

STAFF REPORT



MEETING DATE:	August 31, 2023
SUBJECT:	Approve Project List for Fiscal Year 2023/24 California State of Good Repair (SGR) Program for Public Transit Capital Improvements
AGENDA ITEM:	7-5
STAFF CONTACT:	Jennifer Pollom, AICP, Senior Transportation Planner

SUMMARY:

The California State of Good Repair (SGR) program is administered by Caltrans and provides funding annually for transit capital, rehabilitation, and maintenance projects. The Shasta Region was allocated \$289,425 for Fiscal Year (FY) 2023/24. In coordination with public transportation partners, SRTA will submit an SGR project list for two Redding Area Bus Authority (RABA) projects: 1) Maintenance and Supplies and 2) Equipment for Bus Shelters, and one ShastaConnect project for security equipment at Dignity Health Connected Living's (DHCL) fleet maintenance and storage yard. The board of directors must approve the SGR project list for SRTA to receive its regional allocation.

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt Resolution 23-08 (attached) approving the FY 2023/24 SGR project list for a total of \$289,425.

DISCUSSION:

The SGR program provides funding for capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and modernization of the existing vehicles or facilities. In 2019, SRTA adopted its own SGR policy (Chapter 3.26) (Attachment B) to guide the selection of regional projects. SRTA collaborates with eligible transit operators (RABA and DHCL) to develop a list of regionally significant projects and submits a project list to Caltrans by September of each year. A history of board agenda items is provided as Attachment C.

SRTA was allocated \$289,425 in SGR funds for FY 2023/24 per the August 1, 2023, California State Controller's State of Good Repair Program Allocation Estimate. Following consultation with RABA and DHCL, SRTA recommends funding the projects listed in Table 1 (see page 2 of staff report), consistent with SGR Program policies and SRTA's regional priorities. SRTA reimburses DHCL for their ShastaConnect expenses, which includes SGR-funded projects. RABA bills SRTA for reimbursement dollar-for-dollar on SGR expenses.

In addition to the regional funding received by SRTA, RABA receives a direct allocation. For FY 2023/24, RABA was allocated \$14,942, which will be used on their Maintenance and Supplies project.

Table 1 – Recommended FY 2023/24 SGR Project List

Project Title	Lead Agency	SRTA Policy Priority	Requested Amount	Allocation Amount
Equipment for Bus Shelters RABA plans to add customized doors for 3 shelters located at Walmart, Safeway and Lowes to prevent vandalism and improve service and public safety.	RABA	1.d.	\$ 40,000	\$ 40,000
Security Equipment Fleet Maintenance/Storage Yard DHCL's is requesting funding toward an outdoor video surveillance system at the fleet maintenance and storage yard to help ensure staff safety and deter or identify instances of theft or vandalism, reducing costs overall.	SRTA	1.d.	\$ 30,000	\$ 30,000
Maintenance and Supplies RABA budgeted \$413,700 for fleet maintenance, repair and its supplies for FY 2023/24. The budget includes but is not limited to; oil pumps, gaskets, belts, bulbs, sensors, switches, filters, cables, and tires.	RABA	2	\$ 249,425	\$ 219,425
Total:			\$ 319,425	\$ 289,425
Unfunded:			\$ 30,000	

ALTERNATIVES:

The board of directors may choose to modify the project list consistent with the FY 2023/24 State of Good Repair Guidelines and SRTA's SGR Policies.

OTHER AGENCY INVOLVEMENT:

Caltrans administers the SGR Program. SRTA coordinated with RABA and DHCL to develop the project list. The Technical Advisory Committee met on August 14, 2023, and received an update.

FISCAL & POLICY COMMITTEE REVIEW:

The Fiscal & Policy Committee met on August 22, 2023, to review and discuss the proposed projects and concurs with the staff recommendation.

FISCAL IMPACT:

The recommended action allocates \$289,425 in regional SGR funds for capital needs. This reduces the burden on Transportation Development Act funds that may be used to meet other regional transit needs, improvements to streets and roads, or other eligible uses.

Sean Tiedgen, AICP, Executive Director

Attachments:

- A:** Resolution 23-08 – Approve Project List for Fiscal Year 2023/24 California State of Good Repair Program for Public Transit Capital Improvements
- B:** Chapter 3.26 - State of Good Repair Program Policy
- C:** State of Good Repair History of Board Agenda Items

RESOLUTION 23-08

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY APPROVING PROJECT LIST FOR FISCAL YEAR 2023/24 CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR PUBLIC TRANSIT CAPITAL IMPROVEMENTS



WHEREAS, the Shasta Regional Transportation Agency (SRTA) is an eligible project recipient and may receive State Transit Assistance Funding from the State of Good Repair Account (SGR) 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, the Road Repair and Accountability Act of 2017 named the California Department of Transportation (Caltrans) as the administrative agency for the SGR; and

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

WHEREAS, the SRTA Board of Directors wishes to approve the Project List for Fiscal Year (FY) 2023/24 for the California State of Good Repair Program; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the Directors of the Shasta Regional Transportation Agency approves the following FY 2023/24 SGR Project List:

Project	Lead Agency	Allocation Amount
Equipment for Bus Shelters	RABA	\$40,000
Security Equipment Fleet Maintenance/Storage Yard	SRTA	\$30,000
Maintenance and Supplies	RABA	\$219,425
Total		\$289,425

PASSED AND ADOPTED this 31st day of August 2023, by the Board of Directors of the Shasta Regional Transportation Agency.

Mark Mezzano, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, Executive Director
Shasta Regional Transportation Agency

- B. If the grantee does not have a sub-recipient agreement with SRTA or cannot enter into a sub-recipient agreement, the grantee shall be required to enter into a technical services agreement with SRTA.

3.25.080 - PROJECT MANAGEMENT AND DELIVERY

- A. Invoices will be paid on a reimbursement basis for work completed. Local agencies will provide sufficient documentation to support any invoice, and, at a minimum, provide quarterly updates to SRTA in writing.
- B. Local agencies will inform SRTA of project completion in writing. Unused funds will be made available for other non-motorized projects in the region as part of a future notice of funding availability.

CHAPTER 3.26 - STATE OF GOOD REPAIR PROGRAM POLICY

(Amended 10-22-19)

3.26.010 - PROGRAM OVERVIEW

- A. The State of Good Repair (SGR) Program is a noncompetitive, formula-based program included under Senate Bill 1: The Road Repair and Accountability Act of 2017 (Beall and Frazier). Funds are deposited into the State Transit Assistance (STA) account and then distributed to regional transportation agencies using the STA Program formula, with half of the SGR funds being allocated according to population (Public Utilities Code (PUC) 99313) and half of the SGR funds allocated according to transit operator revenues (PUC 99314).
- B. The goal of the SGR Program is to provide funding for capital assistance in rehabilitating, modernizing, and maintaining California's existing local transit systems in a state of good repair. These investments will result in transit vehicle fleets that are more reliable and safer and emit less greenhouse gases and other pollutants.

Caltrans administers the SGR Program; details are available in the most current SGR Guidelines published by the Caltrans Division of Rail and Mass Transit, located at <http://www.dot.ca.gov/drmt/spstasgr.html>. Caltrans' SGR Guidelines related to eligibility and procedures supersede this policy.

3.26.020 - PROJECT ELIGIBILITY

- A. SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. Project eligibility is defined per PUC Section 99212.1 (c), and is summarized below:
1. Eligible Projects and Expenses

- a. Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities;
- b. The design, acquisition, and construction of new vehicles or facilities that improve existing transit services;
- c. Transit-related preventative maintenance, such as engine replacement and general preventative maintenance work; and
- d. Temporary transit infrastructure that is needed as part of an effort to repair and improve local transportation infrastructure.

All SGR funds must be spent on publicly owned assets.

2. Ineligible Project and Expenses

The SGR Program is a transit capital program. Projects that solely expand capacity or service are not eligible projects. Transit operations, transit agency administration, and program management are not allowable. Pre-construction phases such as planning and environmental are ineligible on their own but are eligible when included as part of a capital project as long as project development costs do not exceed 20% of the total estimated project cost. See Caltrans' SGR Guidelines for more detail.

3.26.030 - REGIONAL FUNDING PRIORITIES

- A. The Shasta Regional Transportation Agency (SRTA) will support the development and implementation of projects that best achieve the SGR Program goals, meet the transit needs of the region, and make progress towards the transit-related objectives and targets included in SRTA's Regional Transportation Plan (RTP) and other regional planning documents (e.g. Transportation Improvement Program (TIP), short range transit plan, transit asset management plan, etc.).
- B. SRTA will prioritize funding to projects that rehabilitate and modernize the existing regional transit systems, and that do not currently have other sources of funding allocated. The following eligible projects and expenses, in order of priority, will generally guide project selection:
 1. Replacement, rehabilitation or modernization of:
 - a. Rolling stock, including replacement of diesel or gas vehicles with hybrid or zero-emission vehicles and replacement of fuel systems with renewable fuel systems;
 - b. Transit or transfer facilities and/or equipment that improves existing transit services (including construction of new facilities and/or equipment);

- c. Maintenance facilities and equipment, including facility improvements that reduce emissions or rely more on renewable fuel sources; and
 - d. Security equipment and systems.
- 2. Transit-related preventative maintenance; and
 - 3. Rail station and facility improvements.

3.26.040 - SRTA AND PARTNER ROLES

- A. Caltrans' SGR Guidelines identify the roles and responsibilities of state and regional agencies. The following is a summary of those roles:
- 1. The **State Controller's Office (SCO)** is responsible for SGR accounting, publishing allocation amounts, and allocating funds to approved agencies.
 - 2. **Caltrans** is responsible for administering the SGR Program, including reporting and maintaining program guidelines.
 - 3. **SRTA, as an Eligible Regional Entity (SCO-designated 99313 recipient)**, is responsible for maintaining SGR funds on behalf of the region, compiling project submittals from Eligible Transit Operators, submitting the annual Project List for SRTA projects, and submitting annual reporting for SRTA projects.
 - 4. **Eligible Transit Operators (SCO-designated 99314 recipients, i.e., RABA)** are responsible for complying with all relevant SGR Guidelines, including providing SRTA with a proposed annual list of projects. The Eligible Transit Operator's proposed project list must be submitted to SRTA by May 1st of each year in order to be reviewed and recommended for SRTA Board of Directors approval in advance of SGR Project List submittal deadlines. Eligible Transit Operators are responsible for submitting an annual Project List for projects that they will administer, as well as submitting annual reporting for their projects.

3.26.050 - PROJECT MANAGEMENT AND DELIVERY

A. Project List Modification

If regional transit priorities change, a modified Project List and supporting documentation may be submitted to Caltrans for approval. Project List modifications require SRTA Board of Director's approval prior to acceptance by Caltrans.

B. Fund Accrual

If SRTA is not prepared to initiate a project in the current fiscal year or seeks to combine multiple years of funds for a project, a Project List that includes a project scheduled to begin at a later date

must be submitted to accrue funding. Funding may accrue for up to four years. Any fund accrual requires SRTA Board of Directors' approval.

C. Contracting

1. Once projects have been approved by the SRTA Board of Directors, they will be referenced in and attached to a local agency's sub-recipient cooperative agreement with SRTA or amended into an existing agreement.
2. If the grantee does not have a sub-recipient agreement with SRTA or cannot enter into a sub-recipient agreement, the grantee will be required to enter into a technical services agreement with SRTA. If the grantee cannot enter into a sub-recipient agreement and/or technical services agreement with SRTA, SRTA may be unable to award SGR funds to the grantee.
3. No work can begin on a project until a sub-recipient cooperative agreement or technical services agreement is fully executed or amended.

D. Invoicing

1. Invoices will be paid on a reimbursement basis for work completed, dependent on receiving SGR allocations from the SCO. Local agencies will provide sufficient documentation to support any invoice. Project updates must be provided quarterly to SRTA in writing.
2. Local agencies will inform SRTA of project completion in writing within 30 days of completion.

CHAPTER 3.27 – LOW CARBON TRANSIT OPERATIONS PROGRAM POLICY
(Adopted 10-20-2020)

3.27.010 – PROGRAM OVERVIEW

- A. The Low Carbon Transit Operations Program (LCTOP) is a noncompetitive, formula program funded by the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 with Senate Bill 862. Funds are deposited into the State Transit Assistance account and then distributed by formula, with half of the LCTOP funds being allocated to regional agencies according to population (Public Utilities Code (PUC) 99313) and half of the LCTOP funds allocated to transit agencies according to transit operator revenues (PUC 99314). The Shasta Regional Transportation Agency (SRTA) is responsible for overseeing project selection for the population-based LCTOP fund allocations, not the transit operator revenues-based fund allocations. Therefore, this policy addresses the population-based (PUC 99313) regional allocations only.
- B. The purpose of the LCTOP is to provide operating and capital assistance to transit agencies with the goal of reducing greenhouse gas (GHG) emissions and improving transit ridership and mobility—with an emphasis on serving Disadvantaged Communities and low-income communities.

STATE OF GOOD REPAIR (SGR)

HISTORY OF RELATED SRТА BOARD OF DIRECTORS AGENDA ITEMS

2018

MEETING ON FEBRUARY 27, 2018, [AGENDA ITEM #8-7](#)

DELEGATE AUTHORITY TO EXECUTIVE DIRECTOR FOR SUBMISSION OF CALIFORNIA STATE OF GOOD REPAIR PROGRAM DOCUMENTS

It is recommended that the board of directors:

1. Adopt Resolution 18-02 delegating authority to the executive director to execute certifications and assurances for the California State of Good Repair (SGR) program and all other required SGR program documents, including possible future amendments with Caltrans and future allocations of SGR funds; and
2. Authorize the executive director to perform all actions necessary to obtain regional allocations in future SGR cycles.

For FY 2017/18, the Shasta Region was allocated \$251,044. After consulting with the Redding Area Bus Authority (RABA), Dignity Health Connected Living, and the county of Shasta, SRТА submitted the following projects for funding by the deadline on January 31, 2018:

- Replacement of two Burney Express vehicles (\$200,000); and
- Accrual of balance (\$51,044) for replacement of one Coordinated Transportation Services Agency vehicle with a low or no emission vehicle for use by Dignity Health Connected Living.

By motion made and seconded (Kehoe/Watkins), and unanimously carried, the consent calendar was approved.

MEETING ON OCTOBER 9, 2018, [AGENDA ITEM #11](#)

APPROVE PROJECT LIST FOR FISCAL YEAR 2018/19 CALIFORNIA STATE OF GOOD REPAIR PROGRAM

It is recommended that the board of directors adopt Resolution 18-15 approving the FY 2018/19 SGR project list for improving existing CTSA services in the Shasta Region by purchasing new low- or no-emission vehicles.

SRTA submitted a project, using the \$235,099 allocation, to acquire new low- or no-emission vehicles that will improve existing transit services. The cost of each vehicle could range from \$70,000 to \$200,000, depending on the type of vehicle chosen.

By motion made and seconded (Kehoe/Moty), the staff recommendation passed unanimously.

2019

MEETING ON APRIL 23, 2019, [AGENDA ITEM #10](#)

APPROVE VEHICLE PROCUREMENT WITH STATE OF GOOD REPAIR FUNDS

It is recommended that the Board of Directors authorize the executive director to complete required California Association for Coordinated Transportation/Morongo Basin Transit Authority (CalACT/MBTA) 15-03 Vehicle Purchasing Cooperative documentation, as well as any necessary amendments or other documentation, in support of the procurement of three vehicles and XL Fleet Hybrid kits using SGR funds.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

MEETING ON JUNE 25, 2019, [AGENDA ITEM #12](#)

APPROVE STATE OF GOOD REPAIR (SGR) PROGRAM POLICY

It is recommended that the board of directors approve the attached State of Good Repair (SGR) Program policy to establish guidelines in selecting and prioritizing projects for funding.

By motion made and seconded (Moty/Rickert), the staff recommendation passed unanimously.

MEETING ON OCTOBER 22, 2019, CONSENT CALENDAR AGENDA ITEMS [#5-6](#) & [#5-7](#)

APPROVE MINOR TECHNICAL CHANGES TO SRTA STATE OF GOOD REPAIR PROGRAM POLICY FOR TRANSIT PROJECTS

It is recommended that the board of directors:

1. Approve minor technical changes to the SRTA State of Good Repair (SGR) Program Policy to be consistent with SGR Guidelines developed by Caltrans; and
2. Authorize the executive director to make administrative amendments as appropriate.

ADOPT RESOLUTION 19-14 APPROVING TRANSIT-RELATED PROJECT LIST FOR FISCAL YEAR 2019/20 CALIFORNIA STATE OF GOOD REPAIR PROGRAM

It is recommended that the board of directors adopt Resolution 19-14 approving the FY 2019/20 SGR Project List for new CTSA vehicles and improvements to RABA maintenance and transit facilities.

For FY 2019/20, SRTA was allocated \$240,943. SRTA and RABA submitted the following Project List:

Project	Lead Agency	Allocation Amount
Improve existing CTSA service by purchasing two low-emission vehicles, featuring 8-12-person seating capacity, wheelchair lift, and wheelchair tiedowns	SRTA	\$140,000
Security cameras at the RABA Dispatch/Maintenance Facility and Downtown Transit Center	RABA	\$40,000
Computers for RABA Dispatch/Maintenance Facility	RABA	\$15,000
Downtown Transit Center Rehabilitation and Upgrades	RABA	\$45,943
Total		\$240,943

By motion made and seconded (Browning/Moty), and unanimously carried by roll call vote, the consent calendar was approved.

2020

MEETING ON JUNE 23, 2020, [AGENDA ITEM #5-7](#)

APPROVE PROJECT LIST FOR FISCAL YEAR 2020/21 CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR PUBLIC TRANSIT CAPITAL IMPROVEMENTS

It is recommended that the board of directors adopt Resolution 20-09 approving the FY 2020/21 SGR Project List for a new CTSA vehicle and improvements to RABA transit facilities and services.

Project	Lead Agency	Allocation Amount
Downtown Transit Center Rehab and Upgrades (fully funded)	RABA	\$ 50,000.00
RABA Maintenance Facility Storm Drainage Revisions	RABA	\$ 50,000.00
Electronic farebox systems (2) for Burney Express	RABA	\$ 30,000.00
Real-time bus arrival clock system	RABA	\$ 17,930.00
Improve existing CTSA service by purchasing one vehicle, featuring 8 to 12-person seating capacity, wheelchair lift, and wheelchair tiedowns	SRTA	\$ 100,000.00
Total		\$ 247,930.00

By motion made, seconded (Rickert/Schreder), and unanimously carried by roll call vote, the consent calendar was approved.

2021

MEETING ON OCTOBER 21, 2021, [AGENDA ITEM #5-11](#)

APPROVE PROJECT LIST FOR FISCAL YEAR 2021/22 CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR PUBLIC TRANSIT CAPITAL IMPROVEMENTS

It is recommended that the board of directors adopt Resolution 21-15 approving the FY 2021/22 SGR project list for a total of \$264,642.

Recommended FY 2021/22 SGR Project List

Project Title	Lead Agency	Allocation Amount
RABA Electric Chargers	RABA	\$115,000
RABA Canby Transfer Center Passenger Station Rehabilitation Project	RABA	\$7,000
Security Equipment at CTSA Fleet Maintenance/Storage Yard	SRTA	\$40,000
Regional Zero-Emission Infrastructure Project	SRTA	\$102,642
Total:		\$264,642

By motion made, seconded (Mezzano/Rickert), and unanimously carried by roll call vote, the consent calendar was approved.

2022

MEETING ON SEPTEMBER 22, 2022, [AGENDA ITEM #9](#)

APPROVE PROJECT LIST FOR FISCAL YEAR 2022/23 CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR PUBLIC TRANSIT CAPITAL IMPROVEMENTS

It is recommended that the board of directors adopt Resolution 22-10 approving the FY 2022/23 SGR project list for a total of \$278,758.

Table 1 – Recommended FY 2022/23 SGR Project List

Project Title	Lead Agency	Allocation Amount
RABA Van Replacement	RABA	\$29,025
RABA Zero Emission Bus Replacement and Add a New Charger	RABA	\$128,325
CTSA Vehicle Wash Machine	SRTA	\$37,700
Regional Zero Emission Infrastructure Project	SRTA	\$83,708
Total:		\$278,758

By motion made and seconded by roll call vote (Rickert/Schreder), the staff recommendation passed unanimously.

MEETING ON OCTOBER 27, 2022, [AGENDA ITEM #10](#)

CONSIDER AND APPROVE REALLOCATION OF UNUSED FISCAL YEAR 2019/20 AND 2020/21 STATE OF GOOD REPAIR FUNDS TO NEW PROJECTS

It is recommended that the board of directors adopt Resolution 22-11 to approve the reallocation of FY 2019/20 and FY 2020/21 SGR funds totaling \$127,277.62 to new FY 2022/23 projects.

Table 3 – Proposed FY 2022/23 Projects for Reallocation

Project Title	Project Description	Proposed Reallocation Amount
RABA Bus Stop Signs	Replace 375 bus stop signs for fixed route service.	\$25,000.00
RABA Equipment for Buses and Maintenance Facility	Upgrade security camera systems at transit maintenance facility and downtown transfer center.	\$96,277.62
Total:		\$121,277.62

By motion made and seconded by roll call vote (Schreder/Mezzano), the staff recommendation passed unanimously.

2023

MEETING OF AUGUST 31, 2023, AGENDA ITEM 7-5

...PENDING...