms to publicize and disseminate the EEO plan, as well as appropriate elements of the plan, to its employees, applicants and the general public. The EEO Plan will be communicated in the following manner:

Internal

1. Copy of the EEO Policy Statement and full EEO Plan shall be provided to any RTA employee or applicant at time of hire or upon request, and included with the RTA Employee Handbook
2. The EEO Plan shall be made available on the RTA intranet
3. Presenting and discussing the EEO plan shall be part of new employee orientation and employee training programs
4. Posting of the official EEO Posters and the EEO policy statement in conspicuous facility locations (such as bulletin boards, breakrooms and meeting rooms)
5. A copy of the EEO Policy Statement shall be included with annual W2 paychecks
6. Executive, managerial, and supervisory personnel will be advised of the EEO Plan, changes and updates, through semiannual meetings and/or training, with emphasis on individual responsibilities for implementation of the policy
7. Periodic EEO training shall be conducted for all employees, managers and new supervisors (within 90 days of appointment)
8. Periodic meetings with employees and affinity groups to seek input on the EEO program and its implementation

External

1. EEO Plan shall be made available on the RTA website
2. Notifications of the EEO Plan shall be provided to recruitment sources and community groups
3. Employment advertising including but not limited to applications and recruitment advertisements, (such as newspapers, websites or social media) shall indicate the RTA as an equal employment opportunity employer
4. Including the EEO policy summary clause in contracts with vendors where appropriate.
5. The EEO Policy Statement shall be shared when participating in job fairs

The dissemination of the RTA's EEO Plan and Affirmative Action Policy is not limited to the above referenced items. As considered appropriate, RTA shall utilize whatever means necessary to convey the organization's commitment to equal employment opportunities.

Review

The EEO Plan will be reviewed and updated annually as determined by the EEO Officer to address the subjects of recruitment, employment, training, promotion and transfer of employees. The RTA will submit an updated EEO plan to the RTA Board of Directors every four (4) years for its approval.

III. DESIGNATION OF EEO PERSONNEL & RESPONSIBILITIES

As part of the RTA's efforts to ensure equal employment opportunity to all individuals, specific responsibilities have been designated to various staff to ensure that the EEO plan focuses on all

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components of the employment system. To that end, the following responsibilities have been assigned. (Attachment A Organization Chart)

Implementation & Administration of Equal Employment Opportunity Activities

The Executive Director, in cooperation with the Deputy Director/Chief Financial Officer of the RTA shall implement this Equal Employment Opportunity (EEO) Plan and submit the plan to the RTA Board of Directors for its approval. The plan shall be consistent with applicable law.

The Deputy Director/Chief Financial Officer, or their designee, is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources Personnel.

A. Equal Employment Opportunity Officer

Deputy Director/Chief Financial Officer shall serve as the RTA's EEO Officer and is directly responsible for the monitoring of the RTA policies, procedures and practices to ensure consistency with the RTA's EEO Plans.

The EEO Officer shall have and/or maintain:

- Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs
- Total commitment to EEO goals and objectives
- Knowledge of EEO laws, civil rights laws, policies, rules, regulations, and guidelines
- Sufficient authority and ability to work and communicate with others (e.g., executive director, managers, supervisors) to achieve EEO goals and objectives

Activities in this area may include:

1. Develop and implement the EEO policy statement and written EEO Plan through internal and external communication techniques
2. Assist management in collecting and analyzing data, identifying problem areas, setting goals and time tables and developing programs to achieve said goals. Identify steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including identifying areas where equal employment opportunity improvement is necessary and recommending actions for solving them.
3. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness of the EEO Plan in accordance with FTA Circular 4704.1 and to determine where the progress has been made and where proactive action is needed.
4. Review the RTA's non-discrimination plan with all managers and supervisors to ensure the EEO policy is understood.
5. Ensure that EEO training is provided to all the RTA employees. Advise employees and applicants of available training programs and professional opportunities provided by the RTA.
6. Consult with other human resource and departmental personnel responsible for the developing of a plan to forecast departmental workforce needs.

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7. In conjunction with humans resources, periodically review employment practices (hiring, promotions, training), personnel policies, selection processes, and record keeping procedures that affect equal employment opportunity. Employment data, practices and policies will be analyzed to determine if these afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the RTA Executive Director.
8. Concur in the RTA's employment activities and decisions involving recruitment, hiring, promotions, transfers, separation, and job classification of employees to assure compliance with the EEO Plan.
9. Analyze employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
10. Report data related to the composition of the workforce by race, gender, and disability status.
11. Coordinate Section 504/ADA/reasonable accommodation activities. These accommodations may include:
 - Providing written interview for persons who are hearing impaired
 - Providing a proctor for a person who is visually impaired
 - Providing more time for persons with a proven learning disability
 - Providing a quiet environment for persons with attention deficit disorder
12. Investigate allegations of illegal discrimination and sexual harassment complaints
13. Include efforts to meet affirmative action goals and compliance with the EEO Plan in the annual performance reviews of direct report management employees. Initiate and/or support the efforts of direct reports to meet EEO Plan goals or to correct identified problems
14. Report periodically to the Executive Director on EEO Plan progress and compliance
15. Serve as liaison between agency, federal, state, county and local governments, regulatory, minority, women, disability organizations and other community groups
16. Periodically provide an audit the external posting locations to ensure EEO materials posted and updated

B. Executives, Managers, and Supervisors

Executives, managers, and supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors. Additionally, they shall be responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. All employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

Activities in this area may include:

1. Assist the EEO Officer in data needs, setting goals and timetables needed to develop, maintain and successfully implement the EEO Plan
2. Promote the fair and nondiscriminatory treatment of employees and job applicants with respect to all employment actions and activities. Promote a safe and friendly work environment free from discrimination, harassment and retaliation for filing a complaint.
3. Participate actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specific goals and objectives

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4. Conduct and support career counseling for all employees
5. Serve as a liaison of the EEO Plan to outside organizations/groups
6. Respond immediately and appropriately to known harassment and discrimination complaints and protect employees from retaliation because of filing a complaint
7. Attend the required EEO and sexual harassment prevention training that is required by AB 1826
8. When necessary, remind employees of the RTA's EEO Plan and Affirmative Action Policy. Hold regular discussions with managers, supervisors and employees to ensure agency's policies and procedures are being followed
9. Encourage participating to support the advancement of the EEO Plan through professional development and career growth opportunities, posting promotion opportunities, job shadowing and mentoring.
10. Confer with the EEO Officer and the Human Resources personnel on selection procedures, prior to beginning new hire or promotional selection processes
11. Assist Human Resources with recruitment of under-represented groups for all job classifications by using established outreach sources
12. Cooperate with EEO Officer in the review of information and investigation of complaints
13. Check periodically to ensure that all the RTA work locations have prominent postings of information on the agency's EEO Policy Statement, including the prohibition on sexual harassment, and state and federal nondiscrimination policies

C. RTA Employees

All RTA employees are responsible for conducting themselves in accordance with the RTA's adopted EEO Plan and Policy Statement, including the prohibition on sexual harassment. All newly hired employees shall receive this information in their new hire packets.

IV. UTILIZATION ANALYSIS

Pursuant to FTA Circular 4704.1A (EEO Program Guidelines), the RTA shall prepare a Utilization Analysis as part of its EEO Program submission.

The Utilization Analysis is the tool that determines if underutilization exists. In sum, it compares the EEO subgroup (a grouping of jobs with similar duties as defined by the Equal Employment Opportunity Commission) to RTA's current workforce composition to the availability of women and minorities in the relevant labor market. The completed Utilization Analysis will identify job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market.

A. EEO Job Classifications

The Utilization Analysis contains all major EEO job categories existing in the RTA. A description of the eight EEO Job Categories and the RTA positions is provided below. The composition of the RTA's workforce by EEO Job Category is provided as Attachment B.

1. Officials & Administrators:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, directs individual departments or agency operations and/or provide specialized consultation on a regional, district or area basis.

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This category includes the following RTA positions: Executive Director, Deputy Director/CFO, Operations Manager, Grants & Finance Manager, Marketing & Community Relations Manager and the Safety & Training Manager

2. Professionals:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. Occupations which, require specialized and theoretical knowledge which is usually acquired through college training, or work experience and other training which provides comparable knowledge.

This category includes the following RTA positions: Human Resource Officer and Accounting Technician – Finance Administration

3. Technicians:

Occupations that require a combination of basic technical knowledge, manual skill which can be obtained through specialized post-secondary school, education or through equivalent on-the-job training. Occupations in which workers perform duties which may result in, or contribute to the safety of the general public.

This category includes the following RTA positions: Mechanic, Utility Worker and Parts Clerk

4. Protective Service:

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens and park rangers (except maintenance).

This category includes the following RTA positions: None

5. Paraprofessionals:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. Occupations which, require specialized and theoretical knowledge which is usually acquired through college training, or work experience and other training which provides comparable knowledge.

This category includes the following RTA positions: Accounting Technician – Maintenance, Transit Training Instructor, Mobility Specialist/Trainer

6. Administrative Support:

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.

This category includes the following RTA position: Administrative Assistant

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7. Skilled Craft:

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office or on the road. These individuals serve as front-line supervisors responsible for directing and executing the day-to-day operational objectives of the organizations, and in some instances, directly supervising the activities of personnel.

This category includes the following RTA positions: Lead Supervisor, Operations Supervisor/Scheduling Supervisor, Maintenance Assistant Manager

8. Service-Maintenance:

Occupations in which workers perform duties which may result in, or contribute to the safety of the general public.

This category includes the following RTA position: Bus Operator

B. Workforce Analysis

The workforce analysis includes the total number of RTA employees and salary ranges for each EEO job category for the following subcategories for men and women. The Workforce Analysis also includes gender data and the approved EEO racial categories of White (W), American Indian/Alaska Native (AI/AN), Black/African American (B), Hispanic/Latino (H/L), Asian (A), Native American or Pacific Islander (NHOPI) or 2 or more races (Multi).

The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) Plan has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees.

Of the 111 employees, 38 are female which is 34% of the current RTA workforce. The RTA's female labor workforce is slightly less than the County of San Luis Obispo's labor force distribution which consisted of 54.9% females in the labor market.

Of the 111 employees that opted to self-identify ethnic origin, 40 employees identified as a minority which accounts for 36% of the current workforce. The RTA's minority labor workforce exceeds the County's distribution of 29.2% minorities in the labor market.

The RTA's Workforce Analysis including a statistical breakdown of workforce by EEO category, sex and race is provided as Attachment C.

C. Labor Force Availability Analysis

The RTA compiled information on the availability of minorities and women in the workforce at large and analyzed participation rates of minorities and women at the various levels of the workforce in comparison with their availability in the relevant labor market. The RTA used relevant geographic areas and labor force data for different job categories and to identify reasonable recruiting areas. For example, executive management and professional positions

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(such as Executive Director, CFO and Managers) would likely have a broader, more regional or national recruiting area compared with a local recruiting area for the lower-skilled jobs (such as Bus Operator).

The labor force distribution by race and ethnicity for the County of San Luis Obispo, as reported by the California Employment Development Department (EDD), is identified below in Table IV.1 and serves as the primary recruiting area for the RTA.

Table IV.1 – San Luis Obispo County Total Labor Force Distribution By Race reported by the California Employment Development Department								
San Luis Obispo County	Total Labor Force	Hispanic / Latino	White	African American / Black	American Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Multi (2 or more Races)
	135,331	29,388	95,816	2,282	503	4,425	0	2,917
		21.7%	70.8%	1.7%	0.4%	3.3%	0%	2.2%

Based on guidelines established by the Federal Transit Administration (Circular 4704.1.III), the Utilization Analysis Worksheet was developed to identify areas of underutilization and to help set appropriate goals and timetables. The Utilization Analysis conducted by the RTA compares the most recent data available of the relevant labor market from the following sources: the San Luis Obispo County [2020 Census by Gender, Race and Hispanic Origin](#) and the Equal Employment Opportunity Job Categories by Race ([EEO Tabulation 2014-2018 \(ACS 5-year estimates\)](#)) and compared this data against to RTA's current workforce data as of November 21, 2022.

The results of the Utilization Analysis are provided as Attachment D and identifies any underutilized subcategories in specific job categories as well as shows the concentration of minorities and females in a specific job category. A brief summary of the RTA's Utilization Analysis of the following job classifications is shown below in Table IV.2. The Utilization Analysis identified underutilization of female or minorities in the categories for bus mechanic, bus supervisor and bus driver positions.

Table IV.2 – RTA Utilization Analysis Summary

Table IV.2 – RTA Utilization Analysis Summary	
Officials & Administrators	Not underutilized in any category
Professionals	Not underutilized in any category
Technicians	20% underutilized in in White Female and Hispanic / Latino Female categories (2 bus mechanic, utility worker or parts clerk

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	positions); not underutilized in other male/female minority categories
Protective Services	Not-Applicable
Paraprofessional	Not underutilized in any category
Administrative Support	Not underutilized in any category
Skilled Craft	19% underutilized in Hispanic / Latino Male (3 bus supervisor positions); not underutilized in any female or other minority categories
Service-Maintenance	38% underutilized in Hispanic / Latino Male, White Female, Hispanic Female and Asian Female categories (22 bus driver positions); not underutilized in other male/female minority categories

V. EMPLOYMENT GOALS AND TIMETABLE

The Utilization Analysis shall be used to help set reasonable placement goals for underrepresented groups and help maintain workforce representation which meets or exceeds availability rates for females and minorities in all job categories.

A. Goal Guidelines

Employment Goals shall be established utilizing the following standards:

1. Executive Director, Deputy Director/CFO and managers shall be invited to participate in the goal-setting process using the Utilization Analysis as a foundation for goal-setting
2. Goals shall not consist of rigid and inflexible quotas that must be met, but rather are targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.
3. The RTA shall establish and set forth, where necessary, specific goals separately for each protected group deemed.
4. Progress of such goals shall be part of the regular EEO plan performance reviews.

In determining Employment Goals, the following factors shall be considered:

1. Female and minority availability for the County's relevant labor market area.
2. The general availability of females and minorities having required requisite skills in the relevant labor market area.
3. The availability of promotable and transferable female and minorities within the RTA.

By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, the RTA should be able to meet the goals within the following guidelines:

1. General goals are designed to encourage the development of short-term and long-term recruitment plans and to achieve a more diversified workforce.

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2. The RTA reviews and updates the information and commitments noted in this EEO Plan annually to ensure the RTA maintains an effective and meaningful equal employment opportunity program.
3. In all employment decisions, selection decisions are made in a nondiscriminatory manner. Placement goals are not a justification to extend a preference to any individual, select an individual, or adversely affect an individuals' employment status, on the basis of that person's race, color, religion, sex or national origin.
4. The RTA does not use placement goals to create set-asides for specific groups, nor are they intended to achieve proportional representation of equal results.
5. Placement goals do not supersede merit and MOU selection principles.
6. Goals are designed to distribute minority and female employment proportionately throughout job categories in the RTA.
7. The RTA works to eliminate artificial barriers to employment and to prevent occurrence of arbitrary discrimination practices relating to employment or access to promotion within the RTA.
8. The RTA works to provide an atmosphere of acceptance and understanding in which differences of race, gender, creed, religion, color, national origin, age or sexual orientation contribute to, rather than distract from effective job relations.
9. The RTA works to eliminate physical barriers and constraints in both facilities and job composition which work against employment of the disabled.

In general, the RTA will continue to attempt to place females and persons from all minority groups in positions in all EEO job categories through external hiring or internal promotional opportunities. Specific short-term goals and long-range percentage goals shall be set for females and minorities in underutilized job categories.

B. Short-term Employment Goals

Short-term goals represent anticipated changes annually and is based on anticipated job openings and job category availability.

1. The RTA Board adoption of full EEO Plan
2. Establishment of an EEO Workgroup with managers and supervisors to meet goals for the inclusion of females and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories
3. Implement annual EEO plan training program for all employees
4. Utilize hiring and promotional opportunities to assure a continuance of meeting or exceeding the County of San Luis Obispo's labor force parity standard
5. Increase the representation of those underutilized job categories through supervisory training and minority recruitment

C. Longer-Term Employment Goals

Long-term goals look ahead two years or more and considers the future availability of underutilized groups and opportunities to add employees due to increases in capital or operating funds. The RTA does not have yearly hiring goals and is largely confined to the hiring of replacements of current vacant positions only. Changes in the RTA's workforce occurs primarily through attrition.

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Longer-term employment goals could include, but are not limited to, the following:

1. Evaluate prior discrimination in hiring practices
2. Evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of any underutilized job category
3. Implement inclusive outreach efforts to ensure that members of any underutilized job category have equal opportunity to seek employment with the RTA
4. Work with human resources to develop and implement a reporting system to track and monitor the number of applicants, hires, promotions and terminations by sex, race and disability.
5. Work with human resources to develop on-boarding and succession planning strategies as recruitment is anticipated as a continued challenge over the next several years.

D. Barriers to Goal Implementation

The RTA continues to experience significant challenges recruiting qualified candidates in the Technician EEO job category for Bus Mechanics, Utility Workers and Parts Clerk. Recruitment challenges include competitive salaries, decreased level of interest of the labor force in trades work, shrinking pool of qualified applicants with the necessary skills and experience, and affordability to live and work in San Luis Obispo County. It has historically been a challenge to hire females for manual labor positions. Additionally, some positions are filled internally in accordance with the appropriate union contract, such as a mechanic apprenticeship position.

The EEO job category of Skilled-Craft workers account for the RTA's Operations Supervisors. This category is almost evenly split between male and female supervisors. Typically, this has been a long-term service category with supervisor positions not becoming available very often making resolving the underutilization in this category to require a vacancy to occur first. Unprecedented in 2022, the RTA had three (3) supervisor positions become available that were filled with in-house staff.

Turnover and modest fleet growth has allowed the RTA to work toward achieving its workforce distribution goals. Employee turnover at the RTA is most prevalent in the Service-Maintenance EEO job category for Bus Operators. The COVID pandemic has had a direct impact on recruiting and hiring for Bus Operators due to regular exposure to the general public. The RTA provides hiring and shift incentive pay and all-inclusive job training for new Bus Operators. However, the largest challenge for recruitment and retention of Bus Operators remains the affordability to live and work in San Luis Obispo County. Attracting and retaining female employees in a historically male dominated industry, particularly as operators of heavy equipment, continues to be a challenge for the RTA.

E. Goal Timetable

The RTA has developed Placement Goals 2024-2027 to use as a guideline for reaching parity amongst any identified underutilized job categories. These goals will be reached primarily through recruiting efforts and advertising to increase the pool of qualified female and minority applicants and through implementation of the EEO Plan (Attachment E).

VI. ASSESSMENT OF EMPLOYMENT PRACTICES

The San Luis Obispo Regional Transit Authority (RTA) is a Joint Powers Authority in San Luis Obispo County and as such uses the County of San Luis Obispo Office of Human Resources to recruit persons for employment. The RTA utilizes the County's NeoGov software program for recruitment and employment applications.

A. Recruitment

Recruitment is a shared responsibility between the County of San Luis Obispo and the RTA. Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet)
- Contacting universities, colleges, schools and professional organizations.
- Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs)
- Referral agencies (e.g., Department of Career Development or other state/local employment agencies, private agencies)
- Participating in the County's Human Resources Website to provide timely recruitment and promotional information to applicants and employees

B. Selection Process

The RTA Employee Handbook, Article 5 on "Recruitment, Selection and Classification" ensures that all employee selections and promotions shall be made according to merit, qualifications and job requirements. The policies and procedures outlined in the Employee Handbook are consistent with the policies regarding Equal Opportunity Employment laws as enforced by the Department of Labor. The RTA maintains accurate documentation of the selection process, including an evaluation of the selected candidate, which is retained for six months after interviews are conducted.

All external applicants must complete the County's standard online application for employment through NeoGov. Accommodations can be made to apply electronically on-site at the County Government Building should an applicant need assistance in completing the on-line application. Screening is performed by the County's Human Resources division to determine whether an applicant meets the minimum skills, required experience and/or education, and any other special requirements (e.g.; licensing) listed for the position. Some job announcements might also require responses to supplemental questions, which provides applicants with an additional opportunity to demonstrate he/she meets the minimum qualifications.

Applicants are asked to complete an optional online application profile through the County's website which would reveal the ethnic group of the applicants and how they learned of the open position. However, information about the applicants' gender, ethnicity and age is

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voluntary and lack of this voluntary information on the application does not disqualify the applicant.

All internal applicants for promotion must complete the RTA's standard paper application for employment through the RTA Human Resources Office.

C. Hiring

The RTA will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

D. Employee Relations and Development

Managers and supervisors are responsible to provide other information necessary for the administration of EEO Plan within the RTA. Each department/agency will continue to review on an annual basis:

- a. Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and
- b. Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.

E. Promotions and Career Advancement

In accordance with the principles of equal employment opportunity, the RTA will 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department, e.g.; training programs (internal and external).

Persons currently employed at the RTA are given every consideration and encouraged to apply for open positions. Provided the current employee meets the qualifications of the open position for which they are applying and is not under disciplinary suspension or probation, he or she will be given equal consideration without regard to race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status except where the disability would impede fulfillment of the job's essential functions.

Internal applications for promotion are completed via paper hard-copy and retained for six months following the promotion.

F. Training

All training programs supported or sponsored by the RTA are equally open to women and minority group employees on the basis of qualifications, knowledge, skills, abilities and motivation. The RTA coordinates with the County of San Luis Obispo to provide bi-annual training on discrimination and sexual harassment to all managers, supervisors and line staff. The RTA also provides ongoing training to staff about ADA laws and reasonable accommodations for assessments.

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G. Terminations and Disciplinary Procedures

Disciplinary action may take the form of verbal or written warnings, suspensions without pay, and/or termination by the Executive Director or his/her designee. The procedures outlined above are administered without regard to membership of a protected class. Employees of or any applicant for employment at the RTA who feels they have been discriminated against should contact the EEO Program Officer who will immediately investigate the circumstances involved in the complaint and will take appropriate corrective action in accordance with Regulations and applicable law.

H. Statistical Data

The RTA coordinates recruitment through the County's Office of Human Resources and the RTA Human Resources Officer. The RTA is committed to undertake qualitative and quantitative analysis of employment practices to identify those practices that operate as employment barriers and/or unjustifiably contribute to underutilization. The RTA will track data on the following:

- List of recruitment resources used (including name and contact info)
- Number of applicants by category including female, minorities, disabled and veterans
- Number of applicants versus number hired
- Number of promotions (including gender and race information)
- Testing accommodations and list of jobs with written examinations
- Disciplinary actions including gender and race
- Terminations and separations including gender and race
- Salary data on males, females, and minorities
- Exit interview findings
- Availability of bilingual materials

The EEO Officer will monitor and review selection and employment procedures to determine whether the RTA procedures influence employment opportunities for women and minorities. The RTA shall use the summary data collected to conduct a statistical assessment of present employment practices to identify those practices contributing to areas of underutilization and various methods to address the underutilization. This includes as review of current practices in recruitment, testing, selection/hiring, promotions, termination/separation and disciplinary actions.

VII. MONITORING & REPORTING SYSTEMS

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. This system serves the following basic purposes:

- Assesses EEO Plan accomplishments and EEO Officer's effectiveness in accomplishing program goals
- Enables the RTA to evaluate the EEO Plan during the year and to take any necessary corrective action regarding the development and execution of programs of goals and timetables.
- Identifies managers and supervisors who have failed to achieve the goal or to implement affirmation action.

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- Provides a precise and factual database for future projections.

A. Procedures for Agency Monitoring

The RTA will monitor its EEO Plan by evaluating data on applicants, new hires, promotions, transfers, discipline, and terminations on an annual basis. The RTA will take any necessary corrective action regarding the development and execution of programs, goals, and timetables. The procedures to continuously monitor employment procedures and practices to measure the effectiveness of the EEO Plan include:

1. Compile applicant data to include race and gender, position sought, and the ultimate disposition of each job applicant, where the collection of such information does not violate the individual's rights.
2. Compile applicant data to include individuals with disabilities and Veterans, the number of applicants for employment and/or promotions in each job category and the number hires and promoted, cross-reference by age, race and gender.
3. Compile data for each promotional or transfer opportunity to include all persons considered, identified by age, race and gender.
4. Compile employee termination data (both voluntary and involuntary) to include the race, gender, and position.
5. Compile employee disciplinary data to include the race, gender, and position and type of disciplinary action.
6. Compile employee training data to include race, gender, and position.
7. Monitor the effectiveness of recruitment and outreach efforts to community organizations by maintaining a record of the outreach responses and auditing applicant pools for diversity at all levels and for all positions
8. Ensure annual meetings with staff responsible for the EEO Plan to review the RTA's compliance with the plan sections, goals and timeframes to reach goals, employment statistics and data collected throughout the year
9. Develop an Action Plan to remedy any EEO Plan deficiencies that are identified in the annual EEO Plan meetings
10. Conduct ongoing training with supervisors and managers at the RTA to ensure compliance with all aspects of the EEO Program and evaluate internal training and promotional opportunities for adverse impact
11. Maintain a log of all alleged employment discrimination complaints to complainant name, parties involved, date of incident/complaint, list of complaint(s) and current status. Update log as complaints arise and are investigated. This data is used to identify trends, ensure timeliness of complaint investigations and resolutions, and report results to the RTA's Executive Director
12. Review periodically, in conjunction with human resources, the RTA's union contracts to ensure employment practices and policies stated therein are current (e.g., hiring,

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promotions, training, complaint policies, reasonable accommodation policies, performance evaluations and grievance procedures) and to ensure there is not a disparate impact

B. Procedures in Determining Subrecipient Compliance

1. Subrecipients of the RTA who are awarded contracts greater than \$50,000 and with 50 or more employees shall submit their EEO Program annually to the RTA. Procedures for determining EEO compliance of subrecipients are as follows:

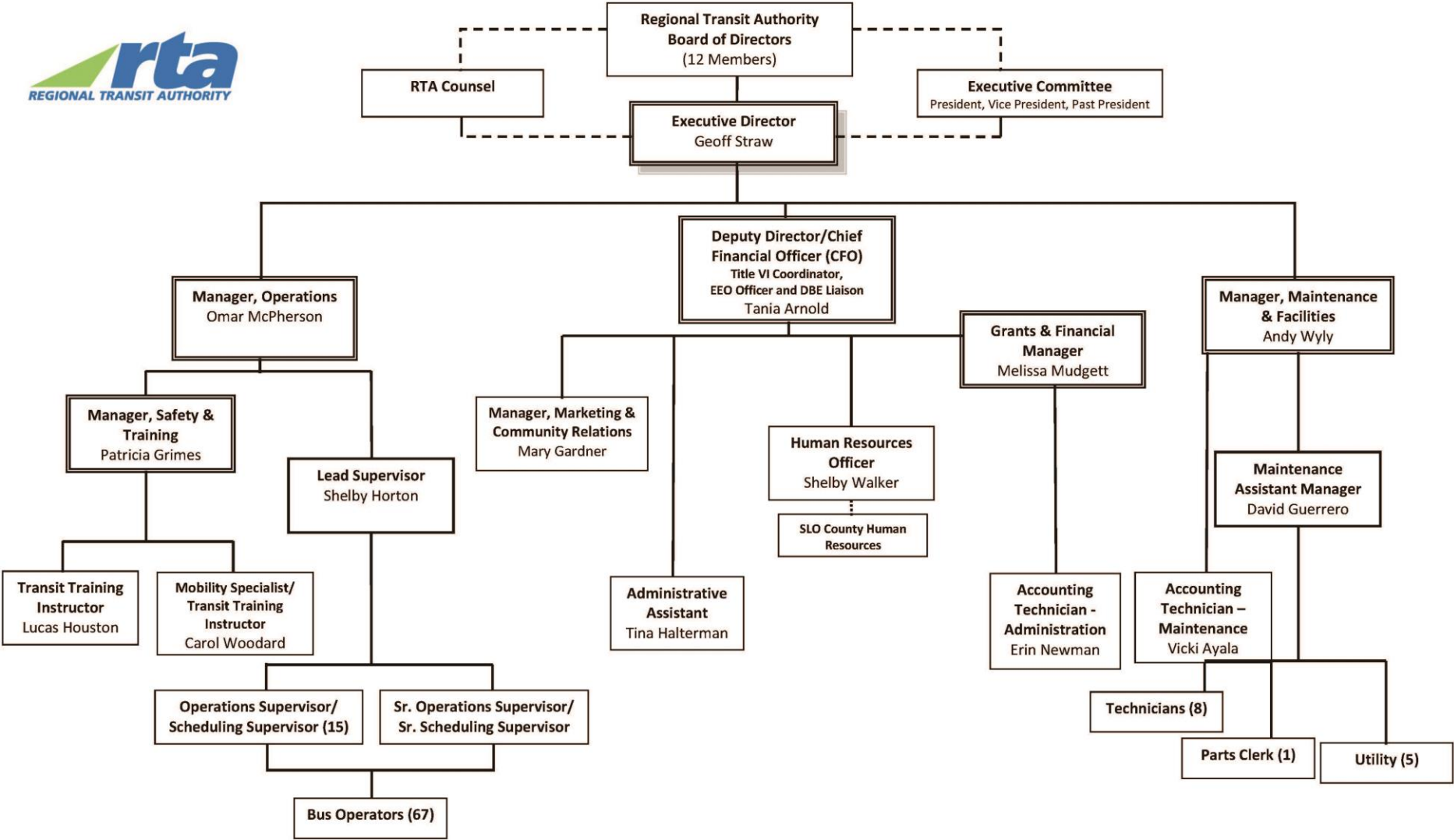
- Review subrecipients EEO program annually for FTA triennial audits,
- Identify deficiencies for correction,
- Provide technical assistance as needed; and
- Provide periodic site visits to review subrecipient's EEO program for FTA compliance.

Currently, the City of Atascadero is the RTA's only subrecipient and they provide Dial-A-Ride service in the City of Atascadero. Documentation relating to the review of subrecipient and contractors EEO Plan review and required compliance documents are collected by the RTA as part of the annual site monitoring visits and are maintained for FTA triennial reviews.

C. Procedures for Agency Reporting

The EEO Plan Officer shall meet annually with the RTA's Executive Director to discuss the progress of the EEO Plan and the results of monitoring procedures. All program EEO-related meetings held between the EEO Officer and management, including topics covered, follow-up actions, EEO Officer's meetings with human resources and hiring officials to review current EEO goals and statistics on employment practices and policies are tracked.

ATTACHMENT A – RTA Organizational Chart



November 1, 2022

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ATTACHMENT B – Composition of internal workforce by EEO Categories

(FTA 4704.1, CH III -2 d.(1))

The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) program conducted a workforce analysis which accounted for all RTA employees (full-time, part-time and casual). The RTA employs workers in seven of the eight EEO job group categories.

COMPOSITION OF INTERNAL WORKFORCE BY EEO CATEGORIES				
Job Group	EEO Job Classification	RTA Job Position(s)	Number of RTA employees	Workforce %
1	Officials & Administrators	Director, Deputy Director & CFO and Managers	7	6.3%
2	Professionals	Human Resources Officer, Accounting Technician - Finance & Administration	2	1.8%
3	Technicians	Mechanics, Utility Workers, Parts Clerk	14	12.6%
4	Protective Service		0	0%
5	Paraprofessionals	Accounting Technician – Maintenance, Transit Training Instructor, Mobility Specialist/Trainer	3	2.7%
6	Administrative Support	Administrative Assistant	1	.9%
7	Skilled Craft	Maintenance Assistant Manager, Lead Supervisor, Senior Operations Supervisor, Operations/Scheduling Supervisors	17	15.3%
8	Service-Maintenance	Bus Operators	67	60.4%
Total RTA employees			111	

The RTA's EEO Program has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees, with Bus Operators accounting for 60.4% of the workforce.

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ATTACHMENT C – RTA Workforce Analysis

(FTA 4704.1 Ch. III 2 d(1))



The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) Plan has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees.


Of the 111 employees; 38 are female, or 34% of the workforce. The RTA's female labor workforce is slightly less than the County of San Luis Obispo's labor force distribution which consisted of 54.9% females in the labor market.

Of the 111 employees that opted to self-identify ethnic origin; 40 identified as a minority, or 36% of the workforce. The RTA's minority labor workforce exceeds the County's distribution of 29.2% minorities in the labor market.

The percentage breakdown per EEO Minority Category for the RTA is provided below.

<u>Percentage</u>	<u>EEO Minority Categories</u>
• 2%	American Indian/Alaskan Native
• 5%	Black / African American
• 20%	Hispanic / Latino
• 3%	Asian
• 0%	Native Hawaiian or Pacific Islander
• 6%	2 or More Races

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<div><div>253 Elks Lane San Luis Obispo, CA 93401-5410 (805) 541-2228 Fax (805) 781-1291 www.slorta.org</div></div>						RTA WORKFORCE COMPOSITION - 2022															
						WHITE / CAUCASIAN		AMERICAN INDIAN / ALASKAN NATIVE		BLACK / AFRICAN AMERICAN		HISPANIC / LATINO		ASIAN		NATIVE HAWAIIAN OR PACIFIC ISLANDER		2 OR MORE RACES			
						White		AI/AN		B		H/L		A		NHOPI		MULTI			
ANNUAL SALARY RANGE ^{1,2}		EEO CATEGORY DESCRIPTIONS	SLORTA POSITIONS	TOTAL EMPLOYEES	MALE	FEMALE	M	F	M	F	M	F	M	F	M	F	M	F			
\$ 82,382	\$ 174,830	Officials & Administrators	Director, Deputy Director/CFO, Operations Mgr, Facilities/Maint Mgr, Marketing Mgr, Grants Mgr, Training Mgr	7																	
					3	4	2	4	0	0	1	0	0	0	0	0	0	0	0	0	
					43%	57%	29%	57%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%			
\$ 51,809	\$ 90,013	Professionals	HR Officer, Accounting Tech - Admin	2																	
					0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	
					0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
\$ 42,328	\$ 95,534	Technicians	Mechanics, Utility Workers, Parts Clerk	14																	
					14	0	3	0	2	0	0	0	8	0	0	0	0	0	1	0	
					100%	0%	21%	0%	14%	0%	0%	0%	57%	0%	0%	0%	0%	7%	0%		
\$ -	\$ -	Protective Service		0																	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
\$ 51,809	\$ 76,944	Paraprofessionals	Accounting Tech - Maint, Transit Training Instructor, Mobility Spec/Trainer	3																	
					1	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	
					33%	67%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
\$ 49,342	\$ 62,410	Administrative Support	Administrative Assistant	1																	
					0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
					0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
\$ 56,977	\$ 96,434	Skilled Craft	Maintenance Asst Mgr, Lead Supv, Senior Ops Supv, Ops Sched Supv	17																	
					9	8	7	6	0	0	0	0	2	2	0	0	0	0	0	0	
					53%	47%	41%	35%	0%	0%	0%	0%	12%	12%	0%	0%	0%	0%	0%		
\$ 40,664	\$ 55,453	Service Worker	Bus Operators	67																	
					46	21	31	12	0	0	4	1	5	5	3	0	0	0	3	3	
					69%	31%	46%	18%	0%	0%	6%	1%	7%	7%	4%	0%	0%	4%	4%		
		TOTAL RTA EMPLOYEES		111	73	38	44	27	2	0	5	1	15	7	3	0	0	4	3		
data collected 11/21/2022					66%	34%	40%	24%	2%	0%	5%	1%	14%	6%	3%	0%	0%	4%	3%		
¹ RTA Board Adopted FY2022/2023 Staff Salary Schedule																					
² Bus Operator, Mechanic, Utility Worker, Parts Clerk Salary Schedule provided in the Teamsters Union Local 986 Collective Bargaining Agreement (CBA) expiring December 31, 2022																					
							White		AI/AN												
							71		2		6		22		3		0		7		
						RTA Workforce Composition		64%		2%		5%		20%		3%		0%		6%	

ATTACHMENT D – RTA Utilization Analysis 2022

Job Category Use EEO-4	Salary Range (\$XX,000- XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	\$82,382 - \$174,830	7	2	1	4	0	2	-	1	-	-	-	-	4	-	-	-	-	-	-
Percent in Category	^Entry		28.6%	14.3%	57.1%		28.6%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							49.6%	0.6%	0.3%	7.9%	2.5%	0.0%	0.9%	29.4%	0.3%	0.0%	4.4%	3.2%	0.0%	0.9%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce	\$51,809 - \$90,013	2	0	0	2	0	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Percent in Category	^Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							38.1%	0.1%	1.2%	4.2%	2.5%	0.0%	1.6%	42.4%	0.3%	0.7%	5.9%	1.6%	0.0%	1.3%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
3 - Technicians																				
Current Workforce	\$42,328 - \$95,534	14	3	11	0	0	3	2	-	8	-	-	1	-	-	-	-	-	-	-
Percent in Category	^Entry		21.4%	78.6%			21.4%	14.3%	0.0%	57.1%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							27.0%	0.0%	2.1%	6.9%	2.4%	0.0%	1.9%	9.6%	0.5%	1.0%	9.9%	3.8%	0.0%	0.6%
Percent Underutilized														10%			10%			
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	1	-	-	1	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3														10%						
Planned percent increase Year 4																	10%			

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Job Category Use EEO-4	Salary Range (\$XX,000- XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
Planned percent increase Year 4																	10%			
4 - Protective Service																				
Current Workforce	N/A	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	^Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce	\$51,809 - \$76,944	3	1	0	2	0	1	-	-	-	-	-	-	2	-	-	-	-	-	-
Percent in Category	^Entry		33.3%		66.7%		33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							46.4%	0.2%	0.2%	25.2%	2.9%	1.2%	2.1%	10.0%	0.0%	0.0%	9.6%	1.8%	0.0%	0.4%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$49,342 - \$62,410	1	0	0	1	0	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Percent in Category	^Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							17.4%	0.0%	0.5%	4.6%	1.5%	0.0%	1.0%	53.2%	0.3%	0.7%	16.9%	2.1%	0.0%	1.8%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

EQUAL EMPLOYMENT OPPORTUNITY PLAN
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7 - Skilled Craft																				
Current Workforce	\$56,977 - \$96,434	17	7	2	6	2	7	-	-	2	-	-	-	6	-	-	2	-	-	-
Percent in Category	^Entry		41.2%	11.8%	35.3%	11.8%	41.2%	0.0%	0.0%	11.8%	0.0%	0.0%	0.0%	35.3%	0.0%	0.0%	11.8%	0.0%	0.0%	0.0%
Percent of Availability							61.3%	0.0%	0.1%	30.4%	0.6%	0.0%	1.8%	3.0%	0.0%	0.1%	2.4%	0.3%	0.0%	0.0%
Percent Underutilized										19%										
Underutilized (Yes/No)								No	No	Yes	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	3	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2										6%										
Planned percent increase Year 3										6%										
Planned percent increase Year 4										7%										
8 - Service-Maintenance																				
Current Workforce	\$40,664 - \$55,453	67	31	15	12	9	31	-	4	5	3	-	3	12	-	1	5	-	-	3
Percent in Category	^Entry		46.3%	22.4%	17.9%	13.4%	46.3%	0.0%	6.0%	7.5%	4.5%	0.0%	4.5%	17.9%	0.0%	1.5%	7.5%	0.0%	0.0%	4.5%
Percent of Availability							24.5%	0.3%	1.3%	16.3%	1.7%	0.0%	0.5%	30.7%	0.1%	0.4%	20.2%	2.8%	0.0%	1.2%
Percent Underutilized										9%				13%			13%	3%		
Underutilized (Yes/No)								No	No	Yes	No	No	No	Yes	No	No	Yes	Yes	No	No
Number Needed to Reach Parity								-	-	5	-	-	-	8	-	-	8	1	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2										3%				3%			4%			
Planned percent increase Year 3										3%				5%			4%			
Planned percent increase Year 4										3%				5%			5%	3%		
DATA SOURCE: 2014-18 San Luis Obispo County EEO Estimator - EEO Job Categories 1 "Officials & Administrators" (Exec Dir, Dep Dir/CFO, & Managers), EEO Job Category 2 "Professionals" (Human Resources and Accounting Technician), Job Category 3 "Technicians" (Bar Mechanic, Utility Worker & Parts Clerk), Job Category 5 "Paraprofessionals" (Trainers, Accounting Technician - Maintenance), Job Category 6 "Administrative Support" (Admin Assistant), Job Category 7 "Skilled-Craft" (First-line Supervisors, Lead Supervisor & Maintenance Assistant Manager) and Job Category 8 "Service-Maintenance" (Bar Operators) located on website: http://www.contra.org/arc/arcdata/eo-data/eo-tables-2018/tableview.php?doctype=county&county=05000w06079&filetype=all&qaName=San%20Luis%20Obispo%20County,%20California dated 11/15/2022 IMPEDIMENTS TO UTILIZATION GOALS: TECHNICIAN (Bar Mechanic/Utility Worker): The RTA continues to experience challenges recruiting qualified candidates in the Technician EEO job category for Bar Mechanic and Utility Workers. Recruitment challenges include competitive salaries, decreased level of interest of the labor force in trades work, shrinking pool of applicants with the necessary skills and experience, affordability to live and work in San Luis Obispo County. The RTA completed a Compensation Study in 2021 and the Board approved increased salary ranges for RTA positions. There remains a challenge in the workforce to recruit women for Bar Mechanic positions. SKILLED CRAFT (Bar Supervisors): The EEO job category of Skilled-Craft workers account for RTA's 17 Supervisors. This category is almost evenly split between male and female supervisors. Typically, there has been long-term service in this category. As a result of higher turnover during COVID, half of the Supervisors in this position are new hires in 2021 and 2022. SERVICE WORKERS (Bar Operators): Turnover and recovery post COVID pandemic has presented significant challenges toward filling these positions. Employee turnover at the RTA is most prevalent in the Service-Maintenance EEO job category for Bar Operators. The RTA provides job training for new drivers, new hiring signing bonus and incentive pay however the largest challenge for recruitment and retention of bar operators remains the affordability to live and work in San Luis Obispo County. It is a challenge to recruit women as bar operators due to the driving schedule and women serving as the primary caregivers for child-aged children. The RTA offers part-time, casual shifts to accommodate this need. The RTA continues to work toward achieving its																				

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

ATTACHMENT E – RTA Goal Timetable

2024-2027 PLACEMENT GOALS													YEAR 1		YEAR 2		YEAR 3		YEAR 4		JOB PROGRESSION OPPORTUNITIES
EOO JOB CATEGORY	RTA Position	TOTAL EMPLOYEES	# NEEDED TO REACH PARITY	LONG RANGE GOAL X	RTA X AVAILABILITY WHITE FEMALE	EOO X TO REACH PARITY	RTA X AVAILABILITY HISPANIC / LATINO FEMALE	EOO X TO REACH PARITY					ANTICIPATED 2024 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2024	ANTICIPATED 2025 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2025	ANTICIPATED 2026 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2026	ANTICIPATED 2027 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2027	
Technician	Bus Mechanic / Heavy Worker / Parts Clerk	14	2	20X	EX	5.5X 1	EX	5.5X 1					1	XX, F	1	XX, F	1	XX, F	1	XX, F	*Apprentice *Mechanic C *Mechanic D *Mechanic A *Maintenance Assistant Manager
Skilled Craft	Operations Supervisor, Lead Supervisor, Maintenance Assistant Manager	12	3	10X	11.8X	38.4X 3							1	XX, F	1	XX, F	1	XX, F	1	XX, F	*Lead Supervisor *Operations Manager *Maintenance & Facilities Manager
Service -	Bus Operator	57	22	30X	EX	16.5X 5	17.5X	38.7X 1	7.5X	28.2X 1	EX	2.8X 1	1	XX, F	1	XX, F	1	XX, F	1	XX, F	*Operations Supervisor *Lead Supervisor
TOTAL HIRES / YR													1		2		10		10		

TECHNICIAN				
Bus Mechanic / Heavy Worker / Parts Clerk				
White Female Availability 5.5X - RTA Utilization EX				Improvement: 2
Hispanic / Latino Female Availability 5.5X - RTA Utilization EX				
Hire two (2) employees for a utilization rate of 20X	1 year goal	2 year goal	3 year goal	4 year goal
	EX, 8 hire	EX, 8 hire	18X, 4 hire	18X, 4 hire

SKILLED CRAFT				
Operations Supervisor, Lead Supervisor, Maint Assist Mgr				
Hispanic / Latino Male Availability 38.4X - RTA Utilization 11.8X				Improvement: 3
Hire three (3) employees for a utilization rate of 10X				
	1 year goal	2 year goal	3 year goal	4 year goal
	EX, 8 hire	6.5X, 4 hire	6.5X, 4 hire	6.5X, 4 hire

SERVICE WORKER				
Bus Operator				
Hispanic / Latino Male Availability 16.5X - RTA utilization 7.5X	Improvement: 22			
White Female Availability 38.7X - RTA utilization 17.5X				
Hispanic / Latino Female Availability 28.2X - RTA utilization 7.5X				
Asian Female Availability 2.8X - RTA utilization EX				
Hire twenty-two (22) employees for a utilization rate of 30X	1 year goal	2 year goal	3 year goal	4 year goal
	EX, 8 hire	12X, 8 hire	12X, 8 hire	12X, 8 hire

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
JANUARY 11, 2023
STAFF REPORT**

AGENDA ITEM: C-2

TOPIC: Memorandum of Understanding (MOU) between
RTA and Cuesta College

PRESENTED: Geoff Straw

STAFF RECOMMENDATION: Adopt MOU

BACKGROUND/DISCUSSION:

Historically, the Cuesta Community College District has partnered with the RTA to partially finance RTA public transportation services to San Luis Obispo campus. As part of this funding partnership, Cuesta College also provides input on the annual RTA budget by its participation on the RTA Regional Transportation Advisory Committee, which provides budget and other recommendations to the RTA Board.

As part of on-going discussions with Cuesta College staff, the RTA staff has agreed to pursue a memorandum of understanding to provide prepaid fare-free service to students at the San Luis Obispo campus on all routes the RTA Operates (Route 9, 10, 12, 14, 15, 27 and 28). This would also include Runabout trips going to the San Luis Obispo campus. The desire is to authorize the Executive Director to sign the MOU and to report back to the RTA Board after the authorized Cuesta College official has executed the agreement.

The attached draft memorandum of understanding is pending review and approval by the Cuesta Community College District Board of Directors at its scheduled January 4, 2023 meeting.

Staff Recommendation:

Authorize the Executive Director to execute a memorandum of understanding with Cuesta College, within the general terms outlined in the attached draft MOU.

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY AND CUESTA
COLLEGE REGARDING FREE STUDENT RIDERSHIP TO CUESTA COLLEGE
CAMPUSES**

This Memorandum of Understanding Regarding Free Student Ridership to Cuesta College Campuses (the “MOU”) is made this _____, 2023, (“Effective Date”) by and between the San Luis Obispo Regional Transit Authority (“RTA”), a Joint Powers Association, and the San Luis Obispo County Community College District, a public body (“Cuesta College”). RTA and Cuesta College are sometimes individually referred to herein as “Party” or collectively referred to as the “Parties.”

WHEREAS, Cuesta College operates two community college campuses in San Luis Obispo, one in San Luis Obispo and the other in Paso Robles;

WHEREAS, Cuesta College would like to offer its students with free ridership on RTA’s transit system; and

WHEREAS, by this MOU, the Parties would like set forth the terms and conditions in which RTA will provide free ridership services to Cuesta College’s students.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein by this reference.
2. **Term.** This MOU will commence on January 17, 2023, and will stay in effect for a period of ____ years (the “Term”) unless sooner terminated pursuant to Section 3 below.
3. **Termination.** RTA may terminate this MOU without cause and for any reason whatsoever upon thirty (30) days prior written notice to Cuesta College. Either Party may terminate this MOU immediately for a material breach of any term or condition of this MOU provided that the non-breaching notify the breaching party of the breach in writing and provide a reasonable time to cure not to exceed ten (10) calendar days. In the event of termination, Cuesta College shall be responsible for paying for all services rendered as provided in this MOU up and until the date of termination. If Cuesta College has “pre-paid” for any transportation services and this MOU is terminated, RTA shall refund any excess payments on a pro-rata basis.
4. **Transportation Services.** For the term of this MOU, RTA agrees to provide transportation services to Cuesta College students on RTA’s fixed route services for Routes 9, 10, 12, 14, 15, 21, 24, 27 and 28 as well as “Runabout” services to and from either campus. In order for any Cuesta College student to receive such services, the student must show each RTA driver a valid Cuesta College issued student ID. RTA agrees to track the number of students receiving free transportation for each and on each route. RTA’s transportation services

shall be consistent with its normal operations. RTA reserves the right to modify its transportation operations based on operational need and available resources.

5. **Payment for Transportation Services.** In consideration of RTA providing free transportation services to Cuesta College students per Section 4 above, Cuesta College agrees to pay RTA \$69,000 per calendar year (the “Annual Fee”). The Annual Fee shall be due within thirty (30) days of the Effective Date and annually thereafter. RTA and Cuesta College agree that the Annual Fee is allocated as follows: \$65,000 for fixed route services per year and \$4,000 for Runabout services. In the event that Runabout services exceeds \$4,000 in costs to RTA in any given year, RTA shall notify Cuesta College that such services have reached their allocated cap and such services will cease. RTA and Cuesta College may agree to additional Runabout Services through an amendment to this MOU. In the event fixed route services exceeds \$65,000 in costs to RTA in any given year, RTA shall continue to provide such services to Cuesta College students but RTA may use that information and negotiate an amended Annual Fee for the following year.
6. **Third Parties.** Nothing herein shall be construed to create any right of action by third party for any cause whatsoever.
7. **Amendments.** This MOU may only be amended by an instrument in writing signed by both Parties.
8. **Other Agreements.** This MOU shall not amend, modify or revise any other agreement or understanding that may exist between the RTA and Cuesta College including, but not limited to the Cooperative Agreement dated August 1, 2003, as amended on November 16, 2012.
9. **Notices:** All other notices and communications deemed by the Parties to be necessary or desirable to be given to the other Parties shall be in writing and may be given by personal delivery to a representative of the Parties, by electronic communication to the email addresses indicated, or by mailing the same, postage prepaid, addressed as follows:

<p>If to RTA:</p> <p>Geoff Straw Executive Director San Luis Obispo Regional Transit Authority 253 Elks Lane San Luis Obispo, CA 93401 gstraw@slorta.org</p>	<p>If to Cuesta College:</p>
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The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States mail as provided above.

IN WITNESS WHEREOF, this MOU is executed in San Luis Obispo County as of the Effective Date.

San Luis Obispo Regional Transportation Agency Cuesta College

By: _____
Geoff Straw, Executive Director

By: _____

Approved as to Form:

Approved as to Form:

By: _____
Jon Ansolabehere, Assistant County Counsel/
Counsel for RTA

By: _____

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