

## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

PLEASE NOTE THE DATE, TIME, AND LOCATION:

**Wednesday, October 15, 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 Update on Runabout Fare Increase Public Input Effort (Verbal)
- 4. Action Items**
  - B-1 Resolution to Submit Application for State Prop 1B Funds (Approve)
- 5. Consent Items**
  - C-1 Executive Committee Meeting Minutes of August 13, 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 November 5, 2014 Board meeting:

Information Items

- A-1 Executive Director's Report (Information)
- A-2 Planning and Programming of FTA-Funded Projects (Information)
- A-3 Update on Joint RTA / SLO Transit Short Range Transit Plan (Information)

Action Items

- B-1 Resolution to Submit Application for State Prop 1B Funds (Approve)
- B-2 Public Hearing: Consider Runabout Fare Increase Proposal (Approve)

Consent Items

- C-1 Executive Committee Meeting Minutes of Aug. 13, 2014 (Information)
- C-2 Accept FY13-14 Independent Auditors Report (Approve)
- C-3 RTA Board Meeting Minutes of Sept. 10, 2014 (Approve)

**7. Adjournment**

Next Executive Committee Meeting: **December 10, 2014**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**October 15, 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 will conduct its next quarterly Employee of the Quarter barbecue lunch on October 31<sup>st</sup> from 11:30AM until 1:00PM, and the winner will join us at the November 5<sup>th</sup> Board meeting. Please add that event to your calendars.

RTA expects to complete its new Bus Operator training class of seven (originally eight) candidates on October 16<sup>th</sup> fill open positions.

The Regional Transportation Advisory Committee will meet on October 16<sup>th</sup> to discuss progress on Runabout fare program change public outreach efforts, an update Cuesta North Campus Shuttle services, FTA funding/programming, and discuss the joint RTA/SLO Transit Short Range Transit Plan scope of work.

**Maintenance:**

RTA has sold two cutaway vans through auction (EBay) over the past two months. Three full-size buses and two staff cars are awaiting auction in the coming weeks.

RTA has completed the phase one implementation of its maintenance software system (Ron Turley Associates). I expect to provide preliminary performance data at the January 2015 Board meeting.

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

**Service Planning & Marketing:**

RTA staff continues to work with SLOCOG staff and others to plan for the 2<sup>nd</sup> Annual Mobility Management Summit, a "working lunch" that is scheduled for October 23<sup>rd</sup>. 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. Please get your RSVPs in to Sara Sanders in the SLOCOG office.

**Finance and Administration:**

RTA has completed its annual fiscal and compliance audit, which will be presented at the November 5<sup>th</sup> Board meeting. No significant findings or material weaknesses were found.

Staff will provide preliminary financial and operating data through September 30<sup>th</sup> at the November 5<sup>th</sup> RTA Board meeting.

The County Counsel office will begin sending out the Executive Director Annual Review documents in the coming weeks. A closed session will be planned for the January 7<sup>th</sup> Board meeting to complete that review.

**RTA Operations/Maintenance Facility Planning**

The RTA Property Subcommittee will meet on October 24<sup>th</sup> to discuss current lease arrangements, Downtown Transit Center progress, and environmental planning for the RTA operations/maintenance facility.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**October 15, 2014**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Resolution Authorizing Administrator to Submit Application on behalf of RTA for State Proposition 1B Funds

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Adopt Resolution

California Proposition 1B was passed by voters in November 2006. Staff estimates that up to \$2.1 million will be apportioned to San Luis Obispo County for transit-related capital projects over the next two years for general capital-related projects, and up to \$213,000 for safety/security projects. RTA is an eligible recipient for both of these funding sources.

Besides RTA, eligible recipients of the Proposition 1B funds include San Luis Obispo Regional Transit Authority, the City of Morro Bay, the City of San Luis Obispo, the City of Atascadero, the City of Paso Robles and San Luis Obispo County. Grants will be due to the San Luis Obispo Council of Governments by February 1, 2015. Projects must be transit-related capital projects and have a minimum life span of 10 years.

**Staff Recommendation**

Approve the attached resolution authorizing the RTA Executive Director to submit a Proposition 1B grant application of up to \$2.1 million for potential capital projects and up to \$213,000 for potential Safety and Security Capital projects for the fiscal years 2014/15 and 2015/16 apportionments. Please note that these amounts are subject to a competitive application process for the entire region.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 14-\_\_\_\_\_

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 FOR  
CALIFORNIA PROPOSITION 1B PROGRAM FUNDS

**WHEREAS**, the San Luis Obispo Regional Transit Authority is an eligible applicant for California Proposition 1B Program funds; and,

**WHEREAS**, the San Luis Obispo Regional Transit Authority is in need of various capital-related materials, supplies, and equipment, all of which are eligible for purchase under the California Proposition 1B Fund Program; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority will continue to provide public transportation services in San Luis Obispo County; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority is seeking grant funding to optimize the use of Transportation Development Act funds provided by the various jurisdictions included in the Joint Powers Agency Agreement; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority is requesting up to \$2,300,000 for the FY14/15 funding year cycle from the Proposition 1B Fund Program for the purchase of various materials, supplies and equipment including transit vehicle replacement.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director or his designee to submit a proposal to the San Luis Obispo Council of Governments from the California Proposition 1B Fund Program of up to \$2,100,000 for general capital projects and up to \$213,000 for Safety and Security capital projects for the upcoming funding cycle.

**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 or his designee 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 5<sup>th</sup> day of November 2014.

\_\_\_\_\_  
Shelly Higginbotham, Chairperson  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

By: \_\_\_\_\_  
Timothy McNulty  
RTA Counsel

Date: \_\_\_\_\_



## San Luis Obispo Regional Transit Authority

### Executive Committee Meeting

Draft Minutes 8/13/2014

C-1

Members Present: Shelly Higginbotham, President  
Debbie Arnold, Vice President  
Frank Mecham, Past President

Members Absent:

Staff Present: Geoff Straw, Executive Director  
Anna Mafort-Lacy, Administrative Assistant  
Tim McNulty, County Counsel

Also Present: Ron DeCarli, SLOCOG  
Aida Nicklin, SLOCOG  
Eric Greening, Atascadero

**1. Call to Order and Roll Call:**

**President Shelly Higginbotham** called the meeting to order at 10:02 a.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening**, Atascadero, said it is a joy to ride the buses. The drivers are very pleasant and morale appears to be good. The passengers are having a good experience. It will get tight with Cuesta beginning the school year Monday and Cal Poly resuming sessions next month. I would like to commend Bus Operator **Ms. Tracey Johnson** for briefing her passengers about Friday's event in Atascadero. She provided suggestions for the park-and-riders use the Albertson's lot off Curbaril to get to her bus on Friday morning on Route 9.

**3. Information Items**

A. Information Items:

#### A-1 Executive Director's Report

**Mr. Straw** began his report by announcing RTA celebrated its five-year anniversary on August 2. Staff used this milestone to also conduct its annual Celebrate Safety program by providing breakfast and lunch to bus operators and mechanics. Administrative staff went out on the buses and thanked drivers in front of passengers for doing a great job. We also provided them with flashlights and safety whistle keychains.

RTA held its quarterly barbecue on July 18. Annamay Beekman is the Employee of the Quarter and will be at the September 10 Board meeting. The next barbecue is scheduled for October 31.

We are no longer taking new subscription trip requests for Runabout. There are getting to be too many "standing order" requests, especially by institutional users.

RTA is planning a new Bus Operator training class with up to eight candidates. The class will begin on Tuesday, September 2.

The Regional Transportation Advisory Committee (RTAC) met on July 17 and discussed the potential Runabout fare changes as well as the Congestion Mitigation Air Quality (CMAQ) funding of new express bus services. RTAC recommended that RTA pursue increasing the Runabout fares to be equal to twice the cash fixed route fare with a cap that is twice the cost of the \$5 Regional Day Pass, currently \$10.

Staff took delivery of five new Runabout cutaway vehicles last week. These vans are slightly smaller, carrying up to 10 passengers. They are more maneuverable and have better fuel economy. **Mr. Ron DeCarli**, San Luis Obispo Council of Governments (SLOCOG), inquired about the lifespan of these vans. **Mr. Straw** said they are good for four years or 150,000 miles. The vehicles they are replacing have more than 300,000.

We are working with Ron Turley Associates to implement the new vehicle maintenance software system. We hope to have it fully operational by the end of September. We will begin reporting some of the date at the November meeting.

**Ms. Mary Gardner** is the new Marketing and Community Relations Manager. She began August 11 and brings great marketing credentials. We will create a marketing plan that will feed into the budget and the Short Range Transit Plan with SLO Transit.

The Mobility Management Summit will be on Thursday, October 23. This event will be a listening session and we would like elected officials to hear from various agencies regarding what they are up against while working together to find solutions.

Caltrans is allowing RTA and SLO Transit to begin working on the joint SRTP earlier than expected. We will begin the study by going out to bid in October. This will enable us to gather data during the busy spring months.

Staff made minor adjustments to the schedules for Route 9 and Paso Express Routes A and B starting Sunday, August 17. These tweaks are mainly to address some timing issues and increase connectivity between the routes. We will also begin operating the new Cuesta North County late evening shuttle service on Monday, August 18.

We hit another record for both the fixed routes and Runabout. Fixed route ridership went up about 4%. Runabout increased by 15% over the previous year. This represents about a \$300,000 cost overrun to operate Runabout.

**Mr. Straw** will attend a workshop on October 7 to begin the planning process for the new facility. We've identified some money in next year's FTA 5307 funds to do the planning. **Mr. DeCarli** asked if RTA has a cost-sharing agreement with the other jurisdictions for the FTA 5307 split. **Mr. Straw** said staff prepared a five-year plan for 5307 and 5339 and presented it to the operators in the three urbanized areas.

**Mr. Straw** concluded the Executive Director's report.

**Mr. Greening** pointed out the Runabout fare increase proposal will come as a shock to many people. He suggested it be presented in the context that all service—Runabout and fixed route—will be affected if nothing is done, and all ideas to help contain cost overruns are welcome.

**Vice President Debbie Arnold** asked if RTA would consider writing a letter in support of installing an enhanced crosswalk in Santa Margarita. **Mr. Straw** agreed.

#### A-2 Schedule for Runabout Fare Change Public Meetings

**Mr. Straw** distributed a preliminary list of suggested city council and public meeting dates to address the proposed Runabout fare increases. **Mr. Greening** recommended making sure the Atascadero Dial-A-Ride is aware of the meeting and available to transport people to the North County event on October 15. **Mr. Straw** continued by saying staff will send out letters to active Runabout riders who've ridden in the last year. Los Osos has the highest per capita use in the entire county. We are trying to get on the agenda of the September 25 LOCAC meeting. We are giving ourselves enough time to try and get on all city council agendas. I understand some agendas are full. We will do public comment on any meetings for which we cannot get on the agenda.

**President Higginbotham** suggested outlining the reasons for the fare increase, highlighting the fact that the entire service could be threatened. That way, they will have a better understanding of the situation even if they do not come to the workshop.

**Past President Mecham** inquired if staff would be doing any radio guest spots. **Mr. Straw** said he would look into it. **Mr. Greening** pointed out election season will soon fill up spots. **Mr. Greening** asked if staff would have any preliminary feedback at the RTAC meeting. **Mr. Straw** thought so.

#### A-3 Need for RTA Bus Parking Lot in Paso Robles

**Mr. Straw** briefly reviewed the current locations of RTA park-outs, which include Cambria, Nipomo and Paso Robles, as a way to reduce deadhead travel time and miles. We have been parking rent-free at the current Paso Robles location on 4<sup>th</sup> and Pine Streets for several years. This location has been for sale and has gone into escrow. They are looking to close around December. We need to get out of there. Staff worked with the city, county, school district and a real estate broker to seek out options. We considered a small parcel out by the Paso Robles airport, but it creates a bit of deadhead and is not ideal from an operations standpoint.

**Mr. Straw** discussed the option of leasing a parcel just north of the Paso Train Station. This would be an ideal location, since it is adjacent to where the Paso Express buses are parked. RTA will have to move and extend the existing fence and install a new bus exit gate. Improvements are expected to cost about \$10,000. Rent will be \$1,500 per month. The landlord wants us to pay for half the cost to move the fence on their property as part of the upfront cost. If we stay a second year, they will reimburse us for the other half of this cost. **Mr. DeCarli** noted the maximum time RTA will have use of the lot will be about three years.

**Vice President Arnold** suggested working with the State to park at the fairgrounds. **Mr. Straw** said it is unsecured and our buses were broken into and vandalized when we parked when we parked there in the past. There are also many events that may impact our ability to park buses. We need enough space for six big buses, at least two Runabout vehicles and up to 12 employee passenger vehicles. The school district does not have enough space. One option we are looking into is parking behind Cuesta College North campus near the temporary buildings. This could be a great long-term solution, but it is a dirt area and close to nearby homes, which might cause noise problems because our buses start operating at 4:30am. **Vice President Arnold** suggested looking at the Ravine Water Park lot and using a temporary fence.

More discussion ensued about various locations and options in and around Paso Robles, Templeton and San Miguel.

**Mr. Straw** concluded his report by stating staff would take another look at the airport, fairgrounds and Water Park to see if these are possibilities as a short term solution. Plan A is to approach Cuesta College to possibly secure parking at their North Campus. Plan B is to find short term solution and have it in place before December. Staff must get direction at the September Board meeting and adopt something no later than the November meeting.

**4. Action Items**

None

**5. Consent Agenda Items**

C-1 Executive Committee Meeting Minutes of April 16, 2014

**Vice President Arnold** moved to approve Consent Agenda Items and **Past President Mecham** seconded. The motion passed on a voice vote.

**6. Agenda Review:**

**Mr. Straw** quickly reviewed the Board agenda for the meeting of September 10, 2014. He noted Action Item B-1 will address replacing the facility committee with a staff-focused Facility Technical Advisory Committee (FTAC). This item will also request the Board appoint a liaison to serve on the committee.

**7. Closed Session Items:**

None

**8. Open Session:**

None

**9. Adjournment: **President Higginbotham** adjourned the meeting at 10:58 a.m.**

Respectfully Submitted,

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Anna Mafort-Lacy  
Administrative Assistant

Acknowledged by,

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Shelly Higginbotham  
RTA President