



REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

Wednesday, August 13, 2014

10:00 a.m. – 11:00 a.m.

SLOCOG Conference Room
1114 Marsh Street
San Luis Obispo, California

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

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment by contacting the SLORTA offices at 781-4833. Please note that 48 hours advance notice will be necessary to honor a request.

1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The Committee reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Executive Committee on any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Information Items**
 - A-1 Executive Director's Report (Information)
 - A-2 Present Schedule for Runabout Fare Change Public Meetings (Information)
 - A-3 Need for RTA Bus Parking Lot in Paso Robles (Information)
4. **Action Items**

None
5. **Consent Items**
 - C-1 Executive Committee Meeting Minutes of April 16, 2014 (Approve)

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

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

6. Agenda Review – below are items that will be presented at the September 10, 2014 Board meeting:

Information Items

- A-1 Executive Director's Report (Information)
- A-2 Schedule for Runabout Fare Change Public Meetings (Information)

Action Items

- B-1 Replace Facility Committee with Staff-Focused Facility Technical Advisory Committee; Appoint to Board Liaison to FTAC (Approve)

Consent Items

- C-1 Draft Executive Committee Meeting Minutes of April 16, 2014 (Information)
- C-2 Authorization to Conduct ITS Procurement (Approve)
- C-3 Lease for New Parking for RTA Buses in Paso Robles (Approve)
- C-4 Extend FirstSolar Lease through October 2014 (Approve)
- C-5 RTA Board Meeting Minutes of July 9, 2014 (Approve)

7. Adjournment

Next Executive Committee Meeting: **October 15, 2014**

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

August 13, 2014

STAFF REPORT

AGENDA ITEM: A-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Accept as Information

BACKGROUND/DISCUSSION:

Operations:

RTA celebrated its 5th year of taking the operations in-house, which occurred on August 2, 2009. In conjunction with this milestone, we conducted our "Celebrate Safety" program. This second annual two-day event includes administrative staff personally meeting Bus Operators and Maintenance Technicians at their respective job sites to provide breakfast or lunch, while also providing flashlights and safety whistle key chains. These celebrations took place on July 31st in Paso Robles and August 1st in San Luis Obispo. The safety award is based on no preventable vehicle collisions (Bus Operators only) and no preventable worker's compensation injuries (both Bus Operators and Maintenance Staff).

RTA conducted its quarterly Employee of the Quarter barbecue lunch on July 18th, and bus operator Annamay Beekman was selected by her peers as the winner. Annamay primarily provides Runabout service, and she received nominations from both fellow workers and her riders. Annamay will join us at the September 10th Board meeting. RTA will conduct its next quarterly Employee of the Quarter barbecue lunch on October 31st from 11:30AM until 1:00PM, and the winner will join us at the November 5th Board meeting. Please add that event to your calendars.

Due to an increasing number of Runabout subscription trip requests (also called "standing order" rides) and continued challenges with scheduling during peak travel periods, RTA staff has ceased taking new subscription reservations until further notice. The ADA does not require transit agencies to accept subscription requests, nor do any of RTA's policy documents.

RTA is planning for a new Bus Operator training class of six to seven candidates on September 2nd to fill open positions. Based on our standard six-week training period, it is expected that these new Bus Operators will be ready for revenue service in mid-October.

The Regional Transportation Advisory Committee met on July 16th and discussed potential Runabout fare program changes, final design of the CMAQ funded express

bus services, and an update on North County Transit Consolidation. The RTAC unanimously recommended that RTA pursue an increased double-the-fixed-route fare for Runabout, with a cap of twice the fixed route Regional Day Pass (or \$10.00) for a one-way Runabout trip. The RTAC also recommended that RTA pursue a funding swap of CMAQ funds for FTA Section 5307 funds to purchase two over-the-road coaches. This latter issue was ratified by the SLOCOG Board at its August 6th meeting.

Maintenance:

RTA took delivery of five replacement Runabout cutaway vans in the first week of August; this procurement was authorized by the RTA Board at its May 2014 meeting. These vans are slightly smaller than the buses being replaced, which will improve maneuvering abilities in tight areas and result in slightly improved fuel mileage. These vans will be in service before the end of August, and the vehicles being replaced will be auctioned off.

RTA is working with Ron Turley Associates to implement its new vehicle maintenance software system, the procurement of which was authorized by the Board at its May 2014 meeting. It is our hope to have it fully operational by the end of the September.

RTA continues to meet preventive maintenance schedules according to manufacturer recommendations.

Service Planning & Marketing:

RTA wishes to welcome new Marketing and Community Relations Manager Mary Gardner, who began on August 11. RTA also wishes to thank South County Transit Board Chairman Jim Guthrie and former SLOCOG staff member Angela Nelson for assisting us during the interview process. We are excited to have Mary on-board, as she comes to us with strong marketing credentials and already has strong ties with media outlets in the region.

RTA staff continues to work with SLOCOG staff and others to plan for the 2nd Annual Mobility Management Summit, a “working lunch” that is scheduled for October 23rd. Of particular interest to RTA are discussions with our partners in the region to better understand the needs of institutional users (social services agencies, private healthcare providers, etc.) and to more cost-effectively meet the travel needs of current and potential future Runabout riders. I am hoping that RTA Board members and other elected officials can join us in these discussions.

Staff is working with our SLOCOG, SLO Transit and Caltrans District 5 partners to advance the recently-awarded Joint Short Range Transit Plan. Specifically, we are seeking to kick-off the study in October 2014 rather than waiting until February 2015. This offers many benefits, including the ability to gather performance data during the busy spring months. This effort is being funded primarily with FTA Section 5304 funds, which are competitively awarded statewide.

RTA will implement slight scheduling changes on Route 9, as well as Routes A and B starting August 17th to address some challenges that have arisen since the June 1st North County transit consolidation. In particular, too much time was scheduled between the Twin Cities Regional Hospital and the Atascadero Transit Center, while not enough time was scheduled between the Paso Robles Transit Center and the Twin Cities Regional Hospital. RTA will begin operating Route 14 in conjunction with the Cuesta College academic calendar, and we will also launch the new Cuesta College North Campus late evening shuttle on August 18th.

Finance and Administration:

Staff will provide preliminary financial and operating data through June 30, 2014 at the September 10th RTA Board meeting. RTA set ridership records for both fixed route and Runabout in FY13-14 (763,614 and 43,669, respectively), surpassing the previous records which were established in FY12-13 (734,743 and 37,994).

Open Enrollment health insurance meetings were conducted during the first week of August. Benefits cost are in line with budgeted amounts and will take affect September 1st.

RTA Operations/Maintenance Facility Planning

Staff is developing a plan to develop formal site selection and environmental evaluation documentation for our long-term operations facility. I will attend an all-day CEQA/NEPA workshop in Monterey on October 7th to brush up on these two regulations. RTA will begin searching for outside planning grant funding to assist with this important next step.

The land RTA purchased at 40 Prado Road in June 2014 continues to provide rental income from the U-Haul tenant, and staff is working with FirstSolar to extend its current lease through October 2014.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

August 13, 2014

STAFF REPORT

AGENDA ITEM:	A-2
TOPIC:	Schedule for Runabout Fare Change Public Meetings
ACTION:	Receive public workshop schedule, and receive RTAC recommendation
PRESENTED BY:	Geoff Straw
STAFF RECOMMENDATION:	Receive schedule for public meetings to solicit input on proposed Runabout fare changes; Receive RTAC recommendation that a cap of twice the Regional Day Pass cost be considered

BACKGROUND/DISCUSSION:

At its July 9th meeting, the RTA Board authorized the Executive Director to conduct a minimum of two public workshops on staff's proposal to set the Runabout fares at twice the corresponding fixed route fare.

Subsequent to the Board meeting, the Regional Transportation Advisory Committee recommended that RTA increase Runabout fares to equal twice the fixed route cash fare, with the caveat that RTA establish a cap on one-way Runabout fares equal to twice the fixed route Regional Day Pass, or \$10.00. Staff agrees with this recommendation.

Staff has identified a two-tier public input process on the proposed Runabout fare program changes, as follows:

1. Announce the proposed Runabout fare change during public comment at upcoming City Council meetings, as well as at a Los Osos Citizens Advisory Council meeting, during the month of September and the first week of October. Staff will summarize the proposed fare increase program, and suggest that interested parties attend one of the three public workshops discussed below to provide input.

2. Conduct three public workshops at the following locations:
 - a. Grover Beach Ramona Garden Park on October 14**
 - b. Atascadero Council Chambers on October 15**
 - c. San Luis Obispo Library Community Room on October 16****Dates are pending confirmation**

Notices will also be posted on RTA and Runabout vehicles, and at transit centers throughout the county. These notices will summarize the proposed new Runabout fares, as well as the dates, times and locations of the public meetings. The notices will also invite stakeholders to submit input at the meetings, in writing, or through our website.

Staff recommendation

Receive the schedule for proposed Runabout fare increase public workshops, and distribute the workshop schedule at an upcoming jurisdiction's governing body meeting.

Receive RTAC's recommendation that RTA pursue the proposed Runabout fare program, with the caveat that the maximum one-way Runabout fare be set at twice the fixed route Regional Day Pass price.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

August 13, 2014

STAFF REPORT

AGENDA ITEM: A-3

TOPIC: RTA Bus Parking in Paso Robles

ACTION: Receive Information

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Authorize Staff to Negotiate for Leased Property and Related Improvements

BACKGROUND/DISCUSSION:

Due the regional nature of our services, RTA parks-out buses in Cambria, Nipomo and Paso Robles to avoid excessive “deadhead” travel time and miles. The two Cambria-based buses are currently parked in a secure lot provided by the County, while the two Nipomo-based buses are parked in the Von’s parking lot. For the past several years, six RTA fixed route buses and two Runabout vans have been parked in a secured lot adjacent to the old Paso Robles City Hall on 4th and Pine Streets. However, the City of Paso Robles recently informed RTA that the property has entered escrow, and RTA must find an alternate site. The City anticipates that escrow will close before December 2014.

Staff has worked with the City and County, as well as a real estate agent, to find an appropriate medium- to long-term location. Neither the City nor the County has any excess land that could feasibly be used, nor does the school district. Fortunately, the land just to the north of the Paso Train Station was recently purchased and the new owners are interested in leasing fenced land currently available as a parking lot. This would be an ideal location, since it is adjacent to where the Paso Express buses are parked. It would require RTA to move and extend the existing fence between the area currently used for Paso Express bus parking and the old lumber yard, and to install a new bus exit gate and related improvements.

The cost of the new leased property could be accommodated in the FY14-15 budget using the rental income RTA will receive from our 40 Prado Road property, so no budget adjustment will be necessary for the lease costs. However, there will need to be some capital improvements (fencing and gate mentioned above), and staff is developing those cost estimates.

It should be noted that the lease of this new property – as well as the RTA’s lease with the City for the Paso Train Station – is subject to termination upon planned

redevelopment of the adjacent lumber yard. Based on conversations with the property owners and City officials, that redevelopment could occur in the next three to four years. Any resulting lease language would include a termination clause of not less than six months.

Staff recommendation

Authorize staff to negotiate and execute the lease for a not-to-exceed \$1,500 per month. In addition, authorize staff to execute a contract to design and implement tenant improvements not to exceed \$10,000.



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Draft Minutes 4/16/2014

C-1

Members Present: Shelly Higginbotham, President
Debbie Arnold, Vice President

Members Absent: Frank Mecham, Past President

Staff Present: Geoff Straw, Executive Director
Tania Arnold, CFO & Director of Administration
Anna Mafort-Lacy, Administrative Assistant
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG
Eric Greening, Atascadero

1. Call to Order and Roll Call:

President Shelly Higginbotham called the meeting to order at 10:00 a.m. Silent Roll Call was taken and a quorum was present.

2. Public Comments:

Mr. Eric Greening, Atascadero, thanked **Ms. Aimee Wyatt** for her years of service at RTA. In filling her position, he asked staff to look for qualities of character that show a respect for and an ability to work collaboratively with the public.

3. Information Items

A. Information Items:

A-1 Executive Director's Report

Mr. Geoff Straw began his report by announcing Aimee's departure to the City of Santa Monica. The Employee of the Quarter barbecue lunch is on April 18. The consolidation with Atascadero and Paso Robles is going very well. Michael Seden-Hansen starts with RTA on

May 5 as a Special Projects Coordinator. His position is funded by the City of Paso Robles and he will report directly to the Executive Director. We will have two supervisors in Paso Robles with this consolidation, which is a great benefit to RTA. We will conduct a Bus Operator bid/shift selection meeting on Sunday, May 18 at 5 p.m. North County and RTA bus operators will have a chance to meet each other, and we are inviting Board Members to attend as well. Pizza will be served at the RTA office.

We currently have a Request for Proposals (RFP) to furnish and install a computerized maintenance tracking software system. It's a grant funded project and bids are due May 7. RTA will retire two 1995 Gillig buses. Each has traveled over a million miles.

Staff continues to work with North County Cuesta College to develop late-evening service from the campus to Paso Robles. They have presented some operating funds. The cities of Atascadero and Paso Robles, as well as the County, have agreed to it. We will look at this as a pilot project and we likely amend a budget at the July meeting. **Mr. Pete Rodgers**, SLOCOG, said the agreement still needs to go through the Paso Robles City Council. Atascadero gave a tentative yes. Staff supports it, but it has to go to City Council as well. The County supports a share of the service.

Staff continues to work with Community Action Partnership San Luis Obispo (CAPSLO) to purchase the property at 40 Prado. The soil sample came in clean. We are now developing the final agreements for the purchase. **Mr. Tim McNulty** said staff drafted a contract for CAPSLO buy the property from the seller, Condor Enterprises, which they may or may not use. Condor has its own version, and the differences between the two documents will have to be resolved. Then we will develop an agreement for RTA to buy a portion of the property from CAPSLO. This will entail us hiring an engineer to plot the new parcel we will be acquiring. This will then have to go through the City of San Luis Obispo to create a public lot. The cost of these steps should be shared 2/3 : 1/3 CAPSLO.

RTA ratified the collective bargaining agreement with the Labor Union and it is effective through January 31, 2018.

Mr. Straw concluded the Executive Directors report.

Mr. Greening clarified that **Michael Seden-Hansen** would continue to serve on the Regional Transit Advisory Committee (RTAC) now that he works for RTA. He hoped to get a look at the problem-solving process in regards to the Cuesta College North Campus late night service. He asked if a verbal report could be presented at the April 17 RTAC meeting. **Mr. Straw** said **Mr. Seden-Hansen** can continue on the committee as he represents the City of Paso Robles and it's covered under a separate budget. We will be presenting information to the committee regarding the services we will be providing.

4. Action Items

B-1 RTA FY14-15 and FY15-16 Budget and FY15-16 Operating Budget, and FY14-15 through FY18-19 Capital Budget

Mr. Straw announced the budget for the fiscal years 2014-15 and 2015-16. Staff is again developing a two-year operating budget and five-year rolling capital budget. We will be operating the same level of core services. He asked **Ms. Tania Arnold** to present the budget.

Ms. Arnold reviewed the objectives, including maintaining services levels, increasing reserves and continuing to work on efficiencies. Route 9 has slight changes, which are addressed in the funding. Staff continues to address overcrowding issues and looks forward to implementing additional service with the CMAQ grant. Additionally, we are presenting a five-year capital program that includes the procurement of eight new 40-foot buses and two over-the-road coaches, as well as five Runabout/Dial-A-Ride vehicles over the next two years.

FY14-15 operating budget is \$8.3M and FY14-15 capital budget is \$5.7M. Also included in the capital budget is \$52,000 for shop equipment for the maintenance department and \$15,000 for facility improvements, such as the ITS software for the on-board camera security systems on our existing and new fleet.

Staff is taking a more conservative approach to STA as they have been fluctuating greatly and will be slightly lower overall. We use STA for capital as much as possible and not rely on it for operating. Local Transit Fund (LTF) projections are up about 10% and will be applied toward the operating budget. **Ms. Arnold** announced staff was successful in getting about \$800,000 in Job Access Reverse Commute (JARC) funding for FY14-15 for Route 10 and North Coast. However, this will be the last year and it will create a significant gap in the FY15-16 budget. We are using the funding levels this year of \$460,000 and allocating the balance next year to help off-set the shortfall.

We have the new CBA included in the budget, as well as delivery of eight vehicles in February or March 2015.

Administration expenses are up just over 5% due to workers compensation insurance. There is also a significant increase in our professional development line-item as staff shows tremendous interest in seeking additional training and cross-training opportunities.

Runabout service hours are expected to increase due to demand. Staff is proposing one additional full-time Bus Operator for Runabout. All other core positions remain unchanged.

The positions and other expenses related to the North County Consolidation are listed as a separate and distinct column.

Fuel consumption is budgeted at \$4.15, slightly lower than recent years. The new vehicles have a diesel exhaust fluid (DEF) additive that is used to lower emissions. This is included in the fuel line item.

There are no significant changes related to the operating revenue, other than JARC funding. Page B-1-9 reflects the breakdown of request from each of the cities for LTF funding. This page also lists funding uses for RTA core services.

We used Prop 1B funding to significantly reduce the loan amount for building improvements related to our current facility. The interest expense related this has dropped significantly as a result. Rabobank also reduced the interest rate on this loan.

Page B-1-10 addresses capital revenue for FY14-15 and FY15-16. It's difficult to project funding beyond those fiscal years. We are projecting paying off the loan when our lease expires and adjusted payments accordingly.

Page B-1-11 highlights all expenses for RTA core, North County and SLO County services. It gives detailed information on how the line items break out.

Page B-1-12 outlines Capital expenditures, where we project out needs such as vehicles, office equipment, software, camera systems and other items. **Mr. Straw** pointed out the need for funding in FY17-18 to replace two buses, estimated at \$1.2M. We don't have a funding source to replace buses.

Ms. Arnold reviewed the subsequent pages, which break out the budget by route. Route 9 increased service hours due to service to Cuesta North Campus. Page B-1-16 outlined Runabout expenses, which are significant and indicates the number of service hours are almost equal to that of RTA fixed routes. Page B-1-18 is the County Services budget, which SLO County has already approved. This service includes the Beach Trolley, Nipomo Dial-A-Ride, senior vans in Cambria and Cayucos and similar services. Page B-1-19 is the budget for North County services, which includes Routes A and B and Paso Robles Dial-A-Ride.

Ms. Arnold concluded her report.

Mr. Greening appreciated the emphasis of maintaining core services, avoiding cuts and enhancing service whenever possible. He asked if the costs associated with the new labor agreement is included in the budget. **Mr. Straw** said it is and we have stability for the next four years.

Vice President Arnold moved to approve Staff Recommendation to accept the operating and capital budget, Item B-1 and **President Higginbotham** seconded. The motion passed on a voice vote with **Past President Frank Mecham** absent.

B-2 RTA Reserve Funds Policy

Mr. Straw briefly reviewed two reserve funds: Cash Flow Reserve and Capital Projects Reserve, which were previously presented. The policies will provide direction to staff when developing annual budgets and guide decisions in the event of budget shortfalls or windfalls.

RTA will maintain a cash flow reserve amount of 25% of the net operating costs. This is already done for TDA purposes, but a policy codifies the process.

Capital Projects Reserves will be based upon 20% of the five-year annual average capital projects cost and represents the typical local-match required for Federal funding.

Mr. Straw concluded his report.

Vice President Arnold moved to approve Staff Recommendation to approve the Reserve Policy, Item B-2 and **President Higginbotham** seconded with **Past President Mecham** absent. The motion passed on a voice vote.

B-3 Revised Runabout No-Show Policy

Mr. Straw presented the old and new versions of the Runabout No-Show Policy. The first version was adopted in March 2012 and rolled out a year later. The Triennial Review finding cites the policy is out of compliance, too harsh and doesn't identify a pattern of missed trips.

The revised policy indicates the number of missed trips and no-show penalties, as well as a clear schedule for suspension of service.

Mr. Straw concluded his report.

Mr. Greening pointed out that he can ride the fixed routes 20 times and use approximately the same subsidy amount a Runabout rider uses for one trip.

Vice President Arnold moved to approve Staff Recommendation to approve Item B-3 and **President Higginbotham** seconded with **Past President Mecham** absent. The motion passed on a voice vote.

5. **Consent Agenda Items**

C-1 Executive Committee Meeting Minutes of February 19, 2014

C-2 Executive Committee Meeting Minutes of March 12, 2014

Mr. Greening pointed to Page C-1-4, halfway down, to his comments to Item A-2 of the February 19th meeting minutes. He recommended changing the word, “see,” to “adapt”. “It can be very difficult to **adapt** when de-boarding at dark bus stops.”

Vice President Arnold moved to approve Consent Agenda Items with the recommended change and **President Higginbotham** seconded with **Past President Mecham** absent. The motion passed on a voice vote.

6. **Agenda Review:**

Mr. Straw briefly reviewed the agenda for the Board meeting of May 7, 2014.

7. **Closed Session Items:**

CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Section 54957.6)

Agency representative: Shelly Higginbotham

Unrepresented employee: Geoff Straw, Executive Director

The committee went into *Closed Session* at 11:11 a.m. and returned to *Open Session* at 11:19 a.m.

8. **Open Session:** **Mr. Tim McNulty**, Legal Counsel, reported that the Board met in closed session, no reportable action was taken.

9. **Adjournment:** **President Higginbotham** adjourned the meeting at 11:20 a.m.

Respectfully Submitted,

Acknowledged by,

Anna Mafort-Lacy
Administrative Assistant

Shelly Higginbotham
RTA President