



## RTA BOARD AGENDA

Wednesday, May 1, 2013  
BOARD OF SUPERVISORS' CHAMBER  
COUNTY GOVERNMENT CENTER  
1055 Monterey Street, San Luis Obispo, California 93401  
RTA starts at 8:30 am

The *AGENDA* is available/posted at: <http://www.slorta.org>

**President: Frank Mecham**

**Vice President: Shelly Higginbotham**

Board Members:

Frank Mecham (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Paul Teixeira (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Tony Ferrara (Arroyo Grande)

Tom O'Malley (Atascadero)  
Debbie Peterson (Grover Beach)  
Jamie Irons (Morro Bay)  
Fred Strong (Paso Robles)  
Shelly Higginbotham (Pismo Beach)  
Jan Howell Marx (San Luis Obispo)

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 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

### CALL TO ORDER AND ROLL CALL

### PUBLIC PRESENTATION – Recognize Art Project Partnership with Studios in the Park

**PUBLIC COMMENTS:** This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

### A. INFORMATION AGENDA

A-1 Executive Director's Report (Receive)

### B. ACTION AGENDA

B-1 Adopt FY13-14 and FY14-15 Operating Budget and FY13-14 through FY17-18 Capital Budget (Approve)

B-2 Reimbursement for South County Area Transit Use of RTA Vehicles (Approve)

**C. CONSENT AGENDA:** (Roll Call Vote) the following items are considered routine and non-controversial by staff and will be approved by one motion if no member of the RTA 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 RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

C-1 Trustee Change for Nationwide 457 (Approve)

C-2 Bus Procurement – Eight 40' Coaches, Four Runabout Cutaways (Approve)

C-3 Equal Employment Opportunity Plan Update (Approve)

C-4 North County Transit Consolidation Term Sheet (Approve)

C-5 Summer Youth Ride Free Program (Approve)

C-6 Executive Committee Meeting Minutes of February 13, 2013 (Approve)

C-7 RTA Board Meeting Minutes of March 6, 2013 (Approve)

C-8 RTAC Meeting Minutes of October 17, 2012 (Approve)

C-9 RTAC Meeting Minutes of January 16, 2013 (Approve)

C-10 AGP Contract for Fiscal Year 2013-2014 (Approve)

C-11 Prop 1B Safety and Security for 2012/2013: Transit System Safety, Security and Disaster Response Account Program and Authorized Agent Signature Authority (Approve)

**D. CLOSED SESSION ITEMS**

D-1-1 None

**E. BOARD MEMBER COMMENTS**

**ADJOURNMENT**

Next RTA meeting: July 10, 2013

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Information

**BACKGROUND/DISCUSSION:**

**Operations:**

At your March 2012 meeting, your Board adopted the RTA No-Show policy for Runabout riders. That policy was fully implemented on March 1, 2013 (attached at the end of this report), and through March 31 RTA has sent 28 warning letters to 16 riders that have violated the No-Show policy. Staff has already conducted five appeals hearings (not including one no-show), and four more are either already scheduled or have been requested. Staff will continue to monitor the number of persons whose riding privileges have been suspended.

As mentioned at the last Board meeting, RTA began a new Bus Operator training class of four new-hires on February 25, 2013. The previous Bus Operator training class began on September 4<sup>th</sup>, 2012, which represents the longest period of time that RTA has gone without having to recruit, hire and train new Bus Operators. Two of the four new-hires were released because they were not able to meet our standards, but the two remaining trainees completed training on April 5<sup>th</sup>. Please welcome Mike and Clark to the RTA team.

I have scheduled May 13 and May 14 to provide formal "Mobile Office Hours" on the buses. This outreach effort provides another method for riders (and Bus Operators) to talk with me about the service and any suggested improvements they would like to see RTA consider. We are working with area press outlets to get the word out about this annual event, and I will provide a summary of this outreach at the July RTA Board meeting.

**Maintenance:**

Fortunately, the maintenance department has not had any major component failures in the past two months. That is great news, given that RTA has a very slim spare ratio with the loss of Bus 148 (engine failure and surplus designation) and South County Area Transit's need for one or more buses on a continual basis.

### **Service Planning:**

RTA is completing preparations for summer services that begin on May 26. No other significant service changes are proposed that would affect the core services. Summer services include “hibernation” of Route 14 after Cuesta College classes end on May 24, the reimplementation of Cambria Trolley services, and implementation of the experimental Summer Beach Shuttle service linking North County and North Coast communities.

Staff has finalized the marketing and service plan for the Summer Beach Shuttle. Based on input received from Morro Bay officials, an on-demand bus stop will be offered to provide a safer alighting location. In addition, a bus stop near the Atascadero Zoo will be accommodated. Marketing materials are currently being printed and will be distributed in late May, along with a media outreach effort. Staff has worked with area schools and youth groups to also get the word out. Based on input from operations and planning staff, RTA has concluded that Tuesday through Saturday service is preferred so that connections with existing RTA Route 9 and Route 15 services can “feed” the Beach Shuttle.

RTA staff continues to participate with stakeholders and the consultants engaged in the following planning efforts:

- North County Transit Plan – Staff continues to participate with staff from the cities of Atascadero and Paso Robles, as well as county staff, as this project moves forward.
- US 101 Bus Rapid Transit Study – Staff participated in the steering committee meeting on April 11<sup>th</sup> and is working with SLOCOG staff to provide comments. The consultant’s initial top five recommendations are:
  - Procure separate BRT motor coaches
  - Create a targeted marketing and branding strategy for express bus service
  - New/expanded park-n-ride lot at Santa Barbara / US-101 in Atascadero
  - Partner with major employers to provide reduced-cost RTA passes
  - Provide new bus stops at Spyglass (South County)
- North Coast Surveys Study – This study surveyed passengers on Morro Bay transit and RTA Routes 12, 14 and 15 during the week of April 22<sup>nd</sup>. Staff will provide updates on the demographic results and ridership patterns at the July RTA Board meeting.

RTA hired Outreach Assistant interns that have been visiting businesses throughout the county to share information about RTA and South County Area Transit services. In addition, the interns have developed and are distributing free displays to encourage employees/customers to ride area fixed route services (including free single-ride tickets from March 25 through April 25 that staff is tracking to determine the outreach effort’s

success). These interns are also helping Rideshare with Bike Month Promotion, and working at some of the outreach events and promoting summer transit services. Some of these folks will also be conducting site specific surveys in June, both for North County transit consolidation and also on the Summer Avila Trolley to start benchmarking service performance and customer satisfaction, as well as trip origin and trip purpose.

Another Cal Poly intern, Masters candidate Alex Fuchs, has received over 550 online surveys from a wide variety of Cal Poly, County and City employees about how to improve RTA services in the North County. Results and recommendations will be available in June.

Staff has submitted an FTA Section 5304 planning grant application to Caltrans to conduct a joint Short Range Transit Plan study effort with San Luis Obispo Transit. This joint effort would permit us to better coordinate our service and capital plans, while also studying some of the impediments of travel between our two agencies' routes. Caltrans will announce successful grant recipients in July 2013. If funded, RTA would act as the lead agency to conduct the study in close coordination with SLO Transit and SLOCOG staff.

Staff continues to work with the County to prepare for the Amgen Tour of California bicycle race, which includes the 5<sup>th</sup> Stage in Avila Beach on Thursday May 16, 2013. Staff submitted a petition to the FTA to operate limited charter service (two trolleys) for this special event, although our petition was denied. Staff is completing plans to operate adjusted Avila Beach Trolley service to augment private charter bus operations.

#### **Finance and Administration:**

Staff has developed a proposed two-year operating budget (first year financially constrained; second year for planning purposes) as part of this annual effort, while also incorporating a rolling five-year capital plan. See Item B-1 for details.

Staff has assembled the fully-executed amended RTA JPA documents from the County and all seven cities. RTA will submit the amended JPA to the Secretary of State within the 30-day period required by law. Staff will report back to your Board once the amended JPA has been fully accepted and recorded.

Staff continues to investigate how pension reform and the Affordable Care Act will affect our business. Our proposed budget includes the financial impacts we expect to face RTA, although as of the end of April we are still awaiting how the Department of Labor will address union protests regarding pension reform and pending FTA grants; if DOL does not respond soon, there may be delays to FTA funding throughout the state and many transit agencies are preparing for cutbacks. Staff will continue to monitor this issue closely.

At the January Board meeting, staff reported on the operations-based performance standards identified in the RTA Strategic Business Plan. Staff is now finalizing a report

on remaining metrics, which we intend to provide to the Board at its July meeting (delayed from the original May 1 target date due to competing priorities).

Preliminary year-to-date February 2013 financials are included in the attached report. As depicted, overall operating expenses totaled 61.9% of the annual budget, yet we completed 66.7% of the year. Staff continues to closely monitor vehicle maintenance and fuel expenses, which together comprise almost a third of the annual Service Delivery budget (\$1,921,239 of \$6,053,335). As noted in previous discussions, SCAT's use of RTA buses has not been correctly accounted in the current year RTA or SCAT budget; a recommended method to resolve this issue will be discussed as Item B-2. Staff also continues to monitor costs related to the operation of Runabout service. Runabout has accumulated \$1,678,718 in year-to-date operating expenses through February 2013, equating to 71.4% of the annual Runabout operating budget (\$2,351,598, as depicted on page B-1-26 of the FY12-13 budget). Nonetheless, based on this mid-year financial review, no overall annual budget adjustment is needed at this time.

Fixed route ridership continues to remain strong with 488,906 passenger boardings through February 2013 in comparison to 452,036 in the previous year, representing a year-over-year increase of 8.2%. Runabout ridership also continues to increase. Year-to-date FY12-13 Runabout ridership totaled 24,326, compared to 22,262 during the same period in FY11-12. That represents a 9.3% increase. The overall RTA farebox recovery ratio (FRR) of 19.5% continues to exceed the minimum 15.8% "blended" FRR required under TDA law. The graphs below depict ridership trends by month for Route 9, Route 10, other RTA fixed routes, and Runabout over the past three fiscal years. Please note that, with the exception of only a few instances, FY12-13 monthly ridership on Routes 9 and 10, as well as on Runabout, is higher year-over-year. However, monthly FY12-13 ridership on the other fixed routes (Routes, 12, 14 and 15) generally mirrors the ridership of FY11-12, but exceeds ridership experienced in FY10-11.

### **RTA Facility Planning**

Staff has received proposals from two commercial real estate appraisers and RTA has contracted with the lowest-cost responsible bidder. We expect the appraisal to require eight to ten weeks to complete. It is our hope to present findings at your July RTA Board meeting.

		Adopted Budget FY 2012-13	January Actual	February Budget	February Actual	February Variance	Year to Date FY 2012-13	Percent of Total Budget FY 2012-13
	Hours	61,187	4,988	5,099	4,649	450	38,083	62.24%
	Miles	1,554,777	129,444	129,565	121,827	7,737	1,007,223	64.78%
<b>Administration:</b>								
Labor	operations cost	736,692	71,515	61,391	53,073	8,318	427,671	58.05%
Labor - Administration Workers Comp	operations cost	33,081	2,423	2,757	2,423	334	20,143	60.89%
Office Space Rental	operations cost	401,278	31,954	33,440	43,439	(9,999)	282,272	70.34%
Property Insurance	operations cost	13,000	-	-	-	-	15,255	117.35%
Professional Technical Services	operations cost	127,520	1,575	11,477	1,522	9,955	27,226	21.35%
Professional Development	operations cost	10,000	205	1,000	1,310	(310)	6,138	61.38%
Operating Expense	operations cost	190,685	15,934	15,890	13,212	2,679	109,031	57.18%
Marketing and Reproduction	hourly	80,000	6,053	6,667	11,309	(4,642)	53,320	66.65%
County Management Contract	operations cost	(175,000)	(14,583)	(14,583)	(14,583)	-	(116,667)	66.67%
SCAT Management Contract	operations cost	(77,500)	(6,458)	(6,458)	(6,458)	-	(51,667)	66.67%
<b>Total Administration</b>		<b>1,339,756</b>	<b>108,616</b>	<b>111,580</b>	<b>105,247</b>	<b>6,333</b>	<b>772,723</b>	<b>57.68%</b>
<b>Service Delivery:</b>								
Labor - Operations	hourly	2,606,717	263,680	217,226	191,684	25,543	1,635,302	62.73%
Labor - Operations Workers Comp	hourly	185,537	13,589	15,461	13,589	1,872	113,060	60.94%
Labor - Maintenance	hourly	654,862	77,909	54,572	49,899	4,673	434,646	66.37%
Labor - Maintenance Workers Comp	hourly	58,336	4,273	4,861	4,273	589	35,522	60.89%
Fuel	miles	1,434,884	106,316	119,574	114,128	5,445	871,720	60.75%
Insurance	miles	276,335	22,772	23,028	22,772	256	182,120	65.91%
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	79,925	6,221	6,660	5,802	859	51,446	64.37%
Avila Trolley	n/a	66,100	-	5,508	-	5,508	20,156	30.49%
Senior Shuttle	n/a	80,000	5,235	6,667	10,223	(3,556)	51,343	64.18%
Maintenance (parts, supplies, materials)	miles	486,355	41,947	40,530	49,568	(9,038)	352,693	72.52%
Maintenance Contract Costs	miles	124,283	17,508	10,357	5,669	4,688	92,048	74.06%
<b>Total Operations</b>		<b>6,053,335</b>	<b>559,451</b>	<b>504,445</b>	<b>467,606</b>	<b>36,838</b>	<b>3,840,055</b>	<b>63.44%</b>
<b>Capital/Studies:</b>								
<b>Computer System Maintenance/Upgrades</b>	hourly	6,678	-	-	-	-	-	0.00%
Miscellaneous Capital								
<b>Automatic Ticket Machine</b>	hourly	69,000	-	-	-	-	-	0.00%
<b>Transmission Jack</b>	hourly	7,480	-	-	-	-	-	0.00%
<b>Wheel Alignment Tool</b>	hourly	1,430	-	-	-	-	-	0.00%
<b>Opacity Tester</b>	hourly	6,820	-	-	-	-	-	0.00%
<b>Coolant Flush Machine</b>	hourly	4,290	-	-	-	-	-	0.00%
<b>Camera System</b>	hourly	61,787	-	-	-	-	-	0.00%
<b>Bus Rehabilitation</b>	hourly	100,000	-	-	-	-	24,824	24.82%
<b>Bus Procurement Reserve</b>	hourly	29,894	-	-	-	-	-	0.00%
Vehicles								
<b>Seven 40' Coaches</b>	hourly	3,326,000	-	-	-	-	-	0.00%
<b>One Dial A Ride Vehicle</b>	hourly	95,000	-	-	-	-	85,752	90.27%
<b>Five Low Floor Runabout Vans</b>	hourly	224,510	-	134,706	130,039	4,667	130,039	57.92%
<b>Total Capital Outlay</b>		<b>3,932,889</b>	<b>-</b>	<b>134,706</b>	<b>130,039</b>	<b>4,667</b>	<b>240,615</b>	<b>6.12%</b>
<b>Contingency</b>	hourly	100,000	-	8,333	-	8,333	-	0.00%
<b>Interest Expense</b>	operations cost	168,585	14,099	14,049	12,734	1,315	113,780	67.49%
<b>Loan Paydown</b>		308,262	-	-	-	-	154,131	50.00%
<b>Management Contracts</b>		252,500	21,042	21,042	21,042	-	168,333	66.67%
<b>TOTAL FUNDING USES</b>		<b>12,155,327</b>	<b>703,208</b>	<b>794,154</b>	<b>736,668</b>	<b>57,486</b>	<b>5,289,638</b>	<b>43.52%</b>
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>7,914,176</b>	<b>703,208</b>	<b>659,448</b>	<b>606,629</b>	<b>52,820</b>	<b>4,894,892</b>	<b>61.85%</b>

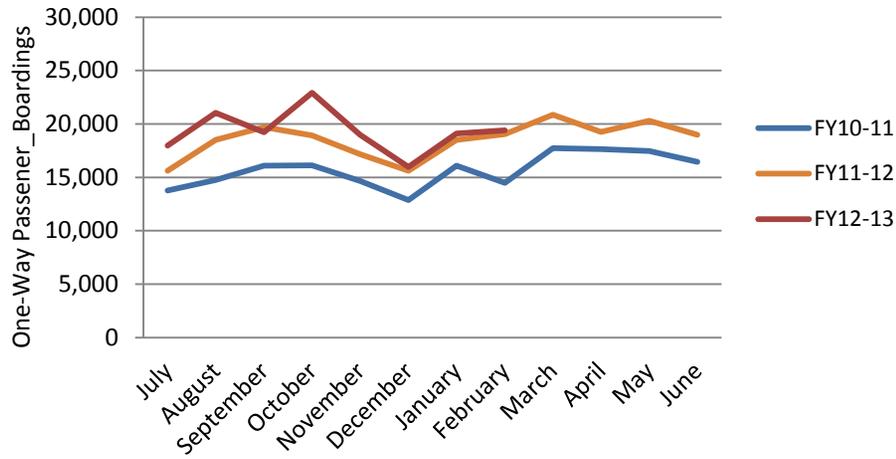
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU FEBRUARY 28, 2013 - WEEKDAYS ONLY  
CURRENT FISCAL YEAR - 2012/2013**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 11 LOS OSOS, MORRO BAY	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	RT 83 FORT HUNTER LIGGETT	TOTAL WEEKDAY
<b>REVENUES:</b>								
FARES	218,529	237,759	626	179,211	17,789	22,138	66,032	742,083
<b>TOTAL ROUTE REVENUES</b>	<b>218,529</b>	<b>237,759</b>	<b>626</b>	<b>179,211</b>	<b>17,789</b>	<b>22,138</b>	<b>66,032</b>	<b>742,083</b>
<b>EXPENDITURES:</b>								
ADMINISTRATION	144,799	145,803	1,434	95,777	7,953	34,519	15,815	446,099
MARKETING	15,872	15,983	116	10,497	935	3,782	0	47,185
OPERATIONS/CONTINGENCY	423,011	431,799	4,203	275,460	23,430	103,477	51,810	1,313,191
FUEL	183,405	197,751	1,710	111,654	11,476	49,672	32,536	588,204
INSURANCE	33,487	36,105	334	20,388	2,050	9,072	5,945	107,382
<b>TOTAL EXPENDITURES</b>	<b>800,574</b>	<b>827,441</b>	<b>7,797</b>	<b>513,776</b>	<b>45,844</b>	<b>200,522</b>	<b>106,106</b>	<b>2,502,060</b>
<b>FAREBOX RATIO</b>	<b>27.30%</b>	<b>28.73%</b>	<b>8.03%</b>	<b>34.88%</b>	<b>38.80%</b>	<b>11.04%</b>	<b>62.23%</b>	<b>29.66%</b>
<b>RIDERSHIP</b>	<b>142,473</b>	<b>149,767</b>	<b>238</b>	<b>124,727</b>	<b>15,571</b>	<b>13,431</b>	<b>5,471</b>	<b>451,678</b>
<b>SERVICE MILES</b>	<b>190,258.90</b>	<b>205,146.20</b>	<b>1,999.20</b>	<b>115,818.40</b>	<b>11,579.40</b>	<b>51,515.00</b>	<b>33,784.00</b>	<b>610,101.10</b>
<b>SERVICE HOURS</b>	<b>6,216.10</b>	<b>6,259.43</b>	<b>66.98</b>	<b>4,111.07</b>	<b>338.70</b>	<b>1,481.23</b>	<b>678.96</b>	<b>19,152.47</b>
<b>RIDERS PER MILE</b>	<b>0.75</b>	<b>0.73</b>	<b>0.12</b>	<b>1.08</b>	<b>1.34</b>	<b>0.26</b>	<b>0.16</b>	<b>0.74</b>
<b>RIDERS PER HOUR</b>	<b>22.92</b>	<b>23.93</b>	<b>3.55</b>	<b>30.34</b>	<b>45.97</b>	<b>9.07</b>	<b>8.06</b>	<b>23.58</b>
<b>COST PER PASSENGER</b>	<b>5.62</b>	<b>5.52</b>	<b>32.76</b>	<b>4.12</b>	<b>2.94</b>	<b>14.93</b>	<b>19.39</b>	<b>5.54</b>
<b>SUBSIDY PER PASSENGER</b>	<b>4.09</b>	<b>3.94</b>	<b>30.13</b>	<b>2.68</b>	<b>1.80</b>	<b>13.28</b>	<b>7.32</b>	<b>3.90</b>

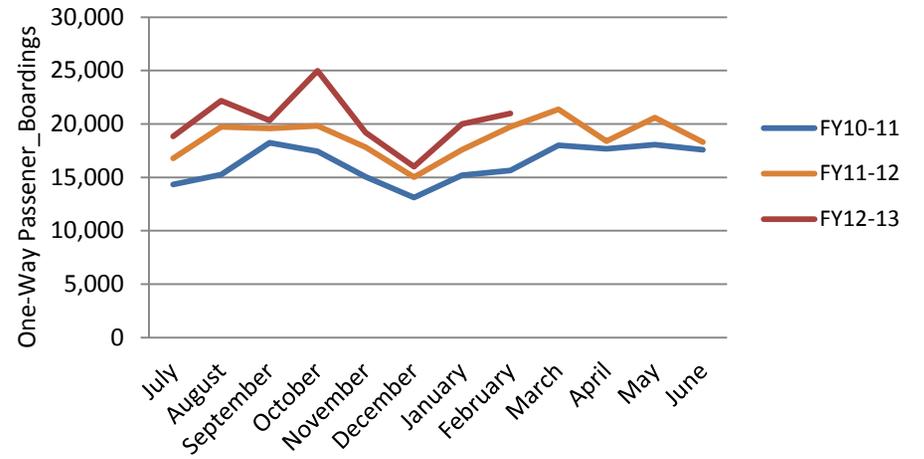
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU FEBRUARY 28, 2013  
CURRENT FISCAL YEAR - 2012/2013**

	RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 SAT S.M., NIPOMO, A.G., S.L.O.	RT 10 SUN S.M., NIPOMO, A.G., S.L.O.	RT 12 SAT MORRO BAY, CUESTA, SAN LUIS	RT 12 SUN MORRO BAY, CUESTA, SAN LUIS	RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS	RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS	TOTAL WEEKEND	TOTAL FIXED ROUTE	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	13,260	8,092	15,278	9,197	9,846	7,335	3,127	2,157	68,292	810,376	66,288	876,663
<b>TOTAL ROUTE REVENUES</b>	13,260	8,092	15,278	9,197	9,846	7,335	3,127	2,157	68,292	810,376	66,288	876,663
<b>EXPENDITURES:</b>												
ADMINISTRATION	9,999	6,633	9,347	5,773	6,825	6,592	6,841	4,217	56,226	502,325	385,411	887,736
MARKETING	1,104	712	1,032	619	754	707	756	453	6,137	53,322	0	53,322
OPERATIONS/CONTINGENCY	29,062	19,382	27,535	17,012	19,432	18,838	20,461	12,612	164,334	1,477,524	1,046,204	2,523,728
FUEL	12,576	8,541	12,599	7,755	7,659	7,531	9,924	6,082	72,666	660,870	190,301	851,171
INSURANCE	2,292	1,561	2,296	1,417	1,396	1,376	1,809	1,111	13,259	120,641	56,802	177,443
<b>TOTAL EXPENDITURES</b>	55,034	36,828	52,810	32,577	36,067	35,044	39,790	24,474	312,623	2,814,683	1,678,718	4,493,400
<b>FAREBOX RATIO</b>	24.09%	21.97%	28.93%	28.23%	27.30%	20.93%	7.86%	8.81%	21.84%	28.79%	3.95%	19.51%
<b>RIDERSHIP</b>	7,696	4,495	8,193	4,562	5,452	4,008	1,650	1,172	37,228	488,906	24,326	513,232
<b>SERVICE MILES</b>	12,896.20	8,788.50	12,920.00	7,980.00	7,854.00	7,749.00	10,175.70	6,258.00	74,621.40	684,722.50	322,500.00	1,007,222.50
<b>SERVICE HOURS</b>	427.38	283.50	399.50	246.75	291.72	281.75	292.40	180.25	2,403.25	21,555.72	16,527.71	38,083.43
<b>RIDERS PER MILE</b>	0.60	0.51	0.63	0.57	0.69	0.52	0.16	0.19	0.50	0.71	0.08	0.51
<b>RIDERS PER HOUR</b>	18.01	15.86	20.51	18.49	18.69	14.23	5.64	6.50	15.49	22.68	1.47	13.48
<b>COST PER PASSENGER</b>	7.15	8.19	6.45	7.14	6.62	8.74	24.11	20.88	8.40	5.76	69.01	8.76
<b>SUBSIDY PER PASSENGER</b>	5.43	6.39	4.58	5.12	4.81	6.91	22.22	19.04	6.56	4.10	66.28	7.05

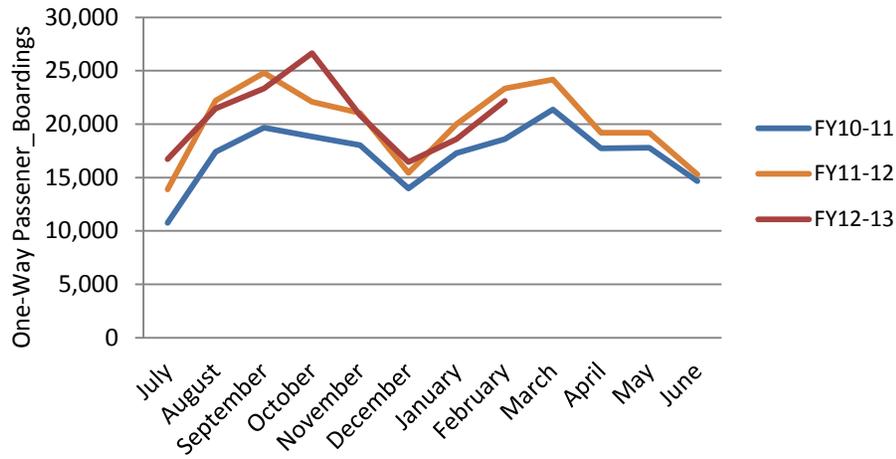
### RTA Route 9 Ridership By Month



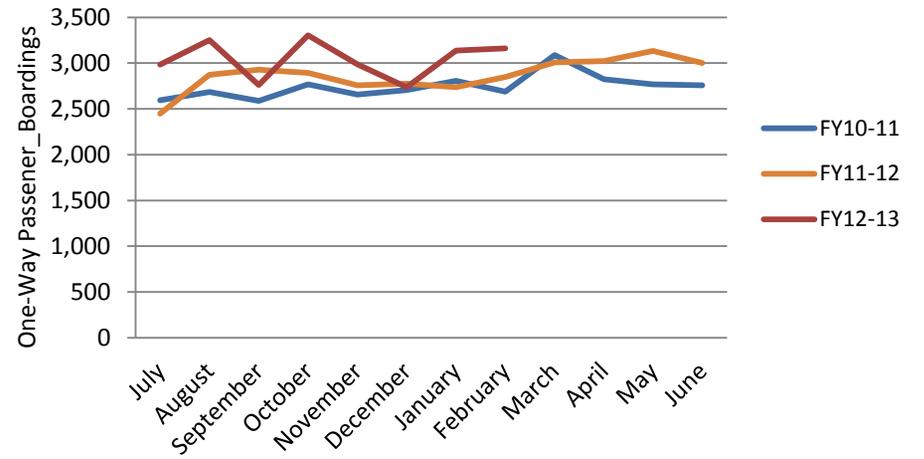
### RTA Route 10 Ridership By Month



### RTA Other Fixed Rtes. Ridership/Mo.



### RTA Runabout Ridership by Mo.



**NO-SHOW POLICY**

In an effort to improve the availability of appointment time slots and make Runabout service more efficient for passengers, RTA has a policy that is designed to limit the number of late cancellations and no-shows.

Any Runabout passenger who is a no-show or cancels their trip after 5 p.m. the day before their schedule pick-up will be given penalty points. If a passenger accumulates a specific number of points over a period of time, their service will be temporarily suspended. The number of points given for late cancellations and no-shows and suspension periods are listed below.

**Penalty Assessment**

- Any person cancelling a ride after 5 p.m. the day prior to a scheduled pick-up will be assessed one (1) point.
- Any person cancelling a ride within three (3) hours to 30 minutes prior to the beginning of a pick-up window will be assessed two (2) points.
- Any person cancelling a trip within 30 minutes prior to the beginning of the pick-up window or not showing up at all within five minutes after our arrival will be assessed three (3) points.

**Accumulated points for late cancellations and “no-shows” shall result in the following suspensions:**

<b>Accumulated Points</b>	<b>Within a Period of</b>	<b>Suspension Period</b>
<b>9</b>	<b>30 days</b>	<b>15 days</b>
<b>14</b>	<b>60 days</b>	<b>15 days</b>
<b>19</b>	<b>120 days</b>	<b>30 days</b>
<b>24</b>	<b>180 days</b>	<b>60 days</b>

## **Right to Appeal**

Persons receiving suspensions will have the right to appeal. To file an appeal, a customer or his/her representative must send a written explanation of why the customer should not be suspended along with any supporting facts and statements. The appeal must be received within 30 days of the suspension notification. Appeals should be sent to:

Regional Transit Authority  
179 Cross Street, Ste. A  
San Luis Obispo, CA 93401  
Attention: RTA Customer Service Specialist

Individuals will be permitted to ride the bus during the appeal process, which lasts about 30 days. Rulings shall be deemed final.

Penalties will begin accruing March 1, 2013. All tardy and no-shows prior to March 1 will be nullified and members will begin with a clean slate.



## San Luis Obispo Regional Transit Authority Fiscal Year 2013-2014 Budget

Including:  
Projected Fiscal Year 2014-2015 Budget  
& Projected Five Year Capital Budget



# **SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VISION STATEMENT, VISION ELEMENTS, MISSION STATEMENT AND STRATEGIC DIRECTION**

## **VISION**

The RTA of the future is an integral part of the “SLO lifestyle.” From the vineyards in North County, to the secluded beach towns on the North Coast, to multi-faceted communities in the South County, residents and visitors use public transportation rather than relying on their cars.

### **Vision Elements**

- Continue successful partnerships with jurisdictions, county, other public agencies, businesses and schools.
- Provide excellent, reliable, sustainable seamless service that is effective in getting residents and visitors where they want to travel.
- Secure reliable funding.
- Implement an Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.
- Develop a well-executed image-building campaign with a single face for public transportation.

## **MISSION**

The Mission of RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

## **STRATEGIC DIRECTION**

- Stabilize and grow funding.
- Continue to improve service quality: On-time performance, scheduling and routing, customer amenities on our vehicles and at our bus stops, operating procedures.
- Consolidate and streamline operations to improve efficiency and effectiveness of public transportation throughout the county.
- Include public transportation as part of the lifestyle evolution needed to confront climate change.
- Reduce Vehicle Miles Traveled.
- Embrace technological improvements that will positively impact efficiency and quality of service.

## **SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VALUES**

### **Commitment to Serve**

Provide valuable services to the public and direct our energies in strengthening our relationships with our customers and the community while maintaining responsible ethical fiscal management.

### **Leadership**

Be trustworthy, credible, confident, progressive and influential in all we do.

### **Teamwork**

Work together with trust, support and mutual cooperation and respect. Provide an environment that fosters frank and open communication. Have Fun in our daily activities and keep issues in perspective. Have pride in our accomplishments while taking on our challenges with spirit and vigor.

### **Integrity**

Promote honesty, loyalty, dignity, respect, decency, fairness, courtesy, responsibility, and character.

### **Human Development**

Provide the appropriate resources and environment for employees to be successful, motivate individuals to take initiative and to be creative in all of our efforts.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** FY13-14 and FY14-15 Operating Budget,  
and FY13-14 through FY17-18 Capital  
Budget

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Adopt FY13-14 Budget as presented

**RTAC RECOMMENDATION:** Supported at April 17, 2013 Meeting

**BACKGROUND/DISCUSSION:**

We are pleased to present a balanced Fiscal Year 2013-14 and projected Fiscal Year 2014-15 operating budget. In addition, we are presenting a five-year capital program, which includes the procurement of fifteen new 40-foot transit coaches over the next two years; no Local Transit Fund (LTF) is required for local match for these new vehicles. The FY13-14 operating budget is proposed at \$7,491,441 and the FY13-14 capital budget is proposed at \$5,986,578. Staff has incorporated several significant assumptions based upon the latest information provided by SLOCOG for the LTF and the State Transit Assistance (STA) funding programs.

We appreciate the Board's support and leadership in these recently improved financial times. Furthermore, we are proud that RTA was not forced to reduce service levels during the economic downturn that began in 2008. The FY13-14 budget assumes the same core levels of service miles and hours for fixed route, Dial-a-Ride and Trolley service that are currently being operated, although a slight increase in Runabout service levels is required to meet increasing demand. The highly successful Route 14 service will continue to operate during peak commute times between downtown San Luis Obispo and the Cuesta College campus, our highest trip generators in the regional system. The North Coast Connector service remains in the schedule and we will be reviewing demand for this JARC-funded extra weekday service later in the budget year as new JARC awards are announced. Staff will also continue to evaluate recommendations and monitor our Route Productivity Report to develop service adjustments – if necessary – that we would bring back to your Board for consideration.

It should be noted that a new column has been added to the revenue and expense tables that depicts the possible consolidation of Paso Robles Express fixed route and dial-a-ride services, as well as Atascadero El Camino Shuttle services, into RTA. It is anticipated that this consolidation will be fully implemented in May 2014, so two months' of North County revenues and expenses are shown in the FY13-14 budget; the entire

year's worth of North County financials are assumed in FY14-15. This consolidation will only have a financial benefit for the cities of Atascadero and Paso Robles; the other five cities and SLO County will not be directly financially impacted.

In summary, RTA staff has done a tremendous job of holding the line on expenses. The major increases in this year's operating budget are costs for insurance, the wage adjustments programmed in the Collective Bargaining Agreement for covered employees, maintenance parts and supplies for the aging fleet, and our health plan. Although we have managed to make progress on upgrading our fleet in recent years, we continue to be conservative in our maintenance cost estimates as a result of the age of the remaining fleet. The delivery of seven new forty-foot low-floor buses early in the fiscal year will help reduce a portion of FY13-14 vehicle maintenance costs, but staff continues to be conservative given the overall fleet age.

The budget packet contains the following items:

- Adopted Budget Assumptions
- Definitions
- Fiscally-constrained FY13-14 operating and capital budgets
- Fiscally-unconstrained FY14-15 operating budget
- Fiscally-unconstrained FY14-15 through FY17-18 capital budgets

Lastly, in prior budget years, we have provided your Board with data for a contingency plan for adjusting service levels should one of our major revenue projections fall short. We are not including that information at this point in time because funding appears to be relatively stable in comparison to previous fiscal years. Instead, since we have broken each service route/type into weekday, Saturday and Sunday sections to better understand the financial commitment necessary to operate these distinct services should service reductions become necessary due to funding or other constraints.

### **Revised Revenue Assumptions**

There is good news on two revenue fronts as our revenue outlook has improved overall from this current fiscal year, despite a projected decline in one funding source and elimination of another funding source typically used to fund RTA services. Below is a summary of those impacts.

RTA and South County Area Transit operate in the newly-designated Arroyo Grande – Grover Beach urbanized area. This means that RTA and South County Area Transit operations and capital projects are now eligible for Federal Transit Administration Section 5307 reimbursement funds for Federal Fiscal Year 2012-13 (October 1, 2012, through September 30, 2013). It should be noted that RTA services operated in that area are no longer eligible for Rural Transit Funding due to the urbanized area designation.

LTF funds are derived from the statewide ¼ percent sales tax, while STA is derived from the sales tax on diesel fuel. Countywide LTF is projected by SLOCOG to be roughly 28% higher in FY13-14 in comparison to FY12-13. However, STA funding is

estimated to be down roughly \$550,000 countywide, or \$256,514 lower for RTA. The net effect is that the need for LTF from the jurisdictions in FY13-14 is up \$212,124 or 13% in comparison to FY12-13.

We are predicating the revenue stream for the FY13-14 budget on the latest information that we have available on LTF and STA funding for the region. The LTF program should provide some stability in the revenue stream this year and optimistically in the coming years. Staff concurs and applauds the principles laid out in the SLOCOG staff report that any future funding formulas include incentive funding for Vehicle Miles Traveled (VMT) and regional integration of the jurisdictional operations with the regional system as part of the regional funding formula. This budget assumes no fare increases for either FY13-14 or FY14-15.

### **Administration and Operations Expenses**

The overall Administration Expense is up just over 5% compared to FY12-13. This is reflective in workers compensation insurance as a result of RTA implementing policies and procedures related to safety programs. There is a significant increase in our professional development line item as RTA looks to provide additional training and cross training opportunities. Lastly, the budget proposal includes the addition of four new full-time positions:

- One Bus Operator to help meet increasing demand on Runabout (July 1 start).
- One Service Worker to address bus stop and facility cleaning shortcomings (September 1 start).
- One Operations Supervisor to reduce overtime and provide improved support (September 1 start).
- One Accounting Technician to address increased FTA and other reporting (January 1 start).

Under the Runabout section of this report, we discuss the change in ridership and the number of Runabout ADA applications that we receive as a result of the popularity of our service and other factors related to this increase. The amount of staff time that is dedicated to processing applications has changed dramatically over the last three years.

The overall Operating Expense is up just over 8% compared to FY12-13. Labor costs in the operations department are up 10%, while maintenance labor costs are up 16% – primarily due to the addition of the three operations/maintenance positions discussed above. Other contributing factors include increased liability and health insurance costs, volatile fuel costs, as well as vehicle maintenance costs on the aging fleet. Nonetheless, the service delivery line item for fixed route is fairly consistent with that identified in our current budget, as we are reallocating the service hours and miles among the various RTA services in this year's budget in order to minimize fiscal impacts.

As included in the budget assumptions that your Board accepted in March 2013, based on the current projected funding, a 2% annual Cost of Living (COLA) adjustment will be

budgeted for non-union employees; the Collective Bargaining Agreement identifies annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will also be eligible for a step merit increase subject to performance assessments.

Finally, due to the unrest in North Africa and the Middle East, fuel prices have continued to swing wildly over the past two years. Similar to FY12-13, staff budgeted fuel at a relatively high per gallon cost, but we may need to adjust it if fuel prices rise significantly during the fiscal year. Due to our limited infrastructure, we are unable to purchase fuel in bulk to realize economies of scale.

### **Ridership Gains, Overcrowding Mitigation**

This past year we saw steady ridership increases on all RTA services, and especially on our Runabout service. Runabout ridership was up 9%, while fixed route ridership was up nearly 8%, for the first half of FY12-13.

Pursuant to the language in the SLOCOG Regional Transportation Plan under Transit Policies, we have the ability to periodically adjust transit service parameters with the objective to maximize transit system efficiency, effectiveness and economic feasibility. Under this section there is a provision to review the need to add trips or tandems when the peak load factor consistently exceeds 90 percent of a seated bus load. In the case of all our commute trips on Routes 9, 10 and 12, the load factors consistently range from 100 – 130% of the seated load.

### **Runabout Ridership Gains and Runabout Client Census**

Pursuant to the monthly ridership reports, Runabout ridership continues to grow at a non-sustainable rate given existing resources. The number of Runabout applications received has also increased significantly, and we are now receiving an average of 31 applications per month. In FY09-10, we received only twelve per month. Our Runabout fleet is currently at capacity on Mondays, Wednesdays and Fridays. Runabout ridership year-to-date is up 9%, and monthly hours are up nearly 8% over the same period last year. Although our new scheduling software is providing increased efficiencies, we will need to increase Runabout service (vehicles and driver paid hours) during FY13-14. It should be noted that federal regulations prohibit a pattern of ADA paratransit trip denials to certified ADA clients.

### **Capital Program**

The focus of our financially constrained FY13-14 capital program will be funding the procurement of seven low-floor forty foot buses (\$961,000 from Prop 1B grant, \$400,000 from FTA 5307 STIC in the North and South County areas and \$1,900,000 from FTA State of Good Repair) and four Runabout vehicles (\$324,000 FTA 5307 STIC in the North County and \$36,000 STA from an increase not programmed by RTA in FY12-13). We have also programmed \$12,650 for shop equipment for our maintenance department to improve efficiencies, \$187,820 for existing downtown transit center improvements (RTF funding of \$60,000), miscellaneous computer equipment, and ITS

improvements to our existing fleet and new fleet, including on-board camera security systems (\$461,787).

Also included is a projected five-year capital program as part of the budget plan. While only the first year is financially constrained, the projects identified in the ensuing four years will provide a snapshot of future capital needs and potential cost levels. It should be noted that staff has only identified replacement projects and easily identifiable on-going projects (i.e., computer needs and bus stop improvements) in the capital plan, and no expansion vehicles or facilities are included. As the Board provides direction to staff regarding possible expansion vehicles and/or facilities – including a long-term operations/maintenance facility – the capital plan will be updated.

### **Conclusion and Staff Recommendation**

Fiscal Year 2013-14 will be another challenging year, although the challenges will be different than those faced in recent years – instead of being challenged with dire financial barriers this year, we will be challenged to implement a list of long-planned capital projects, in addition to the possible consolidation of North County transit services into RTA. We look forward to working with your Board, our stakeholders and our customers in providing the highest quality of transportation services to our residents and visitors. We believe that this budget reflects the path set by your Board in previous years and, although we would like to do more, we believe that this budget provides the optimum levels of service within the confines of existing resources.

The Staff recommends that the Board adopt the Fiscal Year 2013-14 budget as presented.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**May 1, 2013 (presented March 6, 2013)**  
**STAFF REPORT**

<b>AGENDA ITEM:</b>	<b>B-1</b>
<b>TOPIC:</b>	<b>Fiscal Years 2014 and 2015 Budget Assumptions</b>
<b>ACTION:</b>	<b>Approve Budget Assumptions</b>
<b>PRESENTED BY:</b>	<b>Geoff Straw</b>
<b>STAFF RECOMMENDATION:</b>	<b>Approve Budget Assumptions to enable staff to begin development of FY13-14 &amp; FY14-15 Operating Budget</b>

**BACKGROUND/DISCUSSION:**

The following report outlines staff's budget assumptions recommendation for RTA's Fiscal Year 2013-14 and 2014-15 Operating Budget, and it is the first step in the development of our operating budget and operating program. It should be noted that RTA is developing a two-year operating budget and five-year capital budget. Upon the Board's guidance and approval of these assumptions, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 10<sup>th</sup> meeting prior to the final draft budget presentation to the Board in May.

**Objectives**

- Maintain service levels and hours of service that meet the demand of our customers and communities through the effective and efficient delivery of RTA Fixed Route, Runabout, Dial-a-Ride and Trolley services.
- Increase our reserves for the Fiscal Year 2013-14 budget cycle.
- Continue to work with the SLOCOG efficiencies committee in evaluating region-wide service efficiencies.
- Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs.
- Address overcrowding on fixed route runs during peak travel periods.
- Address increasing demand on Runabout service.
- Project the impacts of North County Consolidated Services for both fiscal years.
- Successfully re-negotiate a new Collective Bargaining Agreement with Teamsters Local 986 (current CBA expires January 31, 2014).

**Revenue**

- SLOCOG has projected a decline in State Transit Assistance (STA) funding for FY13-14 in comparison to FY12-13. Once those targets are more firmly

established, RTA will assume a proportional decrease in overall STA funding in our FY13-14 budget, and will budget the same amount for FY14-15.

- Fare revenue is projected to be \$1,100,000 (farebox and pass sales revenue only) for FY13-14. We are not recommending a fare program change for FY13-14, although we may have to consider changes in FY14-15 if funding shortfalls emerge or farebox recovery projections fall short. Based on recent farebox revenue trends, staff expects annual farebox revenues to total \$1,115,000 for FY14-15 (a ~5% increase over FY13-14). If the release of SLOCOG TDA funding estimates in April-May suggests that other fare changes should be instituted, staff will make that presentation at a future Board meeting.
- Federal Transit Administration (FTA) Section 5307, 5311 and 5339 operating and capital funding for both fiscal years shall remain consistent with FY12-13 levels. Should authorizations for federal transportation programs under MAP-21 or its successor legislation in FY14-15 increase or decrease for any of these programs, staff would adjust these assumptions accordingly.
- FTA Section 5307 operating funding from the City of Santa Maria for Route 10 will be budgeted at \$200,000 for both fiscal years, which is consistent with FY12-13 levels.
- FY12-13 LTF revenue was budgeted at \$3,323,717, and SLOCOG has projected a 12 to 15% increase in FY13-14 over FY12-13 levels. Once the FY13-14 targets are further refined, RTA will assume a proportional increase in overall LTF funding in our FY13-14 budget and a similar increase in the FY14-15 budget. Should there be a budget shortfall due to the loss of funding in either fiscal year, staff would evaluate and make appropriate recommendations on a potential budget amendment.
- Staff will evaluate alternatives to address reserves during the next several months and present a draft Reserve Policy to the Board in FY13-14.
- Staff will continue to explore new revenue resources at the federal, state, and local levels.

## **Expenses**

- Service levels, number of revenue service hours, miles and span of service for RTA fixed route services will be budgeted at current levels for FY13-14.
- Runabout service hours and miles are expected to increase slightly to address increasing demand.
- Should staff be unable to secure adequate funding to operate projected fixed route and Runabout service levels, a reduction of service would be proposed and/or a potential increase in LTF funding would be requested for the Board's consideration.
- Detailed miles/hours and span of service for each route and Runabout will be provided with the draft budget. In addition, detailed miles/hours and span of service will be provided separately for SLO County Services (both fiscal years) and North County Consolidated Services (FY14-15 only).
- Staff will use the 2012-14 RTA Strategic Business Plan, the 2010 Fixed Route Performance Standards, the 2012-15 RTA Service Improvement Program, as well as the findings from the 2010 Short Range Transit Plan, to evaluate potential

efficiencies and with Board concurrence implement efficiencies during the course of the two fiscal years.

- Fuel consumption and price will be budgeted conservatively; diesel fuel will be budgeted at \$4.25 per gallon.
- CalTIP liability premiums will be increased 10% annually.
- Workers Compensation premiums are projected to increase 20%, with the realization that workers compensation is especially challenging this year for almost everyone. Staff will be working with our broker on this in an effort to obtain a better number prior to April. We have also established an employee committee that has evaluated work comp injuries and has initiated a proactive program to address the number of claims and severity of the claims that we have had during the last year. It is expected that this effort will hasten the return of employees back to work following lost-time work-related injuries.
- For FY13-14, the number of budgeted positions will slightly increase in comparison to FY12-13 to address deficiencies in data collection, operations oversight, and bus stop maintenance, as well as to address increasing Runabout demand. However should revenue projections in April indicate that FY13-14 revenue is down, there will be a requisite reduction in the number of FTE's based upon projected revenue.
- For FY14-15, it is anticipated that the number of budgeted positions will increase as part of the North County Consolidated Services. It should be noted that the marginal costs and revenues of the consolidation will be treated in the budget the same way that SLO County services are depicted: as a separate and distinct column.
- Staff is still researching the anticipated impacts of the Affordable Care Act on both the number of employees and the costs of per-employee healthcare costs. For budget-making purposes, staff is assuming a 10% annual increase for both PERS- and Blue Cross-covered employees for each of the next two fiscal years.
- Based on the current projected funding, a 2% annual Cost of Living (COLA) adjustment will be budgeted for non-union employees; the Collective Bargaining Agreement identifies annual increases based upon longevity for Bus Operators and Mechanics. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments.
- RTA will work with SLOCOG staff and members of the Regional Efficiencies Committees to evaluate efficiencies in the provision of service throughout the county.
- Assume driver and mechanic annual wage increases similar to those in the current CBA for the next two fiscal years.

### **Proposed Budget Calendar**

February 13 Detailed budget assumptions and revenue forecast to Executive Committee.

March 6 Obtain Board concurrence on proposed draft budget assumptions.

- March 6 Provide mid-year FY12 Budget data to Board with any recommended budget amendment.
- March 31 Based on feedback from Executive Committee draft FY13 Budget Draft complete.
- April 10 Draft FY13 Budget presentation to Executive Committee.
- April 17 Formal FY13 Budget presentation to RTAC.
- May 1 Final Board Budget presentation. Board adoption of FY13 Budget.
- Nov. 6 Present draft Reserve Policy to Board.

**Staff Recommendation**

Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
FISCAL YEAR 2013-14 BUDGET BACKUP**

**BUDGET DOCUMENT DEFINITIONS**

Staff has highlighted the first page of the document into sections, so that each section can be explained in relation to the total budget. The paragraph numbers below relate to the **bold numbers in squares on the “Proposed Operating Budget For 2013/2014”** of the budget sheets.

1. **BEGINNING FUND BALANCE** – This amount includes carryover funds and general reserves. This amount represents fund balance available (estimated) plus projected revenues for the fiscal year, less projected expenses for the fiscal year. The resulting amount is the projected fund balance, which will be available at the start of each fiscal year.
2. **LESS REQUIRED RESERVES** – These amounts are deducted from the previous section. First Quarter cash flow requirements represent reserves to maintain uninterrupted operations. The funding to operate RTA comes from quarterly disbursements of TDA funds. Quarterly disbursements are not made until the end of each quarter. Therefore, RTA budgets for the first quarter each year out of the beginning fund balance. (Please note that the prior year cash flow reserve is included in the beginning fund balance, and is not accumulated from year to year.) Capital projects carryover and reserves represent the local match for carryover and future capital projects as outlined in the capital improvement plan.
3. **FUND BALANCE AVAILABLE** – This is the balance of funds actually available to finance the start of the budget year. (Amount represents the difference between beginning fund balance and required reserves.)
4. **NON-TDA SOURCES OF FUNDS** – This section details all the Non-Transportation Development Act (TDA) sources of funding by type. Included are fares, interest on deposited funds, and federal, state and local sources.
5. **TOTAL FUND BALANCE AND NON-TDA FUNDING** – This is the total of funding that comes from sources other than cities and the county. This also includes the fund balance available described in #3 above. These amounts are used to fund the budget, thereby decreasing the required TDA contributions of the member jurisdictions.
6. **NET TDA REQUIRED** – This is the total amount of local transportation funds (LTF) required to balance the budget. The Joint Powers Agreement, signed by all members of RTA, authorizes SLOCOG to allocate this amount from each city and the county. This source of funds provides transit planning, bicycle programs, Consolidated Transportation Service Agency (CTSA) support and RTA. A population-based formula is used to distribute the amount among the eight JPA

members. This formula applies to all RTA services. It is not tied to any one route or any one type of service. The balance of LTF funds goes to each jurisdiction for local transit programs, and for streets and roads maintenance projects.

7. TOTAL OF ALL FUNDING SOURCES – This is the total of all funding sources. It equals the amount of expenditures proposed in the budget.
8. FUNDING USES BY GENERAL CATEGORY – This is a very general breakdown by business function for administration and provision of service.
9. TOTAL FUNDING USES – Equals the amount of funding requested by RTA and is detailed in the budget

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
PROPOSED OPERATING BUDGET FOR 2013/2014**

	<b>2011-2012 ACTUAL</b>	<b>2012/2013 AMENDED OPERATING BUDGET</b>	<b>2012/2013 AMENDED SLOCAT BUDGET</b>	<b>2013/2014 PROPOSED OPERATING BUDGET</b>	<b>2013/2014 PROPOSED SLOCAT BUDGET</b>	<b>2013/2014 PROPOSED N. COUNTY BUDGET</b>	<b>2014/2015 PROJECTED OPERATING BUDGET</b>	<b>2014/2015 PROJECTED SLOCAT BUDGET</b>	<b>2014/2015 PROJECTED N. COUNTY BUDGET</b>
FUNDING SOURCES:									
GENERAL RESERVES	1,279,928	1,223,136	207,203	<b>2,050,020</b>	<b>152,321</b>	TBD	1,479,337	161,531	TBD
1. ESTIMATED FUND BALANCE	1,279,928	1,223,136	207,203	<b>2,050,020</b>	<b>152,321</b>	-	1,479,337	161,531	-
2. LESS REQUIRED RESERVES FOR FISCAL YEAR									
CASH FLOW REQUIREMENTS PER TDA	892,119	1,359,421	207,203	<b>1,479,337</b>	<b>152,321</b>	TBD	1,193,527	161,531	TBD
TOTAL	892,119	1,359,421	207,203	<b>1,479,337</b>	<b>152,321</b>	-	1,193,527	161,531	-
3. FUND BALANCE AVAILABLE	387,809	(136,285)	-	<b>570,683</b>	-	TBD	285,810	-	TBD
<b><u>NON TDA SOURCES</u></b>									
FARES	1,386,691	995,000	55,320	<b>1,100,000</b>	<b>25,450</b>	TBD	1,115,000	25,450	TBD
SCAT MANAGEMENT CONTRACT	72,600	77,500	-	<b>77,500</b>	-	-	79,438	-	-
COUNTY MANAGEMENT CONTRACT	175,000	175,000	-	<b>87,500</b>	-	-	89,688	-	-
NORTH COUNTY MANAGEMENT CONTRACT	-	-	-	<b>6,620</b>	-	-	39,720	-	-
COUNTY OPERATIONS	535,989	-	-	-	-	-	-	-	-
INTEREST	2,896	4,500	1,000	<b>4,000</b>	<b>1,000</b>	-	4,000	1,000	-
STATE TRANSIT ASSISTANCE (STA)	72,768	271,061	118,242	<b>40,000</b>	<b>98,295</b>	-	40,000	98,295	-
RURAL TRANSIT FUND (Administration)	25,000	25,000	-	<b>25,000</b>	-	-	25,000	-	-
RURAL TRANSIT FUND (Operating Funds)	128,423	225,120	-	<b>203,366</b>	-	-	72,880	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	300,000	340,000	-	<b>340,000</b>	-	-	340,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Operating	520,846	519,830	-	<b>519,830</b>	-	-	612,880	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	419,453	400,000	-	<b>250,000</b>	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County) - Operating	280,209	799,422	-	<b>621,198</b>	-	TBD	621,198	-	TBD
FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - Operating	207,618	278,734	-	<b>213,931</b>	-	-	200,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - South County Operating	-	-	-	<b>39,000</b>	-	-	359,500	-	-
CUESTA CONTRIBUTION ROUTE 12	51,871	61,336	-	<b>54,001</b>	-	-	54,001	-	-
COG ALLOCATION FOR SENIOR SHUTTLE	70,000	80,000	-	-	-	-	-	-	-
SPECIAL EVENTS REVENUE/OTHER	132,060	109,942	-	<b>102,019</b>	-	-	105,080	-	-
4. SUB TOTAL	4,381,424	4,362,444	174,562	<b>3,683,965</b>	<b>124,745</b>	-	3,758,384	124,745	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	4,769,233	4,226,159	174,562	<b>4,254,648</b>	<b>124,745</b>	-	4,044,194	124,745	-

FUNDING SOURCES:		2011-2012 ACTUAL	2012/2013 AMENDED OPERATING BUDGET	2012/2013 AMENDED SLOCAT BUDGET	2013/2014 PROPOSED OPERATING BUDGET	2013/2014 PROPOSED SLOCAT BUDGET	2013/2014 PROPOSED N. COUNTY BUDGET	2014/2015 PROJECTED OPERATING BUDGET	2014/2015 PROJECTED SLOCAT BUDGET	2014/2015 PROJECTED N. COUNTY BUDGET	
<b><u>TDA REQUIRED</u></b>											
CITY OF ARROYO GRANDE	Population Based	147,942	177,456	-	<b>200,136</b>	-	-	232,379	-	-	
CITY OF ATASCADERO		242,769	292,903	-	<b>329,610</b>	-	<b>TBD</b>	382,711	-	TBD	
CITY OF GROVER BEACH		112,818	135,343	-	<b>152,345</b>	-	-	176,888	-	-	
CITY OF MORRO BAY		87,760	105,554	-	<b>118,917</b>	-	-	138,076	-	-	
CITY OF PASO ROBLES		255,486	306,801	-	<b>349,842</b>	-	<b>TBD</b>	406,203	-	TBD	
CITY OF PISMO BEACH		65,644	78,770	-	<b>88,835</b>	-	-	103,147	-	-	
CITY OF SAN LUIS OBISPO		18%	497,683	598,269	-	<b>676,192</b>	-	785,130	-	-	
COUNTY OF SAN LUIS OBISPO		49%	1,354,805	1,628,621	709,568	<b>1,840,745</b>	<b>597,490</b>	-	2,137,298	646,516	-
TDA REQUIREMENTS BEFORE 5311 EXCHANGE			2,764,907	3,323,717	709,568	<b>3,756,623</b>	<b>597,490</b>	<b>TBD</b>	4,361,832	646,516	TBD
LESS: RURAL TRANSIT FUND/5311 EXCHANGE		(520,846)	(519,830)	-	<b>(519,830)</b>	-	-	(612,880)	-	-	
<b>6.</b> NET TDA REQUIREMENTS		2,244,061	2,803,887	709,568	<b>3,236,793</b>	<b>597,490</b>	-	3,748,952	646,516	-	
<b>7.</b> TOTAL FUNDING SOURCES		7,013,294	7,030,046	884,130	<b>7,491,441</b>	<b>722,235</b>	<b>159,119</b>	7,793,146	771,261	1,010,162	
<b>8.</b> FUNDING USES:											
ADMINISTRATION		1,114,642	1,312,406	27,350	<b>1,381,074</b>	<b>10,000</b>	<b>19,772</b>	1,436,117	10,000	118,630	
INTEREST EXPENSE		189,494	168,585	-	<b>133,954</b>	-	-	89,683	-	-	
MANAGEMENT CONTRACTS		252,500	77,500	175,000	<b>84,120</b>	<b>87,500</b>	-	119,158	89,688	-	
SERVICE DELIVERY		5,436,263	5,371,555	681,780	<b>5,792,294</b>	<b>624,735</b>	<b>137,432</b>	6,048,189	671,573	880,042	
CONTINGENCY		20,395	100,000	-	<b>100,000</b>	-	<b>1,915</b>	100,000	-	11,490	
<b>9.</b> TOTAL FUNDING USES		7,013,294	7,030,046	884,130	<b>7,491,441</b>	<b>722,235</b>	<b>159,119</b>	7,793,146	771,261	1,010,162	

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
PROPOSED CAPITAL BUDGET FOR 2013/2014**

	2011-2012 ACTUAL	2012/2013 AMENDED CAPITAL BUDGET	2012/2013 AMENDED SLOCAT BUDGET	2013/2014 PROPOSED CAPITAL BUDGET	2013/2014 PROPOSED SLOCAT BUDGET	2013/2014 PROPOSED N. COUNTY BUDGET	2014/2015 PROPOSED CAPITAL BUDGET	2014/2015 PROPOSED SLOCAT BUDGET	2014/2015 PROPOSED N. COUNTY BUDGET
FUNDING SOURCES:									
CAPITAL PROJECTS RESERVE	350,266	288,479	-	540,660	-	TBD	363,152	-	TBD
1. ESTIMATED FUND BALANCE	350,266	288,479	-	540,660	-	-	363,152	-	-
2. LESS REQUIRED RESERVES FOR FISCAL YEAR									
CAPITAL PROJECTS RESERVE	350,266	288,479	-	318,373	-	TBD	363,152	-	TBD
TOTAL	350,266	288,479	-	318,373	-	-	363,152	-	-
3. FUND BALANCE AVAILABLE	-	-	-	222,287	-	TBD	-	-	TBD
<b>NON TDA SOURCES</b>									
STATE TRANSIT ASSISTANCE (STA)	616,105	443,960	-	544,071	-	-	394,071	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	61,787	-	400,000	-	-	158,026	-	-
PROPOSITION 1B FUNDING - BUILDING LOAN PAYDOWN	-	-	-	800,000	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	-	1,350,000	95,000	961,000	-	-	400,000	-	-
RURAL TRANSIT FUND (Capital)	89,000	174,710	-	75,000	-	-	639,739	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	-	100,800	-	150,000	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	82,396	1,985,000	-	1,900,000	-	-	2,280,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - State of Good Repair	-	-	-	162,220	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311) - Stimulus	31,772	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	-	-	-	-	-	336,581	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	-	-	-	-	-	400,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5317) - New Freedom	150,151	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	-	-	424,970	-	-	40,000	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	-	-	-	347,030	-	-	-	-	-
COG UNIFORM TRANSIT GRANT	-	-	-	-	-	-	-	-	-
SPECIAL EVENTS REVENUE/OTHER	-	29,894	-	-	-	-	-	-	-
4. SUB TOTAL	969,424	4,146,151	95,000	5,764,291	-	-	4,648,417	-	-
5. TOTAL FUND BALANCE & NON TDA FUNDING	969,424	4,146,151	95,000	5,986,578	-	-	4,648,417	-	-
6. NET TDA REQUIREMENTS	270,450	-	-	-	-	-	-	-	-
7. TOTAL FUNDING SOURCES	1,239,874	4,146,151	95,000	5,986,578	-	-	4,648,417	-	-
8. FUNDING USES:									
CAPITAL	931,612	3,837,889	95,000	4,878,316	-	-	4,258,886	-	-
LOAN PAYDOWN	308,262	308,262	-	1,108,262	-	-	543,134	-	-
9. TOTAL FUNDING USES	1,239,874	4,146,151	95,000	5,986,578	-	-	4,802,020	-	-

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		<b>Actual FY 2011-12</b>	<b>Adopted Operating Budget FY 2012-13</b>	<b>Proposed Operating Budget FY 2013-14</b>	<b>Projected Operating Budget FY 2014-15</b>
<b>Administration and Service Delivery Totals</b>					
	Hours	57,726	61,187	<b>60,118</b>	63,998
	Miles	1,534,626	1,554,777	<b>1,594,232</b>	1,686,796
<b>Administration:</b>					
Labor	operations cost	594,692	736,692	<b>731,454</b>	817,743
Labor - Administration Workers Comp	operations cost	25,901	33,081	<b>35,690</b>	42,830
Office Space Rental	operations cost	405,247	401,278	<b>416,190</b>	450,620
Property Insurance	operations cost	11,590	13,000	<b>16,186</b>	18,625
Professional Technical Services	operations cost	98,754	127,520	<b>90,725</b>	103,804
Professional Development	operations cost	9,649	10,000	<b>16,250</b>	17,500
Operating Expense	operations cost	161,178	190,685	<b>183,670</b>	216,669
Marketing and Reproduction	hourly	60,131	80,000	<b>92,300</b>	105,800
North County Management Contract	operations cost	-	-	<b>(6,620)</b>	(39,720)
County Management Contract	operations cost	(175,000)	(175,000)	<b>(87,500)</b>	(89,688)
SCAT Management Contract	operations cost	(77,500)	(77,500)	<b>(77,500)</b>	(79,438)
<b>Total Administration</b>		1,114,642	1,339,756	<b>1,410,846</b>	1,564,747
<b>Service Delivery:</b>					
Labor - Operations	hourly	2,245,514	2,606,717	<b>2,869,163</b>	3,484,873
Labor - Operations Workers Comp	hourly	145,268	185,537	<b>206,962</b>	282,659
Labor - Maintenance	hourly	570,856	654,862	<b>760,398</b>	856,644
Labor - Maintenance Workers Comp	hourly	45,675	58,336	<b>63,811</b>	81,491
Fuel	miles	1,304,258	1,434,884	<b>1,490,155</b>	1,628,690
Insurance	miles	299,406	276,335	<b>352,037</b>	412,565
Special Transportation (includes Senior Vans, Lucky Bucks, etc)	n/a	70,095	79,925	<b>81,700</b>	83,743
Avila Trolley	n/a	55,661	66,100	<b>66,100</b>	66,100
Senior Shuttle	n/a	71,386	80,000	-	-
Maintenance (parts, supplies, materials)	miles	484,524	486,355	<b>536,934</b>	567,370
Maintenance Contract Costs	miles	143,620	124,283	<b>127,202</b>	135,670
<b>Total Operations</b>		5,436,263	6,053,335	<b>6,554,461</b>	7,599,804
<b>Contingency</b>	hourly	20,395	100,000	<b>101,915</b>	111,490
<b>Interest Expense</b>	operations cost	189,494	168,585	<b>133,954</b>	89,683
<b>Management Contracts</b>		252,500	252,500	<b>171,620</b>	208,845
<b>TOTAL FUNDING USES</b>		7,013,294	7,914,176	<b>8,372,795</b>	9,574,569

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

<b>Capital Expenditures</b>	<b>Actual Capital Expenditure FY 2011-12</b>	<b>Amended Capital Budget FY 2012-13</b>	<b>Proposed Capital Budget FY 2013-14</b>	<b>Projected Capital Budget FY 2014-15</b>	<b>Projected Capital Budget FY 2015-16</b>	<b>Projected Capital Budget FY 2016-17</b>	<b>Projected Capital Budget FY 2017-18</b>
<b>Capital/Studies:</b>							
<b>Computer System Maintenance/Upgrades</b>	5,258	6,678	<b>13,310</b>	21,090	10,000	10,500	11,030
Miscellaneous Capital	56,095	89,020					
<b>Facility Improvements</b>	-		<b>187,820</b>	12,500	-	-	-
<b>Maintenance Software and Maintenance Equipment</b>	-		<b>60,000</b>	-	-	-	36,470
<b>Tire Lease Buyout</b>	-		<b>37,170</b>	-	-	-	-
<b>Marking and Tethering Program</b>	-		<b>5,500</b>	-	-	-	-
<b>Rotary Lift</b>	-		<b>18,700</b>	-	-	-	22,730
<b>Specialized Maintenance Tools</b>	-		<b>12,650</b>	40,950	15,000	15,750	16,540
<b>Maintenance Staff Office/Additional Desks</b>	-		<b>34,100</b>	-	-	-	-
<b>Backup Generator</b>	-		<b>17,250</b>	-	-	-	-
<b>Vehicle ITS/Camera System</b>	-	61,787	<b>461,787</b>	158,026	-	-	96,040
<b>Bus Stop Improvements</b>	-	-	<b>61,750</b>	30,000	15,000	15,750	16,540
<b>Bus Rehabilitation</b>	97,933	100,000	<b>125,000</b>	60,000	126,000	132,300	-
<b>Bus Procurement Reserve/Large Capital Repairs</b>	160,000	29,894	<b>44,779</b>	-	-	-	-
Electronic Farebox/RouteMatch Dispatching Software	-	-	-	-	-	50,000	-
Vehicles	-	-	-	-	-	-	-
North Coast Connector (Two Small Buses)	178,201	-	-	-	-	-	-
<b>Support Vehicles</b>	-	-	<b>102,500</b>	-	-	50,000	-
<b>40' Coaches</b>	389,117	3,326,000	<b>3,336,000</b>	3,766,320	-	-	1,215,506
<b>Trolley replacement vehicles</b>	-	-	-	-	-	325,000	-
One Dial A Ride Vehicle	-	95,000	-	-	-	-	-
<b>Runabout Vehicles</b>	45,008	224,510	<b>360,000</b>	170,000	-	347,290	-
<b>Total Capital Outlay</b>	931,612	3,932,889	<b>4,878,316</b>	4,258,886	166,000	946,590	1,414,856
<b>Loan Paydown</b>	308,262	308,262	<b>1,108,262</b>	543,134	543,134	271,567	-
<b>TOTAL FUNDING USES</b>	<b>1,239,874</b>	<b>4,241,151</b>	<b>5,986,578</b>	<b>4,802,020</b>	<b>709,134</b>	<b>1,218,157</b>	<b>1,414,856</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2012-13</b>	<b>Weekday Proposed Budget FY 2013-14</b>	<b>Saturday Proposed Budget FY 2013-14</b>	<b>Sunday Proposed Budget FY 2013-14</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>Route 9</b>							
	Hours	10,390	<b>9,760</b>	<b>629</b>	<b>413</b>	<b>10,801</b>	11,071
	Miles	313,841	<b>298,711</b>	<b>18,965</b>	<b>12,806</b>	<b>330,482</b>	338,744
<b>Administration:</b>							
<b>Total Administration (Net of Contracts)</b>		202,065	<b>226,485</b>	<b>14,495</b>	<b>9,641</b>	<b>250,621</b>	259,511
<b>Service Delivery:</b>							
Labor - Operations	hourly	397,976	<b>409,564</b>	<b>26,375</b>	<b>17,336</b>	<b>453,275</b>	458,235
Labor - Operations Workers Comp	hourly	28,327	<b>29,513</b>	<b>1,901</b>	<b>1,249</b>	<b>32,662</b>	37,739
Labor - Maintenance	hourly	99,980	<b>110,757</b>	<b>7,133</b>	<b>4,688</b>	<b>122,578</b>	124,740
Labor - Maintenance Workers Comp	hourly	8,906	<b>9,279</b>	<b>598</b>	<b>393</b>	<b>10,270</b>	11,866
Fuel	miles	272,686	<b>263,015</b>	<b>16,699</b>	<b>11,276</b>	<b>290,989</b>	288,944
Insurance	miles	51,574	<b>61,555</b>	<b>3,908</b>	<b>2,639</b>	<b>68,102</b>	72,572
Maintenance (parts, supplies, materials)	miles	88,265	<b>90,334</b>	<b>5,735</b>	<b>3,873</b>	<b>99,942</b>	95,815
Maintenance Contract Costs	miles	22,555	<b>21,398</b>	<b>1,359</b>	<b>917</b>	<b>23,674</b>	22,935
<b>Total Operations</b>		970,270	<b>995,414</b>	<b>63,706</b>	<b>42,371</b>	<b>1,101,491</b>	1,112,846
<b>Capital/Studies:</b>							
<b>Total Capital Outlay</b>		1,001,452	<b>1,198,255</b>	<b>77,165</b>	<b>50,719</b>	<b>1,326,140</b>	1,308,316
<b>Contingency</b>	hourly	17,278	<b>16,693</b>	<b>1,075</b>	<b>707</b>	<b>18,475</b>	17,894
<b>Interest Expense</b>	operations cost	31,568	<b>22,361</b>	<b>1,440</b>	<b>946</b>	<b>24,748</b>	16,048
<b>TOTAL FUNDING USES</b>		2,222,632	<b>2,459,209</b>	<b>157,882</b>	<b>104,383</b>	<b>2,721,474</b>	2,714,615
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,221,180	<b>1,260,954</b>	<b>80,716</b>	<b>53,664</b>	<b>1,395,335</b>	1,406,298

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2012-13</b>	<b>Weekday Proposed Budget FY 2013-14</b>	<b>Saturday Proposed Budget FY 2013-14</b>	<b>Sunday Proposed Budget FY 2013-14</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>Route 10</b>							
	Hours	10,652	<b>9,830</b>	<b>588</b>	<b>360</b>	<b>10,777</b>	11,046
	Miles	359,690	<b>322,158</b>	<b>19,000</b>	<b>11,628</b>	<b>352,786</b>	361,605
<b>Administration:</b>							
	<b>Total Administration (Net of Contracts)</b>	218,113	<b>235,189</b>	<b>13,972</b>	<b>8,551</b>	<b>257,712</b>	266,733
<b>Service Delivery:</b>							
	Labor - Operations	408,016	<b>412,498</b>	<b>24,655</b>	<b>15,089</b>	<b>452,242</b>	457,190
	Labor - Operations Workers Comp	29,041	<b>29,724</b>	<b>1,777</b>	<b>1,087</b>	<b>32,588</b>	37,653
	Labor - Maintenance	102,502	<b>111,550</b>	<b>6,667</b>	<b>4,080</b>	<b>122,298</b>	124,456
	Labor - Maintenance Workers Comp	9,131	<b>9,346</b>	<b>559</b>	<b>342</b>	<b>10,246</b>	11,839
	Fuel	312,523	<b>283,660</b>	<b>16,729</b>	<b>10,238</b>	<b>310,628</b>	308,445
	Insurance	59,109	<b>66,386</b>	<b>3,915</b>	<b>2,396</b>	<b>72,698</b>	77,469
	Maintenance (parts, supplies, materials)	101,160	<b>97,425</b>	<b>5,746</b>	<b>3,516</b>	<b>106,687</b>	102,281
	Maintenance Contract Costs	25,851	<b>23,078</b>	<b>1,361</b>	<b>833</b>	<b>25,272</b>	24,482
	<b>Total Operations</b>	1,047,333	<b>1,033,667</b>	<b>61,409</b>	<b>37,582</b>	<b>1,132,658</b>	1,143,816
<b>Capital/Studies:</b>							
	<b>Total Capital Outlay</b>	1,026,715	<b>1,206,841</b>	<b>72,132</b>	<b>44,144</b>	<b>1,323,117</b>	1,305,334
<b>Contingency</b>	hourly	17,714	<b>16,813</b>	<b>1,005</b>	<b>615</b>	<b>18,433</b>	17,853
<b>Interest Expense</b>	operations cost	34,075	<b>22,521</b>	<b>1,346</b>	<b>824</b>	<b>24,691</b>	16,011
<b>TOTAL FUNDING USES</b>		2,343,950	<b>2,515,031</b>	<b>149,863</b>	<b>91,716</b>	<b>2,756,611</b>	2,749,748
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,317,235	<b>1,308,190</b>	<b>77,732</b>	<b>47,572</b>	<b>1,433,494</b>	1,444,414

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2012-13</b>	<b>Weekday Proposed Budget FY 2013-14</b>	<b>Saturday Proposed Budget FY 2013-14</b>	<b>Sunday Proposed Budget FY 2013-14</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>Route 12, 14 and 15</b>							
	Hours	15,751	<b>9,419</b>	<b>859</b>	<b>673</b>	<b>10,951</b>	11,225
	Miles	350,619	<b>283,473</b>	<b>26,515</b>	<b>20,410</b>	<b>330,398</b>	338,658
<b>Administration:</b>							
<b>Total Administration (Net of Contracts)</b>		270,191	<b>216,983</b>	<b>20,009</b>	<b>15,558</b>	<b>252,549</b>	261,533
<b>Service Delivery:</b>							
Labor - Operations	hourly	603,321	<b>395,275</b>	<b>36,048</b>	<b>28,251</b>	<b>459,574</b>	464,603
Labor - Operations Workers Comp	hourly	42,942	<b>28,483</b>	<b>2,598</b>	<b>2,036</b>	<b>33,116</b>	38,263
Labor - Maintenance	hourly	151,567	<b>106,893</b>	<b>9,748</b>	<b>7,640</b>	<b>124,281</b>	126,474
Labor - Maintenance Workers Comp	hourly	13,502	<b>8,956</b>	<b>817</b>	<b>640</b>	<b>10,412</b>	12,031
Fuel	miles	304,642	<b>249,598</b>	<b>23,346</b>	<b>17,971</b>	<b>290,915</b>	288,871
Insurance	miles	57,618	<b>58,415</b>	<b>5,464</b>	<b>4,206</b>	<b>68,084</b>	72,553
Maintenance (parts, supplies, materials)	miles	98,609	<b>85,726</b>	<b>8,018</b>	<b>6,172</b>	<b>99,917</b>	95,791
Maintenance Contract Costs	miles	25,199	<b>20,307</b>	<b>1,899</b>	<b>1,462</b>	<b>23,668</b>	22,929
<b>Total Operations</b>		1,297,399	<b>953,651</b>	<b>87,939</b>	<b>68,378</b>	<b>1,109,968</b>	1,121,514
<b>Capital/Studies:</b>							
<b>Total Capital Outlay</b>		1,518,174	<b>1,156,450</b>	<b>105,466</b>	<b>82,654</b>	<b>1,344,569</b>	1,326,498
<b>Contingency</b>	hourly	26,193	<b>16,111</b>	<b>1,469</b>	<b>1,151</b>	<b>18,731</b>	18,143
<b>Interest Expense</b>	operations cost	42,211	<b>21,581</b>	<b>1,968</b>	<b>1,542</b>	<b>25,091</b>	16,271
<b>TOTAL FUNDING USES</b>		3,154,169	<b>2,364,775</b>	<b>216,851</b>	<b>169,283</b>	<b>2,750,909</b>	2,743,959
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		1,635,995	<b>1,208,325</b>	<b>111,385</b>	<b>86,630</b>	<b>1,406,340</b>	1,417,460

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		<b>Adopted Budget FY 2012-13</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>Runabout</b>				
	Hours	23,341	<b>25,937</b>	28,531
	Miles	479,229	<b>509,405</b>	560,346
<b>Administration:</b>				
	<b>Total Administration (Net of Contracts)</b>	388,742	<b>507,375</b>	565,411
<b>Service Delivery:</b>				
	Labor - Operations	894,045	<b>1,088,454</b>	1,180,879
	Labor - Operations Workers Comp	63,635	<b>78,432</b>	97,254
	Labor - Maintenance	224,603	<b>294,347</b>	321,458
	Labor - Maintenance Workers Comp	20,008	<b>24,661</b>	30,580
	Fuel	416,387	<b>448,531</b>	477,967
	Insurance	78,753	<b>104,972</b>	120,047
	Maintenance (parts, supplies, materials)	134,780	<b>154,051</b>	158,496
	Maintenance Contract Costs	34,442	<b>36,492</b>	37,938
	<b>Total Operations</b>	<b>1,866,652</b>	<b>2,229,938</b>	2,424,618
<b>Capital/Studies:</b>				
	<b>Total Capital Outlay</b>	261,655	<b>884,517</b>	318,744
<b>Contingency</b>				
	hourly	38,815	<b>44,364</b>	46,113
<b>Interest Expense</b>				
	operations cost	60,731	<b>59,427</b>	41,355
<b>TOTAL FUNDING USES</b>		<b>2,616,595</b>	<b>3,725,620</b>	3,396,241
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>2,354,940</b>	<b>2,841,103</b>	3,077,497

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2012-13</b>	<b>Line 83 Proposed Budget FY 2013-14</b>	<b>Senior Shuttle Proposed Budget FY 2013-14</b>	<b>Route 227 Proposed Budget FY 2013-14</b>	<b>Beach Shuttle Proposed Budget FY 2013-14</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>Line 83, Senior Shuttle, Route 227, Beach Shuttle</b>								
	Hours	1,052	<b>1,081</b>	-	<b>145</b>	<b>428</b>	<b>1,653</b>	2,126
	Miles	51,397	<b>53,766</b>	-	<b>4,875</b>	<b>12,517</b>	<b>71,158</b>	87,440
<b>Administration:</b>								
<b>Total Administration (Net of Contracts)</b>		42,779	<b>31,953</b>	-	-	-	<b>31,953</b>	32,978
<b>Service Delivery:</b>								
Labor - Operations	hourly	40,278	<b>45,345</b>	-	<b>6,092</b>	<b>17,940</b>	<b>69,377</b>	88,011
Labor - Operations Workers Comp	hourly	2,867	<b>3,267</b>	-	<b>439</b>	<b>1,293</b>	<b>4,999</b>	7,248
Labor - Maintenance	hourly	10,119	<b>12,263</b>	-	<b>1,647</b>	<b>4,851</b>	<b>18,761</b>	23,958
Labor - Maintenance Workers Comp	hourly	901	<b>1,027</b>	-	<b>138</b>	<b>406</b>	<b>1,572</b>	2,279
Fuel	miles	44,657	<b>47,341</b>	-	<b>4,292</b>	<b>11,021</b>	<b>62,655</b>	74,585
Insurance	miles	8,446	<b>11,079</b>	-	<b>1,005</b>	<b>2,579</b>	<b>14,663</b>	18,733
Senior Shuttle	n/a	80,000	-	-	-	-	-	-
Maintenance (parts, supplies, materials)	miles	14,455	<b>16,260</b>	-	<b>1,474</b>	<b>3,785</b>	<b>21,519</b>	24,733
Maintenance Contract Costs	miles	3,694	<b>3,852</b>	-	<b>349</b>	<b>897</b>	<b>5,097</b>	5,920
<b>Total Operations</b>		205,417	<b>140,434</b>	-	<b>15,437</b>	<b>42,774</b>	<b>198,644</b>	245,468
<b>Capital/Studies:</b>								
<b>Total Capital Outlay</b>		29,894	-	-	-	-	-	-
<b>Contingency</b>		-	-	-	-	-	-	-
<b>Interest Expense</b>		-	-	-	-	-	-	-
<b>TOTAL FUNDING USES</b>		278,090	<b>172,387</b>	-	<b>15,437</b>	<b>42,774</b>	<b>230,597</b>	278,446
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		248,196	<b>172,387</b>	-	<b>15,437</b>	<b>42,774</b>	<b>230,597</b>	278,446

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

	<b>Adopted Budget FY 2012-13</b>	<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>County Services</b>			
<b>Administration:</b>			
<b>Total Administration (Net of Contracts)</b>	217,866	<b>97,500</b>	99,688
<b>Service Delivery:</b>			
Labor - Operations	263,082	<b>255,072</b>	267,811
Labor - Operations Workers Comp	18,725	<b>18,380</b>	22,056
Labor - Maintenance	66,092	<b>68,978</b>	72,903
Labor - Maintenance Workers Comp	5,888	<b>5,779</b>	6,935
Fuel	83,990	<b>69,000</b>	70,725
Insurance	20,834	<b>19,100</b>	21,010
Special Transportation (includes Senior Van: n/a	79,925	<b>81,700</b>	83,743
Avila Trolley	66,100	<b>66,100</b>	66,100
Maintenance (parts, supplies, materials)	49,085	<b>48,744</b>	48,744
Maintenance Contract Costs	12,543	<b>11,546</b>	11,546
<b>Total Operations</b>	666,264	<b>644,400</b>	671,573
<b>Capital/Studies:</b>			
<b>Total Capital Outlay</b>	95,000	-	-
<b>Contingency</b>	-	-	-
<b>Interest Expense</b>	-	-	-
<b>TOTAL FUNDING USES</b>	979,130	<b>741,900</b>	771,261
<b>TOTAL NON-CAPITAL EXPENDITURES</b>	884,130	<b>741,900</b>	771,261

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

		<b>Total Proposed Budget FY 2013-14</b>	<b>Projected Budget FY 2014-15</b>
<b>North County Services</b>			
<b>Administration:</b>			
<b>Total Administration (Net of Contracts)</b>		<b>19,772</b>	118,630
<b>Service Delivery:</b>			
Labor - Operations	hourly	<b>91,225</b>	568,200
Labor - Operations Workers Comp	hourly	<b>6,788</b>	42,450
Labor - Maintenance	hourly	<b>9,170</b>	62,670
Labor - Maintenance Workers Comp	hourly	<b>872</b>	5,962
Fuel	miles	<b>17,435</b>	119,150
Insurance	miles	<b>4,417</b>	30,180
Maintenance (parts, supplies, materials)	miles	<b>6,073</b>	41,510
Maintenance Contract Costs	miles	<b>1,452</b>	9,920
<b>Total Operations</b>		<b>137,432</b>	880,042
<b>Capital/Studies:</b>			
<b>Total Capital Outlay</b>		-	-
<b>Contingency</b>	hourly	<b>1,915</b>	11,490
<b>Interest Expense</b>	operations cost	-	-
<b>TOTAL FUNDING USES</b>		<b>159,119</b>	1,010,162
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>159,119</b>	1,010,162

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Reimbursement for South County Area Transit Use of RTA Vehicles

**ACTION:** Review and Approve

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

**RTAC RECOMMENDATION:** Supported at April 17, 2013 Meeting

**BACKGROUND:**

As noted in the Executive Director's report during the March 6, 2013 RTA Board meeting, at various times during the year vehicle(s) have been borrowed from RTA for South County Area Transit service needs. This is being done due to vehicle shortages related to their hybrid bus being unusable, as well as for training needs and when South County Area Transit buses are in the shop for repairs/maintenance.

Staff reviewed the Daily Vehicle Inspection reports completed by South County Area Transit staff for RTA vehicles for the period July 1, 2012 to February 28, 2013. During that time 31,257 miles were operated on RTA vehicles in the provision of South County Area Transit service.

To determine a cost per mile, various cost factors were evaluated, including fuel, parts, maintenance staff time, and insurance. As was noted at the March meeting, RTA is not looking to recover any depreciation costs. Based on the evaluation, the cost per mile is \$1.70, which would result in a charge of \$53,136.90 through February 2013. It should be noted that RTA vehicles continue to be used at South County Area Transit and likely will be until their new vehicles arrive in August 2013.

**Staff Recommendation**

Approve the transfer of \$53,136.90 in maintenance costs from RTA to SCAT for the use of RTA buses from July 1, 2012, through February 28, 2013. In addition, approve the per mile rate for using RTA vehicles of \$1.70 through the end of August 2013.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Trustee Change for Nationwide 457

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Adopt Resolution

**BACKGROUND/DISCUSSION:**

The attached resolution updates the trustees on the existing Nationwide 457 Retirement Account set forth in the Nationwide Financial Defined Contribution Plan and Trust, effective as of January 1, 2009.

**STAFF RECOMMENDATION:**

Adopt the resolution appointing Geoff Straw, Omar McPherson and Tania Arnold as Trustees. As such, they are authorized and directed to perform all acts, sign all documents necessary to put said plan into operation pursuant to Section 401 (a) of the Internal Revenue Code of 1986.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE CHANGE IN TRUSTEE FOR  
NATIONWIDE 457 RETIREMENT PLAN**

The undersigned secretary of San Luis Obispo Regional Transit Authority hereby certifies that the following resolutions were adopted at a meeting of the Board of Directors held on May 1, 2013.

**RESOLVED**, that the Corporation hereby adopts the San Luis Obispo Regional Transit Authority 457 Retirement Plan set forth in the Nationwide Financial Defined Contribution Plan and Trust, effective as of January 1, 2009.

**FURTHER RESOLVED**, that Geoff Straw, Omar McPherson and Tania Arnold of the San Luis Obispo Regional Transit Authority are hereby authorized and directed to perform all acts, sign all documents necessary to put said plan into operation, and to secure the approval of said plan by the Internal Revenue Service so that said plan may qualify under Section 401(a) of the Internal Revenue Code of 1986, as amended;

**FURTHER RESOLVED**, that Geoff Straw, Omar McPherson and Tania Arnold are hereby appointed as Trustee(s) and, upon acceptance by executing the Adoption Agreement of said plan, is/are directed to assume ownership of all trust assets.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby passed and adopted by the San Luis Obispo Regional Transit Authority of San Luis Obispo County, State of California, at a regular meeting of said Board of Directors held on the 1<sup>st</sup> day of May, 2013.

---

Frank Mecham  
President of the RTA Board

\_\_\_\_\_  
Geoff Straw

\_\_\_\_\_  
Omar McPherson

\_\_\_\_\_  
Tania Arnold

APPROVED AS TO FORM AND LEGAL EFFECT:

By: \_\_\_\_\_  
Tim McNulty  
RTA Counsel

Dated: \_\_\_\_\_

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-2

**TOPIC:** Vehicle Procurement

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to procure eight (8) forty-foot low floor buses and four (4) Runabout Cutaway vehicles at a cost not to exceed \$4,126,320

**BACKGROUND/DISCUSSION:**

RTA has been awarded funding to purchase eight (8) new replacement forty-foot low-floor buses. Six (6) of the eight buses will be funded with \$2,280,000 in Federal Transit Administration (FTA) State of Good Repair (SGR) funding apportioned in FY12-13, \$400,000 in California Proposition 1B funding apportioned in the FY10-11 cycle, and \$170,000 in Rural Transit Funds as local match to these funds. The other two was funded with \$400,000 in FTA 5316, \$336,581 in FTA 5311, \$40,000 in FTA 5307, and \$89,739 in Rural Transit Funds and \$50,000 in STA as local match to these funds.

Total funding available immediately for the eight bus procurement project is \$3,766,320. Staff has evaluated forty-foot low-floor vehicles available in the marketplace, and has identified several available options for buses manufactured by the Gillig Corporation. These piggyback options are currently available through contracts already executed by other transit agencies, and the procurement documents include all of the FTA-required clauses. These buses have upgrade packages that match the items included in our current procurement with the Gillig Corporation for seven buses that will be delivered beginning in June 2013. These items include digital on-board surveillance systems, multiplex wiring systems, GFI fareboxes, and electronic LED front, side and rear destination signs – all of which will be useful to our customers, as well as to our operations and maintenance team. Staff anticipates a minimum of fifteen (15) months lead time for delivery, once an order is placed.

RTA also secured \$324,000 in FTA 5307 to fund four Runabout Cutaway vehicles. These funds will be match with STA funds of \$36,000. These four (4) Runabout Cutaway wheelchair-accessible vehicles will be purchased from the CalACT procurement list previously used by RTA for vehicle purchases and approved by FTA and Caltrans. RTA will provide ADA Paratransit service with these vehicles. Once the Purchase Order is issued, it will take about 4-6 months for delivery.

**Staff Recommendation**

In order to expedite the purchasing process, staff requests the Board's concurrence to authorize the Executive Director to issue a Purchase Order to vendor for the procurement of eight (8) forty-foot low floor buses and four (4) Runabout Cutaway vehicles at a total price not to exceed \$4,126,320.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-3

**TOPIC:** Equal Employment Opportunity Plan

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve staff to submit this EEO Plan to the Federal Transit Administration (FTA)

**BACKGROUND/DISCUSSION:**

RTA is required by the Federal Transit Administration (FTA) to update its Equal Employment Opportunity (EEO) Plan every three years. RTA last updated its EEO Plan in 2010 and is at the point where we need to submit an updated Plan for the next three federal fiscal years starting in October 1, 2013 and ending on September 30, 2016. RTA must submit EEO Plan updates to remain eligible for federal funding.

**Equal Employment Opportunity Program**

It is the policy of RTA and its departments to pursue equal employment opportunity regardless of race, religion, color, national origin, sex, height, weight, marital status, age or disability as defined by federal and state law in our relationship with applicants for employment, employees of the RTA and the Public.

**Staff recommendation**

Approve staff to submit the attached Equal Employment Opportunity Plan to the FTA.



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**EQUAL EMPLOYMENT OPPORTUNITY PLAN UPDATE**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**OCTOBER 1, 2013- SEPTEMBER 30, 2016**

**Contact Information:**

**Tania Arnold**  
**Chief Financial Officer & Director of Administration**  
**Office: 805.781.4397**  
[tarnold@slorta.org](mailto:tarnold@slorta.org)

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:  
Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of San  
Luis Obispo



## **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**Adapted: May 1, 2012**

### **I. POLICY STATEMENT**

1. It's the policy of the San Luis Obispo Regional Transit Authority (RTA) and its departments and agencies to pursue equal employment opportunity regardless of race, religion, color, sex, height, weight, marital status, national origin, age, or disability as defined by federal and state law in our relationship with applicants for employment, employees of the department/agency, and the public.
2. Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be prepared in advance by the Executive Director or their designee, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the RTA Board of Directors for its review and approval.
3. The Chief Financial Officer & Director of Administration will be the EEO Officer for RTA and will work with the RTA Executive Director for all complaints against RTA.
4. All Executives, managers, and supervisory staff shall share the responsibility of the EEO plan and are assigned tasks in hiring and promotions to assure compliance is achieved.
5. All applicants and employees have the right to file a complaint alleging discrimination with the EEO Officer.
6. As part of the annual evaluation of Management Staff, the Executive Director will evaluate the success of the EEO plan and share this with the Managers and Supervisors.
7. The successful achievement of the EEO goals has and will provide benefits to the recipient through a fuller utilization and development of previously underutilized human resources

---

**Executive Director      Date**  
**Geoff Straw**

---

**CFO & Director of Administration      Date**  
**Tania Arnold**

## II. DISSEMINATION AND COMMUNICATION

This Policy Statement will be made available to employees, applicants, and organizations outside the department/agency through employee handbooks, policy directives, posting in conspicuous locations, the Internet, statements on recruitment documents, advertising, and through notification to contractors, etc.

Executive, managerial, and supervisory personnel will be advised of the Policy, through annual meetings and/or training, with emphasis on individual responsibilities for implementation of the policy.

## III. RESPONSIBILITIES

### A. Implementation

The Executive Director, in cooperation with the Chief Financial Officer & Director of Administration of RTA shall implement this Equal Employment Opportunity (EEO) Plan and submit the plan to the RTA Board of Directors for its approval. The plan shall be consistent with applicable law. **(See attachment A for organization chart)**

### B. Executives, Managers, and Supervisors

Executives, managers, and supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors.

Executives, managers, and supervisors are responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

### C. Administration of Equal Employment Opportunity Activities

The Chief Financial Officer & Director of Administration, or their designee, is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the Plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources personnel.

Activities in this area may include:

1. Implementing the EEO Plan through internal and external communication techniques.
2. Consulting with other human resource and departmental personnel responsible for the developing of a plan to forecast departmental workforce needs.
3. Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including identifying areas where equal employment opportunity improvement is necessary and recommending actions for solving deficiencies.
4. Reviewing personnel policies, selection processes, and record keeping procedures that affect equal employment opportunity. Employment data, practices and policies will be analyzed to determine if these afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the RTA Executive Director.

5. Analyzing employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
6. Reporting data related to the composition of the workforce by race, gender, and disability status.
7. Coordinating Section 504/ADA/reasonable accommodation activities. These accommodations may include:
  - Providing written interview questions for persons who are hearing impaired.
  - Providing a proctor for a person who is visually impaired.
  - Providing more time for persons with a proven learning disability.
  - Providing a quiet environment for persons with attention deficit disorder.
8. Investigating allegations of illegal discrimination and sexual harassment complaints.

## **IV. EMPLOYMENT PRACTICES**

### **A. RECRUITMENT**

Recruitment is a shared responsibility between the County of San Luis Obispo and RTA. Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- Posting of vacancy(ies), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet).
- Contacting universities, colleges, schools and professional organizations.
- Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs).
- Referral agencies (e.g., Department of Career Development or other state/local employment agencies, private agencies).

### **B. HIRING**

RTA will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

### **C. PROMOTIONS AND CAREER ADVANCEMENT**

In accordance with the principles of equal employment opportunity, RTA will: 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department (e.g., internal and external training programs).

## **V. AFFIRMATIVE ACTION**

Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be prepared in advance by the RTA Executive Director or their designee, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the RTA Board of Directors for its review and approval.

## **VI. REPORTING OF EEO EFFORTS**

### **A. SELECTION PROCESS.**

RTA shall ensure equal employment opportunity consistent with Civil Service Rules and Regulations. In addition, RTA shall maintain accurate documentation for all steps of the selection process, including an evaluation of the selected candidate compared to the selection criteria used. Documentation shall be maintained in accordance with Civil Service Rules and Regulations.

### **B. EMPLOYEE RELATIONS AND DEVELOPMENT**

Managers and supervisors are responsible to provide other information necessary for the administration of EEO within RTA. Each department/agency will continue to review on an annual basis:

1. Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and
2. Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.

## **VII. UTILIZATION ANALYSIS**

### **A. UTILIZATION STUDY:**

**RTA is a Joint Powers Authority in San Luis Obispo County and as such uses the County's Office of Human Resources to recruit persons for employment.**

RTA shall prepare a utilization study that contains an analysis of all major job categories in RTA with an explanation showing if minorities or women are currently being underutilized in any one or more job categories. The utilization analysis shall be conducted separately for minorities and women. In determining whether minorities are being underutilized in any job category, the following factors will be used:

1. Minority and female availability for the County's relevant labor market area.
2. The percentage of minority and female employees in the County work force as compared with the availability of minorities and females in the relevant labor market area.
3. The general availability of minorities and females having required requisite skills in the relevant labor market area.
4. The availability of promotable and transferable minorities and women within RTA.

### **B. RTA UTILIZATION ANALYSIS:**

The utilization analysis shall be conducted by comparing RTA's current workforce composition to the availability of Hispanic and other protected groups in the relevant labor market obtained from the most current Labor Market data. The first analysis shall compare the current utilization

in RTA's workforce of members of both genders in each group to the relevant labor market availability. The second analysis shall compare the current utilization in RTA's workforce in each group to the relevant labor market.

The statistics are the basis for the utilization analysis of RTA's current workforce composition. Only those job classifications that are currently filled shall be contained in the utilization analysis.

The utilization analysis shall provide the basis for targeting key positions. In those instances where the utilization analysis indicated that RTA's work force composition is less than 80% of the ratio available in the relevant labor market for a particular protected group (i.e. Hispanic, other, female) and such information is statistically significant, such positions shall be targeted as key positions.

**(SEE ATTACHED B - UTILIZATION ANALYSIS WORKSHEET)**

### **C. EMPLOYMENT GOALS CRITERIA:**

Employment goals shall be established utilizing the following standards:

1. Directors and each manager shall be invited to participate in the goal setting process.
2. The utilization analysis will be used.
3. Goals shall not consist of rigid and inflexible quotas that must be met, but are targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.
4. RTA shall establish and set forth, where necessary, specific goals separately for each protected group deemed.
5. Such goals, with supporting data and the analysis thereof, shall be part of San Luis Obispo Regional Authority's written Affirmative Action Plan and maintained in every office.
6. Support data for the required analysis and program shall be compiled and maintained as part of RTA affirmative action program.

### **D. JOB CATEGORIES**

1. Directors:  
Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments.
2. Managers:  
Occupations in which employees set focused policies, exercise overall responsibility for execution of these policies, or direct individual divisions. Occupations which require specialized and theoretical knowledge that is usually acquired through college training, or through work experience and other training, and provides comparable knowledge.
3. Administrative Support Staff:  
Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.
4. Operations Supervisors:  
Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office or on the road. This includes dispatchers and road supervisors

5. Technicians:

Occupations in which workers require a combination of basic technical knowledge, manual skills which can be obtained through specialized post-secondary school, education or through equivalent on-the-job training. Occupations in which workers perform duties which may result in, or contribute to, the safety of the general public. This would include maintenance workers.

6. Bus Operators

Occupations in which workers perform duties which may result in, or contribute to, the safety of the general public. This would include bus drivers.

**E. UTILIZATION ANALYSIS NARRATIVE**

The Utilization Analysis conducted compares the most recent data available of the relevant labor market from the 2010 Census by Gender, Race and Hispanic Origin. This is the latest update we have.

The following groups are included in RTA's workforce:

- Directors
- Managers
- Administrative Support
- Operations Supervisors
- Technicians
- Bus Operators

A comparison with the relevant labor market indicates underutilization supporting the targeting of the following job categories as indicated:

Directors	Not underutilized in either category
Managers	Not underutilized in either category
Administrative Support	25% underutilized in Minorities and 2% Underutilized Females
Operations Supervisors	Not underutilized in either category
Technicians	Not underutilized in either category
Bus Operators	18% underutilized in Minorities and 18% Underutilized Females

Under this affirmative action plan, by identifying protected groups, RTA shall attempt to increase the representations of those targeted. This shall be accomplished by directing, through the adoption of this plan, appointing supervisors to meet goals for the inclusion of women and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories.

RTA, under this Utilization Plan has identified underutilization of Targeted Protective groups and will try to increase the representation of those targeted. This will be done through supervisory training and minority recruitment.

## **F. Monitoring and Reporting System**

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. This system serves the following basic purposes:

1. Assessing EEO accomplishments
2. Enables RTA to evaluate the EEO program during the year and to take any necessary corrective action regarding the development and execution of programs of goals and timetables.
3. Identify supervisors who have failed to achieve the goal or to implement affirmation action.
4. Provide a precise and factual database for future projections.

The reporting system will provide documentation to support actions that affect minority and women job applicants or employees.

The utilization profile has been reviewed and discussed and agreed to by the parties signing below.

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Geoff Straw  
Executive Director

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Tania Arnold  
CFO, Director of Finance



Dept. Job Title or Number	Salary	Current Period As Of: April 15, 2013																Current				Availability %		% of Under-Utilization		GOAL	
		All Employees			EMPLOYEES								MIN		F		MIN	F	MIN	F							
		TOT	M	F	W	MALE				FEMALE				#	%	#					%						
						AA	HISP	API	AIAN	NHOPI	MULTI	W	AA									HISP	API	AIAN	NHOPI	MULTI	
Directors		2	1	1								1						1	50%	1	50%	11%	26%	39%	25%	(1)	(0)
Managers		5	3	2	1	1					1	2						2	40%	2	40%	24%	17%	16%	23%	(1)	(1)
Administrative Support Staff		3	1	2	1							2						0	0%	2	67%	25%	69%	-25%	-2%	1	0
Operations Supervisors		11	4	7	2							4					1	5	45%	7	64%	36%	23%	9%	40%	(1)	(4)
Technicians		11	10	1	4													7	64%	1	9%	22%	1%	41%	8%	(5)	(1)
Bus Operators		52	37	15	30	1	5					1	11	2	2			11	21%	15	29%	40%	47%	-18%	-18%	10	9

AA - African American  
HISP - Hispanic  
API - Asian Pacific Islander  
AIAN - American Indian or Alaskan Native  
NHOPI - Native Hawaiian or Other Pacific Islander  
Multi - Two or More Races

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-4

**TOPIC:** North County Transit Consolidation Term Sheet

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Review and Adopt Staff Recommendation

**BACKGROUND/DISCUSSION:**

Direction is needed from the RTA Board to proceed with development of a North County Transit Consolidation agreement, based on the attached Term Sheet. Below are some facts concerning this matter:

1. The North County Transit Plan of 2012, initiated by the San Luis Obispo Council of Governments (SLOCOG), recommended the consolidation of Fixed- Route transit services in Paso Robles and Atascadero, and Dial-A-Ride services in Paso Robles, under RTA.
2. Transit and administrative staff from SLOCOG, the County of San Luis Obispo, RTA and the cities of Atascadero and Paso Robles subsequently drafted a Term Sheet to guide the consolidation (currently planned for May, 2014). A copy of that document is attached.
3. The Term Sheet is not a binding agreement, and may be modified further. Endorsement, in concept, is being sought to confirm direction prior to final revisions and adoption.
4. Consolidation is expected to maintain the current level of transit service in the North County, while reducing costs by approximately \$325,000 annually. Savings would be split between the cities of Paso Robles and Atascadero. No additional costs would be incurred by RTA that would impact jurisdictions outside of the North County area.
5. The Atascadero City Council, at their March 26, 2013 meeting, approved the Term Sheet in concept, with the proviso that:
  - a. The cost-savings split be shared 55% Atascadero and 45% Paso Robles.
  - b. Staff report back to the City Council when updated cost-savings figures are developed.

- c. Staff work with RTA and SLOCOG to further define how fare revenues in the North County can be shared in order to maximize the farebox recovery ratio for Atascadero Dial-A-Ride and other services operated in Atascadero.
6. The Paso Robles City Council, at their April 16, 2013 meeting, approved the Term Sheet in concept, including the revised 55% Atascadero and 45% Paso Robles cost-savings split.
7. Savings from consolidation could be used to fund increased transit services, such as additional RTA Route 9 express trips between Paso Robles and SLO, or for other purposes suitable for TDA funds.

**Staff Recommendation**

Direct staff to work with officials from SLOCOG, the County, and the cities of Atascadero and Paso Robles to develop a North County Transit Consolidation agreement, based on the attached Term Sheet (as amended).

## **Term Sheet, North County Transit Consolidation** *(revised March 22, 2013)*

- Parties**
- City of Atascadero (Atascadero)
  - City of El Paso de Robles (Paso Robles)
  - County of San Luis Obispo (County)
  - San Luis Obispo Regional Transit Authority (RTA)
  - San Luis Obispo Council of Governments (SLOCOG)
- Oversight**
- Effective July 1, 2013, each of the parties will designate two representatives to serve on the new North County Policy Oversight and Technical Committee, which supersedes the North County Urbanized Area Technical Committee formed in mid-2003. One of those two representatives will serve as the regular designee; the other representative will serve as an alternate if the regular designee is not able to attend regular meetings or participate in teleconferences.
- Purpose**
- To set forth the roles, responsibilities and financial commitments in connection with the implementation of consolidated fixed route local and regional service in North San Luis Obispo County.
  - This Term Sheet reflects the intentions of all parties to proceed with implementation of the preferred option known as Alternative 3B, defined in the 2012 North County Transit Plan. Alternative 3B consists of consolidated fixed route services in North County and Dial-A-Ride services in Paso Robles to be operated by RTA.
  - This Term Sheet will serve as the platform for a Memorandum of Understanding (MOU) to be approved by the governing boards or city councils of each of the parties.
- Term of Agreement**
- The MOU shall cover a minimum of a five-year timeframe. The MOU shall be effective on May 1, 2014 and shall continue, until or unless terminated earlier as provided herein. RTA will furnish sufficient personnel to complete all phases of the tasks. The service performance will be evaluated each year. The MOU will be automatically extended annually starting on July 1, 2019, unless it is terminated as described below.
  - Either party may terminate the MOU at any time by giving the other party One Hundred Eighty (180) days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of the transaction occurring prior to the effective date of such termination. RTA

**Term Sheet, North County Transit Consolidation** (revised March 22, 2013)

**Term of Agreement**  
(Continued)

shall be paid for all work satisfactorily completed prior to the effective date of such termination.

- If, through any cause within its control, either party fails to fulfill in a timely and professional manner its obligations under the MOU, or if either party violates any of the terms or provisions of the MOU, either party shall have the right to terminate it immediately upon giving written notice thereof to the party. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective *date* of such termination. RTA shall be paid for all work satisfactorily completed prior to the effective date of such termination.

**Sharing of Cost-Savings**

- A total of \$364,379 is projected to be saved if all North County services are operated under RTA. The City of Atascadero will retain operation of its Dial-A-Ride; so \$38,000 is reduced from the calculated savings. The net cost savings is agreed to be \$326,379.
- The \$326,379 reduced costs will be split 47% to Paso Robles (\$153,398) and 53% to Atascadero (\$172,980).
- North County services will be funded by a variety of sources including FTA Section 5307, Small Transit Intensive Cities (STIC), TDA, STA and a subsidy from Cuesta College in addition to Passenger Fares.
- A portion of the overall annual cost savings (or costs deferred) not to exceed \$50,000 in the first fiscal year shall be used to fund one additional Route 9 express roundtrip in the first year the new service is implemented in FY 2014/15; this annual funding would be provided by the North County jurisdictions for the life of the MOU. In the first year of the consolidation, the remaining net saving would be \$276,379, which would be split 47% to Paso Robles (\$129,898) and 53% to Atascadero (\$146,481).
- Ridership and financial data for this additional new express run will be monitored and reported electronically by RTA to the North County Urbanized Technical Committee on a quarterly basis. In the 2<sup>nd</sup> year, FY 2015/16, another express run would be introduced assuming it is justified by ridership demand and agreed to by all parties.

**Term Sheet, North County Transit Consolidation** *(revised March 22, 2013)*

**Atascadero  
Responsibilities**

- Atascadero agrees to participate on the Policy Oversight and Technical Committee.
- Atascadero shall transfer title of its El Camino Shuttle fleet to RTA.
- Atascadero Dial-A-Ride would continue as a stand-alone service and will be operated by the City of Atascadero. It might incur minor additional administrative costs that will make it more challenging to achieve the newly required 15% farebox recovery ratio. Atascadero has negotiated with SLOCOG on a mutually acceptable reduced farebox ratio effective July 1, 2013. As part of the phased implementation and after the first full fiscal year in operations with the consolidated fixed route plan, the RTA, SLOCOG and the City will review the service quality and performance of both Atascadero (in house program) and Paso Robles Dial-A-Ride (under the new RTA operation). Based on the evaluation to the end of June 2015, Atascadero may consider transitioning the Atascadero Dial-A-Ride to RTA.

**Paso Robles  
Responsibilities**

- Paso Robles agrees to participate on the Policy Oversight and Technical Committee.
- Paso Robles shall transfer title of its vehicles to RTA, which will operate them in North County. Vehicles determined to be surplus may be liquidated with the consent of both Paso Robles and RTA.
- The Paso Robles Dial-A-Ride (DAR) is subject to the recently agreed upon 15% farebox recovery ratio.
- Paso Robles understands TDA exemptions for meeting minimum farebox recovery ratios; in the event its DAR became a specialized service dedicated to seniors and disabled, the mandated farebox recovery ratio would be lowered by SLOCOG from 15 to 10%.

**County  
Responsibilities**

- County agrees to participate on the Policy Oversight and Technical Committee.

## **Term Sheet, North County Transit Consolidation** *(revised March 22, 2013)*

### **RTA Responsibilities**

- RTA agrees to participate on the Policy Oversight and Technical Committee.
- RTA will need two new positions to operate all fixed route services in North County and general public DAR services in Paso Robles; a Transit Supervisor and Road Supervisor. Since the Transit Supervisor position will have similar roles and responsibilities to the Paso Robles Transit Services Coordinator position, RTA will negotiate with Paso Robles to transfer the majority of the salary and benefits costs to RTA. The two positions should be filled before the end of the second half of FY13-14, several months in advance of the start of the service consolidation when the new service is scheduled for implementation preferably in May 2014. A Hiring Committee will be formed by RTA in February 2014 and include representatives from Atascadero, Paso Robles, County, RTA and SLOCOG to fill the Transit Supervisor position.
- To the extent possible under the RTA's Collective Bargaining Agreement with Teamsters Local 986, priority for the staffing of driver positions on local Paso Robles routes should be given to current drivers of these routes, provided the current drivers possess all qualifications required by RTA.
- RTA will develop a plan for where and how the North County fleet will be maintained after it is transferred to RTA. Factors to consider include costs (maintenance costs/mile, deadhead mileage, storage, service deployment (fixed route and Dial-A-Ride) and other special circumstances). Atascadero, Paso Robles and RTA must agree to this plan.
- RTA will collect data and prepare electronic quarterly reports documenting key performance indicators agreed to by all parties. The Policy Oversight and Technical Committee shall monitor the service. If warranted, the parties shall mutually agree to make modifications to the service.

### **SLOCOG Responsibilities**

- SLOCOG agrees to participate on the Policy Oversight and Technical Committee.

### **Miscellaneous**

- Planning – The service schedules for local, regional and express routes will be finalized including agreed upon service levels within each jurisdiction. The proposed bus stops for the regional and express service will be identified.

## **Term Sheet, North County Transit Consolidation** *(revised March 22, 2013)*

### **Miscellaneous (Continued)**

- **Fares** – The full base fare on local fixed route service in Paso Robles and on the Atascadero Saturday Traveler will be \$1.50 in the initial years of the transition. A 50% discount will be offered to eligible seniors and people with disabilities. The RTA Route 9 fares are distance-based and range between \$1.50 and \$3.00. The RTA 31-day passes will be accepted on the local North County services; those will replace current 31-day or monthly passes on the municipal systems and eliminate the requirement to secure Regional 31 day passes in order to travel across systems. Also part of the service integration will be acceptance of discount passes for K-12 students. It is expected that the free ride program for Cuesta students and staff will remain in place for all North County transit services.
- **Vehicles** – All future replacement and expansion vehicles needed exclusively for North County transit services will be partially funded using State or Federal funds; the local share by jurisdiction will be negotiated as part of the annual budget-making process.
- **Other Capital Equipment** – Bus stop signs, benches and other required minor capital equipment projects will be developed as part of the annual RTA capital budget-making process. Minor capital project costs will be shared between Atascadero, Paso Robles, County and RTA; the proportional jurisdiction amounts will be negotiated as part of the annual capital budget-making process. All four entities will partner on seeking non-TDA funds to fully implement these minor capital projects. RTA will be responsible for the cleaning and maintenance of all local transit passenger amenities.
- **Marketing** – Marketing activities, promotional materials, printed schedules, etc. will be developed cooperatively by Regional Rideshare/SLOCOG, Atascadero, Paso Robles, County and RTA. RTA will have the lead on the marketing program with local input from each City and regional input from Regional Rideshare. Efforts will be made to achieve economies of scale in the design and production costs for the North County transit marketing program. This may entail cost sharing involving RTA and Regional Rideshare.
- **Policy Oversight and Technical Committee** – The North County Urbanized Technical Committee formed for the North County Transit Plan will continue to function as the lead body for planning and oversight of the consolidated services. The

**Term Sheet, North County Transit Consolidation** *(revised March 22, 2013)*

**Miscellaneous**  
(Continued)

Committee shall consist of staff from Atascadero, Paso Robles, County, RTA and SLOCOG. The Committee will review and monitor the service and make recommendations to the RTA Board regarding any changes to the consolidated fixed route and dial-a-ride services, fares and other important elements. The RTA Board has final decision-making authority.

- Amendment – The MOU may be amended by the written consent of all parties.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-5

**TOPIC:** Summer Youth Ride Free Program

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Review and Adopt Staff Recommendation

**BACKGROUND/DISCUSSION:** Direction is needed from the Board to continue San Luis Obispo Regional Transit Authority's participation in the countywide Summer Youth Ride Free program for a second year, and to begin marketing the program early in the spring.

Benefits of extending free rides to K-12 youth would be the following:

- a. Increased ridership
- b. Easy to communicate
- c. Gets youth to try taking transit and instills an ethic of using transit in the future
- d. Increase access to get kids places (and reduce parent taxiing)
- e. Opportunities for free press

Disadvantages include:

- a. Possible revenue loss – this is expected to be minor
- b. Increased loads on some trips that are already busy
- c. Loss of revenue from the Summer Break Pass program that paid for advertising the passes

The free ride period would be at most from Memorial Day (Monday May 27, 2013) to Labor Day (Monday, September 2, 2013).

**Staff Recommendation**

Continue this popular program for a second year and track the response to the program by measuring:

- a. Ridership (easily quantifiable using a special farebox key that drivers enter)
- b. Free press generated by the program
- c. Customer feedback from youth taking advantage of the program (face-to-face interviews, SMS texting, etc.).



San Luis Obispo Regional Transit Authority  
Executive Committee Meeting  
Minutes 2/13/2013  
C-6

Members Present: Frank Mecham, President  
Shelly Higginbotham, Vice President

Members Absent: Fred Strong , 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: Eric Greening  
Ron De Carli, SLOCOG  
Pete Rodgers, SLOCOG  
Aida Nicklin, Rideshare

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

**President Frank Mecham** called the meeting to order at 10:03 a.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening** welcomed the two new members to the Executive Committee. He said he continues to be amazed at how popular the buses are nowadays.

**President Mecham** closed public comment.

**3. Information Items**

A. Information Items:

## A-1 Executive Director's Report

**Mr. Straw** announced bus 148, a 1995 Gillig, recently blew an engine. The cost to rebuild the engine is \$12,000 and new buses are coming later this year, with the first scheduled to arrive in April. Staff decided not to spend the money, as the bus has about one million miles and most of the parts are not compatible with newer fleet vehicles. Staff will use the bus for parts, as its counterpart (bus 149) is still in operation.

**Vice President Shelly Higginbotham** observed the reduced spare ratio may result in maintenance staff overtime and asked if it would be cheaper to rent a bus for the next few months. **Mr. Straw** said this had been considered, but it takes a fair amount of time to procure and inspect a leased vehicle, change the signage, etc.

Staff is seeking a grant to conduct a joint Short Range Transit Plan with SLO Transit. By coordinating our SRTPs, we can better align our services.

Staff is still waiting on the City of Paso Robles regarding the JPA amendment. Once that is approved, we will have 30 days to file the revised JPA with the state.

He said a facility planning meeting will be held after the Executive Committee meeting and includes **Mayor Jan Marx** and **Supervisor Paul Teixeira**.

**Mr. Pete Rodgers** asked if San Luis Obispo Council of Governments (SLOCOG) should be involved in the facilities planning meeting. **Mr. Straw** said yes.

**Mr. Straw** concluded the Executive Directors report.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

## A-2 ADA Recertification & Other Potential Runabout Cost-Saving Measures

**Mr. Straw** said there is increasing demand for Runabout service and it is expected to be over-budget by about \$110,000. The American with Disabilities Act does not allow transit agencies to have a pattern of trip denials. Higher demand requires more drivers and vehicles to go out and help pick up the additional riders, which creates overtime.

Runabout can offer rides during an hour on either side of a rider's requested time. If we cannot provide a ride during this window, it's considered a trip denial. But if we can provide a ride within the parameters and the passenger does not accept it, it is considered a trip refusal. This is not counted against us.

Trips are getting longer and covering more distance. Mr. Straw presented the options to help mitigate some of the rising demand, such as fully implementing the No-Show policy and beginning a recertification process. The No-Show policy is going into effect on March 1. The ADA recertification is expected to get underway by early 2014.

**President Mecham** asked if having smaller vans would be more cost-effective for this service. **Mr. Straw** answered that RTA has been procuring Dodge Caravan low-floor vehicles, in addition to the traditional cutaways. These vans provide superior fuel efficiency and are easier to navigate in small neighborhoods. Most of the cost is actually the driver wages and benefits, and the number of hours the vehicle is in service. He pointed out that Runabout has been unable to accommodate general public ride requests since 2011 and staff would like to eliminate the language from the policy altogether. General public rides only increase the subsidy needed to operate Runabout.

**Mr. Straw** discussed how Runabout passengers can take one personal care attendant for free and any additional companion must pay the same fare as the Runabout passenger.

**Vice President Higginbotham** asked if destinations are definable. Can they go to the beach? **Mr. Straw** said it must be within the  $\frac{3}{4}$  mile corridor of a fixed route. Other than that, riders can schedule rides for whatever destination they wish.

Another cost-saving measure is to fund fare-free fixed routes and encourage ADA paratransit riders to take these buses. Currently they can show their Paratransit Eligibility Card and ride for free on RTA and South County Area Transit. SLO Transit does not currently accept these passengers for fare-free service. Staff is currently working on solutions and to determine an average cost for reimbursement.

**Mr. Straw** pointed to page A-2-5 and six other ways to help reduce Runabout costs. These include travel training to help teach people how to use the fixed route and working with Ride-On Transportation for shared rides and passengers who are covered by Medicare, which will pay for the rides. Another option is implementing subsidized taxi transportation for ambulatory riders. He outlined some concerns with this option.

**Mr. Straw** discussed the JARC funding for Route 15, saying this service will likely become a flexed fixed route in a couple of years when the JARC funding sunsets. This change will eliminate the need for Runabout service along the North Coast, including Cambria and Cayucos.

**Vice President Higginbotham** asked if staff has done outreach to nursing homes and other care facilities. Many of them have wheelchair accessible vehicles and may be shifting the burden on Runabout. **Mr. Straw** agreed this may be happening and said this is referred to as "dumping."

**Vice President Higginbotham** inquired if these care centers are eligible to get any kind of transit funding to provide this type of service. **Mr. Rodgers** said he thought NCI does receive funding, but did not believe private care facilities are eligible. **Mr. Straw** said staff can do research and outreach to some of these facilities and see if there are opportunities to partner with them.

**Mr. Straw** concluded his report.

**President Mecham** opened public comment.

**Mr. Greening** observed this issue was discussed at the January RTAC meeting. He said the deviated fixed route along Route 15 is something worth exploring, although he would hate to lose fixed route service in order to keep Runabout whole—particularly when Runabout is 12 times more expensive to operate.

**Mr. Rodgers** said the free-fare fixed route is a good near-term avenue to pursue. The North County consolidation would buy into it as well, which indicates SLO Transit and the average fare reimbursement is the key. It would seem the average fare would be higher than the discounted fare the agency would receive from the disabled community.

**President Mecham** closed public comment.

#### A-3 Summer Beach Shuttle

**Mr. Straw** reviewed with the Committee a map and draft schedule for the new Beach Shuttle service that will connect North County with the north Morro Bay and Cayucos beach communities. Staff is looking at operating five days per week, Tuesday through Saturday, three round trips each service day. The service will run from June 7 through August 24. This coincides with school summer break.

SLOCOG will allocate some State Transit Assistance funds. One question that is still outstanding is who will actually operate the service. Staff has been meeting with Ride-On Transportation to discuss the possibility of them operating the first two morning trips and RTA doing the afternoon trip using a 40-foot bus.

Staff believes it is important to incorporate some performance standards and looking at ridership of approximately 60 passengers per service day and fare box revenue.

Staff expects to gather and review numbers and report back to the Board at the November meeting.

**Mr. Straw** reviewed the draft schedule with committee members.

**Mr. Straw** concluded his report.

**President Mecham** opened public comment.

**Mr. Greening** suggested changing the schedule from Tuesday through Saturday to Wednesday through Sunday. Families would travel on the weekend. He said Sunday is the most cumbersome day to travel from the interior to the coast. He also recommended adding a stop at the Atascadero Lake Park/Charles Paddock Zoo/Veterans Memorial. It would be wasteful not to promote the reverse route from the coast inland.

**President Mecham** closed public comment.

#### 4. Action Items

##### B-1 RTA Passenger Code of Conduct

**Mr. Straw** announced this is the second time the Board will review the new code of conduct. Changes are highlighted and include input from bus operators, advisory committees, SLOCOG and others. He said some commenters do not think RTA is being hard enough in terms of disciplinary actions. He reviewed areas of concern, such as restraining orders.

**Mr. Straw** concluded his report.

**President Mecham** opened public comment.

**Mr. Greening** said this code should help protect both the drivers and the other passengers.

**President Mecham** closed public comment.

##### B-2 RTA FY13-14 and FY14-15 Budget Assumptions

**Mr. Straw** presented budget assumptions for two years. He said the goal is to keep the fixed route status quo for Fiscal Year 2013-2014 but will have to add additional service for Runabout. We are anticipating additional staffing to help with increased Runabout service demands.

He said a top objective will include a revised Collective Bargaining Agreement (CBA) and staff will be budgeting the same cost increases of about 3% per year. He discussed the anticipated consolidation of North County services in June 2014.

**President Mecham** asked if this will warrant fare increases. **Mr. Straw** said he did not expect fare increases for the next two fiscal years.

**Mr. Straw** stated we cannot manage what we cannot measure. We are not currently measuring maintenance costs very well and will need to do a better job of monitoring the cost per vehicle per mile. Staff currently enters data into spreadsheets, which are labor intensive and subject to human error. We are looking at buying a maintenance program as part of next year's capital improvement plan.

**Vice President Higginbotham** said the goal of the North County consolidation was not only to improve service but also to reduce cost. **Mr. Straw** said RTA will take on qualified employees who already work for the North County transit agencies. He pointed out SLOCAT has a separate budget column. Next year there will be another column for North County, so they will be separate from RTA. He believes we have deficiencies in staffing that must be addressed. He pointed to page B-2-3, fourth bullet, for areas that need to be improved and how staff will creatively fix them.

**Mr. Straw** concluded his report.

**President Mecham** opened public comment.

**Mr. Greening** said his understanding regarding the North County Transit Plan was that we would achieve an economy of scale. While RTA is taking on more in its budget, we will be eliminating duplicate service within the local jurisdictions. The Local Transit Funds (LTF) currently used by those cities will then become available to RTA to cover the cost of providing that service. The net result will be a savings of about \$300,000 per year, which can be used for other LTF services. He asked if the current North County transit staff would become RTA employees. If so, will they be under labor agreements? He questioned how seniority would be addressed. He said RTA drivers are underpaid compared to counterparts in comparable nearby counties.

**Mr. Straw** said he did not anticipate RTA and the union will get an agreement of longer than three years, as the economy is improving. The union may not want to commit to anything long term. He said North County staff will have first chance to become RTA employees, utilize their expertise and bid on local routes.

**Mr. Rodgers** pointed out RTA will not save money by consolidating service. Rather, the local jurisdictions that will benefit from cost savings. RTA will become bigger and can provide more services at a lower overall cost. All of those savings will go to the cities of Atascadero and Paso Robles. RTA is doing this as a service because they are the transit professionals. Federal funding money will be primarily used to pay for this consolidated service, while the local transit funds will be at the discretion of the local jurisdictions to use for either increased transit or street and roads.

**Mr. Straw** noted staff is proposing a 10% annual increase for medical costs to cover the Affordable Care Act. This is in line with what we traditionally see. **Ms. Arnold** said the numbers are based upon full time staff. Some part timers (those working more than 30 hours per week) will now qualify for health insurance under this Act. We will try to maximize the number of full time staff.

**President Mecham** closed public comment.

#### B-3 RTA Board and RTAC Stipend

**Mr. Straw** presented the proposed stipend, which mirrors that of SLOCOG Board members. Additionally, staff recommends issuing bus passes to RTAC members. The pass would not count as a taxable benefit.

**President Mecham** inquired if the Board stipend would be split between RTA and SLOCOG on days when there is a joint session. **Mr. Straw** confirmed this to be correct. For example, SLOCOG pays \$100 per Board meeting and \$50 per Executive Committee meeting. When both agencies share a meeting, Board members would get \$50 from SLOCOG and RTA for each Board meeting and \$25 each for shared Executive Committee meetings.

**Vice President Higginbotham** said she could not support this stipend. It feels disingenuous to accept a stipend when we look at the discrepancies of how we much we pay the drivers, the current budget assumptions and the anticipated deficiencies with decreased STA funding. It sends the wrong message.

**Mr. Straw** asked if the committee would be more comfortable receiving parking reimbursement. He also asked for feedback about the bus passes and whether or not the stipend be modified.

**Vice President Higginbotham** said it felt disingenuous to take money when we often discuss driver wages.

**President Mecham** said he agreed that this is an uncomfortable discussion to have, particularly when talking about a tight time for drivers and the budget. He said he thinks it is part of the responsibility of an elected official to be on board as a representative of his or her community. If one doesn't want to do that or feels the stipend is going to make that much of a difference, perhaps one should step down and let another take over.

**Mr. Straw** asked about the bus passes. He said this can be a great community relations tool and a good way to expect feedback from RTAC members. **Vice President Higginbotham** said she did not have any problems at all with accepting a bus pass. The Board should discuss this issue further.

**President Mecham** opened public comment.

**Mr. Greening** appreciated the issues the Committee is raising. He has not heard a clamor from the Board for a stipend and RTAC has not asked for one either. The pass is of value to all Board members—including County Supervisors—as well as RTAC members. Getting on the bus, riding around and talking to people will help better assist as RTA directors with real-life experiences.

**President Mecham** agreed this discussion should be brought before the Board. The option to have the bus passes as opposed to the stipend should be considered.

**Mr. Rodgers** pointed out the potential stipend discrepancy when RTA and SLOCOG have joint meetings. There is an argument for having consistency so that if there is a regional meeting, either members get a stipend or they don't. This would also reduce confusion.

**President Mecham** suggested the member cities could pay a stipend to their representatives for both RTA and SLOCOG. If jurisdictions send member representatives, perhaps they should provide the stipend.

**Mr. Straw** said jurisdictions do this by providing LTF funding to SLOCOG for this purpose. In effect, the county is paying a portion of the money for city members to be attend these meetings.

**President Mecham** closed public comment.

## 5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of December 12, 2012

**Mr. McNulty** advised the minutes could not be approved because no members are present who attended the December 12 meeting. He recommended the Committee receive and file. The Committee agreed.

**6. Agenda Review:**

**Mr. Straw** announced RTAC received applications from someone willing to serve as the Runabout representative, as well as an alternate for fixed route representation.

He pointed to some FTA funds that will be requested on the Consent Agenda. Staff will also request a Closed Session to discuss real property concerns.

**7. Closed Session Items:**

D-1 None

**8. Adjournment: **President Mecham** adjourned the meeting at 11:15 a.m.**

Respectfully Submitted,

Acknowledged by,



Anna Mafort-Lacy  
Administrative Assistant



Frank Mecham  
RTA President

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF March 6, 2013**  
**C-7**

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**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
TONY FERRARA, CITY OF ARROYO GRANDE  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO (*New President*)  
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH  
ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
JAN MARX, CITY OF SAN LUIS OBISPO  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO  
TOM O'MALLEY, CITY OF ATASCADERO (*Past President*)  
DEBBIE PETERSON, CITY OF GROVER BEACH (arrived at 8:41 a.m.)  
FRED STRONG, CITY OF PASO ROBLES (*New Vice President*)  
PAUL TEIXEIRA, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION  
PHIL MOORES, OPERATIONS MANAGER  
TIMOTHY MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL  
JEWELL JOHNSON, BUS OPERATOR OF THE QUARTER  
OMAR MCPHERSON, GRANTS MANAGER  
TRENA WILSON, ADMINISTRATIVE ASSISTANT

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**CALL TO ORDER AND ROLL CALL:** President Frank Mecham called the meeting to order at 8:30 a.m. A roll call was taken and a quorum was present.

**Public Comments:** Mr. Eric Greening, Atascadero, observed that Union negotiations will soon begin. He said bus operators are highly trained professionals who take peoples' lives in their hands. Not just anyone can walk in off the street and into the driver's seat of an RTA bus. Our lives depend on having the right, dedicated, well-trained people. Although management must take steps to protect the public purse, they should also consider that some people may not be alive today if not for the fact that capable people are in the driver's seat. He said he is delighted

to see **Ms. Jewell Johnson** is being recognized today. She has the skills, cool head and constant attentiveness which makes her an exceptional driver.

**Mr. Dane Senser**, Grover Beach, said he has never heard of a pitbull being used as a service dog. He said he has pictures of several of them on the bus lately. There needs to be some sort of protocol of provide proof the animal is a service animal. These people are not showing the driver anything.

#### **A. INFORMATION AGENDA:**

**A-1 Mr. Geoff Straw** said that Runabout is seeing a lot of extra demand and is challenged with capacity. He announced **Ms. Johnson** is the Bus Operator of the Quarter. She brought her son here to be with her to accept the honor today.

**Mr. Phil Moores**, Operations Manager, said there were 16 people nominated. Jewell has been nominated every quarter and passengers really appreciate her. She is the face of RTA.

**Ms. Johnson** thanked everyone with whom she works. She thanked **Mr. Straw** and **Mr. Moores** for creating this program. She said RTA is a great company and she enjoys coming to work every day. **Mr. Mecham** said he appreciates everything she does. It's not an easy job.

**Mr. Straw** said the program has been very successful over the last year and is now opening up to other employees, including mechanics. He announced the next quarterly BBQ is set for April 19.

Bus 148, a 1995 Gillig with nearly a million miles, blew an engine a few weeks ago. New vehicles are coming in May, so staff decided not to rebuild the engine. We anticipate some extra overtime in maintenance. There are currently three new Runabout minivans going into service, for a total of six in the fleet, which provide better fuel economy and maneuverability.

RTA continues to be involved with several area transit studies. The next Bus Rapid Transit (BRT) study meeting is on April 16. We will discuss ways to improve speed and reliability of service. Staff continues to work on Beach Shuttle service and schedule. RTA and the City of San Luis Obispo staff are looking at doing a joint Short Range Transit Plan so are plans are in alignment. This will allow staff to better coordinate service.

The Federal Transit Administration (FTA) denied RTA from getting compensation for providing charter service for the Amgen Tour event. There are sufficient private transportation companies to cover this event. **Mr. Straw** announced the Avila Trolley will be running as usual during the Amgen Tour event and recommended budgeting for staff to put another trolley out there to help move people in and out of the community.

He said staff is completing development of the remaining performance measures to complement those presented at the January Board meeting. The finished product will be brought back to the Board at the July meeting.

Staff remains on budget through January, which represents 58% of the annual budget. Actual expenses are currently at 54% of budget. Variables to watch include vehicle maintenance and fuel costs. **Mr. Straw** noted ridership continues to climb, with fixed route ridership up 9.2% year-to-date over last year. Runabout breaks records almost every month. Page A-1-7 shows the results and financials for all routes.

Staff met with the RTA operations facility property owner to discuss the option of buying out the existing property but could not come to an agreement on some of the terms. We will continue to work with the property owner to negotiate possibly extending the lease agreement beyond 2017 and perhaps purchasing the property at a future date.

**Mr. Straw** also said RTA has a policy in place and is regulated by the Code of Federal Regulations regarding service animals. There is no certification for service animals or an accepted card that distinguishes a service animal from a pet. We can remove a service animal if it is aggressive, dirty or causes other disturbances. Otherwise our hands are somewhat tied.

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

**President Mecham** opened to Board comment.

**Board Member Jan Marx** asked if staff had considered including in the FAQs or other materials the true cost to operate the Runabout service. There is a substantial subsidy that goes into each trip. Perhaps some riders would be more open to using fixed routes as a way to help out if they knew the true cost to operate Runabout.

**Board Member Tony Ferrara** said he's heard cases of abuses in terms of people portraying their pets as service animals. He suggested looking at what other transit agencies have done—particularly regarding animal hygiene—as a way to tighten up the policy.

**Board Member Jamie Irons** inquired if the new Code of Conduct could be used to address hygiene issues of service animals.

**Vice President Shelly Higginbotham** asked if the concept of rolling into the budget the cost to provide service for the Amgen Tour would be presented before the Board for further discussion. **Mr. Straw** said the timing is not ideal because the Board will not meet again until May 1, unless we hold a special meeting. The Executive Committee meets on April 10 and can further discuss adding another vehicle into Avila then. **Vice President Higginbotham** noted the budget is constrained. The tour may provide national exposure, but how much would that exposure benefit RTA. **Mr. Straw** said the expense would come out of the marketing budget. We would need to get a better feel of how much it would cost.

**Board Member Adam Hill** said the Amgen Tour pays for transportation expenses, including shuttles. This is built into the contract and understood in working with the tour and B.I.D.

**Board Member Paul Teixeira** suggested using the Tour to help kick off and help promote the Youth Ride Free program.

**President Mecham** opened public comment.

**Ms. Kathy Boyd**, San Luis Obispo, talked about the 30 minute window and what a huge difference it makes when the computer adjusts the time 15 minutes either way. This can make it difficult for disabled individuals to get out the door on time. She also discussed the ¾ mile corridor service area, saying when she worked for Runabout back when RTA was known as Central Coast Area Transit (CCAT), they picked up people outside the ¾ mile corridor. They should be able to go anywhere around the county to pick up people. She suggested including information to new riders about the cost to ride, bus operators cannot make change and punch passes are readily available.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

A-2 **Mr. Straw** discussed ADA Recertification & Other Potential Runabout Cost-Saving Measures. He reviewed the parameters of ADA Paratransit service, the way rides are scheduled and how it follows the fixed routes. The Americans with Disabilities Act (ADA) mandates all fixed route service be wheelchair accessible. For those who cannot access fixed route service, public transit must provide complementary Paratransit service that mirrors the fixed routes.

He noted a key point of concern is trip denials as set forth by the ADA, which has very specific language regarding how trips are scheduled, provided and measured. The Federal Transit Association (FTA) is very strict about trip denial violations.

Staff is challenged with increasing demand and expects to be about \$110,000 over budget for Runabout services in the current fiscal year.

**Mr. Straw** reviewed some proposed cost-saving measures, such as the No-Show/late cancellation policy implemented on March 1. Another suggestion is offering free rides on all fixed routes when an ADA eligible person shows their ADA Paratransit card. RTA and South County Area Transit currently accept these cards. He said staff is discussing a possible pilot program with SLO Transit and then expanding to the other transit agencies.

He said the per-trip cost on Runabout is about \$66.

He also recommended officially removing the provision for space-available general public rides, which staff hasn't been able to accommodate due to a lack of capacity. Mr. Straw then discussed six other possible cost-saving measures to be implemented in the future, such as working with Ride-On Transportation or subcontracting taxi service for ambulatory passengers. There are issues that must be worked out prior to moving forward.

He talked about Route 15 and accompanying Runabout services along the North Coast, which is currently funded by a JARC grant. If staff cannot procure continued JARC funding, staff may look at a flex fixed route that can deviate somewhat and pick up people around Cambria and Cayucos.

**Mr. Straw** concluded his report.

**President Mecham** opened to Board comment

**President Mecham** opened public comment.

**Ms. Boyd** inquired about the number of wheelchair spaces available on the Cambria fixed route. **Mr. Straw** answered two. **Ms. Boyd** suggested adding this information onto marketing materials so people become aware of this option, as well as the cost.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

A-3 **Mr. Straw** gave an overview of the North County Summer Beach Shuttle service to operate from June 7 to August 24, three trips per day, five days a week from Tuesday through Saturday. He proposed a ridership benchmark of 9 ½ passengers per trip or about 60 passengers per day. Staff recommends including this shuttle in the Youth Ride Free promotion, as minors are estimated to make up about 70% ridership. This service must be at the 15% fare box recovery ratio by the third year.

Staff is working with schools and youth groups to promote the service and the Youth Ride Free promotion, as well as a program to train the trainer on appropriate etiquette and behavior on the bus. Staff recommends authorizing continued development of the plan for a final adoption at the May Board meeting.

**President Mecham** opened to Board comment.

**Board Member Irons** inquired about marketing efforts for this service. **Mr. Straw** said staff will present a plan at the May Board meeting.

**Board Member Debbie Arnold** asked if the beach shuttle was replacing the Santa Margarita Lake shuttle. **Mr. Straw** said no. That service ceased several years ago.

**Board Member Bruce Gibson** suggested setting long-term goals for fare box recovery. **Vice President Higginbotham** asked about shuttle connections with Morro Bay Transit. **Mr. Straw** said staff coordinated the schedule with Route 15 and the Morro Bay Trolley so people could make connections going south and into Morro Bay.

**Board Member Jan Marx** said this is a great program. She pointed out the service will be funded by State Transit Assistance (STA) funds for this first year. She expressed concerns that operating this service could impact all jurisdictions in future years and said we need to consider charging people more for this service going forward.

**Board Member O'Malley** said he would like to see a stop at the Atascadero Lake Park/Charles Paddock Zoo/Veteran's Memorial.

**President Mecham** opened public comment.

**Mr. Greening** concurred with **Board Member O'Malley**. He suggested altering the schedule to Wednesday through Sunday to allow more families to use the service for weekend trips to the beach. He also noted Sunday has the least amount of service. He said providing Sunday service would boost the fare box recovery ratio. He also thought members of the coastal communities would like to venture inland during the summer for shopping, wine tasting and other activities.

**Mr. Straw** said staff discussed including Sunday in the shuttle service. However, the existing span of RTA Route 9 service on Sundays is short and begins so late in the North County that we would not be able to make connections. He said staff would take another look and bring back the final schedule for approval at the May meeting.

**President Mecham** closed public comment.

**Board Member Fred Strong** agreed with Mr. Greening about promoting east-bound passage and talked about the Ravine Water Park as another North County attraction. He said ultimately we need to balance out what is best for the public.

**Board Member O'Malley** pointed out this shuttle is starting up on Atascadero's centennial year and fully supports the service.

**President Mecham** closed Board comment.

**B. ACTION AGENDA:**

B-1 **Mr. Straw** briefly reviewed the revised code of conduct, which included Board, RTAC and public recommendations from the January meeting. He said this is based upon the policy used by SLO Transit. He reviewed the 25 inappropriate behaviors, infractions and disciplinary actions. He pointed to the changes in verbiage, as well as how staff will proceed with implementing the policy and respond to issues as they occur.

**President Mecham** opened Board comment.

**Vice President Higginbotham** inquired about potential amendments going forward—such as possibly strengthening verbiage regarding service animals. **Mr. Timothy McNulty**, county counsel, confirmed amendment can be easily brought back to the Board at future dates. The rules are pretty strict regarding service animals and there is not much latitude.

**Board Member Marx** fully supports the policy. She asked about how infractions will be administered. **Mr. Straw** said major infractions will involve peace officers. Bus operators will complete an incident report for minor infractions. The new buses will have voice and video recordings. **Board Member Marx** inquired if county counsel would prosecute infractions. **Mr. McNulty** answered we are not prosecuting people. Law enforcement periodically is called in when an ordinance is violated. In these instances, prosecutions may occur but it won't be by RTA. This is primarily an internal policy that allows staff to exclude people from riding for a period of time in an attempt to correct certain behavior.

**Board Member Tony Ferrara** asked for clarification about instrumental vocal music provision at locations such as bus shelters. This is very subjective. Is this a free speech issue? **Mr. Straw** said he didn't feel this was something staff could restrict at bus shelters, particularly when a bus is not there. **Board Member Ferrara** suggested adding verbiage stating music is allowed but subject to local permit requirement.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

**Board Member Fred Strong** moved to approve Agenda Item B-1 with additional review of language about music at passengers facilities and bus shelters. **Vice President Higginbotham** seconded, and the motion carried on a voice vote.

B-2 **Mr. Straw** reviewed the FY13-14 Budget and FY14-15 Budget Assumptions. Staff is forecasting with the consideration of potential funding issues on the horizon, as well as the probability of absorbing Paso Express, Paso Robles Dial-A-Ride and Atascadero El Camino

Shuttle service in 2014. He reviewed the eight primary operating objectives such as maintaining service levels, increasing reserves and renegotiating the collective bargaining agreement (CBA).

State Transit Assistance (STA) funds are expected to drop while Local Transit Funds (LTF) will increase considerably. Staff is projecting a 12-15% increase for transit. **Mr. Straw** reviewed some other funding projections, such as MAP-21, which will impact the Five Cities area. Reserves need to be replenished and staff will bring a plan back to the Board at in future meeting.

Staff anticipates fixed route expenses to remain about the same; Runabout will increase slightly. Fuel consumption is budgeted at \$4.25 per gallon. Other fixed costs expected to go up include Workers Compensation, health and liability insurance. Staff is looking at some changes to data collection and a small increase in budgeted positions. We are also projecting a 2% cost of living adjustment, but this will be the first to go should we have funding shortfalls.

**Mr. Straw** concluded his report.

**President Mecham** opened Board comment.

**Board Member Marx** asked if RTA pays the entire health care amount or do employees pay a portion. **Ms. Tania Arnold** said there are several plans from which employees select. They pay a port of the cost and the amount is determined by what plan they choose. **Ms. Marx** requested more detail of how much employees pay and how the insurance cost impacts jurisdictions.

**Board Member Strong** pointed to the diesel fuel cost item on page B-2-3 and asked when staff last reviewed that cost, given how much fuel fluctuates. **Mr. Straw** said the most recent bill from our vendor Easy Fuel was just over \$4 per gallon. He agreed the cost is all over the place.

**President Mecham** opened public comment.

**President Mecham** closed public comment.

**President Mecham** closed Board comment.

**Board Member O'Malley** moved to approve Agenda Item B-2. **Board Member Strong** seconded, and the motion carried on a voice vote.

B-3 **Mr. Straw** discussed the opportunity to implement a stipend for RTA Board and RTAC members that mirrors that of San Luis Obispo Council of Governments (SLOCOG). In 2007, SLOCOG Board adopted a stipend of \$100 per Board meeting and \$50 per Executive Committee meeting. We are bringing this policy to you now with a twist by also offering Regional passes for those who want them. Staff expects RTAC members to ride the bus at least once each quarter

and provide feedback. This stipend and/or bus pass would need to be disclosed on the Form 700, but this would fall under a “commuter benefit” and would not be subject to a 1099. **Mr. Straw** hoped County Supervisors would also utilize the bus passes, even though they would not likely take the stipend.

**Mr. Straw** concluded his report.

**President Mecham** opened Board comment.

**Board Member Marx** asked how much a year’s worth of bus passes would be worth. She was concerned they are limited to no more than \$440 per year for a gift from any one source. It’s a great idea to get Board members on the bus, but this might violate the Fair Political Practices Commission.

**Vice President Higginbotham** said she doesn’t think this is the time to start taking a stipend. As we look at the budget and learn more about the bus operator wages, it doesn’t feel right. This is part of the job as a public servant.

**Board Member Adam Hill** thought providing a stipend to the city representatives is very reasonable. City councils offer very little stipend to offset the cost. It takes a great deal of time and sacrifice to serve on all of the city councils and other Boards. The presented stipend isn’t very much and can be used for child care or other costs incurred by sitting on the Board. I would support it for the city members.

**Board Member Strong** said there should not be a financial test to serve in public office or to provide public service. There are people on minimum income who would like to serve. To preclude them from serving by making them pay out of their own pocket in order for them to give their time and service doesn’t seem appropriate. This actually is average to below average for the coastal counties of California.

**Board Member Irons** said it is an honor to serve. He suggested that if the Board moves not to approve this stipend, perhaps compensation from SLOCOG should also be discussed.

**President Mecham** clarified that, for example, the stipend for today’s meeting would be split between RTA and SLOCOG. Members would not receive additional compensation.

**Board Member Bruce Gibson** added his support for a stipend paid to city members. However, he said he will abstain from this vote as the city members are better able to gauge how their commitments to the RTA and SLOCOG Boards affect their lives and costs.

**Mr. Straw** confirmed that when there is a joint Board meeting, the \$100 stipend would be split evenly between RTA and SLOCOG.

**Board Member Marx** said she supports the concept of the stipend, particularly for representatives who incur commuting costs. If people do want to contribute their time and service on regional committees and subcommittees, it becomes a much greater commitment than just showing up once a month. She said she donates her stipend to the Prado Day Center.

**Board Member Ferrara** did not think there will be a gift issue with the bus passes if it became a Board responsibility. In lieu of a monthly pass, perhaps Board members should receive a couple of day passes each month. This would reduce the cost.

**President Mecham** opened public comment.

**Mr. Greening** fully supportive of the bus pass for everyone, both to cut commute costs and as a responsibility. The more Board members and RTAC members are in the seats of buses, they would have a better rounded discussion. I would continue to take the bus as a responsibility and would look forward to seeing other RTAC members riding as well. This is a benefit for all Board members, whether representing the county or cities. Perhaps the Board should entertain two votes: One for the bus passes for everyone and one for the stipend.

**President Mecham** closed public comment.

**Board Member Hill** said part of the county supervisors' responsibility is to look toward the community and ways to encourage more participation in councils and other forms of government. City council members sacrifice a lot and the stipend is very reasonable. I like Mayor Ferrara's suggestion of receiving two day passes as a way to avoid any reporting issues. It's all very reasonable.

**Board Member Arnold** agreed with Supervisor Hill that you don't want to discourage anyone from serving in public office and acknowledged the sacrifice people make to serve on different boards. But in this situation of the RTA Board, I agree with Mayor Higginbotham. We are talking about costs going on and some funding going down. For me, the bus passes make a lot of sense.

**President Mecham** closed Board comment.

**Board Member Hill** moved to approve Agenda Item B-3 with a stipend for city members on the RTA offset and offer two day passes for all members. Board Member Strong seconded, and the motion carried on a voice vote with Board Member Gibson abstaining and Board Members Higginbotham and Arnold voting no.

**C. CONSENT AGENDA:**

**Mr. Straw** requested that Item C-5 be pulled and he introduced two candidates for the Regional Transportation Advisory Committee (RTAC). **Board Member Tom O'Malley** recommended **Mr.**

**Mark Dariz** to be a Runabout representative on the Committee. **Mr. Dariz** is an architect who serves on the Atascadero Planning Commission. **Mr. Straw** also introduced **Mr. Todd Katz** as an alternate fixed route representative. **Mr. Katz** also serves on the Mass Transportation Committee (MTC) for the San Luis Obispo Transit program. He regularly rides SLO Transit and is also interested in regional issues. **Mr. Straw** said staff is very happy to have both candidates and recommend the Board appointing them to RTAC.

**President Mecham** thanked both **Mr. Dariz** and **Mr. Katz** for stepping up and offering to serve on the Committee.

**President Mecham** opened public comment.

**Board Member O'Malley** moved to approve Consent Agenda Item C-5. **Vice President Higginbotham** seconded, and the motion carried on a voice vote.

- C-1 Executive Committee Meeting Minutes of December 12, 2012 (Approve)
- C-2 RTA Board Meeting Minutes of January 9, 2013 (Approve)
- C-3 FTA Section 5311 Non-Urbanized Area Resolution (Approve)
- C-4 FTA Section 5316 JARC Resolution (Approve)
- C-5 RTAC Appointments (Approve)

**President Mecham** opened Board comment.

**Past President Strong** closed public comment.

**Past President Strong** closed Board comment.

**Board Member Teixeira** moved to approve Consent Agenda Items. **Board Member O'Malley** seconded, and the motion carried on a voice vote.

**D: RTA CLOSED SESSION:**

**D-1 CLOSED SESSION ITEMS**

The RTA Board meeting adjourned to *Closed Session* at 10:25 a.m., and reconvened to Open Session at 10:59 a.m.

D-1-1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov. Code Sec. 54956.8)

**OPEN SESSION:** Mr. McNulty reported out of Closed Session, noting that the RTA Board met in closed session on Item D-1. The Board did not take any final action; therefore no report is required.

**E. BOARD MEMBER COMMENTS:**

None

**F. ADJOURNMENT:** President Mecham adjourned the RTA meeting at 11:00 a.m.

Respectfully Submitted,

Anna Mafort-Lacy  
RTA, Administrative Assistant

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
REGIONAL TRANSPORTATION ADVISORY COMMITTEE  
October 17, 2012  
MINUTES**

**C-8**

Members Present:	Janeen Burlingame- Chair <i>(arrived late)</i> John Webster Sr. –Vice Chair Phil Moores Eric Greening Valerie Humphrey Michael Seden – Hansen Susan Rains	Morro Bay Transit SLO Transit SCAT Fixed Route Representative Atascadero Transit City of Paso Robles Cal Poly
Members Absent:	John Diodati Open Anthony Gutierrez	County of San Luis Obispo Runabout/DAR Representative Cuesta College
Staff Present:	Geoff Straw Aimee Wyatt Anna Mafort Doug Moody	RTA RTA RTA RTA Intern
Guest:	Eliane Wilson Todd Katz Stephanie Hicks Ronald De Carli Pete Rodgers	SLOCOG Alternate—Fixed Route Rep. Rideshare SLOCOG SLOCOG

**1. Call Meeting to Order, Roll Call:**

**Mr. John Webster** called the meeting to order at 11:36 a.m. Roll call was taken; a quorum was present.

**2. Public Comments:**

**Mr. Pete Rodgers**, San Luis Obispo Council of Governments, requested the committee quickly introduce themselves. He also introduced **Ms. Stephanie Hicks**, the new Rideshare Program Manager.

**A. Action Items**

**A1. Amend RTA Joint Powers Agreement:**

**Mr. Geoff Straw** briefly discussed reasons why staff feels the JPA needs to be amended, which includes cleaning up some language, allowing city members to appoint alternates, and allowing RTA to incur debt. He spent some time explaining the clause allowing cities to select alternate members on page B-1-3, Section 5. Next he pointed to page B-1-6, Section 1, Article 7, which allows RTA to incur debt.

He addressed the process required to amend the governing document.

**Mr. Webster** motioned to accept the JPA amendment. **Mr. Eric Greening** seconded and the motion carried on a voice vote.

## **B. Information Agenda Items**

### **B1. Executive Director's Report (Receive)**

**Mr. Straw** said service changes were implemented on August 19. Staff intends to do service changes or tweaks twice a year, when Cuesta lets out for the summer and begins the fall session. These will coincide with driver bids. Seven new bus operators recently finished a training class and are now out in service.

Staff contracted with the Gillig Corporation to purchase seven (7) 40-foot low floor buses for RTA and three (3) for South County Area Transit (SCAT). Further, RTA was awarded State of Good Repair funds to purchase six (6) full-size replacement vehicles, as well as \$300,000 in Federal Transit Administration (FTA) Section 5311f funds to purchase one additional vehicle.

The SCAT service area has been designated as the Arroyo Grande—Grover Beach Urbanized Area (UZA). Staff is working with local officials to develop a Program of Projects (POP), which may include one additional replacement bus.

Year-end Fiscal Year 2011-12 financials will be presented at the November 7 Board meeting. RTA came in under budget for operations expenses and over budget for revenue. It was a good year. Fixed route ridership increased by 16.6% over last year. Runabout increased by 17%.

The Runabout service is very expensive to operate—a subsidy of approximately \$60 per passenger ride. **Mr. Straw** briefly described the ADA paratransit service. He said there is increasing demand for Runabout, with staff seeing an increase of 600 service hours over last year.

**Mr. Straw** concluded his report.

**Mr. Greening** said the service changes of August 19 were overwhelmingly positive. However, he asked if the Saturday Route 15 schedule was a flaw or misprint, with a posted departure time of 8:02 a.m. that does not connect with the other routes. **Ms. Aimee Wyatt** said it is a misprint. The first departure is actually at 9:02 a.m. and connects with Route 12.

**Mr. Greening** asked how many people using Runabout could use the fixed route and how can we incentivize them to do so. He suggested this may be an example of the cost

of eliminating bus stops. **Mr. Straw** agreed and said that is something staff will be looking at more closely.

**Mr. Webster** asked if the new buses will be clean diesel. **Mr. Straw** said yes. **Mr. Webster** asked how the new UZA would impact the three cities in South County. **Mr. Straw** said they are looking at replacing a portion of locally-programmed TDA funds with federal funds, using them to increase transit service or to repair streets and roads. The challenge is that the state requirements for the fare box recovery ratio will now increase to a minimum of 20%. He announced SLOCOG approved \$10,000 to begin planning a new express service along Price Canyon Road and Route 227. He suggested possibly using Job Access Reverse Commute (JARC) money to help fund this service. **Mr. Webster** inquired if SLO Transit provided free rides to ADA Paratransit passengers on their fixed routes would help reduce to cost to operate Runabout. **Mr. Straw** and **Mr. Rodgers** discussed the criteria established for applicants of the ADA Paratransit service and the recertification process. **Mr. Straw** said one of the issues staff will assess is how to most effectively undertake the recertification process.

#### **B2. Evaluation of Summer Youth Ride Free program (Receive)**

**Mr. Straw** used the ridership for the summer months of 2011 as a baseline and compared it to those same months in 2012. Ridership was up 109% over the previous summer. When looking just at youth ridership, staff saw close to 400% increase. He cautioned the tracking process was different between the two years, as 2011 had the summer break bus pass and not all youth riders purchased that pass; some youth undoubtedly paid the regular cash fare. He discussed the impact to the farebox recovery ratio. He noted the Department of Social Services and other agencies purchase passes in large quantities at the beginning of the fiscal year (July). That said, the farebox dropped about 10%. The cost per passenger trip is about \$0.72. SCAT saw a loss of less than \$0.10 per passenger trip. **Mr. Straw** reviewed some of the negatives, but believes overall this was a successful program. Staff recommends continuing the program next year.

**Mr. Webster** agreed overall this was a successful program in terms of numbers. He said the problem was sometimes multiple agencies such as the YMCA utilized the service and SLO Transit would have capacity issues. He suggested perhaps agencies would be exempt from this service. **Mr. Phil Moores** inquired if drivers had a problem distinguishing the age of the minor. **Mr. Webster** said they did not. .

**Mr. Greening** observed this promotion favors one group over others, but maybe in the long term, young people will understand the value of public transportation. Nationwide, driving is down among the 18-24 year old demographic—partly due to the economy and partly due to a cultural shift.

**Mr. Straw** suggested the jurisdictions check in with their respective city council or legislative bodies and determine what performance standards we would like to set and if this is something we want to continue next year. He would like to revisit this program at the January meeting to begin planning for the next summer. He asked **Mr. Michael Seden-Hansen** if Paso Robles would consider participating next year. **Mr. Seden-Hansen** said one of the concerns Paso Express had was that youth groups might overwhelm capacity. He said procedures are being discussed to address these concerns going forward. **Mr. Rodgers** suggested youth groups be required to make reservations on the Summer Beach Shuttle and other systems next summer.

### **B3. Summer North Coast Beach Shuttle planning (Receive)**

**Mr. Straw** said the SLOCOG recommendation was to institute a new program next year for a summer program from the North County to the North Coast—Paso Robles and Atascadero to Morro Bay and Cayucos using Highway 41. **Mr. Rodgers** said \$50,000 has been programmed for this service. **Ms. Wyatt** said the shuttle will operate five days per week, three roundtrips each day, so the discussion now is what days this should include. It takes about 30 minutes to travel from Atascadero to the beach along highway 41. The next step is to explore where people and kids want to go. **Ms. Wyatt** suggested including this service with the youth ride free promotion. The fare schedule is still under discussion.

**Mr. Greening** advocated including weekend service. He was happy to see this service coming to the fruition. He pointed out that Morro Bay Park is not the beach and Cayucos is going to be a critical destination because that is the beach. He suggested having the service go directly to Cayucos. He noted other people may want to sight-see and visit Morro Bay restaurants. **Ms. Wyatt** said staff was leaning toward providing service from Wednesday through Sunday.

**Mr. Rodgers** suggested establishing a stakeholders committee in the next couple of weeks to develop the service plan. There are a lot of issues to be considered.

### **B4. Evaluation of Bus Operator training costs, wages & retention (Receive)**

**Mr. Straw** briefly reviewed the finding of this report. He quantified the cost to recruit, hire, train and retain bus operators. Currently there are 38 full-time and between 15-20 part-time bus operators on staff. He said the annual cost per full-time bus operator for benefits and workers compensation is \$7,300. The average base rate is \$14.29 per hour. When factoring in benefits, the fully-loaded rate is about \$19.92 per hour. He reviewed reasons why bus operators separated in the last year. The average tenure of those bus operators who separated employment is 64 weeks—while overall tenure of remaining bus operators about 3.5 years. He briefly discussed procedures that will be implemented going forward—such as the Bus Operator Selection Survey (BOSS) program that staff

believes will help recruit optimal candidates. He talked about the corporate culture and efforts to ensure open communication with all bus operators.

**Mr. Straw** said raising wages by \$1.00 per hour would cost RTA an additional \$175,000 per year. Two dollars per hour would cost an additional \$322,000 per year. We would not be able to do this without finding additional funding or cutting service. Staff is looking at the figures discussed above as benchmarks against which we could measure future performance, with a goal of reducing training classes to 1-2 per year. The current collective bargaining agreement with the drivers expires in January 2014. Contract negotiations will begin in January 2013.

**Mr. Greening** said he appreciated the analysis, even if the findings were not what he was hoping to see. He suggested that even if the base wage stays lower than drivers deserve, increasing the rate at which it is bumped up may increase retention.

**B5. Recertification of Runabout riders (Receive)**

**Mr. Straw** said staff will roll out a plan at a future meeting.

**B6. Ticket Vending Machine project development (Receive)**

Staff is looking at possibly phasing in the project. **Mr. Straw** said it is an important service for customers—particularly with the credit card payment option. **Mr. Webster** suggested the city working with RTA on implementing this machine.

**B7. Member Comments/Reports from Jurisdictions (Receive)**

**Ms. Wyatt** reminded everyone about Transit Tuesdays. **Mr. Greening** observed faster boardings on these days.

**C. CONSENT AGENDA ITEMS:**

**C-1 RTAC Minutes of 04-18-12 (approve)**

**Mr. Greening**

**Mr. Webster** moved to approve the minutes and **Mr. Moores** seconded. The motion carried with a voice vote.

**D. ADJOURNMENT:**

**Ms. Burlingame** adjourned the meeting at 12:59 p.m.

Next RTAC Meeting: January 16, 2013

Respectfully Submitted:

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
REGIONAL TRANSPORTATION ADVISORY COMMITTEE  
January 16, 2013  
MINUTES**

**C-9**

Members Present:	Janeen Burlingame- Chair John Webster Sr. –Vice Chair Phil Moores Eric Greening Valerie Humphrey Michael Seden – Hansen Susan Rains	Morro Bay Transit SLO Transit SCAT Fixed Route Representative Atascadero Transit City of Paso Robles Cal Poly
Members Absent:	John Diodati Open Anthony Gutierrez	County of San Luis Obispo Runabout/DAR Representative Cuesta College
Staff Present:	Geoff Straw Tania Arnold Anna Mafort	RTA RTA RTA
Guest:	Eliane Wilson	SLOCOG

**1. Call Meeting to Order, Roll Call:**

**Ms. Janeen Burlingame** called the meeting to order at 10:06 a.m. Roll call was taken; a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening** asked when the committee would look at the Passenger Code of Conduct and when the Board would receive it as an action item. **Mr. Geoff Straw** said it was presented to the Board as an amended first reading in January. The term “Sleeping” was replaced with “Loitering.” It will be brought back to the Board in March. Staff did not plan on bringing it back to RTAC as they already solicited comments from this group. Staff made changes that were suggested at the last committee meeting and will review a marked-up draft to ensure we capture everything. **Mr. Straw** hoped to get it on the website in the next few weeks as a way of receiving additional public comments.

**Mr. John Webster, Sr.,** said that for SLO Transit, sleeping is defined not as dozing in your seat but rather, spreading out across multiple seats in the back to the bus. **Mr. Greening** said this is more of a “failure to yield” infraction. **Mr. Webster** said it is based upon common sense of the driver, which comes with good training and experience. **Mr. Straw** read the definition of loitering as set forth on the code of conduct. **Mr. Webster** said the loitering issue is a tool for drivers, but they are not expected to be sheriffs. **Mr. Straw**

said he would forward another copy of the Code of Conduct for the committee for further review.

### **3. Election of Officers**

**A1. ELECTION OF OFFICERS:** Elect new RTAC Chair & Vice Chair: **Mr. Webster** nominated **Ms. Janeen Burlingame** as Chair and **Mr. Greening** seconded. The motion carried on a voice vote.

**Mr. Greening** nominated **Ms. Valerie Humphrey** as Vice Chair and **Mr. Webster** seconded. The motion carried on a voice vote.

#### **A. Action Items**

**A1. Stipend for Board, Executive Committee and RTAC Members:**

**Mr. Geoff Straw** discussed the idea of RTA providing stipends to Board members who are city representatives. The San Luis Obispo Council of Governments (SLOCOG) adopted a stipend program in 2007. RTA staff is looking to implement a similar program. He presented a copy of the 2007 SLOCOG staff report and list of what other COGs and transportation divisions are doing around the state. Staff recommends adopting the SLOCOG stipend plan with the addition of providing all Board and RTAC members with regional bus passes.

Staff is seeking input from RTAC and will add the proposal in our budget for the next fiscal year. The cost is pretty straightforward. Passes are considered a taxable benefit, but because they are valued under \$240 per month, they are tax-free under the tax code. These Board stipends would be issued through payroll and committee members would receive 1099 at the end of the year. There are some tax implications

**Mr. Webster** verified this would be considered a benefit rather than a stipend. **Mr. Straw** said it could be clarified that the Board receives a stipend and RTAC committee members receive a benefit. Board members would not receive two stipends when there is a joint SLOCOG/RTA meeting. **Mr. Greening** asked if there was a conflict of interest for committee members voting for themselves. **Mr. Straw** didn't think so. **Mr. Webster** agreed that it was not a conflict.

The Committee discussed how alternates would be compensated. **Mr. Webster** thought the stipend should go to whoever attended the meeting. **Mr. Straw** said the primary representative must be in good standing in order to receive the stipend and benefit.

**Mr. Greening** noted when an ADA Paratransit representative starts serving on the committee, a regional pass may not be a good option for them. Would they be eligible for a different kind of pass because they represent a different kind of eligibility? **Mr. Straw** suggested the person in that position does not have to be ADA eligible. It could be held by someone in an organization that provides services to people in this market. The benefit provided would be the same for everyone. He suggested we consider this concern on a case-by-case basis, depending upon who serves on the committee. **Mr. Greening**

wondered how the paratransit representative would do their job of checking on the Runabout service and reporting back to the committee.

**Mr. Webster** motioned to accept the staff recommendation with a revision about RTAC having a benefit rather than a stipend. **Mr. Michael Seden–Hansen** seconded, adding that that issuing regional passes are a common practice and should be noted as such on the document. The motion carried on a voice vote.

**Mr. Straw** asked all committee members to check with their jurisdictions to ensure there will not be problems accepting a stipend and/or regional pass benefit and report back prior the March Board meeting.

A2. Runabout recertification project:

**Mr. Straw** said demand and length of the trips are both increasing on Runabout. This requires a lot of resources. Runabout is budgeted at \$2.3M for the current fiscal year and staff estimates RTA will be about \$110,000 over budget. Staff noted three record ridership months in the last year.

Staff recommends fully implementing the No-Show Policy, having member jurisdictions allow Runabout-approved riders to ride free on all local agencies and eliminating service to the general public on Runabout.

**Mr. Straw** reviewed Ridership, Service Hours and Productivity year-by-year. He then discussed how different systems approve riders for ADA Paratransit and processes for recertification. He pointed to the application currently uses, which begins on page A-2-11.

**Mr. Greening** asked if the application had been reviewed by the County Health Commission. **Mr. Straw** said staff could consider doing that—perhaps with the next application revision.

**Mr. Webster** noted the question about an applicant’s ability to get to a bus stop near their home and inquired about the inability of getting to their destination. He said some agencies are moving toward this type of conditional certification. **Mr. Straw** agreed but said many transit agencies have varied success with this type of conditional certification.

**Mr. Straw** explained the idea of offering free rides to this group on area fixed route service provides a quasi conditional certification. It reduces costs to both the passenger and the transit agency. It is 12 times more expensive to transport a person on Runabout than on fixed routes, at just over \$60 per passenger trip. Encouraging riders to take fixed route bus service as much as possible eases strain on costs and capacity.

**Mr. Greening** observed verbiage on page 4 of the Runabout application about RTA’s authorization to contact the medical professional should additional information be needed. He asked if this happens and what is the protocol. **Mr. Straw** answered that it can happen, but he wasn’t sure if RTA has contacted the doctor or medical professional after someone was approved. **Mr. Moores** offered to get a copy of the ADA Paratransit application from Riverside, which is much more comprehensive than RTA’s. He said he served on the appeals board for this service there.

**Mr. Webster** asked if there was grant funding that could be used to offset administrative costs to process these applications. **Ms. Wilson** said New Freedom could be used but there is very little money available.

There was some group discussion about unifying the process of getting discount fares on all area fixed routes from the various transit agencies.

**Mr. Webster** talked about options for running a taxi voucher program for ADA and general customers. **Mr. Straw** stated there were some challenges based on FTA requirements to taking this route, such as drug and alcohol testing the taxi drivers. He talked about how RTA is making a transition from the cutaway vehicles to smaller minivans, which have better fuel efficiency.

**Mr. Straw** briefly discussed the plan to recertify Runabout eligibility. He said the preferred method will be to recertify 1/3 of registrants each year over the next three years and then roll out the ongoing process every 3-5 years.

The group talked about fully implementing the No-Show policy and how it can potentially help reduce costs. This policy will be in force before the end of the fiscal year. **Mr. Straw** asked the committee how long their systems, such as Dial-A-Ride, will wait for passengers before moving on to the next call. The time ranged from two to five minutes. Runabout waits for up to five minutes. **Mr. Webster** suggested tightening up the wait time. Morro Bay, Atascadero and Paso Robles all had two to three minutes maximum wait time. **Mr. Webster** pointed out that doctor's offices sometimes run late. **Mr. Moores** was not in favor of shortening the wait time for this group.

**Mr. Straw** recommended implementing the No-Show policy and see what the impacts are after that point.

**Mr. Greening** moved to recommend presenting this No-Show policy to the Board to approve fully implementing the policy. **Mr. Webster** seconded and the motion carried on a voice vote.

**Mr. Straw** briefly recapped the recommendation to fund fare-free fixed route service for Runabout registrants as a cost-saving measure. This program is currently in place for both RTA and South County Area Transit.

**Mr. Greening** moved to approve this staff recommend with the understanding that is an incentive comparable to such programs as Youth Ride Free. **Mr. Webster** requested language be added that RTA will negotiate fare reimbursement with the area agencies. **Ms. Humphrey** seconded and the motion carried on a voice vote.

Finally, **Mr. Straw** outlined the desire to formally eliminate general public Runabout service. This service has not been provided in some time, there is increasing demand and staff is concerned there may be an expectation to provide this service.

**Mr. Webster** moved to approve staff recommendation to eliminate general public service on Runabout. **Mr. Moores** seconded and the motion carried on a voice vote.

## **B. Information Agenda Items**

### **B1. Manager's Report (Receive)**

**Mr. Straw** said staff is now presenting performance measures to the Board. He would like to bring them back to RTAC at the October meeting and gauge if the performance standards against which the performance measures are judged are still appropriate.

The new bus procurement is moving along and the pilot bus will be here in April. All 10 new vehicles should be delivered by late August.

Staff is developing a two-year operating and five-year capital budget. Staff will present the budget assumptions at the March Board meeting. RTAC members will see the final draft budget at the April 17 meeting.

RTA is currently at about 42% of budget year to date. Staff will continue to keep a close eye on expenses. Ridership continues to be high. Fixed route is about 10.5% higher than this time last year. October was the highest ridership month ever.

**Mr. Straw** concluded his report.

**Mr. Greening** asked when the union contract negotiations will begin and to what extent will the Board be involved? **Mr. Straw** said the Board will receive periodic updates through the budget (executive) committee. The goal is to set the ground rules in February so as to get started early. Staff could give an update at the October RTAC meeting, but otherwise staff doesn't anticipate bringing any more information back to this committee.

**Mr. Greening** said the state is not claiming a deficit. The Feds only did a two-year transportation reauthorization and there is some uncertainty for the second year. **Mr. Straw** said fortunately staff can use the first year (this year) funding for next year's capital and operating budget for next year. The challenge is projecting the State Transit Assistance and Local Transportation Funds fund levels.

**Mr. Michael Seden-Hansen** asked if the pension reform mentioned in the Finance and Administration section was related to PERS and the state's changes. **Mr. Straw** said that was correct. There are only a handful of employees on PERS, so the impact should be minimal. Committee members then discussed anticipated costs related to health care.

### **B2. Member Comments/Reports from Jurisdictions (Receive)**

**C. CONSENT AGENDA ITEMS:**

**C-1 RTAC Minutes of 10-17-12 (approve)**

**Mr. Seden-Hansen** corrected the top of page C-1-4 regarding the summer youth group. Procedures are being discussed at this time and have not yet been implemented.

**Mr. Greening** clarified on page C-1-5 the sentence should read, "...increasing the rate at which it is bumped up may increase retention."

**Mr. Greening** moved to approve the minutes **with correction** and **Mr. Seden-Hansen** seconded. The motion carried with a voice vote.

**D. ADJOURNMENT:**

**Ms. Burlingame** adjourned the meeting at 11:53 a.m.

Next RTAC Meeting: April 17, 2013

Respectfully Submitted:

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

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-10

**TOPIC:** Contract Renewal - AGP Video Production of Board Meetings

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Approve Contract Renewal

**BACKGROUND/DISCUSSION:**

In April 2013, the SLOCOG Board approved a contract with AGP Video to televise all SLOCOG and RTA meetings with costs shared on a pro-rata basis. The terms of the existing contract provide video services for \$715/meeting (8:30 to 12:00), plus \$132/hour overtime for all overtime hours beyond the 3<sup>1/2</sup>-hour length, and \$45/hour for additional technical consulting. The effective date of the existing contract is through June 30, 2013. The proposed new contract will run from July 2013 to June 2014 with an increase of \$35 in the base rate for meetings held at locations other than the County Board of Supervisors Chambers.

The contract reflects the existing agreement made by AGP Video. The annual cost of six (6) RTA meetings that are filmed is approximately \$5,005.

The meetings will continue to be broadcasted live and replayed on Channel 21 as well as being webcast on the Internet at [www.slospan.org](http://www.slospan.org). The SLO-SPAN network, produced by AGP Video, is a public service of Charter Communications and provides televised access of government and other meetings held throughout the county. For schedule updates, check [www.slospan.org](http://www.slospan.org), additional replays of meetings are cablecast as the schedule permits. Meeting tapes are available through local libraries.

**Staff Recommendation**

Authorize the Executive Director to sign a contract with AGP Video at a cost not to exceed \$5,005 for FY13-14.

**AGREEMENT TO PROVIDE VIDEO PRODUCTION AND DISTRIBUTION SERVICES  
FOR SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA) BOARD MEETINGS  
FOR FISCAL YEAR 2013/2014**

THIS AGREEMENT is entered into by and between the San Luis Obispo Regional Transit Authority (hereinafter referred to as "RTA") and AGP Video, a California Corporation (hereinafter referred to as "Contractor").

Witnesseth:

WHEREAS, RTA has a need for special services to provide video production services to document the RTA Board meetings and to distribute copies of the video as needed; and

WHEREAS, AGP Video is specially trained, experienced and competent to perform such services;

NOW THEREFORE, the parties mutually agree as follows:

**I. SCOPE OF WORK**

- A. Without exception Contractor will provide gavel-to-gavel, unedited coverage of all regular RTA meetings held from July 1, 2013, through June 30, 2014. RTA shall provide Contractor with current calendar of scheduled meetings when the calendar is approved;
- B. The agenda item number and description will be presented, whenever possible
- C. Contractor will videotape special meetings of the RTA Board as requested by appropriate representatives of RTA.
- D. Contractor will archive all meetings within three business days of the meeting date.
- E. Contractor will distribute in a timely manner two (2) copies each of the Board meetings to the RTA offices and one (1) copy to the San Luis Obispo City County Library;
- F. Contractor will provide one (1) copy to Charter Channel 21, the Countywide Government and access channel for cablecast. The initial replay of the meeting will be at 6 pm on the day it is held. The meeting will be scheduled to replay at a variety of times a minimum of six (6) times in the week after the meeting date, and may stay in the program schedule up until the next meeting is held.
- G. Contractor may provide additional copies of the meeting tapes to the public, upon request, at a cost not to exceed \$25 per tape. RTA or other agencies requesting copies of additional DVDs will pay \$20 plus tax per DVD.
- H. The work to be done by the contractor pursuant to this Agreement shall include the furnishing of all labor, supervision, equipment, materials, supplies and all other items necessary to perform the services required.
- I. The Contractor may provide videotaping, cable casting, or other related services for "special" meetings upon request of RTA.

**II. CONTRACT PERFORMANCE**

- A. The Contractor shall at all times during the term of this Agreement provide high quality, efficient, technically-competent and professional service in accordance with the standards of the industry and to the reasonable satisfaction of RTA.
- B. All equipment used by the Contractor to perform work under this Agreement shall conform to reasonable industry standards and shall be maintained and kept in good repair at all times.

- C. Contractor shall, at all times during the contracted events, have at least one employee in the production facility (control room) who has a minimum of two years video production experience in environments similar to that of RTA or the County of San Luis Obispo.
- D. Contractor will ensure that all production employees involved in providing services under this Agreement have been thoroughly trained on use of the County of San Luis Obispo's control room equipment prior to working on an event at the County Government Center.
- E. RTA strongly prefers that Contractor production employees assigned to work on any event under this Agreement have experience in working on video production of at least 4 live government meetings prior to working on any event covered under this Agreement.
- F. Contractor will act with due diligence to meet the following quality production expectations:
  - Camera Takes are to be cut or fade away. There will be no "wipes."
  - Picture in Picture is employed when appropriate.
  - Camera takes are to follow the speaker as quickly as possible.
  - Captioning slates are to be displayed as quickly as possible following a subject change.
  - Sound levels are to be kept consistent within the best possible range.
- G. Contractor will meet with RTA on a biannual basis to discuss performance and operational issues. RTA will schedule such meetings and notify Contractor in writing of the established schedule. The frequency of such performance reviews may be reduced at the RTA's discretion.
- H. Contractor will not make any hardware configuration changes to County-owned equipment nor remove *any* County-owned property from the Board Chambers control room without prior written consent or involvement of the County's Information Technology Department staff.
- I. Contractor will not modify nor upgrade any software used on County owned equipment, including the installation of new releases or patches, without prior consent or involvement of the County's Information Technology Department support staff.
- J. At the conclusion of any/all meetings at the facilities of all other agencies or organizations, Contractor shall return all equipment to predefined, default states. As these states may change from time-to-time, they are not specified within this Agreement.
- K. Production primary recordings are to be digital with an analog back up.
- L. Master copies are to be digital where possible.

### III. EMPLOYMENT STATUS

Contractor shall, during the entire term of the Agreement, be construed to be an independent Contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship.

### IV. OWNERSHIP

DVDs or other materials produced in whole or part under this agreement shall be the property of RTA. Any copies of meetings or other materials produced in whole or part under this agreement shall be the property of RTA and none shall be subject to an application for copyright by or on behalf of Contractor

### V. COMPENSATION

RTA shall pay Contractor per meeting compensation of \$715 per meeting for all regular RTA Board meetings that extend from 2.0 to 3.5 hours in length. RTA shall pay Contractor \$132 per hour overtime for all overtime hours beyond the 3.5 hour length billed in 15-minute increments, rounded-up. For Meetings of RTA that are 2 hours or less, RTA shall pay Contractor a reduced per meeting rate of \$500. For "special" meetings, the same rates, as above, shall apply, depending on the length of the meeting. Meetings held at locations other than the County Board of Supervisors Chambers will be billed at a base rate of \$750 per meeting.

## VI. INVOICES

Contractor shall submit to RTA an invoice detailing the services performed during the preceding period. Contractor shall specify the length of time of both the RTA sessions separately on each invoice.

## VII. PAYMENTS

RTA shall pay within twenty (20) days after receipt of a complete and accurate invoice of video production/tape distribution activities.

## VIII. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

- A. Minimum Scope of Insurance - Coverage shall be at least as broad as:
  - 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
  - 2. Insurance Services Office Business Auto Coverage Form Number CA 0001. Code 1 (any auto).
  - 3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
  - 4. Errors and Omissions liability insurance appropriate to the Contractor's profession. Architects and engineers' coverage is to be endorsed to include contractual liability.
- B. Minimum Limits of Insurance - Contractor shall maintain limits no less than:
  - 1. General Liability - \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - 2. Automobile Liability - \$1,000,000 per accident for bodily injury and property damage.

## IX INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers, and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.
- 7. Strict liability.

8. Inverse condemnation.
9. Violation of civil rights.
10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide RTA the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect

#### X. TERMINATION OF AGREEMENT

RTA reserves the right to terminate this agreement for convenience, without cause, by the Executive Director at the instruction of the San Luis Obispo Council of Governments, on one week written notice.

#### XI. TERM OF AGREEMENT

The effective date of this agreement shall be May 1, 2013. The term of the agreement shall be for the entire fiscal year 2012/2013 (July 1, 2013 – June 30, 2014), with the option of an extension of the contract. RTA shall contact the Contractor two months prior to the end of each fiscal year to discuss potential contract modifications for the upcoming year.

#### XII. NOTICES

All notices and communications with respect to this Agreement shall be in writing and served as follows:

San Luis Obispo Regional Transit Authority  
179 Cross Street, Ste. A  
San Luis Obispo, CA 93401  
Attn: RTA Executive Director

CONTRACTOR  
AGP Video  
1600 Preston Lane  
Morro Bay, CA 93442  
Attn: Steve Mathieu and Nancy Castle

#### XIII. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and hereby promises to comply with the provision on contractor agreements contained in Presidential Executive Order Number 11246.

#### IX. ENTIRE AGREEMENT AND MODIFICATION

This Contract supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

#### XV. NON-ASSIGNMENT OF CONTRACT

Inasmuch as this Contract is intended to secure the specialized services of the Contractor, Contractor may not assign, transfer, delegate or sublet any interest therein without the prior written consent of County and any such assignment, transfer, delegation or sublease without the County's prior written consent shall be considered null and void.

#### XVI. COVENANT

This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any

action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract.

**XVII. ENFORCEABILITY**

If any term, covenant, condition or provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

**XVIII. WARRANTY OF CONTRACTOR**

Contractor warrants that Contractor and each of the personnel employed or otherwise retained by Contractor are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

**IXX. RECORDS**

- a. Contractor shall keep complete and accurate records for the services performed pursuant to this Contract and any records required by law or government regulation and shall make such records available to County upon request.
- b. Contractor shall assure the confidentiality of any records that are required by law to be so maintained.
- c. Contractor shall prepare and forward such additional or supplementary records as County may reasonably request.

**ACCEPTED BY:**

\_\_\_\_\_  
Frank Mecham, President  
San Luis Obispo Regional Transit Authority (RTA)  
179 Cross Street, San Luis Obispo CA 93401 (805) 781-4472

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nancy Castle  
AGP Video  
1600 Preston Lane, Morro Bay, CA 93442 (805) 772-2715

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Timothy McNulty  
RTA Legal Counsel

\_\_\_\_\_  
Date

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**May 1, 2013**

**STAFF REPORT**

**AGENDA ITEM:** C-11

**TOPIC:** Resolution Authorizing RTA Executive Director, Certified Financial Officer or Grants Manager to execute for and on behalf of RTA for State Proposition 1B Safety & Security Funds.

**ACTION:** Approve

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

**STAFF RECOMMENDATION:** Adopt Resolution

**BACKGROUND/DISCUSSION:**

Proposition 1B was passed in November 2006 by California voters. Based on statewide estimates, approximately \$12.1 million will be apportioned to San Luis Obispo County for transit capital projects over the next five years. RTA is an eligible recipient of this funding.

In FY12-13 RTA applied for \$200,000 and was awarded \$158,026 in Proposition 1B Safety and Security Funds as Phase 3 of 3 for our Intelligent Transportation Systems (ITS) project, which includes an enhanced two-way radio system, a GPS-based automatic vehicle location system, automatic passenger counter system, and on-bus security camera systems. However, the Governor's Office of California Emergency Management Agency (CALEMA) requires the attached Authorizing Agent Signature Authority and Governing Body Resolution in order to execute funding agreements.

**Staff Recommendation**

Staff recommends approval of the resolutions authorizing the RTA Executive Director, Chief Financial Officer or Grants Manager to execute for and on behalf of RTA, any actions necessary for the purpose of obtaining financial assistance provided by CALEMA.



179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
(805) 781-4472 Fax (805) 781-1291  
[www.slorta.org](http://www.slorta.org)

Authorized Agent Signature Authority

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AS THE President  
(Chief Executive Officer / Director / President / Secretary)

OF THE San Luis Obispo Regional Transit Authority  
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency.

Geoff Straw, Executive Director , OR  
(Name or Title of Authorized Agent)

Omar McPherson, Grants Manager , OR  
(Name or Title of Authorized Agent)

Tania Arnold, CFO/Director of Administration .  
(Name or Title of Authorized Agent)

Signed and approved this 1<sup>st</sup> day of May, 2013.

\_\_\_\_\_  
President's (Signature)



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## Governing Body Resolution

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**Resolution No:** \_\_\_\_\_

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Emergency Management Agency (Cal EMA) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGBP); and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) is eligible to receive CTSGBP funds; and

WHEREAS, the San Luis Obispo Regional Transit Authority (RTA) will apply for FY12-13 CTSGBP funds in an amount up to \$200,000 for RTA/SCAT Radios, AVL, GPS, APC, Camera system; and

WHEREAS, San Luis Obispo Regional Transit Authority recognizes that it is responsible for compliance with all Cal EMA CTSGBP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal EMA requires San Luis Obispo Regional Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of San Luis Obispo Regional Transit Authority to execute actions necessary to obtain CTSGBP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGBP assurances, and state and federal laws.

***THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY THAT GEOFF STRAW, EXECUTIVE DIRECTOR, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of San Luis Obispo Regional Transit Authority (RTA), a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Emergency Management Agency under the CTSGBP.***

Passed and approved this 1<sup>st</sup> day of May, 2013.

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

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



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APPENDIX E – Governing Body Resolution

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*Certification*

I, Frank Mecham, duly appointed and

(Name)

President

(Title)

of the RTA Board of Directors

(Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the RTA Board of Directors of the RTA on the

(Governing body)

(Name of Applicant)

1<sup>st</sup> day of May, 2013.

President of the RTA Board

(Official Position)

\_\_\_\_\_  
(Signature)

May 1, 2013

(Date)

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