



AGENDA
REGIONAL TRANSIT ADVISORY COMMITTEE

Thursday, October 16, 2014
2:00 p.m. – 3:30 p.m.
San Luis Obispo Council of Governments
1114 Marsh Street
San Luis Obispo, CA 93401

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 RTA 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 COMMENTS: This portion of the agenda is set aside for any members of the public to directly address the Regional Transit Advisory 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. A. INFORMATION AGENDA ITEMS:

- A-1 Executive Director's Report (Verbal)
- A-2 Member Comments/ Reports from Jurisdictions (Receive)

B. ACTION AGENDA ITEMS:

- B-1 Planning & Programming of FTA-Funded Projects (Recommend)
- B-2 Authorize Prop 1 B grant submittals (Recommend)
- B-3 Joint SLO Transit / RTA Short Range Transit Plan Scope of Work (Recommend)

C. CONSENT AGENDA ITEMS:

The following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTAC 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 RTAC members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 RTAC Minutes of July 17, 2014 (Approve)

D. ADJOURNMENT

Next Meeting: January 15, 2015

REGIONAL TRANSIT ADVISORY COMMITTEE

October 16, 2014

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Planning and Programming of FTA-Funded Projects

PRESENTED BY: Geoff Straw

STAFF RECOMMENDATION: Receive as Information

BACKGROUND/DISCUSSION:

SLOCOG staff assists the three urbanized areas in the County in planning and programming Federal Transit Administration funds on an annual basis. SLOCOG informed all transit operators in the urbanized portions of the county (RTA/SCT/Paso Express, SLO Transit and Atascadero Transit) of the process that would be used this year, with the goal of bringing a recommended final two-year Program of Projects to the SLOCOG Board at its December 3, 2014 meeting. Of particular interest is a longer planning horizon that would be used this year; each transit agency was required to propose projects in the next five years although two years' worth of projects would be programmed.

It should be noted that the most recent¹ two-year federal transportation bill (known as *Moving Ahead for Progress in the 21st Century*, or MAP-21) did not include discretionary funds for transit capital projects that the region has traditionally used to fund costly bus replacement and/or facility projects. Instead, MAP-21 provided increased formula funds that small urbanized areas can use for capital projects². As mentioned in earlier RTA and SLOCOG meetings, it is clear that the total amount of FTA funds available to the region has been drastically reduced in comparison to previous years and transit operators will likely struggle to meet long-term capital and operating funding needs.

SLOCOG conducted meetings in each of the three urbanized areas in late-September and October to review proposed projects, and to determine if unanimity could be achieved, despite the scarcity of FTA funds and needs in the region that far outstrip anticipated revenues. All participants agreed that maximizing FTA funds for operating/planning needs is the highest priority, followed by bus replacement / bus rehabilitation projects. RTA staff's next highest priority is solving our long-term operations/maintenance facility needs, followed by a consolidated downtown SLO transit center. The lowest-priority projects – while still important – include bus stop improvement projects, and support vehicles. Since SLOCOG is still working with

¹ MAP-21 expired on September 30, 2014.

² These new FTA Section 5339 Capital Program funds are administered by Caltrans, although to date grants have yet to be fully executed.

urbanized transit operators to finalize the financially constrained list of projects in each urbanized area, RTA staff will provide an updated table at the RTA Board meeting on November 5th.

REGIONAL TRANSIT ADVISORY COMMITTEE

October 16, 2014

STAFF REPORT

AGENDA ITEM: B-2

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 5th 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: _____

RTAC ITEM B-3

SCOPE OF WORK: Joint San Luis Obispo RTA and SLO Transit 7-Year Plan

Introduction

The San Luis Obispo Regional Transit Authority (RTA), in coordination with the City of San Luis Obispo Public Works Department (SLO Transit), intends to retain a qualified and committed professional transportation planning firm to prepare the Coordinated RTA and SLO Transit Joint Short Range Transit Plan (Joint Plan). The Joint Plan planning horizon is from FY15-16 through FY22-23.

The primary objectives of the Joint Plan are as follows:

1. To assess the current and projected conditions (demographic, socioeconomic, land use and operating) in the study area.
2. To assess RTA and SLO Transit services in light of existing goals, objectives and standards to determine appropriate and sustainable service levels.
3. To develop a financially constrained plan for the two services, in light of projected economic conditions and opportunities for coordination/consolidation (where warranted).
4. To identify and make recommendations for individual and joint service efficiencies, systems integration, and cost-sharing opportunities.

A Study Steering Committee will be assembled for this Joint Plan, and it will be comprised of two staff persons from both RTA and SLO Transit, as well as one SLOCOG staff person.

Working Papers described below will be presented for advice and recommendations to the following existing Advisory Bodies:

1. RTA's Regional Transit Advisory Committee (RTAC), and
2. SLO Transit's Mass Transportation Committee (MTC).

Both of these Advisory Bodies are already fully-functioning and active committees, comprised of community members appointed by each respective governing body. A broad range of stakeholders are represented on these Advisory Bodies, including other transit agencies in the county, disabled community members, senior citizens, bus riders, business, technical, and representatives from the California Polytechnic State University and Cuesta college campuses.

To encourage robust public participation beyond that required in RTA's and SLO Transit's existing public participation policies, focused efforts will be undertaken at key points in the Joint Plan study process. At a minimum, a joint RTAC/MTC meeting will be conducted to consider and recommend acceptance of the 1st Working Paper (overview of existing systems) and 4th Working Paper (operating and budget plans). An additional joint RTAC/MTC meeting will be

conducted to consider recommendation of the draft Joint Plan for acceptance by each agency's governing board. These meetings will be preceded by enhanced public outreach efforts facilitated by/coordinated among the two transit agencies to seek input from the transit riding and non-riding communities. In order to engage riders and other stakeholders further in this process, all agencies will include information about the projects on their website, as well as ongoing communications through emails, Facebook and Twitter accounts. RTA and SLO Transit will include progress reports using Rider Alerts inside the buses.

A summary of the tasks for the Joint Plan are provided below:

1. Project administration
2. Confirm project goals and finalize scope of services and work plan / schedule
3. Overview of transit systems
4. Goals, objectives and standards applicable to each system
5. Service and system evaluations
6. Operations plans and budgets
7. Capital improvement programs
8. Analyze Joint Coordination among RTA and SLO Transit
9. Draft Joint Plan
10. Final Joint Plan

The sections below detail each task with related task deliverable information and responsible parties. All interim documents must be provided in MS Word and MS Excel to facilitate comments from the Joint Plan Steering Committee. In addition, all interim and final documents will be provided in PDF format to facilitate sharing with the public on each agency website.

Task 1.0 Administer the Joint Plan Project

This task is divided into four sub-tasks.

Sub-Task 1.1: Initial Communication with Caltrans on Final Grant Award

SLOCOG and Caltrans District 5 liaison with Headquarters will arrange for a teleconference with the RTA project manager to confirm the final scope, local match commitment and projected schedule.

Sub-Task 1.2: Request for Proposals and Consultant Selection

Following review of the RFP package by Study Steering Committee, the RTA Project Manager will release the Request for Proposals approximately six weeks before written proposals with cost projections are due. Based on evaluation criteria spelled out in the RFP package, a select number of Steering Committee members will rank the submittals independently and then convene to discuss their findings and recommendations for final award by both the RTA Board and SLO City Council.

Sub-Task 1.3: Monthly Billing and Written Status Report on the Work Completed to Date

The consultant will submit to the RTA Project Manager a written summary of the Joint Plan status with a complete itemization of charges. Upon verification of deliverables, the RTA Finance Manager will then process the consultant invoice incorporating a 10% retention that will be held until project completion; subsequently, RTA will submit to the SLOCOG financial officer proof of payments accompanied by the most recent monthly invoices (already paid by the RTA) for SLOCOG to send a reimbursement request to Caltrans on a quarterly basis and provide RTA with the due compensation for consultant services as well as any RTA applicable administrative charges.

Sub-Task 1.4: Quarterly Reporting to Caltrans

The SLOCOG Financial Officer will prepare the quarterly reimbursement request to Caltrans District 5 using the quarterly reporting form, with a progress report that will cover the Consultant activities to date, the associated RTA, SLO Transit and SLOCOG concurrent efforts in working with the consultants, as well as any update on the project schedule adherence and percent spent to date versus percent of the scope accomplished to date.

Task 1.0 Administer the Joint Plan Project		
Sub-tasks	Deliverables	Lead Role(s)
1.1 Initial communication with Caltrans, the funding agency	Teleconference agenda; summary of follow up actions by participants	<i>RTA project and finance managers, SLOCOG, Caltrans District 5 and Caltrans Headquarters</i>
1.2 RFP and Consultant Selection	Outreach to consultant networks; team selection; panel interviews; and final contract award by policy board	<i>Joint Plan Steering Committee and prospective consultant teams</i>
1.3 Monthly status report	Invoices and processing	<i>Consultant; RTA; City</i>
1.4 Quarterly reports to Caltrans	Financial status and synopsis on progress to date	<i>SLOCOG</i>

Task 2.0 Confirm Project Goals and Finalize Scope of Services and Work Plan

Kick off meeting with RTA / SLO Transit / SLOCOG and selected consultant(s) to negotiate final task budget and determine final schedule with milestones and deliverables.

Task 2.0 Plan Goals and Scope/Budget Adoption	Deliverables	Lead Role(s)
Kick off meeting	Meeting agenda and minutes; finalized budget and detailed project schedule	<i>Consultant</i>

Task 3.0 Overview of Transit Systems

Selected consultants will work with RTA, SLO Transit and SLOCOG to prepare an overview of the existing transit systems in the area, specifically:

1. Brief History
2. Governance
3. Organizational Structure (use graphic format)
4. Transit Services provided and Areas Served – Describe fixed route, demand responsive, and connecting services and areas served, and the number of weekday peak vehicles required for each type of service.
 - A. Fixed Route Services, including local, regional, express & other services.
 - B. Demand responsive (includes operator-provided services and services provided under partnership agreements).
 - C. Connecting services provided by others in San Luis Obispo County and adjacent counties (Monterey-Salinas Transit in Monterey County and Santa Maria Area Transit in Santa Barbara County; Ride-On Agricultural Workers Vans in Kings and North Santa Barbara Counties).
5. Fare Structure – for fixed route and demand responsive services, and for inter-operator transfers.
6. Revenue Fleet – Provide a general description of the revenue vehicle fleet. Identify the non-revenue fleet separately. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory required under Section 6 of this document).
7. Existing Facilities – Describe individual or grouped facilities, including administrative, maintenance and fueling, vehicle storage, park & ride and bicycle facilities.
8. Review of the status of recommendations made in recent plans or studies, including:
 - A. December 2014 Regional Transportation Plan (SLOCOG lead);
 - B. Summer 2014 US 101 Mobility Master Plan (SLOCOG-Caltrans lead);
 - C. 2014 Land Use and Circulation Element Update (City-lead);
 - D. June 2012 Bus Rapid Transit Feasibility Study (SLOCOG lead);
 - E. June 2011 BRT Potential in South County (SLOCOG lead);
 - F. September 2010 RTA and Nipomo Short Range Transit Plans (RTA-lead);
 - G. May 2009 SLO Transit Short Range Transit Plan (City-lead);
 - H. 2008 Regional Fare Improvement Study (SLOCOG-lead);

- I. North County Transit Plan update (Santa Barbara County Association of Governments lead, due for adoption in same timeline as the Joint Plan);
- J. Ride-On 7 Year Transportation Plan Update (SLOCOG lead, due for adoption April 2015);
- K. The three most recent Unmet Transit Needs reports prepared by SLOCOG (including the April 2015 findings and recommendations);
- L. 2013 Park & Ride Lot Study (SLOCOG-lead); and
- M. The last two sets of TDA triennial performance audits for each agency and the status of their follow up actions to date (two independent auditors on same years).

Task 3.0 Overview of Transit Systems	Deliverables	Lead Role(s)
Overview of existing systems, highlighting changes made since the last Plans were adopted. Status of recommendations from other plans or studies	Working Paper #1: History, governance, service types, fare structures, capital assets	<i>Consultant, with input from RTA, SLO Transit and other stakeholders</i>

Task 4.0 Goals, Objectives and Standards

1. Taking into account recent triennial performance audits and any new findings, the process for establishing, reviewing, and updating goals, objectives, and standards will be outlined. Goals and objectives should be comprehensive and address all major areas of operator activities, including principles and guidelines under which new service would be implemented. Performance standards should be measurable, and should address both the efficiency and effectiveness of the services provided by the operator.
2. Once the consultants have issued a draft product on recommended changes to the prior goals, objectives and standards, as well as recent performance in relation to the standards, the Steering Committee will meet to explore areas where common goals or objectives might be desirable and feasible to achieve in the near or longer terms. The results of this meeting will be presented in public meetings by the RTA project manager to the Advisory Bodies (the RTAC and MTC meet in settings that are open to the public and encourage community discourse).
3. Portray and discuss new or revised goals and related objectives and standards; identify changes from prior SRTPs.

Task 4.0 Goals, Objectives and Standards	Deliverables	Lead Role(s)
Update each agency's mission statement as well as previous goals, objectives and standards, and look for possible common goals between the two systems	Working Paper #2: Matrices to compare prior goals, objectives and standards with newly recommended ones by system with supporting narrative	<i>Consultant, Advisory Boards input</i>

Task 5.0 Service and System Evaluation

1. **Service Standards:** Evaluate route-level and system-wide performance against current service standards. Describe the evaluation process. Evaluate the three most recent years for which complete data is available. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures should include passengers per revenue vehicle hour, passengers per revenue vehicle mile, percent of bus trips with standing passenger loads, operating cost per revenue vehicle hour, operating subsidy per passenger-trip, farebox recovery ratio, average fare, deficit per passenger, and on-time performance. Some of this data will be readily available from the 2013/14 TDA triennial performance audits currently in progress under a separate consultant contract to SLOCOG for both operators.

2. **Demographic and Transit Standards Analysis:** Create a “transit score” map in order to spatially analyze several transit-oriented demographic and socioeconomic characteristics at the same time. The transit score is a relative measure of how successful a fixed route transit system is expected to be in a particular region. Transit-oriented variables to be used for the analysis should include:
 - A. Population density
 - B. Density of the population under the age of 18
 - C. Density of the population over the age of 65
 - D. Percentage of the population with disabilities
 - E. Median household income
 - F. Percentage of the population living below the poverty level
 - G. Percentage of zero-car households

Each of these variables has a strong correlation with transit success. Transit scores will be mapped by geographic unit and quantile classification to show where demographic and socioeconomic variables lend themselves to potential transit success.

3. **Review of past service:** A retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends, especially if deviations from service standards are found.

4. **Surveys:** Conduct passenger surveys of RTA fixed routes, Nipomo Dial-A-Ride, and Runabout services and on all SLO Transit fixed routes. The surveys will include an on-board attitudinal survey of passengers, as well as transfer activity, on-time performance measurement, and boarding/alighting counts.

5. **Stakeholder Meetings:** Conduct stakeholder meetings and vehicle operator Drop-In sessions.
6. **Recap of Miles, Hours & Ridership:** Provide a three-year retrospective of RTA and SLO Transit revenue service hours, revenue service miles, and ridership by Route and Service Type. Evaluate and discuss significant changes.
7. **Paratransit Performance:** Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA).
8. **FTA Triennial Reviews:** Provide the dates of the agencies' most recent FTA Triennial Reviews, and describe related remedial actions undertaken or currently underway in response to those reviews.
9. **TDA Performance Audits:** Provide the dates of the agencies' most recent TDA Performance Audits, and describe related remedial actions undertaken or currently underway in response to those audits.

Task 5.0 Service and System Evaluation	Deliverable	Lead Role(s)
Evaluation of current services and summaries at system level	Working Paper #3: Comprehensive analysis of quantitative and qualitative performance trends for both agencies by service type; tabulation and graphic illustration of survey responses with comparison to the most recent surveys applicable to each service	Consultant

Task 6.0 Operations Plans and Budgets

This task is divided into two sub-tasks. A set of three formal Public Meetings (one each in north, central and south county) will be conducted at the end of Sub-Task 6-1 to present findings of previous Tasks, to solicit input on potential service plan changes and changes to capital facilities and assets (i.e., buses and intelligent transportation solutions), and to provide details of how each service plan element would impact future budgets. The information and preliminary findings will also be placed on all three agency websites and broadcast via stakeholder emails, Twitter, Facebook and other social media tools available thru RTA, SLO Transit, SLOCOG and Regional Rideshare lists.

Sub-Task 6.1: Transit Operations Plans

The operations plans set forth the intentions to provide fixed route and paratransit services over the Joint Plan period (i.e., the next seven years). Document the ongoing evaluation of services and

systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to financial constraints for both operators.

1. Describe the modes and types of transit services to be operated over the seven-year Joint Plan period. Separately identify service provided in partnership with others.
2. Separately describe planned new activities or service changes relative to ADA complementary paratransit services.
3. Service recommendations should include scenarios that assume additional and no additional Transportation Development Act (TDA) and Federal Transit Administration (FTA) funding.
4. Develop service expansion routes, costs and schedules to serve Margarita Area specific plan and the Airport. Evaluate the use of Taxicab operators to provide service to the Airport.
5. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and/or older adults.
6. If reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.
7. Portray the levels of service planned – Use a table (or other graphic format) to portray planned levels of service hours and service miles.
8. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI reports and/or FTA Triennial Reviews.
9. Conduct separate Peer System Analysis for RTA and SLO Transit using a list of candidate systems to assess the performance relative to a group of similarly-sized transit systems. Present the analysis in three parts: describe the process to select the group, present the analysis of performance indicators, and discuss the results of the analysis.
10. Present all of the above in jpeg color-coded map formats for the outreach part of this Joint Plan as well as presentation in public forums to the Advisory Bodies and the Policy Boards.

Sub-Task 6.2: Transit Operations Budget and Financial Projections

Demonstrate that the planned level of transit service over the 7-year planning period, including rehabilitation and replacement of capital assets, is sustainable. Take into consideration: a) Expense forecasts with inflation rates, b) Federal, State, Regional and Local revenue projections consistent with the 2014 Update to the Regional Transportation Plan financial assumptions, c) Potential changes or further streamlining of fare policies for better integration among both systems, d) labor or service agreements, e) Competitive demands on funding, and with a close look at SLOCOG regional priorities as well as FTA formula fund allocation policies.

The budget (structured into two separate sections: one RTA budget and one SLO Transit budget using similar formats) should reflect a “baseline” level of service, taking into consideration the existing levels of service at the time of publication of the Joint Plan. Committed service changes must also be defined, with their expenses and revenues separately identified in the operating and capital financial plan tables or charts.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolate by year (e.g., through individual line items) the following:

1. Change in fare revenue due to a fare increase or decrease.
2. Change in fare revenue due to a change in the level of service.
3. Change in expenses due to a change in the level of service.
4. Change in expenses due to a labor or service contract change.

All assumptions that relate to expenditure and revenue estimates must also be documented.

1. The operations budget must be sustainable and balanced each year.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Separately identify funding sources and amounts to support operating budgets for ADA complementary service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.

5. If applicable, discuss the use of FTA Section 5307 (and its JARC component), 5339 (small urban and rural components), 5310 (specialized transit and its New Freedom component), 5311 (and its JARC component) and 5311-f (intercity bus) funding under the current MAP-21 legislation. Anticipated CMAQ funds will also be presented. The consultant will provide a description of post MAP21 assumptions (some of these assumptions to be developed by SLOCOG for the 2014 RTP update).
6. Separately identify and describe funding contributions (expended or received) for services provided in partnership with other transportation providers in the county, as well as with educational institutions or other social services partners in the public or private sectors.
7. The multi-year operating budget shall utilize SLOCOG 20 year projections of regional operating revenues.

Task 6.0 Operations Plans and Budgets		
Sub-tasks	Deliverables	Lead Role(s)
6.1 Transit Operations Plans	Working Paper #4: Detailed description of existing services and recommended changes to reasonably meet future demand in the study area	<i>Consultant, using input from Steering Committee and Advisory Bodies</i>
6.2 Operating Budgets & 7-Year Financial Projections	Working Paper #5: Detailed description of existing and projected funds available to RTA and SLO Transit during the Joint Plan 7-Year period	<i>Consultant, using input from the Steering Committee and Advisory Bodies</i>

Task 7.0: Capital Improvement Programs

Describe and discuss the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and budget under Task 6. Include analysis and recommendation for vehicle, facility, and bus stop safety and security equipment, and improvements as part of the program. The Capital Improvement Programs (CIP) should provide the basis for requests for Federal, state and regional funding for fleet and other related capital replacements, rehabilitation, and/or expansion projects.

1. Basis for Revenue Vehicle Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.
 - A. Describe and discuss policies (or basis), and justification for vehicle replacement.
 - B. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit.
 - C. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction).
 - D. Current and future Revenue Vehicle Fleet Inventory:

- 1) Vehicle Replacement: Identify replacement projects individually in table format, showing the number of replacement vehicles to be placed in service per year over the seven year planning horizon.
- 2) Vehicle Rehabilitation (if applicable).
- 3) Vehicle Expansion (if applicable).

H. Summary of Revenue Vehicle Fleet Inventory: provide a narrative summary of the vehicle procurement efforts over the seven year planning horizon.

2. Basis for Non-Revenue Vehicle Projects: Replacement, Rehabilitation, and Expansion or Contraction: Discuss replacement, and/or expansion or contraction of non-revenue vehicle fleet. Non-Revenue Vehicle Fleet Inventory.
3. Interagency Fleet Consistency: the consultant will analyze the RTA and SLO Transit fleets and make recommendations to accomplish consistencies in vehicles and equipment over time that would permit the two agencies to better coordinate joint procurement activities and potentially share spare parts inventories more effectively.
4. Basis for Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion Projects of the types listed below. Identify the locations of potential new or expanded facilities to the extent possible. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs. Include locations for Administrative, Operations and Maintenance, Fueling facilities, Vehicle storage and staging, transit centers and major bus stops, and bicycle facilities.
5. Basis for Major Shop Tools and Equipment Replacement and/or Upgrade. Discuss current and/or proposed projects, including fleet software package(s). Combine projects into a lump sum and indicate costs, sources of funds and amounts.

Task 7.0 Capital Improvement Programs	Deliverables	Lead Role(s)
Capital improvement programs for RTA and SLO Transit	Working Paper #6: Detailed summary of existing capital assets, current and future capital shortcomings, and recommended replacement or expansion schedules	Consultant, using input from the Steering Committee and Advisory Bodies

Task 8.0 Analyze Joint Coordination among RTA and SLO Transit

1. Enhanced Transit Coordination of Capital Planning
 - A. Develop and combine data for capital needs for RTA and SLO Transit.
 - B. Data should have the same components as individual capital planning scope of work in the Joint Plan.
 - C. Identify potential funding sources to meet capital needs of both organizations.
 - D. Show funding need in graphs by year, type of capital, and operator.
 - E. Identify potential joint procurement opportunities.

2. Enhanced Coordination of Transit Service Planning
 - A. Identify duplication of service, lack of service coverage and connection challenges between RTA and SLO Transit routes.
 - B. Identify changes to enhance service for intercity and inter-regional travel, as well as intercity to local, local to intercity, and intercity to intercity/inter-regional.
 - C. Identify potential coordination needs as ridership increases in the future.
 - D. Identify changes needed to align the schedule change calendar used by RTA and SLO Transit, and what steps should be taken, if any, to facilitate schedule coordination and customer travel planning.

3. Methods to Contain Costs on Runabout services – RTA operates Runabout service to comply with ADA complementary paratransit Federally-mandated for all fixed routes operated in San Luis Obispo County, including the SLO Transit fixed routes. RTA is currently implementing a rolling three-year recertification process and has recently implemented a No-Show Policy. The agency is interested in exploring additional alternatives to further contain costs. The consultant will evaluate existing Runabout policies and procedures, and provide guidance on other steps the agency can take to increase efficiencies and/or reduce costs. [Pertains to RTA only.]

Task 8.0 Joint Projects	Deliverables	Lead Role(s)
Coordination of operations and capital projects between RTA and SLO Transit, & ADA cost review and ADA evaluation findings	Working Paper #7: A single report describing current coordination efforts and potential future opportunities to coordinate/consolidate services, & ADA cost review and ADA evaluation findings	RTA, SLO Transit and Consultant

Task 9.0 Draft Joint Plan

1. Submit the administrative draft Coordinated Joint Plans based on working papers for Tasks 2 – 8 for review to RTA, SLO Transit and SLOCOG.

2. Incorporate any suggested edits and changes suggested by Advisory Board members, as well as at the Revised Draft stage, during presentations to the RTA Board and the San Luis Obispo City Council. These presentations will be formal Public Meetings for the Draft Joint Plans.

Task 9.0 Draft Joint Plan	Deliverables	Lead Role(s)
Draft Joint Plan, incorporating previous work products and comments from Steering Committee	Draft Joint Plan in electronic formats, which will be presented at Public Meetings	RTA, SLO Transit and Consultant

Task 10.0 Final Joint Plan

1. Submit final Joint Plans to the RTA Project Manager and SLO Transit representative.
2. Incorporate any suggested edits and changes suggested during final presentations to the two advisory committees (RTAC and MTC) and to the two governing bodies (RTA Board and the San Luis Obispo City Council).
3. Consultant to issue a minimum of ten bound hard copies with appendices material in separate binder, in addition to a total of four CD's. SLOCOG will forward two hard copies and one CD to Caltrans at the time of the grant closure.

Task 10.0 Final Joint Plan	Deliverables	Lead Role(s)
Final Joint Plans for RTA and SLO Transit in formal Public Meetings	Submit final plan to Steering Committee, Advisory Boards and Boards for review, incorporate comments and submit final report.	RTA, SLO Transit and Consultant

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
REGIONAL TRANSIT ADVISORY COMMITTEE**

July 17, 2014

Draft MINUTES

C-1

Members Present:	Michael Seden – Hansen (<i>Chair</i>) Eric Greening (<i>Vice Chair</i>) Gamaliel Anguiano Dawn Patterson Dominique Bonino Janeen Burlingame Todd Katz Phil Moores	City of Paso Robles Fixed Route Representative SLO Transit Atascadero Transit Cal Poly Morro Bay Transit Fixed Route Alternate Rep. South County Transit (SCT)
Members Absent:	John Diodati Anthony Gutierrez Mark Dariz	County of San Luis Obispo Cuesta College Runabout/DAR Representative
Staff Present:	Geoff Straw Anna Mafort	RTA RTA
Guest:	Eliane Wilson Pete Rodgers	SLOCOG SLOCOG

1. Call Meeting to Order, Roll Call:

Chairperson **Michael Seden-Hansen** called the meeting to order at 2:05 p.m. Roll call was taken; a quorum was present.

2. Public Comments:

None

A. Information Agenda Items

A1. Manager's Report (Receive):

Mr. Straw said RTA continues to have challenges with Runabout service levels and costs. The North County Consolidation took place June 1. We closed on a piece of property at 40 Prado. The next step will be conducting an environmental assessment. We may not build a facility at this location. Having this site helps to secure funding to build a facility. The expected cost to build a long-term facility is about \$8.5M. The Board of Directors has a facilities search committee that will now become a technical review committee.

Mr. Straw concluded his report.

The committee discussed options and possible outcomes of the CEQA and FTA environmental assessment efforts.

A2. Member Comments/ Reports from Jurisdictions (Receive):

Ms. Janeen Burlingame announced today is the 50th anniversary of the City of Morro Bay. The celebration begins at 4:30 p.m. The Morro Bay Transit deviated fixed route is going well. Our Saturday trolley service began on Memorial Day Weekend. We are providing free rides to hotel patrons, who give the driver a pass. The Tourism Bureau provided the funding. This is proving to be successful and is expected to continue.

Mr. Gamaliel Anguiano announced record ridership at SLO Transit. There are two significant sources for these passengers. One is Cal Poly students. The other is the Youth Ride Free riders. We are excited to participate in the Cal Poly SOAR week.

Ms. Dawn Patterson said El Camino Shuttle went away with the North County consolidation. Atascadero only had one call the first day. Another person waived on the RTA because he was waiting for the Shuttle. We were able to send the Dial-A-Ride van to pick up the rider. We have a new Dial-A-Ride bus on order which will arrive in September or October. The consolidation seems to be running smoothly.

Mr. Eric Greening agreed the service is running well. He asked how many of the Atascadero drivers transitioned to RTA. **Mr. Phil Moores** said everyone who wanted a job was offered a job. Some did not successfully transition. As far as the workforce and impact of the consolidation, it is going well. **Mr. Greening** noted weekend Route 9 ridership continues to be very strong, with bike racks often maxed out. Sometimes there are standees on the 4:33 Saturday and 5:33 Sunday Northbound departures. He pointed out the interface with South County Transit continues to be a challenge—particularly when travelling to Oceano. What used to take 15 minutes now takes upwards of 90 minutes. **Mr. Moores** said SCT had to eliminate the Oceano Airport off Route 24. This route was having serious on-time performance issues. **Mr. Greening** said the Avila Trolley doesn't always wait for the connections from the other routes and leaves before the scheduled departure time. There is enough room for four buses and the trolley is number 5. Perhaps the trolley can wait in the parking lot.

Ms. Dominique Bonino said SOAR is going on at Cal Poly. She discussed the flyer printed by SLO Transit and including RTA information advertising the \$44 bus passes. She asked if we should have considered creating a flyer with the college subsidized price of \$39.

Mr. Straw said staff is auctioning off surplus buses on Ebay.

Mr. Eliane Wilson, SLOCOG, said the grant for Ride-On Transportation is about 28% spent. It should be completed by May. The grant to fund the SLO Transit/RTA joint short-range transit plan is ready and the project can start sooner than initially planned. I will be participating in the Rural and Intercity National conference at the end of October.

Michael Seden-Hansen said consolidation in Paso Robles is going well. This year is the City's 125th anniversary. The series of events are ongoing throughout the year. The Mid-State Fair is currently underway.

A3. Route Nomenclature (Receive): Mr. Anguiano briefly discussed possible limitations to the route numbering. Currently there are 8-9 SLO Transit routes. With RTA's Route 9 in use, the City system may be forced to jump ahead in the future. He discussed options for renumbering RTA routes to the 10s, for example, 10, 20, 30, 40, etc.) This will help riders know which systems they are riding. I.E., Routes ending in zero are regional. Those numbered in between will be local service. He recommended the two agencies work together to create a consistent and complimenting route ID structure to be possibly rolled out in the summer of 2015.

Mr. Straw suggested this could be something RTA does in the next few years. We have never used Route numbers 7 and 8 and these are available for SLO Transit to use immediately.

B. Action Items

B1. Introduce Potential Runabout fare Program Changes (Recommend): Mr. Straw said staff has explained to the Board and this committee at previous meetings some of the challenges we are having with Runabout. We haven't addressed the fare. The Americans with Disabilities Act (ADA) allows the complementary paratransit service to charge twice the fixed route general public cash fare. Runabout is underpriced and there are inequities in the current fare structure. The current maximum Runabout fare is \$6.25. The maximum fixed route fare is also \$6.25. Runabout rides could be maxed out as high as \$12.50 under the ADA.

He reviewed various Tables that show fare matrix, origin to destination analysis and the impact of fare increase. One quarter of all rides begin and end in the city of San Luis Obispo. About 80% of all trips are for less than 15 miles. He presented a cost-comparison of Runabout fares with comparable paratransit services.

Mr. Todd Katz asked what communities offer Dial a Ride service and how do people know when to access it? **Mr. Straw** said Atascadero is an excellent example of a city that cannot be served well with fixed routes due to the terrain and layout. Morro Bay implemented a deviated fixed route service, which is something RTA may do for Route 15. The local DAR service in those two cities is available for the general public.

Mr. Greening noted the goal of the price increase is as much to modify behavior as to fill a fiscal hole. He inquired about the financial impact if RTA adopts option 2. How will it affect the fare box recovery ratio and the subsidy per passenger? **Mr. Straw** answered that with all things being equal, the increase in fare revenue would increase by about \$52,000 or roughly 2%. However, there is price elasticity and the number of rides will likely drop. These riders can ride free on RTA, South County Transit and Paso Express. Staff is working with the Cities of San Luis Obispo and Morro Bay to do the same.

Mr. Katz observed Uber is being sued by ADA proponents. Depending upon the outcome, this service could be utilized for ambulatory riders. **Mr. Straw** suggested contracting with a taxi company may be another option. They must be reputable. One of the things we will be discussing at the Mobility Summit is the eligibility criteria for riding ADA paratransit. We want it to be there for people when they need it, but the service is meant to be used when no other options are available.

Mr. Straw reviewed the options: 1) Do nothing; 2) Double the Fares; and 3) Implement a fare structure other than double the fare.

Mr. Greening offered to support a staff recommendation of doubling all fixed route fares for Runabout service with a maximum trip fee of \$10. **Mr. Straw** offered amending this suggestion to reflect twice the cost of the Regional Day Pass. **Mr. Greening** agreed.

Mr. Straw outlined the draft schedule for public meetings and city council agendas. Staff plans to implement the fare increase effective February 1, 2015.

Mr. Moores thought Runabout riders will still use the service, but may cluster their activities into one trip. Group rides should also be encouraged.

Staff recommends asking Morro Bay Transit and SLO Transit to formally accept Runabout Eligibility Cards as payment on fixed route services. RTA will remit payment equal to the discounted fare for each of these rides.

Mr. Greening made a motion to approve pursuing public outreach as indicated on Action Agenda Item B-1 and presenting to the Board a recommendation to increase the fare to be double the fixed route with a maximum trip fee of twice the cost of a Regional Day Pass. Mr. Anguiano seconded; the motion carried on a voice vote with no oppositions or abstentions.

B2. North County Transit Consolidation Initial Results & Potential Revisions (Recommend):

Mr. Straw presented the findings of the consolidation. The new Route 9 seems to be running well with the exception of some timing issues along North Atascadero. Paso Express Routes A and B sometimes have trouble making the connections, which delays the Route 9 departure. We are looking at tweaking the times on these schedules to be effective August 17.

The current RTA bus park-out at 4th and Pine in Paso Robles is currently in escrow. We need to find a new location. The Paso Express fleet continues to be parked at the Train Depot lot. Staff is in negotiations to expand the lot and bring in the RTA fleet. However the monthly rent for this lease will cost \$1,500, which is an added expense of \$18,000 for the year.

The Paso Express vehicles do not have fully capable fareboxes like the RTA fleet. However, staff finally received all the funding for the Intelligent Transportation System (ITS) project. The Paso Express fleet will be upgraded as part of this project. We hope to go out to bid in the next two months.

Mr. Greening made a motion to approve staff recommendation. Mr. Moores seconded and the motion carried on a voice vote with no oppositions or abstentions.

B3. RTA CMAQ Projects Updates (Recommend):

Mr. Straw reiterated RTA applied for Congestion Mitigation Air Quality (CMAQ) funds to supply two new buses and new express service to help with overcrowding issues on Routes 9 and 10. We were following Federal guidelines at the time we applied in September. On November 12, 2013, FTA released interim guidelines that removed the phrase, "increased frequency." It does say agencies can expand existing service. FTA found the project to be ineligible because of the language in our application.

Staff feels confident our initial proposal could be interpreted to meet federal guidelines. We would particularly like to procure buses with higher capacity than the low-floor vehicles, and to use CMAQ funds to partially fund the first three year of operating expenses.

Mr. Straw reviewed and discussed with the committee the six options available, including pros and cons of each one.

Mr. Pete Rodgers, SLOCOG, said his office is working hard on option 4, which will swap CMAQ money with FTA 5307 funds. Any programming changes would have to happen quickly to be included in the 2015 FTIP, which occurs in September.

Staff recommends option 4 to swap CMAQ funds with other federally funded projects, and having no impacts to operating funds. It would swap capital funds only. Second choice is option 3.

Mr. Anguiano observed that swapping funds would help SLO Transit to a certain extent. We need to replace vehicles. CMAQ money makes this easy to do. We are still evaluating if this will have an impact on operating funds. **Mr. Straw** said SLO Transit's operating funds would be protected.

Mr. Greening inquired what would be the downside of option 5. **Mr. Straw** said staff prefers the larger, Over the Road (OTR) coaches because of the added capacity. We would have 57 seats compared with 38 on the low-floor buses. These vehicles will be used when demand is the highest. **Mr. Moores** pointed out the OTR coaches are very plush and comfortable, and could provide Wi-Fi. It could attract new ridership.

Mr. Moores made a motion to recommend to the Board options 4, 3 and 5. Mr. Greening seconded and the motion carried on a voice vote with no oppositions or abstentions.

C. CONSENT AGENDA ITEMS:

C-1 RTAC Minutes of 1-15-14 (approve)

Mr. Greening made a motion to approve the draft minutes and Ms. Patterson seconded. The motion carried with a voice vote with Mr. Seden-Hansen abstaining.

D. ADJOURNMENT:

The meeting adjourned at 4:05 p.m.

Next RTAC Meeting: **October 16, 2014**

Respectfully Submitted:

Anna Mafort-Lacy
Administrative Assistant
San Luis Obispo Regional Transit Authority