



179 Cross Street, Suite A
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www.slorta.org

BOARD AGENDA

***** VIA TELECONFERENCE *****

Call: +1 (805) 788-9200

Input the 4-digit Meeting Number followed by #: 5145#

Enter Attendee Access Code followed by #: 124578#

Wednesday, July 22, 2020 1:30 p.m. to 3:00 p.m. (Ending time is approximate)

Chairperson: **Vacant**

Vice Chair: Jimmy Paulding

Board Members:

Lynn Compton (Fourth District – SLO County)

Desi Lance (Grover Beach)

Jimmy Paulding (Arroyo Grande)

Sheila Blake (Pismo Beach)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency persons) by contacting the SCT offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

NOTE: Arroyo Grande City Offices are served hourly by SCT Route 24.
Please call 541-2228 for more information.

Important Notice Regarding COVID-19

Due to the Coronavirus (COVID-19) and in accordance with the Governor's Executive Order N-29-20 relating to the convening of public meetings, **the SoCo Transit Board will still hold the July 22, 2020 meeting and will be conducted via teleconference. However, at this time, the meeting will be closed to members of the public and non-essential staff. Below are instructions for the public on how to leave public comments.**

Members of the public are encouraged to participate & provide comments in the following ways:

- 1. Public Comments** – The SoCo Transit Board will still be accepting general public comments for items not on the April agenda, as well as public comments on specific items in the agenda. Public members can submit comments by:
 - **Phone – Verbal Public Comments** – **Call: (805) 781-4833** – State and spell your name, state the agenda item number you are calling about and leave your comment/s. **Verbal comments must be received no later than 12:30 p.m. on July 22, 2020** (the day of the meeting) and will be limited to **three (3) minutes**. Every effort will be made to include your comments into the record but due to time limitations, some comments may not be included,

South County Transit, operated by the San Luis Obispo Regional Transit Authority, is a Joint Powers Agency serving residents and visitors of: Arroyo Grande, Grover Beach, Pismo Beach, Shell Beach and Oceano

- **Email – Written Public Comments – Email to:** info@slorta.org – Public comments (on any agenda item or on any item of interest not on the agenda within the jurisdiction of the SoCo Transit Board) can be submitted via email no later than **5:00 p.m. on Tuesday, July 21, 2020.**
- **Mail – Written Public Comments –** Public comments (on any agenda item or on any item of interest not on the agenda within the jurisdiction of the SoCo Transit Board) can be submitted by mail. **Public Comments by mail must be received no later than 5:00 p.m. on Tuesday, July 21, 2020.**

Mail to:
Clerk of the Board, SoCo Transit
179 Cross Street
San Luis Obispo, CA 93401

*****Note:** Every effort will be made to include your comments into the record, but due to time limitations, some comments may not be included

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENTS: This portion of the agenda is reserved for any members of the public to directly address the South County Transit 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.

BOARD ADMINISTRATIVE ITEMS

WELCOME NEW DIRECTOR: Desi Lance

ELECTION OF OFFICERS: Elect Chairperson and Vice Chairperson

A. INFORMATION AGENDA

A-1 Administrator's Report (Receive)

B. ACTION AGENDA

B-1 Fiscal Year 2020-21 Budget Amendment (Approve)

C. CONSENT AGENDA: (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the South County Transit Board or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by South County Transit Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 SoCo Transit Minutes of April 22, 2020 (Approve)

D. DIRECTORS' COMMENTS

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

ADJOURNMENT

Next Meetings: October 21, 2020, and January 20, 2021

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**SOUTH COUNTY TRANSIT
JULY 22, 2020
STAFF REPORT**

AGENDA ITEM: A-1

TOPIC: Administrator's Report

PRESENTED BY: Geoff Straw, Administrator

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Update on COVID-19 Pandemic Impacts

SoCo Transit and its partner transit agencies in the County continue to respond to and plan for recovery from the COVID-19 pandemic. We are continuing to provide lifeline services, including transportation for vital healthcare workers and other essential employees responding to the pandemic. Public transit is also critical for many persons to obtain necessary goods and services.

Below is a summary of the previously reported COVID-19 related actions (and implementation dates) staff implemented in response to the emergency:

1. Public info campaign to sanitize hands and stay home if sick (March 3)
2. Revised vehicle & facility sanitizing procedures (March 10)
3. Weekday Regular Service decreased to Saturday Service levels (March 16)
4. Fares suspended & boarding at mid-door (March 23)
5. Ordered sanitizing foggers to clean bus interiors (March 27; delivery in July)
6. Fiscal Emergency declared by RTA Board (April 1)
7. Face masks provided to employees (April 3)
8. Bus Operator bid "shake-up" & admin leave program implemented (April 5)
9. Maximum vehicle loads established & Tripper buses added (April 13)

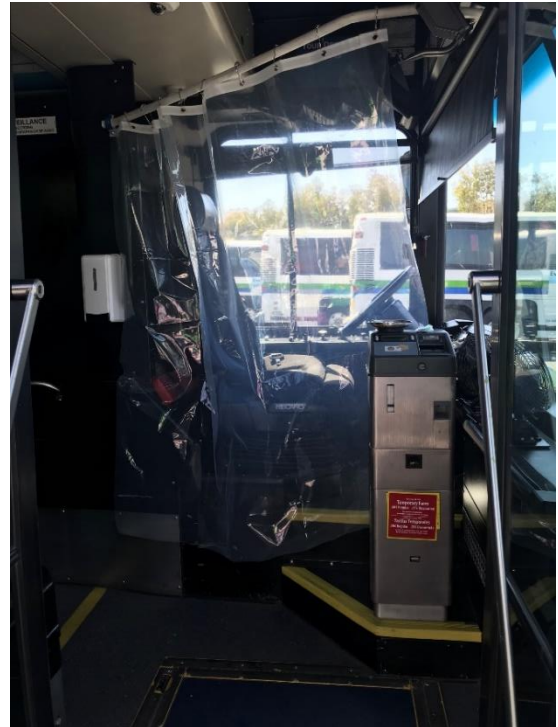
Other more recent COVID-19 initiatives (and pertinent dates) include:

1. Face coverings required on all buses and at bus stops (June 12) – to help avoid spread of COVID-19, I ordered that all employees and riders must wear a face covering while using our services beginning on June 14. The Governor issued a statewide order on June 19.
2. Implementation of an interim cash fare (June 14) – the Tripper buses implemented in mid-April did not provide enough overall capacity to avoid overcrowding. In some instances, we left passengers behind. An on-going challenge of the suspended fare program has been "sheltering on bus,"

particularly by homeless persons during inclement weather. As such, on June 14, I ordered a nominal base cash fare of \$0.50 and a senior/disabled/youth cash fare of \$0.25 to help save limited capacity for truly essential travel. We worked with Token Transit to develop a special new electronic \$7.50 fare media that persons with a Smartphone can use in lieu of coins.

Obviously, this required reinstitution of front door boarding so that passengers can place their fare into the farebox. To provide additional safety for Bus Operators, our Technicians developed a temporary shower curtain-based screen used during the passenger boarding process. Permanent Plexiglas barriers are on order, and should be delivered and installed by the end of July.

During the last week of June, we began installing passenger hand sanitizing gel dispensers on all transit vehicles. Full reimplementation of fares will occur roughly two weeks after the last City Hall is opened (likely late-summer?) so that SoCo Transit fare media can be easily accessed and purchased by riders throughout the Five Cities.



The picture above is an example of the driver barrier (in the “deployed” position) and the hand sanitizing station.

3. Bus Operator Shake-Up for June 28 Service Ramp-Up (June 15) – throughout May and June ridership continued to increase, and the added Tripper capacity was found to not be enough to meet demand – particularly as the economy continued to emerge from the imposed shutdown. Beginning on June 28 and in coordination with our partners at the RTA, SoCo Transit reverted back to Regular Service. The RTA implemented “Modified Regular Service” on weekdays that provides hourly fixed-route service, but without traditional commuter Express runs. Employees were notified that the temporary COVID-19 Administrative Leave Program would end on June 28 in conjunction with the service ramp up.
4. Employee personal temperature screening policy (June 19) – effective June 28, all employees are required to use a company-provided digital oral thermometer to check temperatures prior to reporting to work. We also procured a touchless infrared thermometer to test an employee’s temperature if observed to exhibit COVID-19 symptoms.

Operations:

Despite several open Bus Operator shifts at the RTA, the RTA continues to provide coverage for open shifts at SoCo Transit. Should employee shortages worsen due to COVID-19 infections and/or employee separations, SoCo Transit may be forced to cut service – possibly by alternating Routes 21 and 24 to provide service every two hours in Shell Beach and Arroyo Grande's Village, as well as operating only Route 28 service to serve the Oceano and southwestern areas. This would effectively cut service levels in half, but would still provide coverage in the Five Cities. If this strategy becomes a necessity, I will immediately communicate with the City Managers and SoCo Transit Board members prior to announcing the cuts to the public.

Because the three single-door vehicles used in Paso Robles local fixed-route service cannot provide sufficient space for COVID-19 social distancing or installation of Bus Operator screens, two of SoCo Transit's fleet have been temporarily transferred to Paso Express (two 2010 EIDorado 35-foot buses originally transferred from the RTA in 2014), along with spare 40-foot buses provided by the RTA. Paso Express is paying for all operating expenses until the Paso Express buses can be retrofitted, and SoCo Transit's fleet is backed-up with RTA spare 40-foot buses.

SoCo Transit's sole Utility employee resigned in late June. Due to the increased need to clean and sanitize bus interiors due to the pandemic, I decided to increase the combined RTA / SoCo Transit Utility team from 4.75 full-time equivalent (FTE) to 6.0 FTE; the cost to SoCo Transit for its 0.75 FTE will remain the same for FY20-21. We are also exploring third-party vendors to assist with cleaning/sanitizing on weekends, when more spare buses are available at the RTA's three park-out lots (including SoCo Transit's lot in Arroyo Grande) to complete "deep cleaning" efforts. This higher level of cleaning/sanitizing will remain in effect until the effects from the COVID-19 emergency declaration are overcome.

Marketing & Service Planning:

Obviously, since the last Board meeting much of our marketing efforts has centered on service and fare changes in response to the COVID-19 pandemic. In addition to information campaigns about face coverings, we continue to encourage good hygiene practices for employees and customers – including hand sanitizing, social distancing, and staying home when sick.

A small amount of planning grant funds remain after completing the 2019 SoCo Transit Short-Range Transit Plan. We have amended the agreement with LSC Transportation Consultants to complete a follow-up study on possible service changes on Routes 27 & 28 that might enable use of Low Carbon Transit Operations Program (LCTOP) funds when those existing grant funds cease at the end of this fiscal year. The work scope also includes a long-term analysis of the Ramona Park Transit Center and possible move to the Grover Beach Train Station. Staff anticipates developing an LCTOP grant

application in the coming months, which we will bring back to the SoCo Transit Board for authorization.

Staff is prepared to restart the effort to consolidate SoCo Transit into the RTA. We will begin working with all jurisdictions to complete the Joint Powers Agreement amendment process that we began in 2019. Staff will work with the chief executive of each jurisdiction to develop staff reports and schedule consideration of the required resolutions.

Finance and Administration:

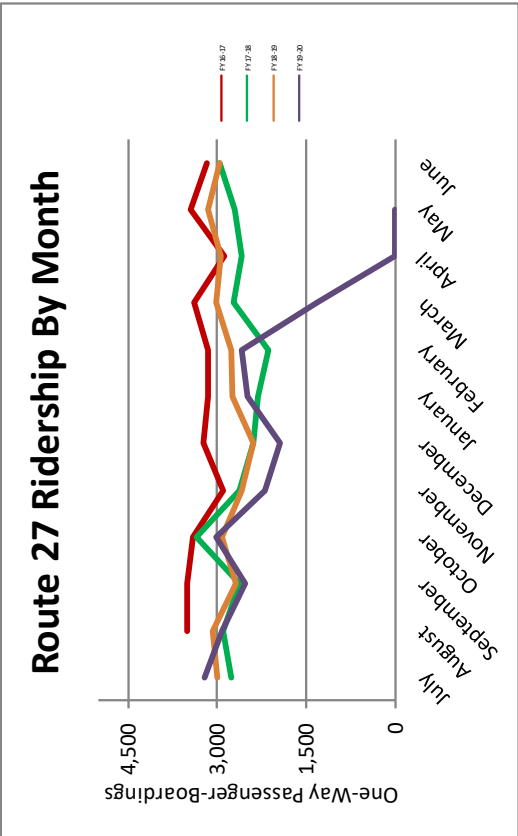
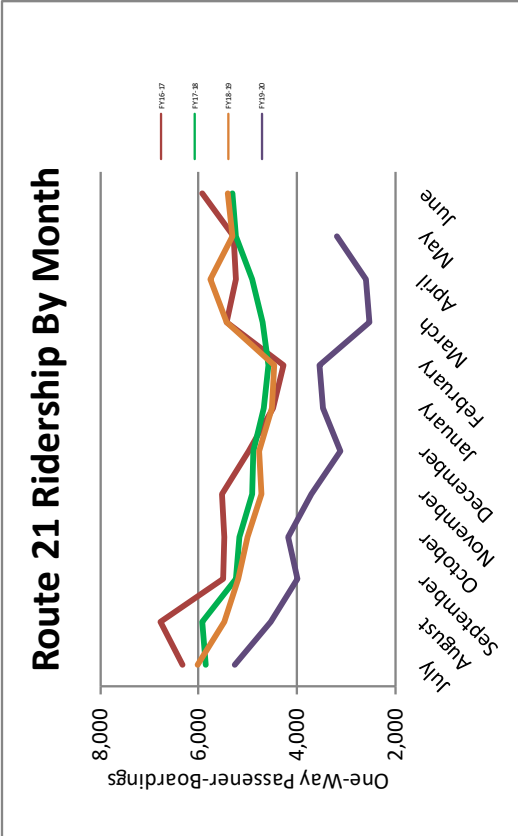
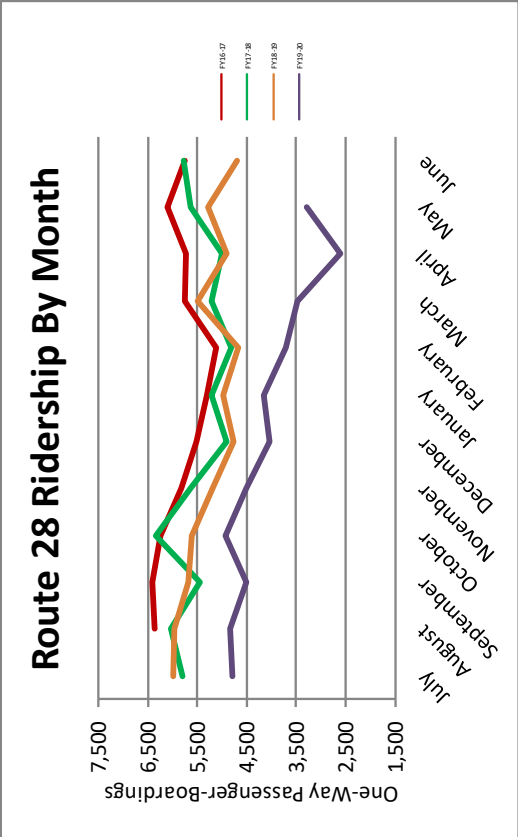
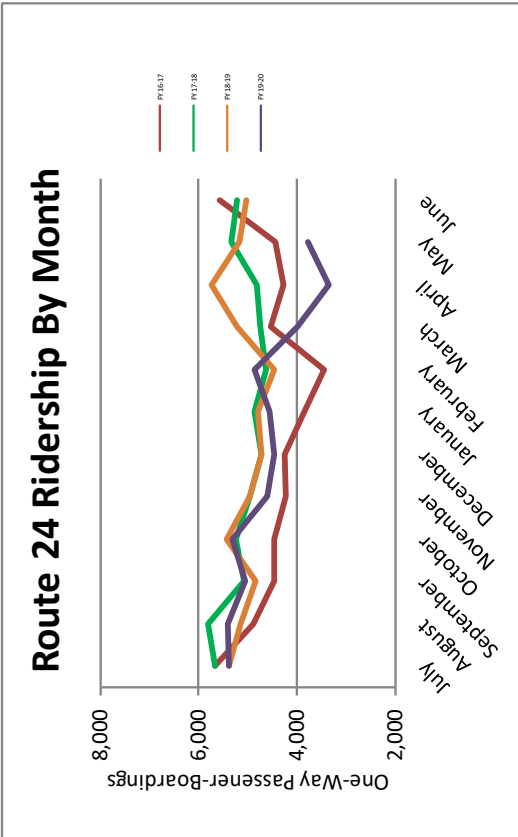
Attached are unaudited operating and financial results for the first eleven months of FY19-20. Graphs showing historical ridership and productivity by route are provided in the ensuing pages, followed by tables providing detailed data for the reporting periods.

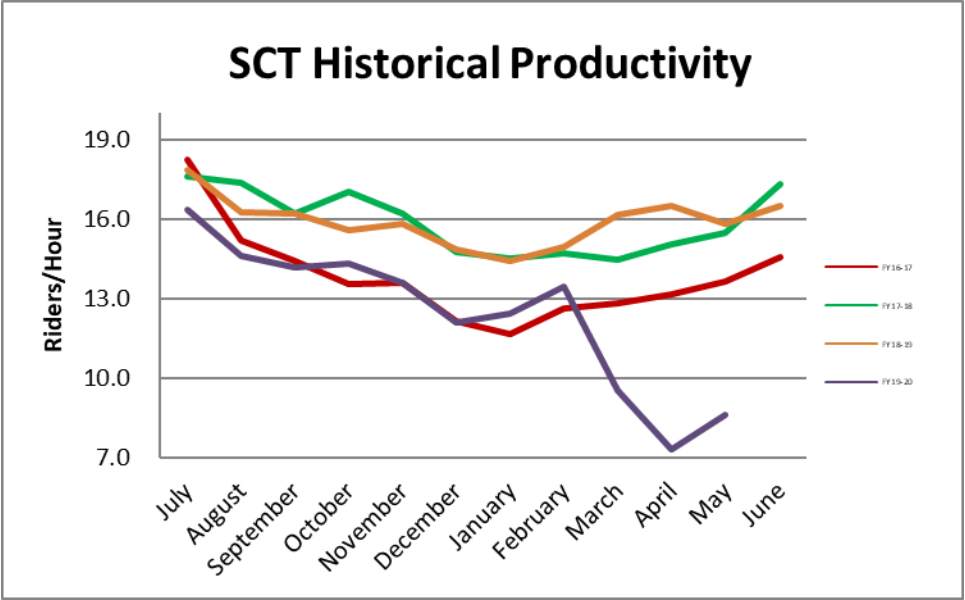
SoCo Transit ridership totaled 157,963 through the end of May 2020. In comparison, the ridership for the same period last year was 202,425, which represents a decline of 22%. Note: the decline from July 2019 to February 2020 was 11.8% before service reduction due to COVID-19 were implemented. In comparison, the annual decline was 1.7% the same previous year-to-date period (July 2018 – February 2019). The decline was obviously sharpest during the March through May period: 30,126 in 2020 vs. 57,443 in 2019 – a decline of over 47%. The RTA's ridership decline

The financial results are provided in tables at the end of this report. As shown, for the first eleven months of FY19-20 (91.7% of the year), we expended 89.1% of the operating budget. Two of the three largest budgeted line-items – salaries/benefits and fuel – were al slightly below the targeted 91.7% figure, although vehicle maintenance costs were slightly higher than budgeted.

STAFF RECOMMENDATION:

Accept this as an information item.





SOUTH COUNTY TRANSIT
2019-20 Budget vs. Actual (unaudited)

FY 19/20 Adopted	January 2020	February 2020	March 2020	April 2020	May 2020	Year to Date	Percent Year to Date
\$ 118,990	\$ 9,663	\$ 9,663	\$ 9,663	\$ 9,603	\$ 9,603	\$ 106,040	89.1%
59,710	4,739	4,739	4,739	4,739	4,739	52,125	87.3%
740	61	61	61	61	61	674	91.1%
30,600	2,550	2,550	2,550	2,550	2,550	28,050	91.7%
11,270	1,176	1,110	1,027	1,543	1,012	11,525	102.3%
1,240	113	113	-	227	-	1,102	88.9%
1,590	-	-	-	-	-	330	20.8%
450	55	(2)	(98)	55	62	415	92.1%
82,190	6,849	6,849	6,849	6,849	6,849	75,341	91.7%
14,520	1,210	1,210	1,210	1,210	1,210	13,310	91.7%
5,610	468	468	468	468	468	5,143	91.7%
6,450	395	324	750	417	124	4,256	66.0%
3,380	-	-	-	-	-	3,330	98.5%
16,050	650	821	1,436	1,236	837	7,963	49.6%
8,270	1,570	287	280	280	245	7,684	92.9%
\$ 710,090	\$ 61,943	\$ 52,977	\$ 51,388	\$ 78,628	\$ 58,853	\$ 647,638	91.2%
211,530	12,915	25,374	18,571	16,144	23,681	196,259	92.8%
24,030	2,003	2,003	2,003	2,003	2,003	22,028	91.7%
191,310	15,381	14,753	14,825	12,187	9,992	164,193	85.8%
14,980	-	-	-	-	-	-	0.0%
\$ 1,513,000	\$ 121,741	\$ 123,299	\$ 115,721	\$ 138,199	\$ 122,288	\$ 1,347,405	89.1%
\$ 54,265	\$ 3,805	\$ -	\$ 7,298	\$ 274	\$ -	\$ 44,447	81.9%
33,000	-	-	-	-	-	-	-
89,000	-	-	-	-	-	-	-
93,750	-	-	-	-	-	-	0.0%
\$ 270,015	\$ 3,805	\$ -	\$ 7,298	\$ 274	\$ -	\$ 44,447	16.5%
\$ 1,783,015	\$ 125,546	\$ 123,299	\$ 123,019	\$ 138,473	\$ 122,288	\$ 1,391,852	78.1%

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKDAY AND TROLLEY
YEAR TO DATE THRU MAY 31, 2020**

	RT 21 PISMO & SHELL BEACH	RT 24 GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 27 GROVER B, AG, OCEANO CLOCKWISE	RT 28 GROVER B, AG, OCEANO COUNTER CW	TOTAL WEEKDAY SERVICE	AVILA BEACH TROLLEY
REVENUES:						
FARES	\$ 20,855	\$ 19,162	\$ 18,717	\$ 17,666	\$ 76,400	\$ 3,342
TOTAL ROUTE REVENUES	\$ 20,855	\$ 19,162	\$ 18,717	\$ 17,666	\$ 76,400	\$ 3,342
EXPENDITURES:						
ADMINISTRATION	\$ 19,216	\$ 18,651	\$ 14,379	\$ 21,098	\$ 73,343	\$ 2,568
MARKETING	2,718	2,627	1,809	2,960	10,115	-
OPERATIONS/CONTINGENCY	185,325	179,814	130,995	202,639	698,773	10,827
FUEL	37,978	29,098	24,131	31,944	123,151	5,583
INSURANCE	37,049	28,431	21,934	31,044	118,458	5,329
TOTAL EXPENDITURES	\$ 282,285	\$ 258,621	\$ 193,248	\$ 289,686	\$ 1,023,840	\$ 24,308
FAREBOX RATIO	7.39%	7.41%	9.69%	6.10%	7.46%	13.75%
SERVICE MILES	45,088.0	34,532.1	28,617.2	37,885.1	146,122.3	7,855.8
SERVICE HOURS	2,394.9	2,330.2	1,910.5	2,650.0	9,285.5	363.6
RIDERSHIP (Automatic Counters)	30,219	40,181	22,184	34,296	126,880	4,284
RIDERS PER MILE	0.7	1.2	0.8	0.9	0.9	0.5
RIDERS PER HOUR	12.6	17.2	11.6	12.9	13.7	11.8
COST PER PASSENGER	\$ 9.34	\$ 6.44	\$ 8.71	\$ 8.45	\$ 8.07	\$ 5.67
SUBSIDY PER PASSENGER	\$ 8.65	\$ 5.96	\$ 7.87	\$ 7.93	\$ 7.47	\$ 4.89

**SOUTH COUNTY TRANSIT
OPERATING STATEMENT BY ROUTE - WEEKEND, AND TOTALS
YEAR TO DATE THRU MAY 31, 2020**

	RT 21 - SAT PISMO & SHELL BEACH	RT 21 - SUN PISMO & SHELL BEACH	RT 24 - SAT A.G. VILLAGE, PISMO & A.G.	RT 24 - SUN GROVER B. A.G. VILLAGE, PISMO & A.G.	RT 28 - SAT GROVER B, AG, OCEANO COUNTER CW	RT 28 - SUN GROVER B, AG, OCEANO COUNTER CW	TOTAL WEEKEND SERVICE	TOTAL SCT ONLY SERVICE	TOTAL SCT AND AVILA SERVICE
REVENUES:									
FARES	\$ 3,560	\$ 2,687	\$ 3,133	\$ 2,260	\$ 3,225	\$ 4,376	\$ 19,240	\$ 95,640	\$ 98,983
TOTAL ROUTE REVENUES	\$ 3,560	\$ 2,687	\$ 3,133	\$ 2,260	\$ 3,225	\$ 4,376	\$ 19,240	\$ 95,640	\$ 98,983
EXPENDITURES:									
ADMINISTRATION	\$ 3,709	\$ 3,394	\$ 3,625	\$ 3,329	\$ 3,664	\$ 3,349	\$ 21,070	\$ 94,413	\$ 96,981
MARKETING	523	485	512	476	518	478	2,991	13,105	13,105
OPERATIONS/CONTINGENCY	35,840	33,118	35,087	32,612	35,364	32,664	204,686	903,459	914,286
FUEL	7,242	6,629	5,578	5,127	5,646	5,236	35,458	158,609	164,193
INSURANCE	7,153	6,565	5,510	5,071	5,574	5,180	35,053	153,510	158,840
TOTAL EXPENDITURES	\$ 54,466	\$ 50,190	\$ 50,312	\$ 46,617	\$ 50,765	\$ 46,908	\$ 299,258	\$ 1,323,097	\$ 1,347,405
FAREBOX RATIO	6.54%	5.35%	6.23%	4.85%	6.35%	9.33%	6.43%	7.23%	7.35%
SERVICE MILES	8,615.6	7,877.2	6,635.9	6,092.0	6,718.6	6,221.1	42,160.4	188,282.7	196,138.6
SERVICE HOURS	462.2	419.5	451.1	411.1	456.0	415.2	2,615.1	11,900.6	12,264.2
RIDERSHIP (Automatic Counters)	5,454	4,498	5,946	4,657	5,419	5,109	31,083	157,963	162,247
RIDERS PER MILE	0.6	0.6	0.9	0.8	0.8	0.8	0.7	0.8	0.8
RIDERS PER HOUR	11.8	10.7	13.2	11.3	11.9	12.3	11.9	13.3	13.2
COST PER PASSENGER	\$ 9.99	\$ 11.16	\$ 8.46	\$ 10.01	\$ 9.37	\$ 9.18	\$ 9.63	\$ 8.38	\$ 8.30
SUBSIDY PER PASSENGER	\$ 9.33	\$ 10.56	\$ 7.93	\$ 9.52	\$ 8.77	\$ 8.32	\$ 9.01	\$ 7.77	\$ 7.69

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**SOUTH COUNTY TRANSIT
JULY 22, 2020
STAFF REPORT**

AGENDA ITEM: B-1

TOPIC: Fiscal Year 2019-20 and 2020-21 Operating Budget Amendments

ACTION: Approve

PRESENTED BY: Geoff Straw, Administrator

STAFF RECOMMENDATION: Approve Budget Amendments

SUMMARY:

The Fiscal Year 2020-21 SoCo Transit operating and capital budget was adopted on April 22, 2020 and was based on a range of early assumptions, notably the significant changes to service levels and administrative oversight to address the COVID-19 pandemic. Staff also noted the federal CARES Act signed into law on March 27th provided a record-breaking \$2.2 trillion nationwide to help prevent, prepare for and respond to the COVID-19 pandemic, including \$25 billion for public transit. The formula fund amounts are roughly triple the typical annual apportionment. For the Arroyo Grande – Grover Beach Urbanized Area, the apportionment was \$4,755,669.

This one-time CARES Act funding can be used for all net operating expenses (after deducting fares) incurred since January 20, 2020; no local match is required. The transit agencies operating in the three urbanized areas in SLO County agreed to use these new funds to reimburse 100% of net operating costs from February 1 through June 30, 2020, and in principle agreed with SLOCOG officials to meet in the coming weeks to further develop funding splits going forward. While the FY20-21 budget adopted in April 22, 2020 SoCo Transit Board Agenda included zero CARES Act funds, staff is now bringing a budget revision to the SoCo Transit Board that includes replacement of the Local Transportation Funds (LTF) with CARES Act funding; those LTF could now instead be used by the SoCo Transit jurisdictions for local streets/roads purposes in FY20-21.

The CARES Act funds allow a number of changes in the current fiscal year, which staff has noted in **yellow** in the detailed pages. In total, it is projected that the jurisdictions will have a reduction of the LTF required for FY20-21 of **\$457,580**, as a result of this budget amendment. Staff anticipates no LTF being required in FY2021-22 at this point in time and will provide updates to the Board as FY20-21 progresses.

Below is a summary of the **Operating Revenue and Expense** revisions:

1. For the remainder of FY19-20:
 - a. Increase in *TDA REQUIRED OPERATING RESERVES* of \$642,410 due to the reduction in fares revenue and increase in FTA 5307 Operating CARES funding.
 - b. Changes to *OPERATING REVENUES*:
 - i. Reduction in *FARES* of \$47,960 (from \$142,960 to \$95,000) due to the suspension of fares on March 20, 2020.
 - ii. Addition of new *FTA 5307 OPERATING CARES* funds of \$630,420.
2. For FY20-21:
 - a. Increase in *BEGINNING FUND BALANCE* of \$642,410 (from \$350,840 to \$948,250) due to items 1.a. above.
 - b. Increase in *TDA REQUIRED OPERATING RESERVE* of \$1,469,840 due to the reduction in fare revenue, and increase in other operating revenues.
 - c. Changes to *OPERATING REVENUES*:
 - i. Reduction in *FARES* of \$49,490 (from \$144,490 to \$95,000) due to reduced ridership projections after service levels are restored to pre-COVID-19 service levels.
 - ii. Increased of *STATE TRANSIT ASSISTANCE (STA) INCLUDING SB1* of \$32,640 (from \$145,000 to \$177,640) based on the allocation approved by the SLOCOG Board.
 - iii. Reduced use of *FTA 5307 OPERATING* of \$118,600 (from \$587,100 to \$468,500) due to the reduction of other funding. Max available to maintain a 50% local match.
 - iv. Addition of new *FTA 5307 OPERATING CARES* funds of \$1,428,220.
 - d. Reduction in *LOCAL TRANSPORTATION FUNDS (LTF)* of \$457,580.
 - e. Reduction in *INTEREST* of \$2,730 (from \$16,880 to \$14,150) based on the current market rates.

Staff Recommendation

Approve the budget amendment as indicated in the staff report.

SOUTH COUNTY TRANSIT 2020-21 Amended Budget

	FY 19/20 Amended Operating	FY 19/20 Adopted Operating	FY 19/20 Amended Capital	FY 20/21 Amended Operating	FY 20/21 Adopted Operating	FY 20/21 Adopted Capital
Funding Sources						
Beginning Fund Balance	\$ 292,536	\$ 292,536	\$ 353,603	\$ 948,250	\$ 305,840	\$ 536,830
1 Estimated Fund Balance	\$ 292,536	\$ 292,536	\$ 353,603	948,250	305,840	536,830
2 Less Required Reserves:						
TDA Required Operating Reserve	\$ 948,250	\$ 305,840	\$ -	\$ 1,807,360	\$ 337,490	\$ -
Equipment Replacement Reserve	-	-	536,830	-	-	384,350
Total Reserves	\$ 948,250	\$ 305,840	\$ 536,830	1,807,360	337,490	384,350
3 Fund Balance Available (Required)	\$ (655,714)	\$ (13,304)	\$ (183,227)	\$ (859,110)	\$ (31,650)	\$ 152,480
Operating Revenues						
Fares	\$ 95,000	\$ 142,960	\$ -	\$ 95,000	\$ 144,490	\$ -
STA Including STA SB1 Augmentation	-	-	240,880	177,640	145,000	95,880
Low Carbon Transit Grant	300,000	300,000	-	267,000	267,000	-
Federal Transit Adm (FTA) 5307 Operating	559,140	559,140	-	468,500	587,100	-
FTA 5307 Operating CARES	630,420	-	-	1,428,220	-	-
SLO County Trolley Operations & SRTP Match	49,990	49,990	22,750	61,770	61,770	22,750
RTA Operations Supervisor Contribution	-	-	-	-	-	-
Advertising and other income	5,000	5,000	-	-	5,000	-
4 Total Non-TDA Funds	\$ 1,639,550	\$ 1,057,090	\$ 263,630	\$ 2,498,130	\$ 1,210,360	\$ 118,630
5 Local Transportation Funds	\$ 456,464	\$ 456,464	\$ -	\$ -	\$ 457,580	\$ -
Arroyo Grande	172,087	172,087	-	-	172,508	-
Grover Beach	130,549	130,549	-	-	130,410	-
Pismo Beach	78,968	78,968	-	-	79,619	-
SLO County	74,860	74,860	-	-	75,043	-
6 Total Operating Revenues	\$ 2,096,014	\$ 1,513,554	\$ 263,630	\$ 2,498,130	\$ 1,667,940	\$ 118,630
Non-Operating Resources						
Interest	\$ 12,750	\$ 12,750	\$ -	\$ 14,150	\$ 16,880	\$ -
Prop 1B - Vehicle Replacement/ITS	-	-	-	-	-	-
Federal Transit Adm (FTA) 5307 Capital	-	-	189,612	-	-	460,000
Federal Transit Adm (FTA) 5339 Capital	-	-	-	-	-	-
7 Total Non-Operating Resources	\$ 12,750	\$ 12,750	\$ 189,612	\$ 14,150	\$ 16,880	\$ 460,000
8 Total Resources	\$ 1,453,050	\$ 1,513,000	\$ 270,015	\$ 1,653,170	\$ 1,653,170	\$ 731,110

SOUTH COUNTY TRANSIT 2020-21 Amended Budget

Use of Resources

Administrative Expenditures
Insurance
 Liability & Physical Damage
 Workers Compensation
 Property Insurance
Rent
Utilities
Radio Expense
Legal Services
Payroll Processing
Administration - Staff Time
Finance - Staff Time
Marketing - Staff Time
Office Expense/Miscellaneous
Audit
Marketing/Community Relations/Printing
Uniforms/Laundry/Physicals

Operating Expenditures
Salaries/Benefits
Maintenance
Dispatch - Staff Time
SCT Bus Fuel
Contingency

Total Operating Expenditures

Capital Service
Support Vehicle
Short Range Transit Plan
Computer Upgrade
Vehicles/ITS
Facility Improvements/Bus Stop Amenities
Transit Centers Improvements
Total Capital Service

9

10

FY 19/20 Amended Operating	FY 19/20 Adopted Operating	FY 19/20 Amended Capital	FY 20/21 Amended Operating	FY 20/21 Adopted Operating	FY 20/21 Adopted Capital
\$ 118,990	\$ 118,990	\$ -	\$ 123,310	\$ 123,310	\$ -
59,710	59,710	-	70,710	70,710	-
740	740	-	880	880	-
30,600	30,600	-	31,060	31,060	-
11,270	11,270	-	11,590	11,590	-
1,240	1,240	-	1,360	1,360	-
1,590	1,590	-	1,590	1,590	-
450	450	-	690	690	-
82,190	82,190	-	82,390	82,390	-
14,520	14,520	-	14,560	14,560	-
5,610	5,610	-	5,620	5,620	-
6,450	6,450	-	4,580	4,580	-
3,380	3,380	-	7,640	7,640	-
16,050	16,050	-	17,180	17,180	-
8,270	8,270	-	10,040	10,040	-
\$ 710,090	\$ 710,090	\$ -	\$ 787,380	\$ 787,380	\$ -
211,530	211,530	-	250,940	250,940	-
24,030	24,030	-	24,090	24,090	-
191,310	191,310	-	191,190	191,190	-
14,980	14,980	-	16,370	16,370	-
\$ 1,513,000	\$ 1,513,000	\$ -	\$ 1,653,170	\$ 1,653,170	\$ -
\$ -	\$ -	\$ 33,000	\$ -	\$ -	\$ 50,000
-	-	54,265	-	-	-
-	-	-	-	-	1,500
-	-	-	-	-	631,750
-	-	89,000	-	-	47,860
-	-	93,750	-	-	-
\$ -	\$ -	\$ 270,015	\$ -	\$ -	\$ 731,110
\$ 1,513,000	\$ 1,513,000	\$ 270,015	\$ 1,653,170	\$ 1,653,170	\$ 731,110

	<p align="center">SPECIAL DISTRICT</p> <p align="center"><u>South County Transit</u> (Name)</p> <p align="center">BUDGET ADJUSTMENT REQUEST</p>	<p>SAP DOCUMENT NO.</p>
		<p>DATE: 7/22/2020</p>

COMMITMENT ITEM DESCRIPTION	DEPARTMENT OR PROJECT TITLE	FUND CENTER	COMMITMENT ITEM	FUNDED PROGRAM	AMOUNT
FINANCING SOURCES					
Fares	SCT	74600	4352100		(49,490)
State Transit Assistance	SCT	74600	4200030		32,640
Federal Aid - Other	SCT	74600	4250105		1,309,620
Other Revenue	SCT	74600	4550000		(5,000)
Interest	SCT	74600	4150000		(2,730)
TDA (LTF)	SCT	74600	4200245		(457,580)
Fund Balance	SCT	74600			(827,460)
TOTAL FINANCING SOURCES					-
FINANCING USES					
TOTAL FINANCING USES					-

JUSTIFICATION: (attach letter if required)

See attached staff reports

B-1 from the South County Transit July 22, 2020 Board Meeting

REQUESTED BY:

REVIEWED BY

APPROVED BY

7/22/2020
Date

Tania Arnold
Name

Date

Auditor-Controller

PASSED AND ADOPTED by the Board of Directors of the South County Transit, County of San Luis Obispo, State of California, this 22nd day of July, 2020. Agenda Item No. B-1

President of the Board of Directors

Of South County Transit

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DRAFT
SOUTH COUNTY TRANSIT
MINUTES OF April 22, 2020 BOARD MEETING
City Council Chamber, Arroyo Grande
C-1

Directors Present:	Lynn Compton Sheila Blake Jimmy Paulding (Vice Chair)	County Supervisor, District 4 City Council Member, Pismo Beach City Council Member, Arroyo Grande
Directors Absent:	Barbara Nicolls (Chair)	City Council Member, Grover Beach
Staff Present:	Geoff Straw Tania Arnold Chelsea Sperakos Jim Lewis	Administrator RTA Deputy Director and CFO RTA Administrative Assistant City Manager of Pismo Beach

CALL TO ORDER AND ROLL CALL

Vice Chairperson Jimmy Paulding called the meeting to order at 1:31 PM via teleconference and roll call was taken. A quorum was present.

PUBLIC COMMENTS: This portion of the agenda is reserved for any members of the public to directly address the South County Transit 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.

There was no public comment.

A. INFORMATION AGENDA

A-1 Administrator's Report (Receive)

Mr. Geoff Straw stated that the shelter in place order due to COVID-19 has severely impacted service for SoCo Transit. Primarily it has impacted the number of employees available to work, as the agency has no SoCo Transit employed persons working during this crisis. RTA drivers have filled in open shifts due to SoCo Transit staff being mostly in an at-risk age category or with an underlying health condition. Ridership is down 70-80%; the buses are operating on a condensed "Saturday schedule" until further notice. The Arroyo Grande High School tripper, Route 27 and the Avila Beach trolley have been suspended. Following the example of most other transit agencies, SoCo Transit has temporarily suspended fares. This allows riders to enter through the rear door of the buses and reduces contact that the drivers have with the public. Recently, staff implemented a maximum number of passengers allowed on each bus to assist with social distancing between riders. If a bus reaches its maximum passenger limit, the driver will radio for an

assistance vehicle to pick up the additional passengers. The agency does not expect any additional changes to service unless there is a major outbreak of COVID-19 cases amongst RTA/SoCo Transit staff.

The fiscal emergency declared by the Board of Supervisors allows SoCo Transit to access federal funds which will be used to cover any losses due to COVID-19. There was one COVID-19 case confirmed within the staff (one of the RTA maintenance staff). Fortunately, quarantine of that employee and others who came in contact with them seems to have prevented any spread amongst the work group. The CARES Act will provide funding for transit, which has brought triple the standard amount of federal funding to SLO County. SLO County will receive \$16.5 million for the urbanized areas, including Arroyo Grande and Grover Beach. No local match is required to use the funds, 100% federal funds are authorized for use. From February 1st through June 30th, staff is expecting 100% of costs due to COVID-19 covered. This will replace LTF funds and lost farebox revenue due to going fare-free. Staff is expecting to bring a budget amendment to the Board when these new funds are received. Consolidation with RTA is something that staff will pursue despite the pandemic, at the recommendation of SLOCOG. The agency is currently below budget.

Vice Chairperson Paulding asked how much in CARES funding is SoCo Transit expecting?

Mr. Straw stated that staff expects \$4.8 million in funds. The covered costs for February through June are estimated to be \$630,000, so there will be funds left over to continue into the next fiscal year.

There was no public comment on this item.

Ms. Lynn Compton made a motion to receive and file agenda item A-1, and **Ms. Sheila Blake** seconded the motion. The motion passed unanimously via voice vote.

B. ACTION AGENDA

B-1 Fiscal Year 2020-21 Budget (Approve)

Mrs. Tania Arnold stated that the SoCo Transit budget is balanced. Some key items in the budget for FY20-21 are the SoCo Transit consolidation with RTA, State Transit Assistance (STA) funds used for capital projects, Local Transportation Funds (LTF) used for operating purposes, liability costs continuing to escalate, despite SoCo Transit's good safety record, fleet replacement and related funding requirements including SB1 funds, fuel costs continue to remain low which results in declining ridership and fares, and staffing and retention. The staff recommendation is to adopt the budget as presented.

Mr. Jim Lewis and **Mr. Matt Bronson** joined the meeting at 2:07 PM.

Vice Chairperson Paulding asked if LTF funds will change due to CARES Act funds, does that mean the LTF numbers in the budget would drop to zero?

Mrs. Arnold stated that essentially 100% of LTF funds would be returned to the districts. Savings can be expected past FY20-21.

Ms. Compton asked if staff has an estimate for when the CARES Act funds will be received.

Mrs. Arnold said \$630,000 is expected in June, and the rest of the balance may be delivered in July or August. Funds must be spent on COVID-related functions, which luckily includes operations.

Ms. Compton asked given the fuel price right now, would it be worth purchasing in bulk and storing?

Mr. Straw stated staff can look into storing fuel off-site.

Mr. Lewis stated that JB Dewar could potentially provide that storage.

Ms. Blake made a motion to approve agenda item B-1, and **Ms. Compton** seconded the motion. The motion passed via roll call vote unanimously as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>
SHEILA BLAKE	X	
LYNN COMPTON	X	
JIMMY PAULDING	X	

B-2 Summer Youth Ride Free Program (Approve)

Mr. Straw stated that this is the 8th year participating in the youth ride free program, however due to COVID-19 it may not happen. This is to approve the program.

Ms. Compton made a motion to approve agenda item B-2, and **Ms. Blake** seconded the motion. The motion via roll call vote passed unanimously as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>
SHEILA BLAKE	X	
LYNN COMPTON	X	
JIMMY PAULDING	X	

C. CONSENT AGENDA: (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the South County Transit Board or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by South County Transit Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 SoCo Transit Minutes of January 22, 2020 (Approve)

C-2 2018-20 Strategic Business Plan Results (Receive)

Ms. Blake made a motion to approve consent agenda items C1-2, and **Vice Chairperson Paulding** seconded the motion. The motion via roll call vote passed unanimously as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>
SHEILA BLAKE	X	
LYNN COMPTON	X	
JIMMY PAULDING	X	

D. DIRECTORS' COMMENTS

There were no comments.

E. EXECUTIVE COMMITTEE MEMBERS' COMMENTS

Mr. Lewis stated that he appreciated the fiscal responsibility of Mr. Geoff Straw with the CARE funds to return the funds to the jurisdictions.

Mr. Bronson stated that the city of Grover Beach had purchased extra fuel during low prices and had been storing; he encouraged RTA to discuss with city officials on how that was accomplished.

ADJOURNMENT

Next Meeting: July 22, 2020, Future Meeting Dates: October 21, 2020, and January 20, 2021

Respectfully Submitted,

Acknowledged by,

Chelsea Sperakos
Administrative Assistant

Jimmy Paulding
Interim SCT Board Chairperson 2020